

# Public Document Pack

## **Argyll and Bute Council** **Comhairle Earra Ghaidheal agus Bhoid**

Customer Services  
Executive Director: Douglas Hendry



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24 September 2014

### **NOTICE OF MEETING**

A meeting of the **MID ARGYLL, KINTYRE & THE ISLANDS AREA COMMITTEE** will be held in the **TEMPLAR'S HALL, HARBOUR STREET, TARBERT** on **WEDNESDAY, 1 OCTOBER 2014** at **11:00 AM**, which you are requested to attend.

Douglas Hendry  
Executive Director - Customer Services

### **BUSINESS**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTE**  
The Minute of the Mid Argyll, Kintyre and the Islands Area Committee meeting – 6<sup>th</sup> August 2014 (Pages 1 - 8)
- 4. PUBLIC AND COUNCILLORS QUESTION TIME**
- 5. SCOTTISH NATIONAL BOWLING CHAMPIONSHIPS**  
Verbal Update by Chair
- 6. ACHA UPDATE - TO FOLLOW**  
Presentation by Alistair MacGregor, Chief Executive, ACHA.
- 7. ROADS REVENUE BUDGET UPDATE - FQ1**  
Report by Executive Director of Development and Infrastructure Services. (Pages 9 - 28)
- 8. TRUNKING OF A83**  
Update by Transport Scotland/BEAR Scotland.

**9. SPEED LIMIT CONSULTATION**

Members discussion.

**10. KING STREET, PORTNAHAVEN**

Report by Executive Director of Development and Infrastructure Services. (Pages 29 - 38)

**11. ADULTS WITH LEARNING DISABILITIES UPDATE**

Report by Executive Director of Community Services. (Pages 39 - 54)

**12. MAKI FERRY SERVICES**

Report by Executive Director of Development and Infrastructure Services. (Pages 55 - 60)

**13. REVIEW OF AREA SCORECARD**

Report by Executive Director of Customer Services. (Pages 61 - 66)

**14. INVERARAY CARS SMALL GRANTS SCHEME - GOVERNANCE ARRANGEMENTS**

Report by Executive Director of Development and Infrastructure Services. (Pages 67 - 72)

**15. ITEM TRACKER**

For noting and updating. (Pages 73 - 76)

**MID ARGYLL, KINTYRE & THE ISLANDS AREA COMMITTEE**

Councillor Rory Colville (Chair)

Councillor Robin Currie

Councillor Anne Horn

Councillor Donald Kelly

Councillor Donald MacMillan (Vice-Chair)

Councillor John McAlpine

Councillor Douglas Philand

Councillor Sandy Taylor

Shona Barton, Area Committee Manager

Contact: Lynsey Innis; Telephone: 01546 604338

**MINUTES of MEETING of MID ARGYLL, KINTYRE & THE ISLANDS AREA COMMITTEE held in  
the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD  
on WEDNESDAY, 6 AUGUST 2014**

**Present:** Councillor Rory Colville (Chair)

Councillor Robin Currie  
Councillor Donald MacMillan  
Councillor Sandy Taylor

Councillor Anne Horn  
Councillor Douglas Philand

**Attending:** Shirley MacLeod, Area Governance Manager  
Shona Barton, Area Committee Manager  
Fergus Murray, Head of Economic Development and Strategic  
Transportation  
Alison Hunter, Area Manager MAKI  
Stewart Clark, Contracts Manager  
David Clements, Programme Manager  
Laura Macdonald, Community Development Officer  
Bill Halliday, Area Private Sector Officer  
Stuart Green, Senior Planning Development Officer  
James Lafferty, Project Officer  
Mark Calder, Communications Officer  
Dr Sharon Webb, Director and Curator, Kilmartin Museum

**1. APOLOGIES**

Apologies for absence were intimated on behalf of the following:-

Councillor Kelly  
Councillor McAlpine  
Councillor Semple

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

There were no declarations of interest.

**3. MINUTE**

The Minute of the previous meeting held on 4 June 2014 was approved as a true record.

Matters Arising:-

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Councillor Currie enquired as to the progress of the ferry service issue and the outcome of the discussions between the Head of Economic Development and

Strategic Transportation and the Chief Executive of CalMac.

The Senior Planning Development Officer confirmed that through the Council's Marine Operations Manager, CalMac had confirmed that at present there are no spare ferries and when necessary an operational decision is required to be taken. Mr Green confirmed that CalMac make the decision based on the priority of ensuring supplies to the islands.

The Area Committee Manager confirmed that this issue was on the item tracker to be brought to the Area Committee meeting in October.

Further discussion took place in regards to the availability of IT Facilities in more remote areas with particular reference to the engagement with island committees. The Area Governance Manager confirmed that the IT Infrastructure Services Manager had agreed to progress the matter and that an email had been sent to Members during recess. She advised that she would re-issue the email and await responses from Members before progressing.

#### **4. PUBLIC AND COUNCILLORS QUESTION TIME**

The Chair, having noted that there had been no questions submitted by members of the public and also that there were no members of the public in attendance, invited questions from Members.

Councillor Horn advised that the Community had repaired damage at the War Memorial in Tarbert but asked for a commitment that the grass would be cut and lifted. She requested that a "No overnight parking" sign be erected and also that the railings surrounding the memorial be scraped and repainted.

##### **Decision**

Councillor Horn agreed to email the Contracts Manager directly regarding her concerns.

Councillor Philand advised that he was aware that the A83 trunking had now taken place. He enquired as to the procedure now in place for reporting road issues to BEAR Scotland.

##### **Decision**

The Contracts Manager agreed to issue an update to Members in this regard and provide the contact details for BEAR Scotland in respect of reporting roads issues.

#### **5. KILMARTIN MUSEUM - UPDATE AND PRESENTATION**

The Committee considered a presentation by Dr Sharon Webb, Director & Curator of Kilmartin Museum. Dr Webb outlined the progress of an ongoing project which would, if realised, create a new gallery space, purpose built

education and research facilities and an open collections store. She advised that the museum worked closely with the National Galleries of Scotland and would hope that in the future this would lead to visiting exhibitions.

Discussion took place around the funding of the project, with Dr Webb advising that the Heritage Lottery Fund (HLF) had refused the stage 1 application in March 2014. She advised that the feedback she had received was to scale back the project and secure match funding and then re-submit. She advised that the next steps would be to achieve a level of match funding, provide an explanation as to why the project required to be of such a scale and re-submit in April 2015.

### **Decision**

Members agreed to note the presentation.

(Ref: Presentation by Dr Webb, Director and Curator of Kilmartin Museum.)

## **6. AREA SCORECARD - FQ1**

The Committee considered a report which detailed the Area Scorecard performance data for financial quarter 1 of 2014-15. Discussion took place in relation to the figures provided in respect of dog fouling , with the Contracts Manager agreeing to speak directly to the Streetscene Area Manager and revert back to Members with details of the actions being taken to enforce these issues.

### **Decision**

Members agreed to note the report.

(Ref: Report by Executive Director, Customer Services dated 6 August 2014, submitted)

## **7. THIRD SECTOR GRANTS - AUGUST TRANCHE**

The Committee considered a report which detailed the recommendations for the award of Third Sector Grants to Third Sector organisations in the Mid Argyll, Kintyre and the Islands area.

### **Decision**

Members agreed to all recommendations outlined at section 2 of the report.

(Ref: Report by Executive Director of Community Services, dated 6 August 2014, submitted.)

**8. PROPERTY MANAGEMENT GROUP - MAKI**

The Committee considered a report which updated Members on the actions undertaken by the Area Property Action Group (APAG) in Campbeltown.

**Decision**

Members agreed to note the report.

(Ref: Report by Executive Director, Community Services dated 6 August 2014, submitted)

**9. OLDER PEOPLE'S CARE AT HOME SERVICE UPDATE - FQ1**

The Committee considered a report which updated Members on the findings of the continuing quarterly evaluation of the Care at Home provision within the Mid Argyll, Kintyre and the Islands area for financial quarter 1 of 2014-15. The Area Manager provided additional information on the problems with recruitment and retention and outlined some of the measures that have been put in place to help mitigate this issue. Discussion took place on the Care Inspectorate Grades with the processes for improvement and service concerns being explained to Members.

**Decision**

Members agreed to note the report.

(Ref: Report by Executive Director, Customer Services dated 6 August 2014, submitted)

**10. ROADS REVENUE BUDGET 2013-2014 - 4TH QUARTER UPDATE/YEAR END**

The Committee considered a report providing information on the roads revenue budget position at the end of the financial year 2013/14.

**Decision**

Members agreed to note the report.

(Ref: Report by Executive Director, Development and Infrastructure, dated 6 August 2014, submitted)

**11. ROADS UPDATE**

The Committee considered a report which provided an update on roads-related issues in the Mid Argyll, Kintyre and the Islands area. Discussion took place on the work which is currently ongoing in relation to the private road at King Street,

Portnahaven, with the Contracts Manager confirming that only 10 replies had been received in respect of the 26 survey forms that had been issued. He advised members that a full report would be brought to the Area Committee meeting in October. Having established that the A83 had been trunked, the Contracts Manager confirmed that he would invite a representative from BEAR Scotland to attend the Area Committee Meeting in October.

**Decision**

1. Members agreed to note the report; and
2. Agreed that a representative from BEAR Scotland be invited to the Area Committee Meeting in October to provide an update to Members in regards to the ongoing maintenance arrangements following the trunking of the A83.

(Ref: Report by Executive Director, Development and Infrastructure, dated 6 August 2014, submitted)

**12. CAMPBELTOWN CHORD - MARINA BERTHING FACILITY PROGRESS REPORT**

The Committee considered a report outlining the progress to date in delivery of the CHORD Campbeltown Berthing Facility Project. Information was provided on the approach to the procurement of capital works, the ongoing work in relation to the procurement of a satisfactory operator, and on the construction of the facility and the handover of operations to any new operator. It was noted that the completion date for the project is expected to have handover in April 2015 to allow the facility to be fully operational and open for business in April/May 2015.

The Senior Planning Development Officer provided Members with information on the issues surrounding the connection of the waste disposal system for the facility to the public sewage system. He advised of the embargo on the digging up of the road and the difficulty which this caused in terms of the progressing the connection. Members requested that advance notice is provided to local people and community groups with regard to any proposed disruption to the road.

**Decision:**

Members agreed to note the report.

(Ref: Report by Executive Director of Development and Infrastructure, dated 6 August 2014, submitted.)

**13. ITEM TRACKER**

The Committee considered the Item Tracker.

**Decision**

Members agreed to note the Item Tracker.

(Reference: Item Tracker, dated 6 August 2014, submitted)

**14. CAMPBELTOWN CONSERVATION AREA REGENERATION SCHEME (CARS) ROUND 6**

The Committee considered a report seeking approval to provide match funding of £500,000 for the Campbeltown Conservation Area Regeneration Scheme (CARS) Round 6 application using funding remaining in the Campbeltown CHORD budget. It was noted that if the application was successful it would lever in a further £500,000 from Historic Scotland and when the building owners contributions and other funding is taken into account it is anticipated that the total project fund will amount to £1.5m.

**Decision:**

Members agreed to approve the match funding amount of £500,000 for the Campbeltown CARS Round 6 application using funding remaining in the Campbeltown CHORD budget.

(Ref: Report by Executive Director of Development and Infrastructure, dated 6 August 2014, submitted.)

The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for the following item of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 8 and 9 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

**15. THI - GRANT APPROVALS - 50-52 MAIN STREET/ 2 CROSS STREET, CAMPBELTOWN**

The Committee considered a report which requested formal approval from the Mid Argyll, Kintyre and the Islands Area Committee to award THI grant funding to a Private Company to assist with the repair and reinstatement of the tenement known as 50-52 Main Street/2 Cross Street, Campbeltown.

**Decision:**

1. Members approved the THI grant award being made subject to the conditions outlined in the report; and
2. Agreed to delegate authority (relative to formal draw down and monitoring of monies) to the Executive Director of Development and Infrastructure in consultation with the Executive Director for Customer Services and the Head of Strategic Finance.



(Ref: Report by Executive Director, Development and Infrastructure, dated 6 August 2014, submitted.)

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ARGYLL AND BUTE COUNCIL

Mid Argyll, Kintyre and the Islands Area  
Committee

DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

1 OCTOBER 2014

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**ROADS REVENUE BUDGET 2014 TO 2015 – 1<sup>st</sup> QUARTER UPDATE**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The main purpose of this report is to advise Members of the roads revenue budget position for the 1<sup>st</sup> Quarter of financial year 2014/15.
- 1.2 The overall roads maintenance budget for the 2014/15 year (excluding winter maintenance and coastal protection) is £4,145,227. Spend at the end of the first quarter of the financial year is £1,103,886; this equates to a 27% spend, with 73% remaining for the last three quarters.

**ROADS REVENUE BUDGET 2014 TO 2015 – 1<sup>st</sup> QUARTER UPDATE**

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**2.0 SUMMARY**

- 2.1 This report is the first of four reports which will provide Members with information on road maintenance revenue activities being delivered in 2014/15.

**3.0 RECOMMENDATIONS**

- 3.1 That the Committee notes this report.

**4.0 DETAILS**

Members were presented with four reports for each quarter of the 2013 to 2014 financial year which provided information on the roads maintenance revenue budget. This first of four reports provides financial information on roads maintenance spend for the first quarter of the 2014 to 2015 financial year.

The Roads Operations Budget is proposed in line with the Roads Maintenance and Management Strategy and the Roads Maintenance and Asset Management Plan (RAMP). As Members are aware, the available revenue budget is currently insufficient to allow all of the required works to be fully undertaken. Roads revenue expenditure is closely monitored by separating types of work into different 'activities'. This report is based upon financial information which has been collated through the 'Total' costing system. Winter maintenance and coastal protection costs have been excluded from this report.

Appendix 1a shows the overall roads revenue maintenance budget for each area. The overall roads maintenance budget for the 2014/15 year (excluding winter maintenance and coastal protection) is £4,145,227 as indicated in the table.

Appendix 1b provides information on percentage spend for each area. Spend at the end of the first quarter is £1,103,886 which equates to a 27%, of the available budget.

In Appendix 1c the budget spent for each activity has been divided by the estimated unit rate for that activity to give the amount of work that would be expected to have been achieved within that budget spend. Roads Operations is now in the process of comparing actual quantities of works carried out in each area with spend for particular activities; this process involves careful correlation of quantities input by inspectorial staff in the WDM system with corresponding costs in the Total costing system. Early results are encouraging and this process will form the basis for future reporting of area unit rates.

Appendix 1d shows graphically how some of the main work activities have progressed in the first quarter of the year in financial terms. Budget profiles are set for each budget line and are used to manage actual expenditure against available budget. Graphs show 'target' spend versus 'actual and re-profiled' spend. The last two graphs indicate the overall position.

## 5.0 CONCLUSION

This report provides Members with a financial update on the roads revenue maintenance budget for the first quarter of the financial year 2014 to 2015. It indicates an average spend of 27% at the end of the first quarter. Further quarterly reports will continue to be presented to Members at future Area Committees.

## 6.0 IMPLICATIONS

6.1	Policy	Works assessed and carried out under the current Roads Asset Management and Maintenance Plan.
6.2	Financial	The available Roads revenue budget is below that required in terms of the RAMP.
6.3	Legal	None
6.4	HR	Roads revenue maintenance works are delivered by both Roads Operations and Amenity Operatives.
6.5	Equalities	None
6.6	Risk	Deterioration of road network if budget not spent effectively.
6.7	Customer Services	Maintains service level commitment set out in Service Plan.

### Executive Director of Development and Infrastructure

**Policy Lead** Cllr Ellen Morton  
**Head of Roads & Amenity Services**  
15 September 2014

**For further information contact:** Stewart Clark, Roads Performance Manager,  
Tel: 01546 604893

## APPENDICES

Appendix 1a  
Appendix 1b  
Appendix 1c  
Appendix 1d

## **APPENDICES**

## Roads Revenue Maintenance Budget 2014 to 2015

Activity	Activity Description	Mid Argyll	Kintyre	Islay	MAKI	Lorn	Mull	OLI	Bute	Cowal	B&C	Lomond	Central	Total
0201	Resurfacing				0			0			0			0
0301	Anit Skid Treatment				0			0			0			0
0501	Patching	130,000	140,000	60,000	330,000	179,000	88,000	267,000	92,000	205,000	297,000	214,875		1,108,875
0502	Potholing	28,000	26,000	118,000	172,000	172,000	86,000	258,000	26,000	42,000	68,000	55,000		553,000
0701	Bridges				0			0			0		225,000	225,000
0801	Cattle Grids				0			0			0		30,000	30,000
1001	Footways/Kerbs	2,500	2,500	2,500	7,500	4,500	3,000	7,500	22,000	26,000	48,000	29,000		92,000
1002	Cycleway/Patching				0			0			0			0
1301	Remedial Earthworks				0			0			0			0
1401	Drainage/Culverts	9,000	17,000	18,000	44,000	54,000	20,000	74,000	6,000	14,000	20,000	63,000		201,000
1402	Drainage/Ditches	43,000	45,000	66,000	154,000	91,000	58,000	149,000	29,000	69,000	98,000	72,000		473,000
1601	Scrub/Tree Maintenance	12,000	12,000	12,000	36,000	22,000	9,000	31,000	8,000	20,000	28,000	26,000		121,000
1701	Roads Markings/Studs	6,500	14,000	14,000	34,500	19,000		19,000	4,500	28,000	32,500	24,000		110,000
2001	Boundary Fences/Walls				0			0			0			0
2101	Pedestrian Guardrails				0			0			0			0
2201	Traffic Signals				0			0			0		30,000	30,000
2301	Traffic Signs	6,000	6,000	6,000	18,000	18,000	23,000	41,000	4,500	9,000	13,500	10,000		82,500
2311	Illuminated Bollards				0			0			0		5,000	5,000
2401	Vehicle Safety Fence	8,500	1,000	1,000	10,500	2,000	1,000	3,000	852	1,500	2,352	1,500		17,352
2411	Street Name Plates	400	400	400	1,200	700	500	1,200		900	900	700		4,000
2501	Sweeping and Cleaning				0			0			0			0
3201	Emergency Incidents	4,000	4,000	4,000	12,000	12,000	5,000	17,000		9,000	9,000	7,000		45,000
3202	Summer Standby	7,000	7,000	7,000	21,000	7,000	5,000	12,000		13,000	13,000	19,000	13,000	78,000
	<b>Roads</b>	<b>256,900</b>	<b>274,900</b>	<b>308,900</b>	<b>840,700</b>	<b>581,200</b>	<b>298,500</b>	<b>879,700</b>	<b>192,852</b>	<b>437,400</b>	<b>630,252</b>	<b>522,075</b>	<b>303,000</b>	<b>3,175,727</b>
1501	Grass Cutting	23,000	23,000	23,000	69,000	42,000	18,000	60,000	6,500	37,000	43,500	44,000		216,500
1503	Weed Spraying	4,000	4,000	4,000	12,000	14,000	6,000	20,000	8,000	4,000	12,000	20,000		64,000
	<b>Amenity</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>81,000</b>	<b>56,000</b>	<b>24,000</b>	<b>80,000</b>	<b>14,500</b>	<b>41,000</b>	<b>55,500</b>	<b>64,000</b>	<b>0</b>	<b>280,500</b>
0503	Road Master	82,000	61,000	47,000	190,000	56,000	93,000	149,000	33,000	99,000	132,000	52,000		523,000
1801	Gully Emptying	13,000	13,000	3,500	29,500	38,000	3,500	41,500	9,000	45,000	54,000	41,000		166,000
	<b>Fleet</b>	<b>95,000</b>	<b>74,000</b>	<b>50,500</b>	<b>219,500</b>	<b>94,000</b>	<b>96,500</b>	<b>190,500</b>	<b>42,000</b>	<b>144,000</b>	<b>186,000</b>	<b>93,000</b>	<b>0</b>	<b>689,000</b>
		<b>378,900</b>	<b>375,900</b>	<b>386,400</b>	<b>1,141,200</b>	<b>731,200</b>	<b>419,000</b>	<b>1,150,200</b>	<b>249,352</b>	<b>622,400</b>	<b>871,752</b>	<b>679,075</b>	<b>303,000</b>	<b>4,145,227</b>

**Roads Revenue Maintenance Budget 2014 to 2015**

**Spend for Q1**

	COMBINED AREA BUDGETS *												
	Mid Argyll	Kintyre	Islay	MAKI	Lorn	Mull	OLI	Bute	Cowal	B & C	H & L	**Bridges / Cattle grids etc.	Total
Area Budget	£378,900	£375,900	£386,400	£1,141,200	£731,200	£419,000	£1,150,200	£249,352	£622,400	£871,752	£679,075	£303,000	£4,145,227
Actual Spend - End of Q1	£98,514	£112,358	£156,494	£367,366	£147,514	£141,582	£289,096	£76,338	£120,538	£196,876	£184,691	£65,857	£1,103,886
Remaining Budget	£280,386	£263,542	£229,906	£773,834	£583,686	£277,418	£861,104	£173,014	£501,862	£674,876	£494,384	£237,143	£3,041,341
Percentage Spend	26%	30%	41%	32%	20%	34%	25%	31%	19%	23%	27%	22%	27%

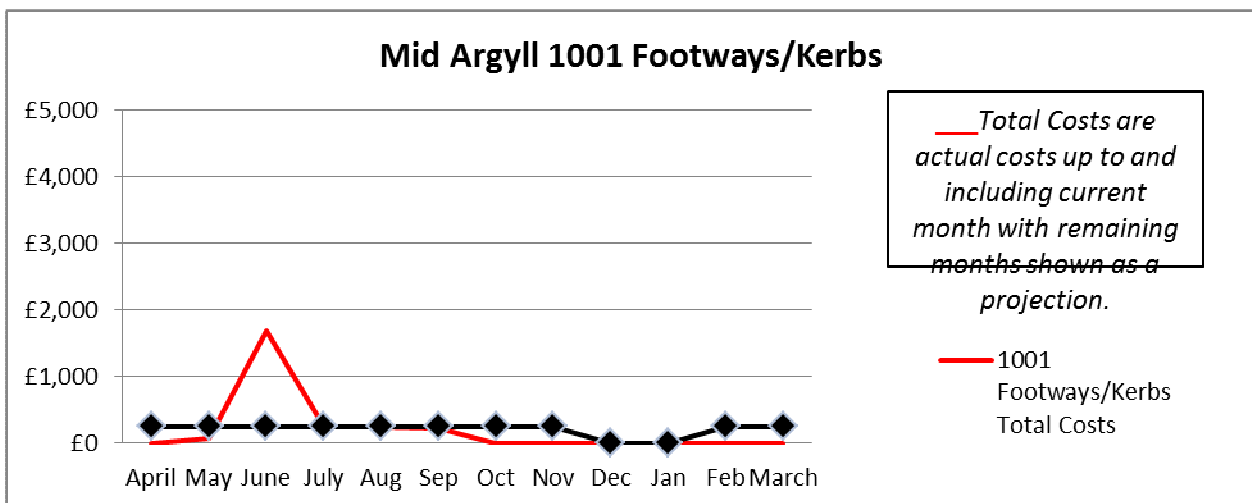
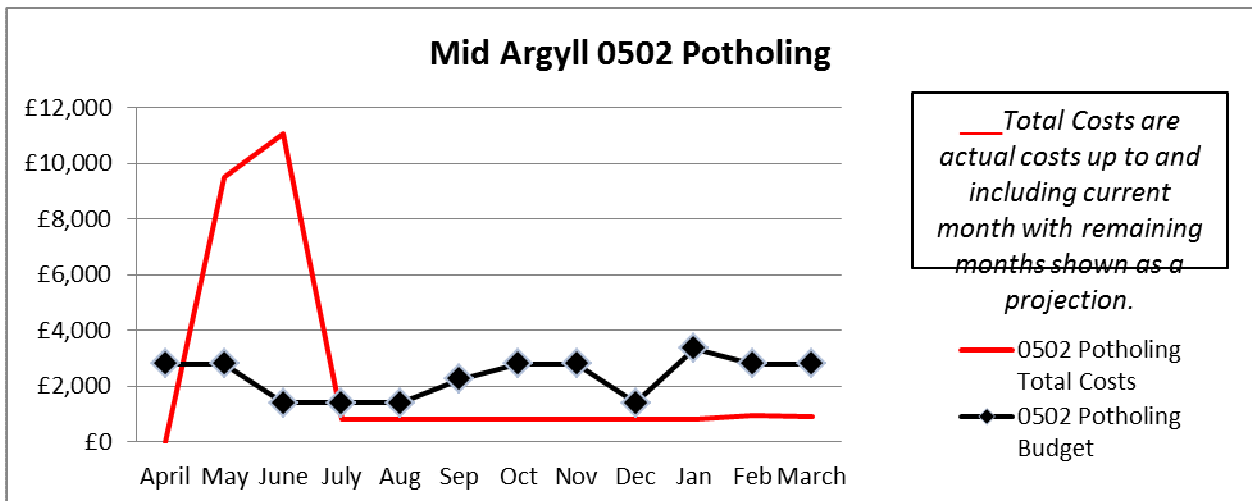
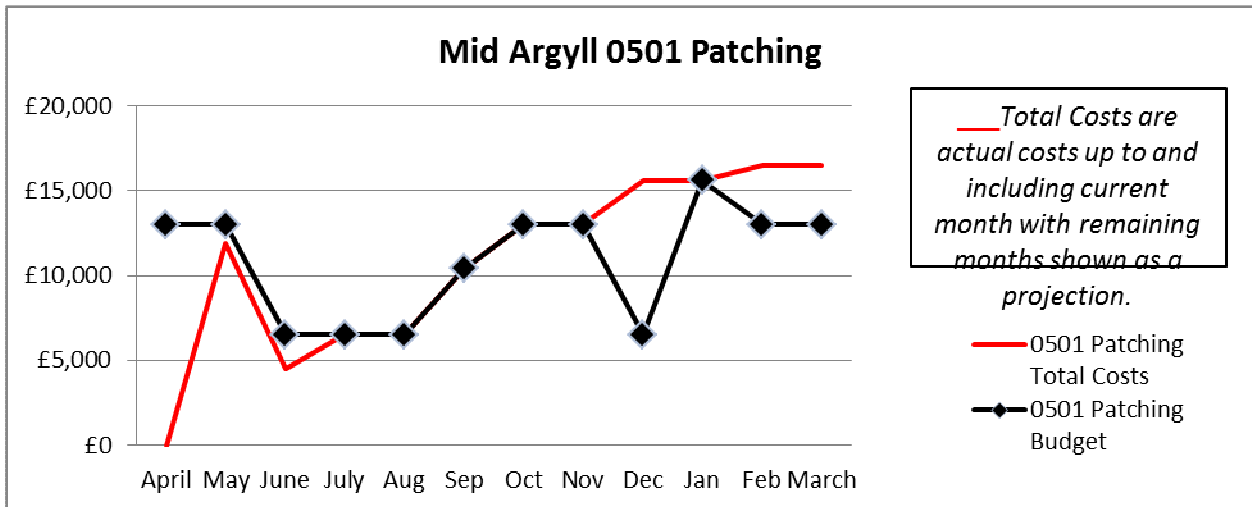
\* Combined Area Budgets - See Appendix 1a for list of activities included.

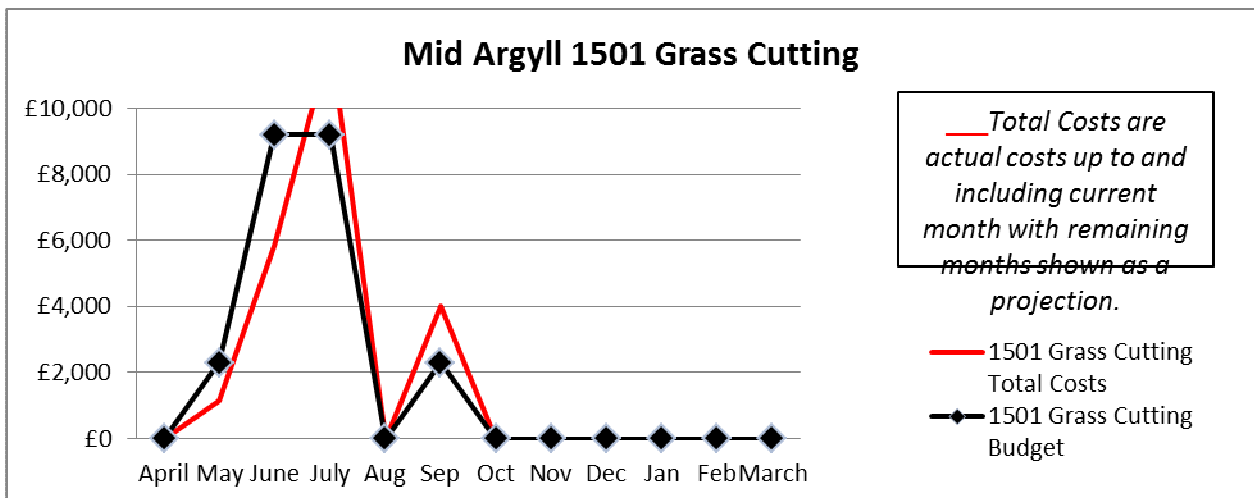
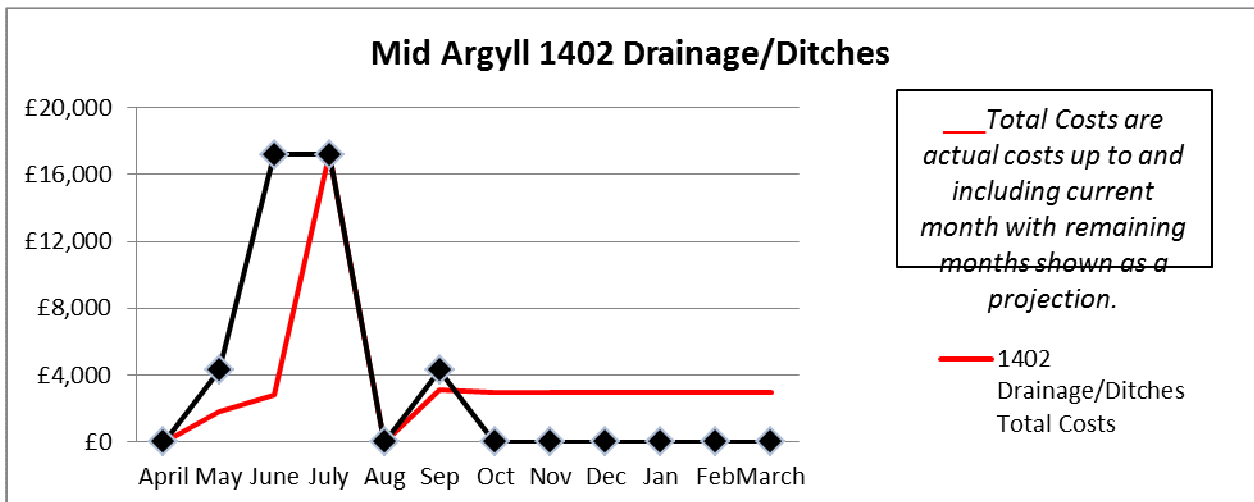
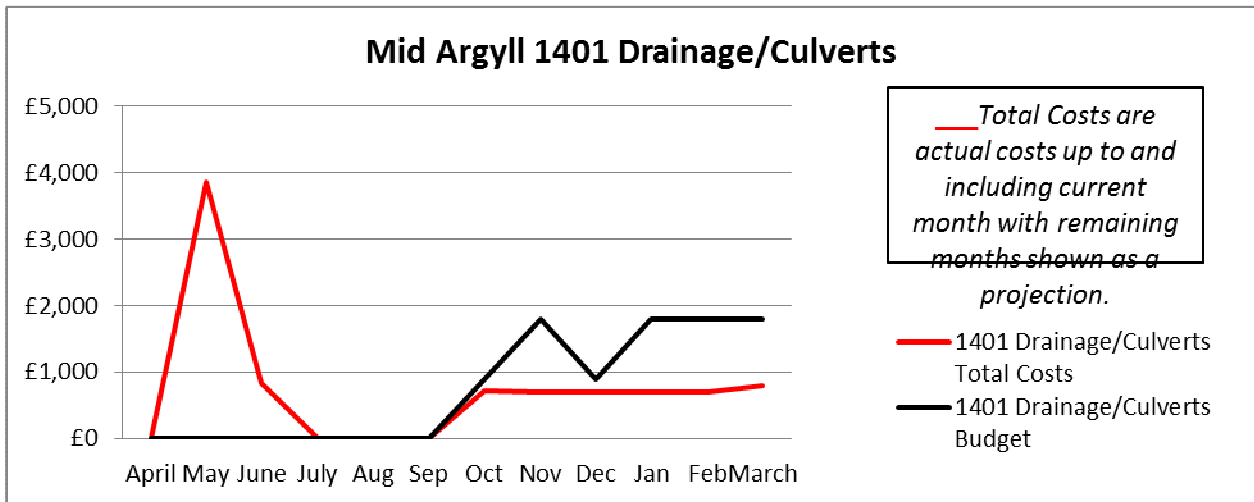
\*\* Remaining 'central budget' - Bridges, cattle grids and illuminated bollards

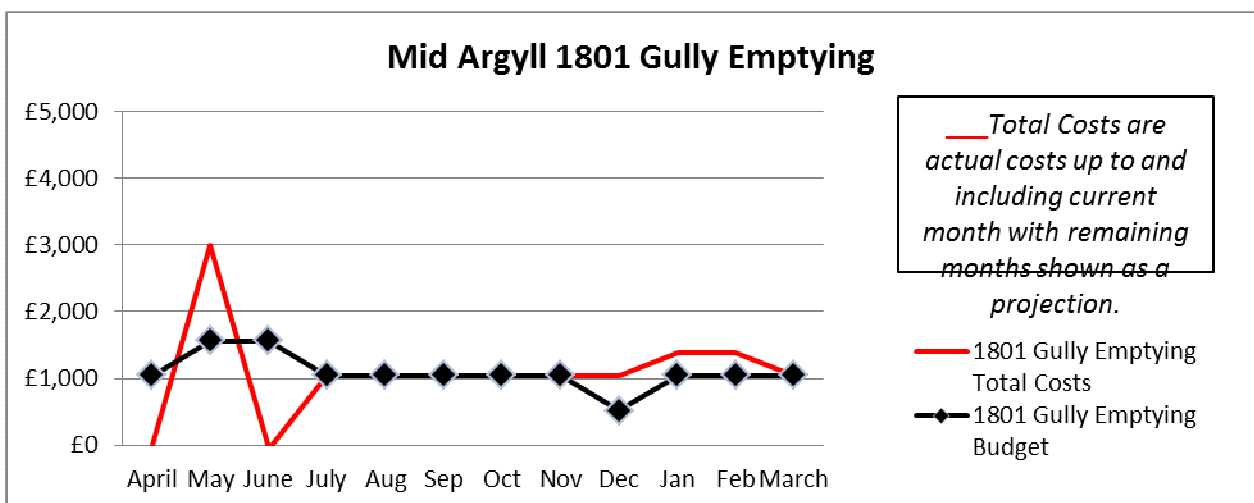
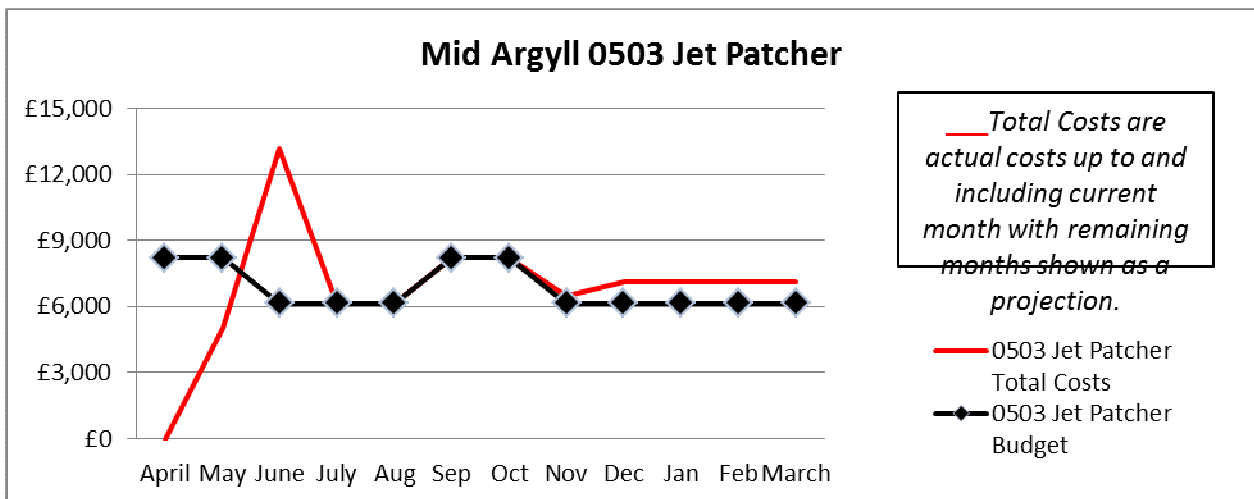
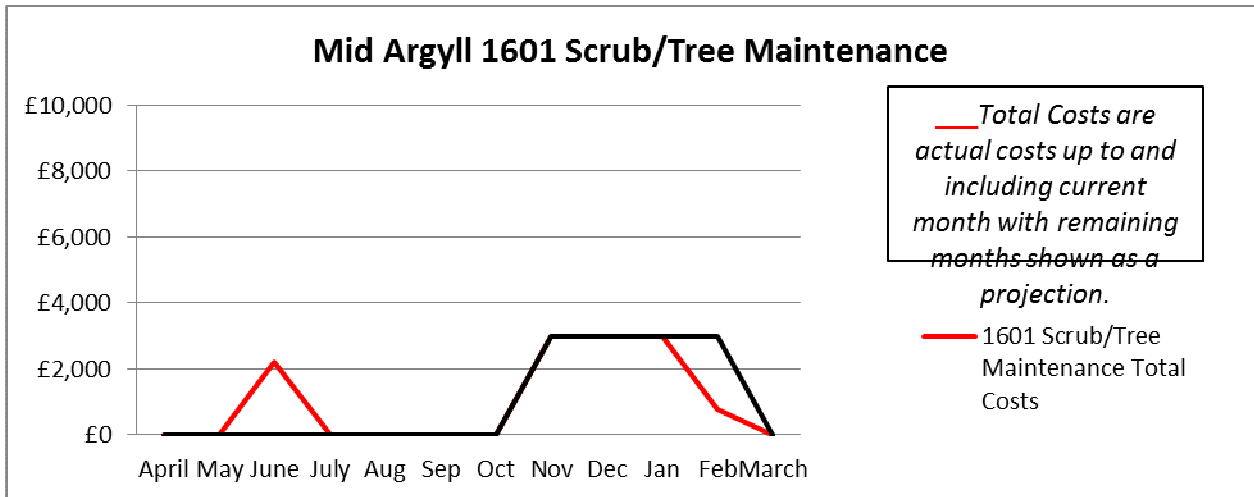


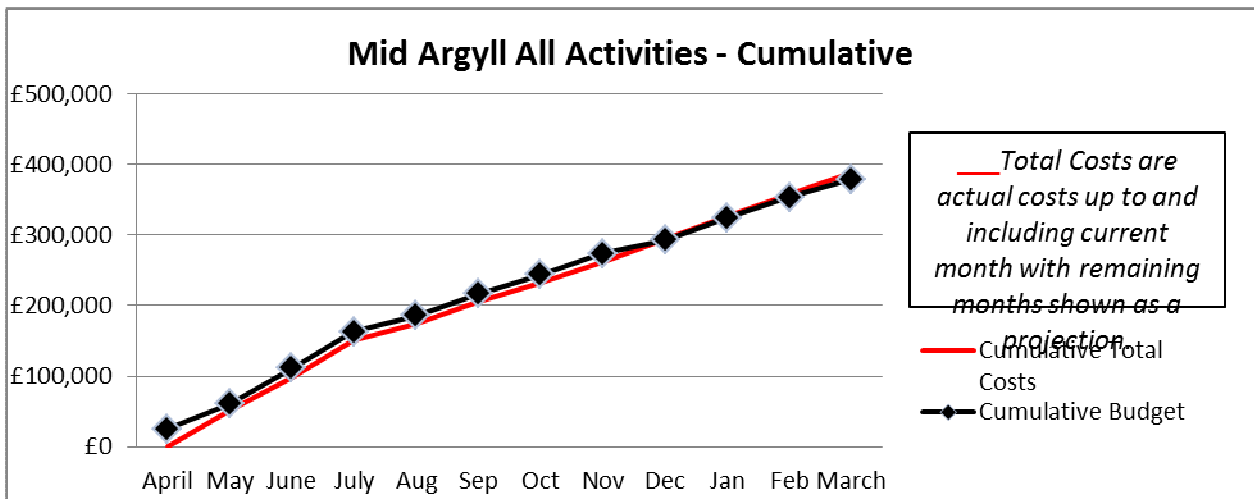
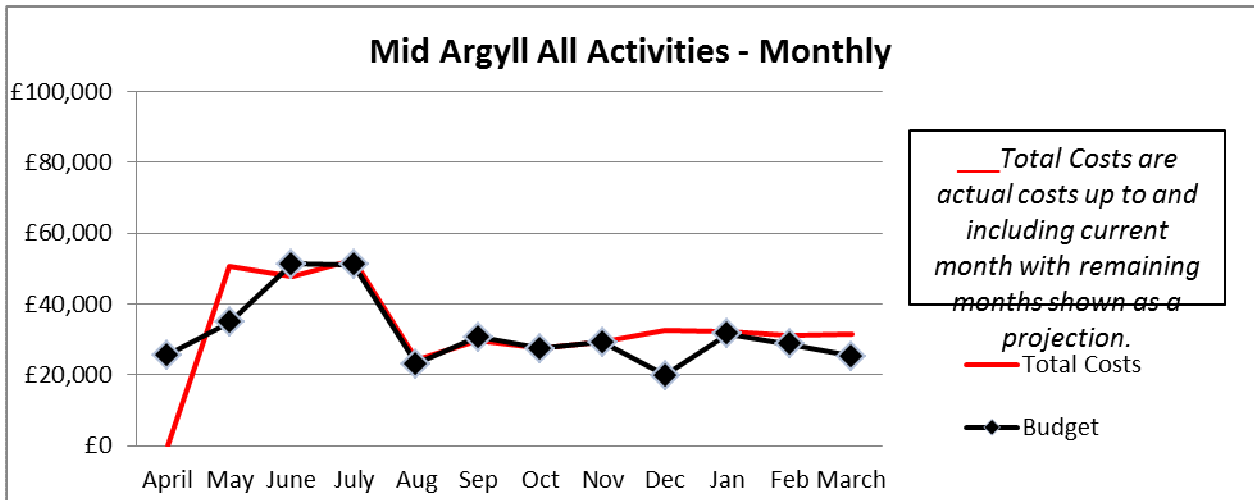
**Roads Revenue Maintenance Budget – Mid Argyll, Kintyre and the Islands  
End of 1<sup>ST</sup> Quarter Spend and Estimate of Percentage of Target Achieved**

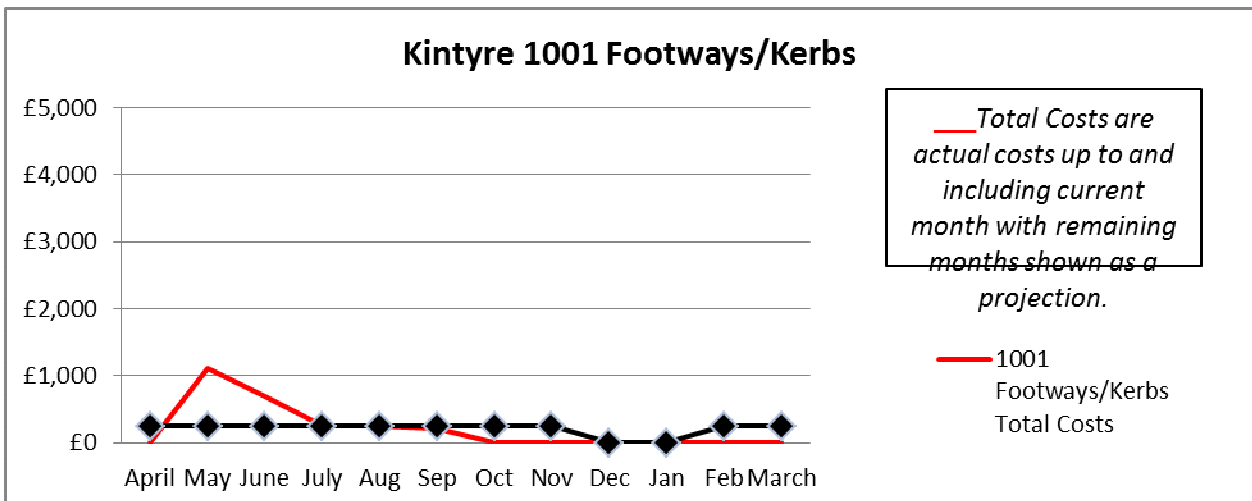
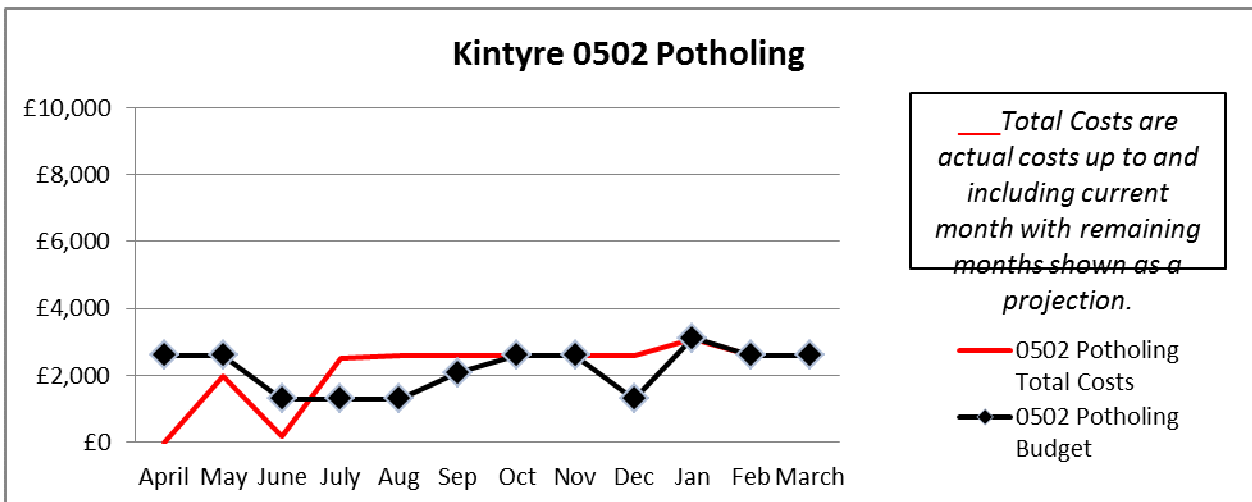
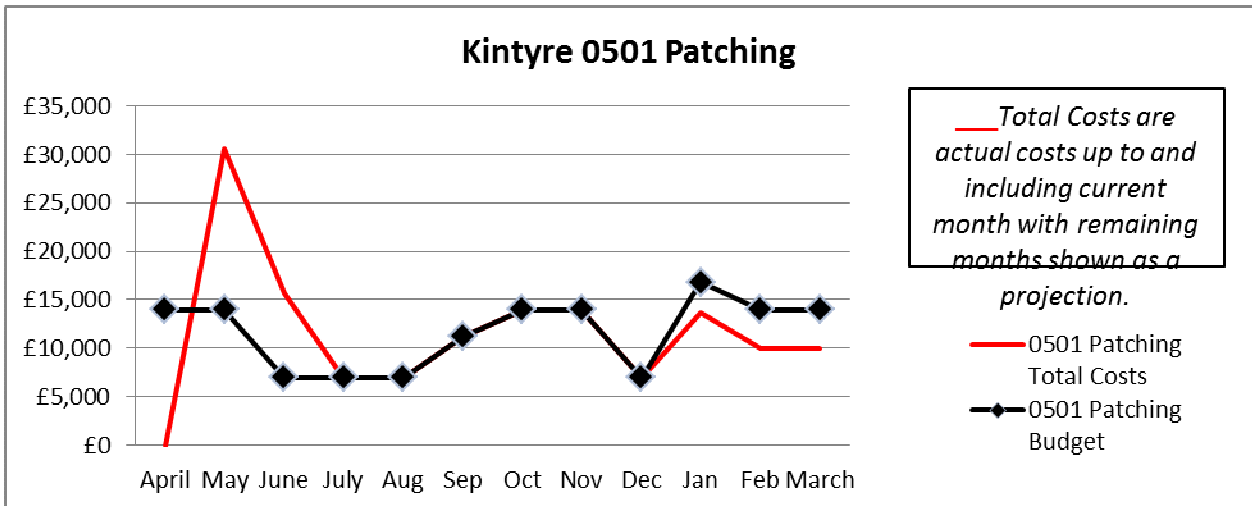
			MAKI 2014/15					Asset:-
Funding	Activity	Unit	Spend to Date	Estimated Works Quantity	% of Asset Management Plan achieved	Target Unit Rate	Target Quantity (from Asset Management Plan)	Inventory Quantity
R10	0501 Patching	sq.m	£ 128,824.00	4223.74	13.81%	£ 30.50	30577.67	3,057,767.00
	0502 Potholing	n/a	£ 40,543.00					-
	1001 Footways Resurfacing	sq.m	£ 3,565.00	192.86	9.38%	£ 18.49	2056.71	130,446.60
	1401 Drainage Culverts	no.	£ 11,671.00	299.64	11.91%	£ 38.95	2515.33	2,624.00
	1402 Drainage Ditches	m	£ 23,275.00	13075.84	11.57%	£ 1.78	113049.00	450,991.00
	1501 Grasscutting	m	£ 25,178.00	768246.54	19.92%	£ 0.03	3855760.00	4,316,080.00
	1503 Weedkilling	sq.m	£ -	0.00	0.00%	£ 0.13	107991.00	204,663.00
	1601 Scrub / Tree Maintenance	n/a	£ 5,067.00					
	2301 Traffic Signs	no.	£ 896.00	10.23	5.01%	£ 87.56	204.10	1,997.00
	<b>Totals</b>		<b>£ 239,019.00</b>					

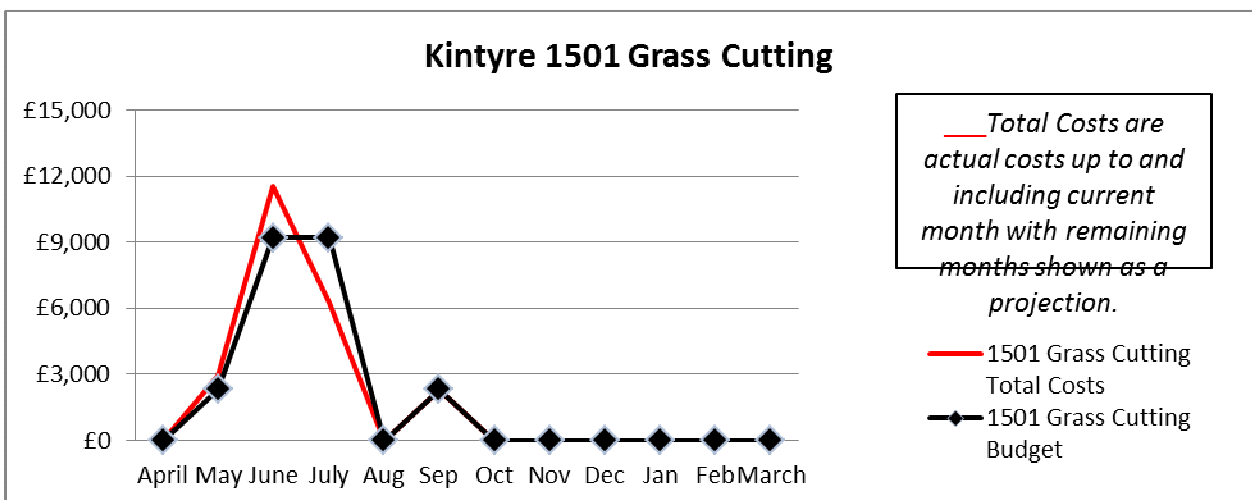
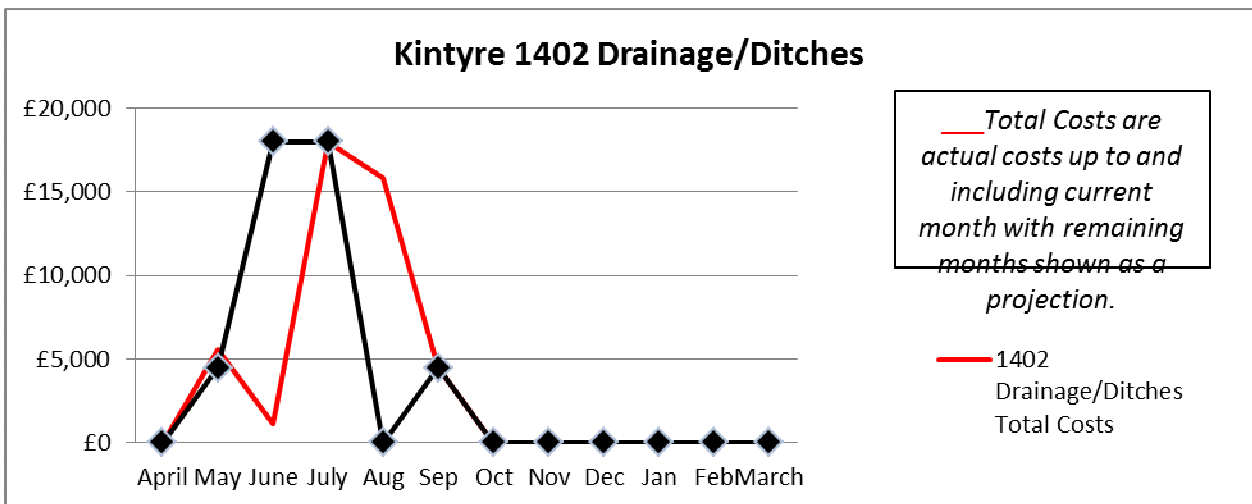
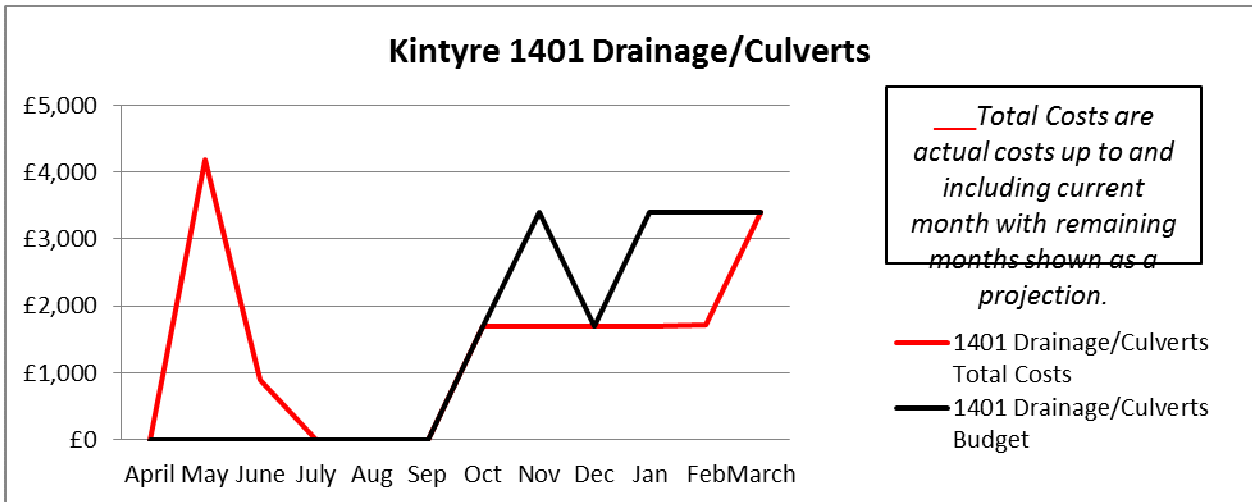


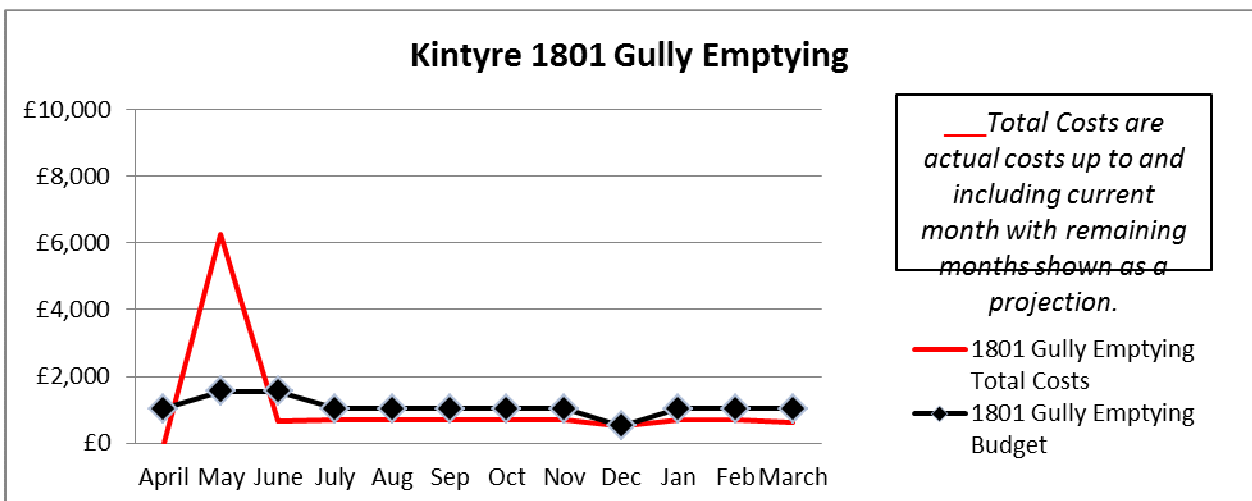
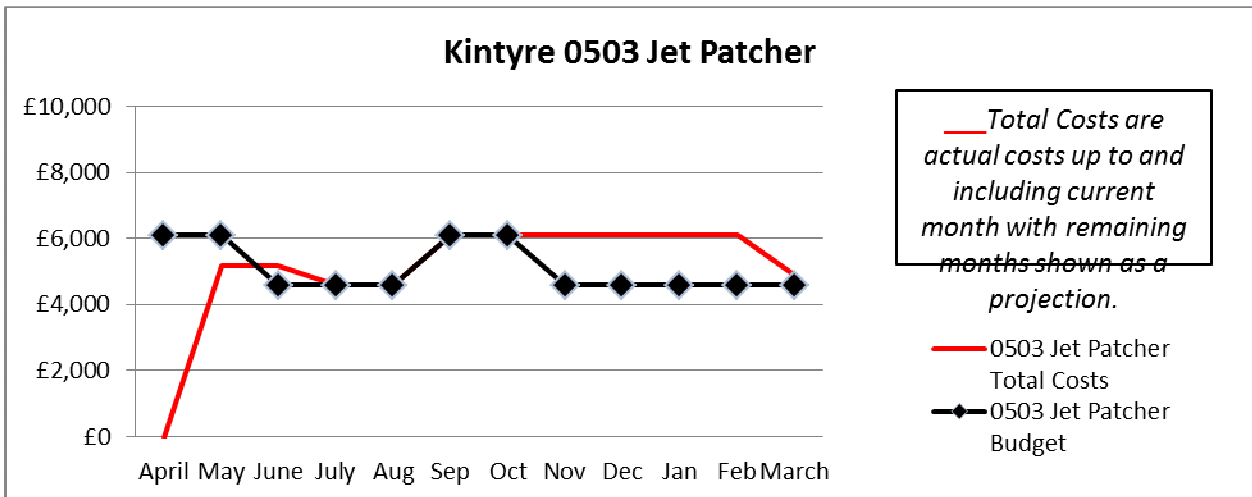
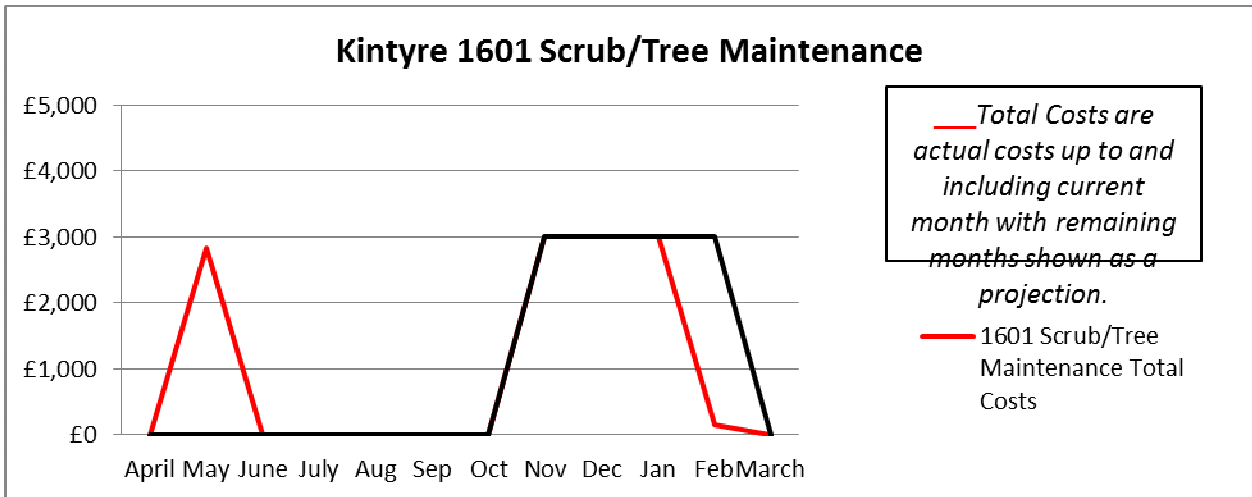




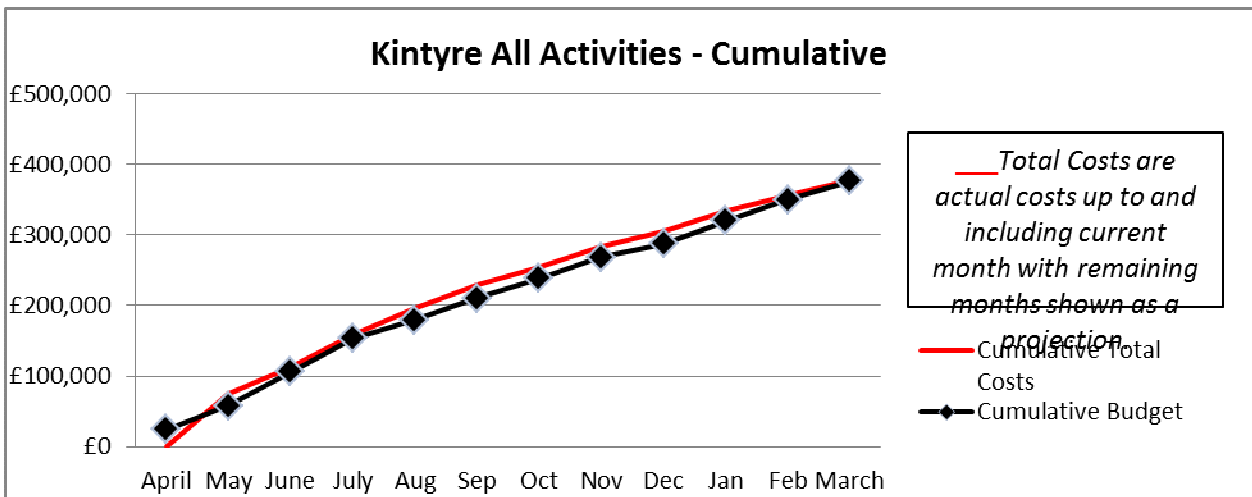
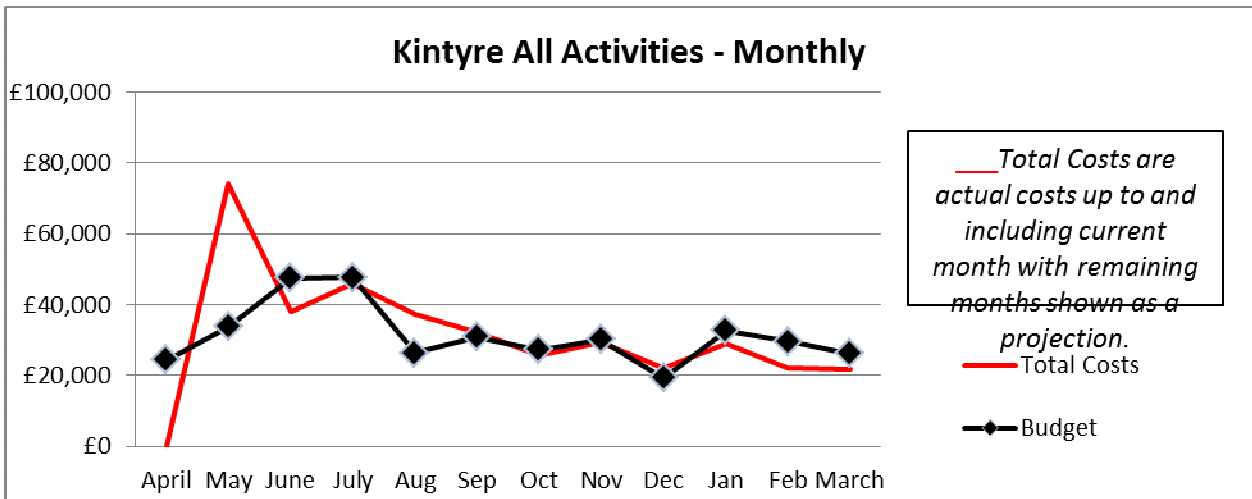


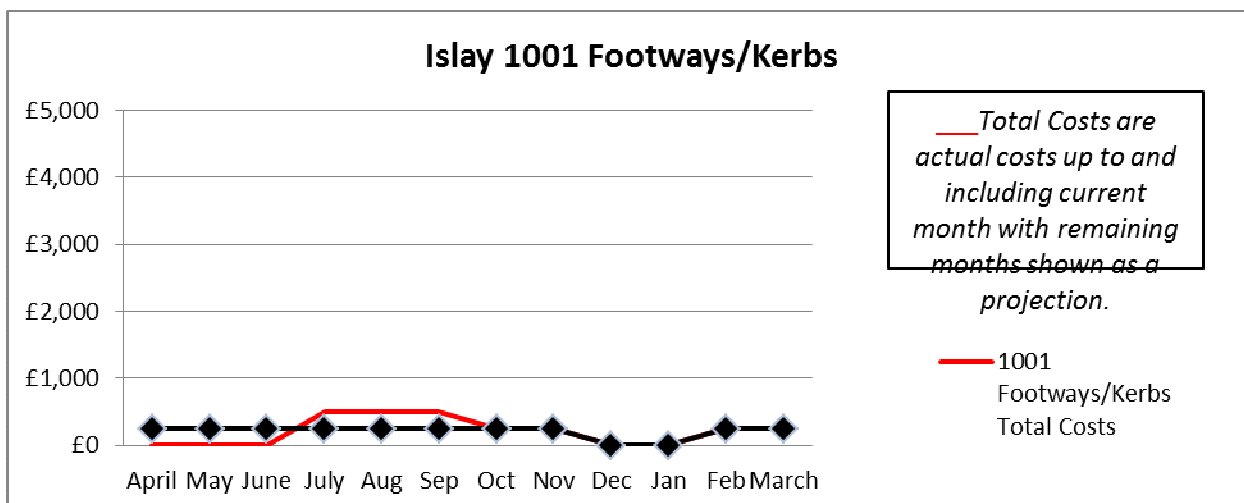
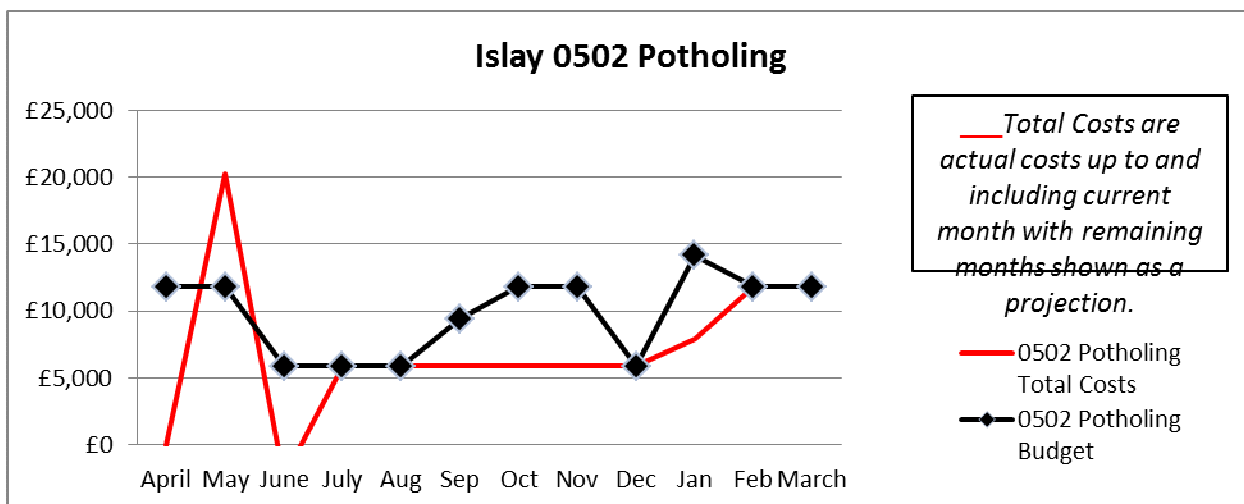
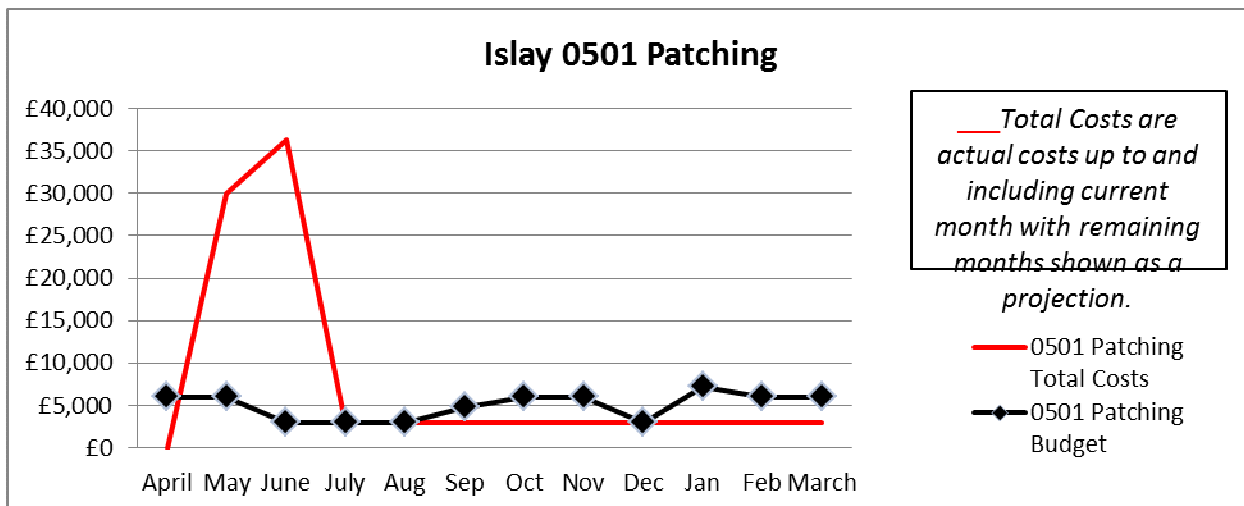


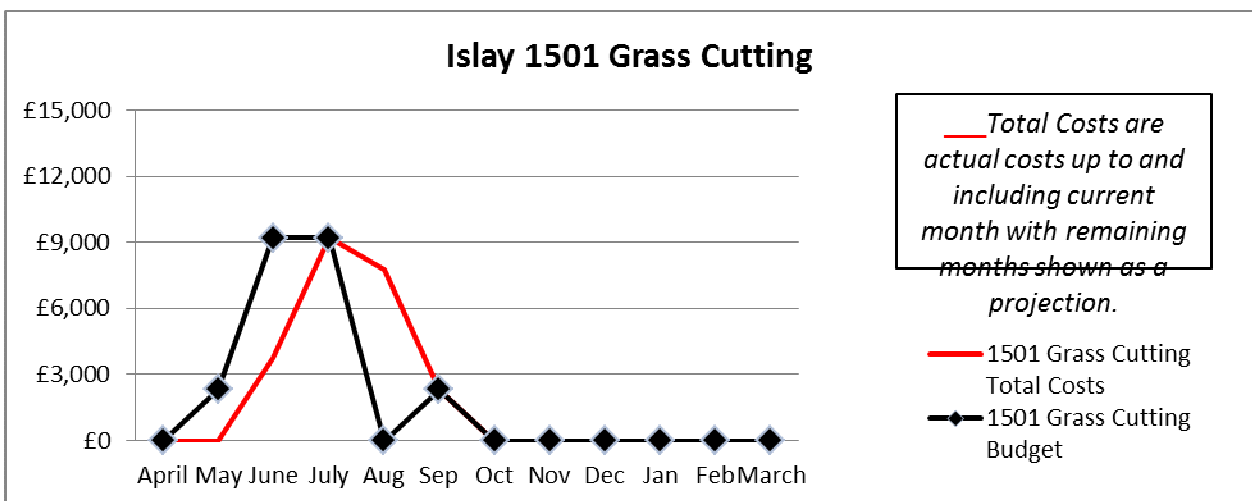
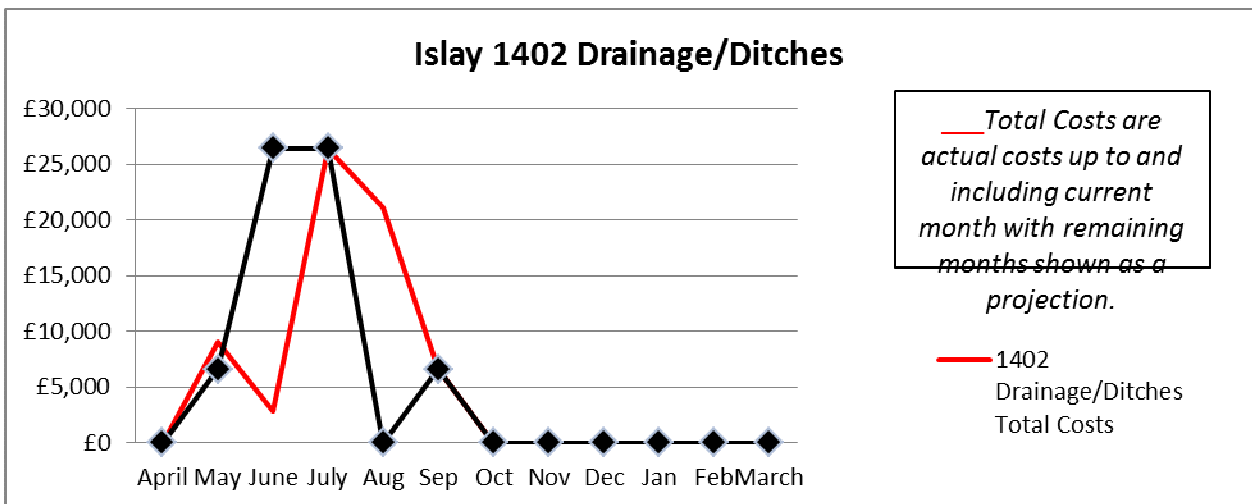
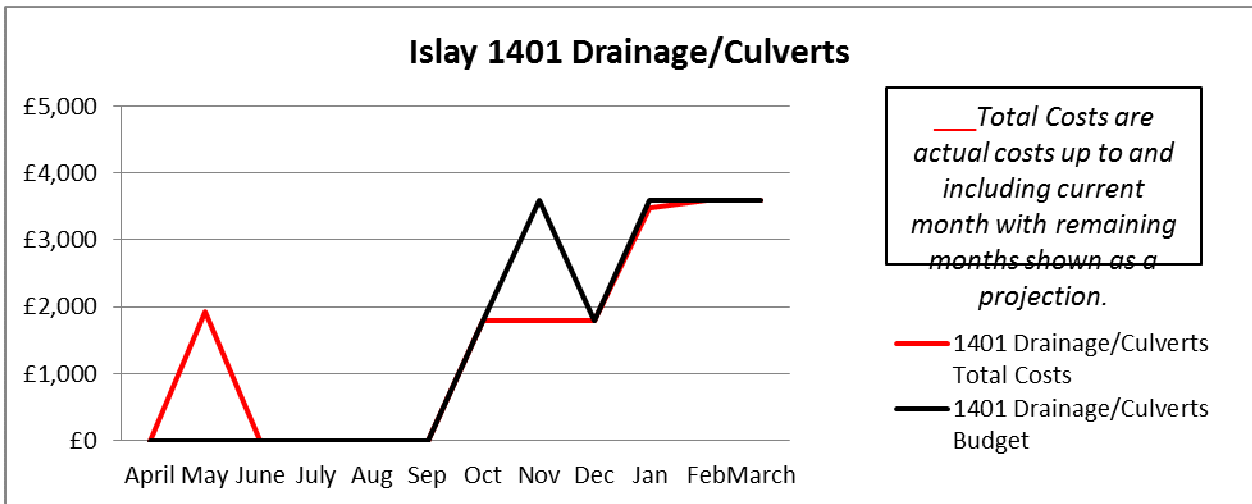


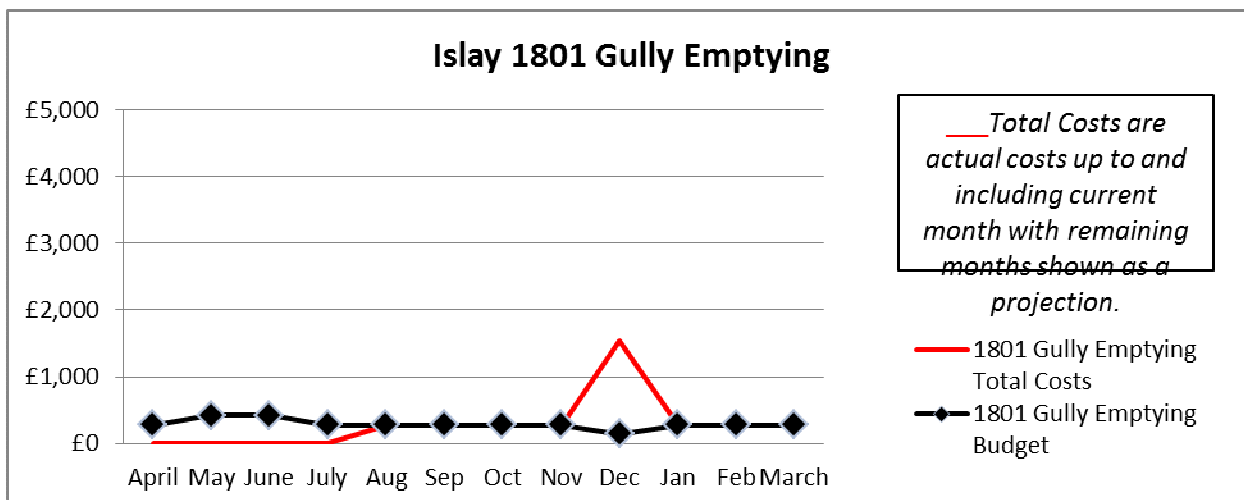
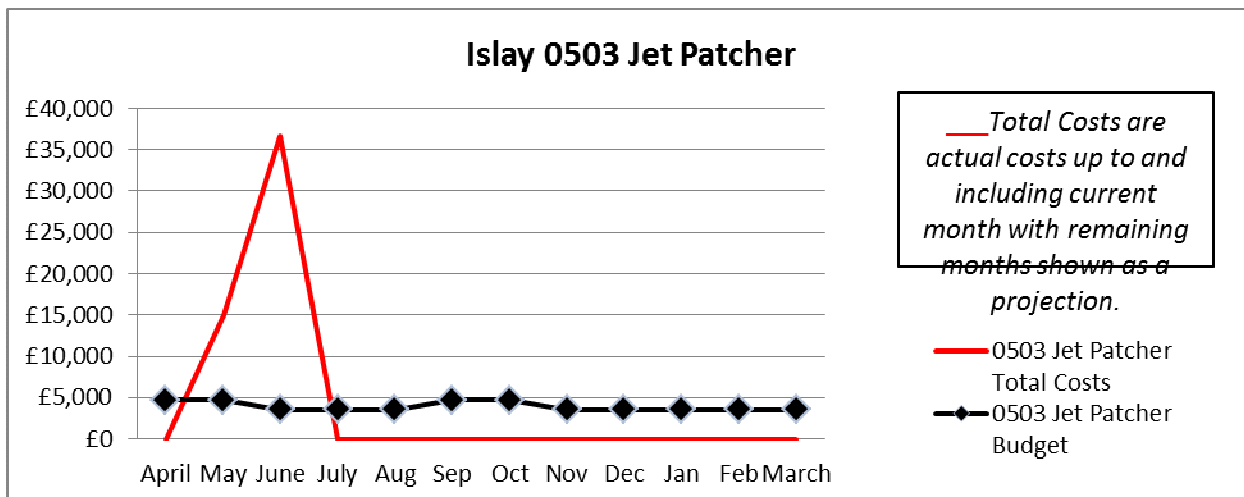
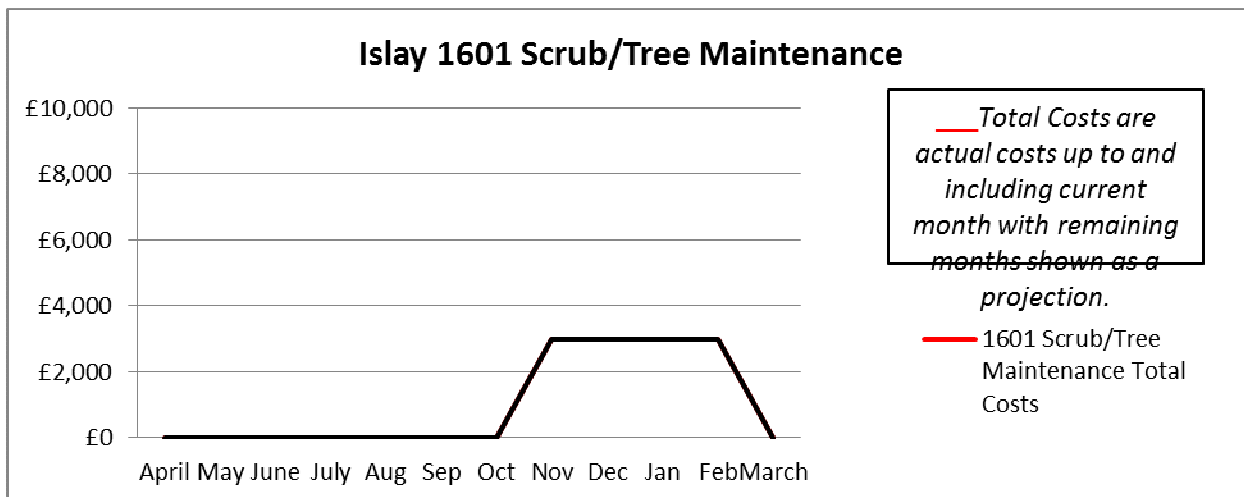


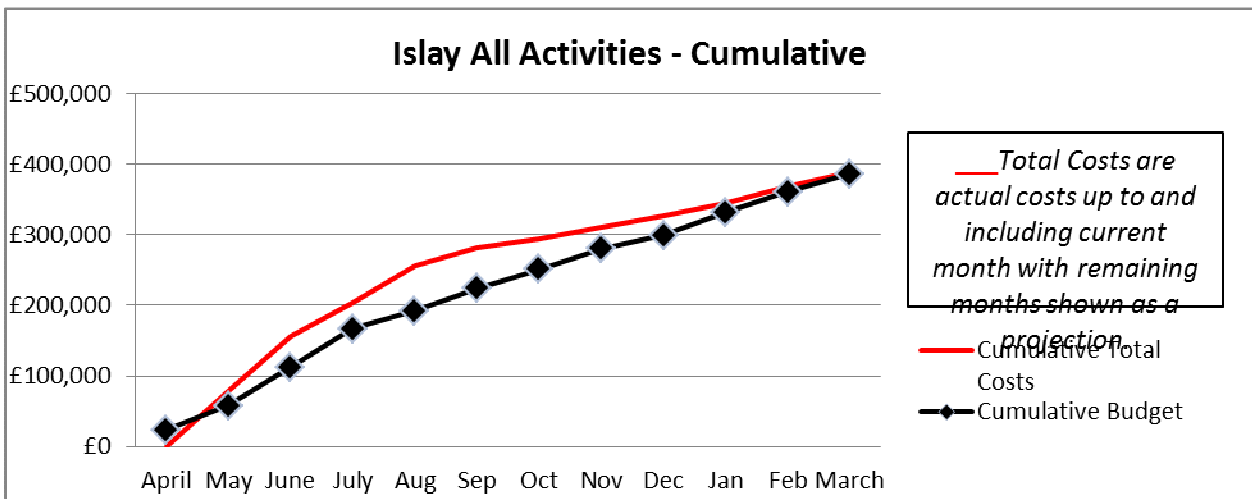
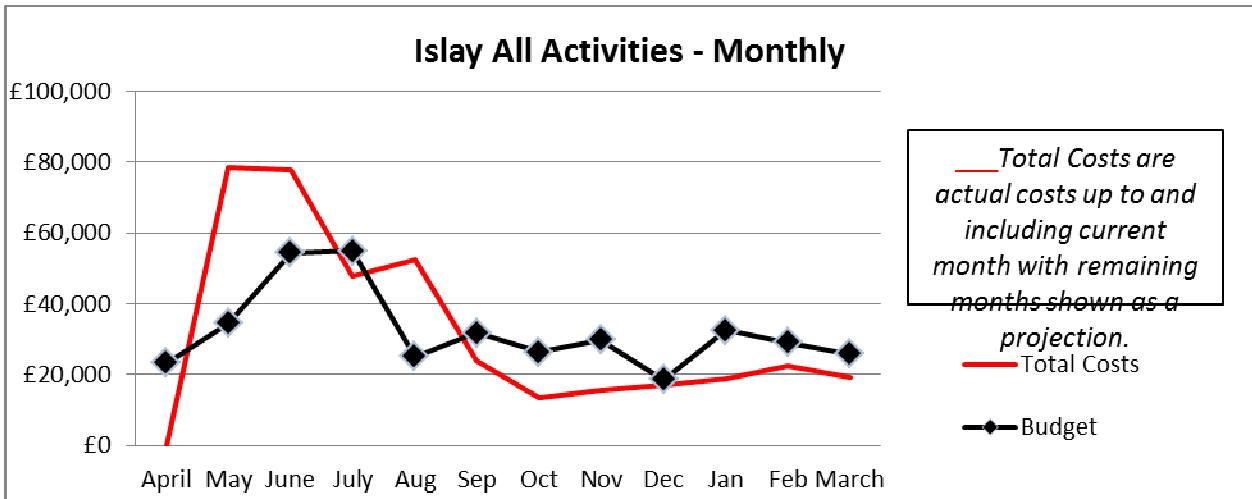












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ARGYLL AND BUTE COUNCIL

MID ARGYLL, KINTRYE & THE  
ISLANDS AREA COMMITTEE

DEVELOPMENT &  
INFRASTRUCTURE SERVICES

1 October 2014

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KING STREET, PORTNAHAVEN

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## 1.0 EXECUTIVE SUMMARY

This report provides an update on the recent survey carried out with frontagers at King Street in Portnahaven. Results of the survey are provided in Appendix 4 accompanying this report.

Of the 26 survey forms issued, 14 completed forms were returned i.e. a 54% response. Of the forms returned, the majority have confirmed that they would not consider making a financial contribution towards the cost of making up the road to either an adoptable or lesser standard.

The report recommends that no further action be taken by the Council.

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ARGYLL AND BUTE COUNCIL

MID ARGYLL, KINTYRE & THE  
ISLANDS AREA COMMITTEE

DEVELOPMENT &  
INFRASTRUCTURE SERVICES

1 October 2014

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## KING STREET, PORTNAHAVEN

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### 2.0 INTRODUCTION

This report provides an update on King Street, Portnahaven and the decision taken by the Area Committee to ascertain if the frontagers would wish to make a contribution towards the cost of upgrading the road to an adoptable standard. This report was carried forward from the August Area Committee as, at that time, further responses from Frontagers was still expected.

### 3.0 RECOMMENDATIONS

It is recommended that no further action should be taken by the Council.

### 4.0 DETAIL

- 4.1 King Street in Portnahaven is an unadopted road. A report was presented at the December Area Committee outlining the process for the potential adoption of this road. It was pointed out to Members at the time that any funding required to carry out the necessary upgrading works at King Street would normally be met by road frontagers i.e. in this instance, not the Council. Only under exceptional circumstances would the Council consider funding works on a private road. (Policy document is attached in Appendix 1).
- 4.2 Members agreed at the December Area Committee to continue this item for further discussion and to ascertain if the frontagers would wish to make a contribution towards the cost of upgrading the road to an adoptable standard. At the June Area Committee, it was agreed that a more in-depth survey should be carried out and results presented at the August Area Committee. (Previous Area Committee decisions are provided in Appendix 2).
- 4.3 A copy of the survey issued to all frontagers at King Street (twenty six addressees in total) is attached in appendix 3. Results from the survey are attached in appendix 4. In summary, the majority of respondees have confirmed that they would be interested in the road being made up to adoptable standard; a majority also confirmed that they would not consider contributing to the cost of the works to upgrade the road to an adoptable, or lesser, standard; furthermore, a majority also confirmed that they are not interested in receiving free technical advice from the Council.



4.4 Members are reminded that once on the List of Public Roads the Council has a duty to maintain the road. Argyll and Bute has an adopted road network of some 2330km. There are also some 87.5km of un-adopted roads within Argyll and Bute. The adoption of roads over time has increased the authority's liability for maintenance whilst providing a marginal benefit in terms of Grant Aided Expenditure calculated by the Scottish Government. The approved policy criteria, for bringing an un-adopted road up to an adoptable standard, is detailed in Appendix 1. Section 14 of the Roads Scotland Act (1984), permits the roads authority to pay "the whole or part of any expenditure" incurred in making up the road. This is a permissive power under the 84 Act; there is no duty on the authority to do this. The Council can therefore, in exceptional circumstances, consider the adoption of a road, footway or associated street lighting, if deemed by the Council to be in the public interest.

4.5 Financial Considerations:-

4.5.1 The Council can contribute as a frontager towards the costs of upgrading roads, footways and street lighting to an adoptable standard. In exceptional circumstances, and on the basis of a Business Case, the Council could consider funding, in part or in full, the costs of upgrading roads, footways and lighting schemes. In such exceptional circumstances, the source of funding will require to be clearly identified and Area Committee would need to refer the matter to Council in line with Council Policy.

4.5.2 Should Members be minded to fund works at King Street, and following the process outlined above, it is very likely that funding would be identified from the MAKI Roads Reconstruction Capital Budget i.e. the MAKI roads reconstruction programme would be used to fund the works on King Street. This would reduce the available funding to carry out roads reconstruction works on the adopted road network in the Mid Argyll, Kintyre and the Islands area.

4.6 Road Description

A site location map is attached in Appendix 5. The road surface is in poor condition. Formal drainage is almost non-existent. Street lighting is already in place – but ageing; it would be sensible to consider replacement of the existing street lighting infrastructure prior to any road resurfacing works. Road resurfacing, drainage and lighting costs are as detailed below.

4.7 Estimated Costs

The estimated costs are as follows:-

Preliminaries etc.	£ 1,400
Drainage	£ 9,280
Ironwork	£ 390
Surfacing incl. regulating	£ 28,250
Total	<b><u>£39,320</u></b>
New street lighting	£30,000
Grand Total	<b><u>£69,320</u></b>

**5.0 CONCLUSION**

This report provides details of the recent survey carried out with frontagers on King Street, Portnahaven.

**6.0 IMPLICATIONS**

6.1	Policy	As per Road Adoption Policy agreed at Council 25 October 2012.
6.2	Financial	Financial implications as detailed in the report above.
6.3	Legal	Legal issues are covered in the report above.
6.4	HR	None
6.5	Equalities	None
6.6	Risk	The Council holds a register of 87.5km of unadopted roads in Argyll & Bute. Audit Scotland has identified the requirement for the Council to focus expenditure on maintaining its existing network of roads. Any expansion of responsibilities beyond the existing adopted network puts the Council's ability to effectively maintain its adopted network at risk.
6.7	Customer Services	None

Appendix 1 – Council Policy for Adoption of Roads.

Appendix 2 – Copy MAKI Area Committee Decisions – 04/12/13 and 04/06/14.

Appendix 3 – Most recent survey form issued to frontagers.

Appendix 4 – Outcome of survey.

Appendix 5 – Site Plan.

**Executive Director of Development and Infrastructure**

18 September 2014

**For further information contact:** Stewart Clark, Roads Performance Manager,

Tel: 01546 604893

## Appendix 1

### 1.0 POLICY CRITERIA FOR BRINGING UNADOPTED ROADS UP TO ADOPTIVE STANDARD

1.1 Section 14 of the Roads Scotland Act (1984) permits the roads authority to pay “the whole or part of any expenditure” incurred in making up the road. This is a permissive power under the 84 Act; there is no duty on the authority to do this.

1.2 The Council can therefore, in exceptional circumstances, consider the adoption of a road, footway or associated streetlighting, if deemed by the Council to be in the public interest.

1.3 For consideration for adoption, the existing unadopted road should meet the following criteria :-

- i) The road would require to be directly linked to the existing network of roads already on the List of Roads.
- ii) Land necessary for the provision of turning area, passing places, drainage works, etc to enable the road to be brought up to adoptable standard, would be provided at no cost to the Council.
- iii) The road should be brought up to a standard proportionate to its anticipated use and the anticipated volume and type of traffic, and to a specification whereby the road should not require any maintenance other than routine cyclic maintenance in the first 15 years following its adoption.

1.4 Policy Criteria for Council funding of the cost of upgrade works:-

- i) Under anything other than exceptional circumstances frontagers would be expected to meet the full cost of making up the road to an adoptable standard. This requirement would in normal circumstances be effected through the provisions set out within Section 13 and 16 of the Roads Scotland Act (1984)
- ii) In exceptional circumstances, where significant public benefit can be demonstrated the Council could contribute towards the cost of bringing a road up to adoptable standard, and in certain cases meet the full costs. Any such consideration would require to be supported by a Business Case and would require full Council approval.
- iii) The same principles apply to any consideration of Council funding, in part or in full, the cost of bringing street lighting and footways up to an adoptable standard.

1.5 Financial Considerations:-

The Council can contribute as a frontager towards the costs of upgrading roads, footways and streetlighting to an adoptable standard. In exceptional circumstances, and on the basis of a Business Case, the Council could consider funding, in part or in full, the costs of upgrading roads, footways and lighting schemes. In such exceptional circumstances, the source of funding will require to be clearly identified and must have Council approval.

## Appendix 2

## Original Committee Decision taken re King Street, Portnahaven at MAKI Area Committee – 4 December 2013

### *Motion*

*That the Area Committee recommend that no action be undertaken to adopt the road.  
Moved by Councillor Colville, seconded by Councillor Semple*

### *Amendment*

*To continue this item for further discussion and to ascertain if the frontagers would wish to make a contribution towards the cost of upgrading the road to an adoptable standard.  
Councillor Robin Currie, seconded by Councillor Anne Horn.  
The Amendment was carried by 5 votes to 4 and the Committee resolved accordingly.*

### **Decision**

*Agreed to continue this item for further discussion and to ascertain if the frontagers would wish to make a contribution towards the cost of upgrading the road to an adoptable standard.*

## Decision taken re King Street, Portnahaven at MAKI Area Committee – 4 June 2014

*The Committee considered a report providing an update on King Street, Portnahaven and the decision taken by the Area Committee to ascertain if the frontagers would wish to make a contribution towards the cost of upgrading the road to an adoptable standard*

*Discussion followed and Members outlined concerns in regards the timescale for the completion of the survey.*

### **Decision**

*Members agreed that an updated report would come to the August Area Committee for consideration.*

## Appendix 3 – Survey form issued to frontagers on 8 July 2014.

**King Street, Portnahaven Frontagers Reply Form**

<b>King Street Property No.</b>	
<b>Name</b>	
<b>Interest held in property.</b>	
<b>Contact Address if different from above.</b>	
<b>Contact Telephone No.</b>	
<b>Contact email Address.</b>	

The Council estimates that the cost of upgrading the road surface, drainage and ancillary street lighting at King Street in Portnahaven to an adoptable standard would cost in the order of £70,000. As a 'frontager' on King Street, your views are sought on the following issues:-

- Would you be interested in having King Street in Portnahaven, which is currently a private road, upgraded to an adoptable standard whereby it would become the responsibility of Argyll and Bute Council?
  - **\*Yes / No** (\*delete where applicable)
- Would you consider making a proportional financial contribution towards the cost of upgrading King Street to an adoptable standard?
  - **\*Yes / No** (\*delete where applicable)
- Would you rather have King Street in Portnahaven upgraded to a lesser but adequate standard and remain as a private road for which Argyll and Bute would have no maintenance responsibility in terms of the Roads (Scotland) Act 1984?
  - **\*Yes / No** (\*delete where applicable)
- Would you consider making a proportional financial contribution towards the upgrading of King Street to a less than adoptable but adequate standard?
  - **\*Yes / No** (\*delete where applicable)
- Would you be interested in participating in a community group formed to enable frontagers to liaise with the Council and receive free technical advice regarding potential works on your road?
  - **\*Yes / No** (\*delete where applicable)

**Appendix 4 – Results of survey to date (8 September 2014).**

Number of frontagers affected / letters issued – 26 No.

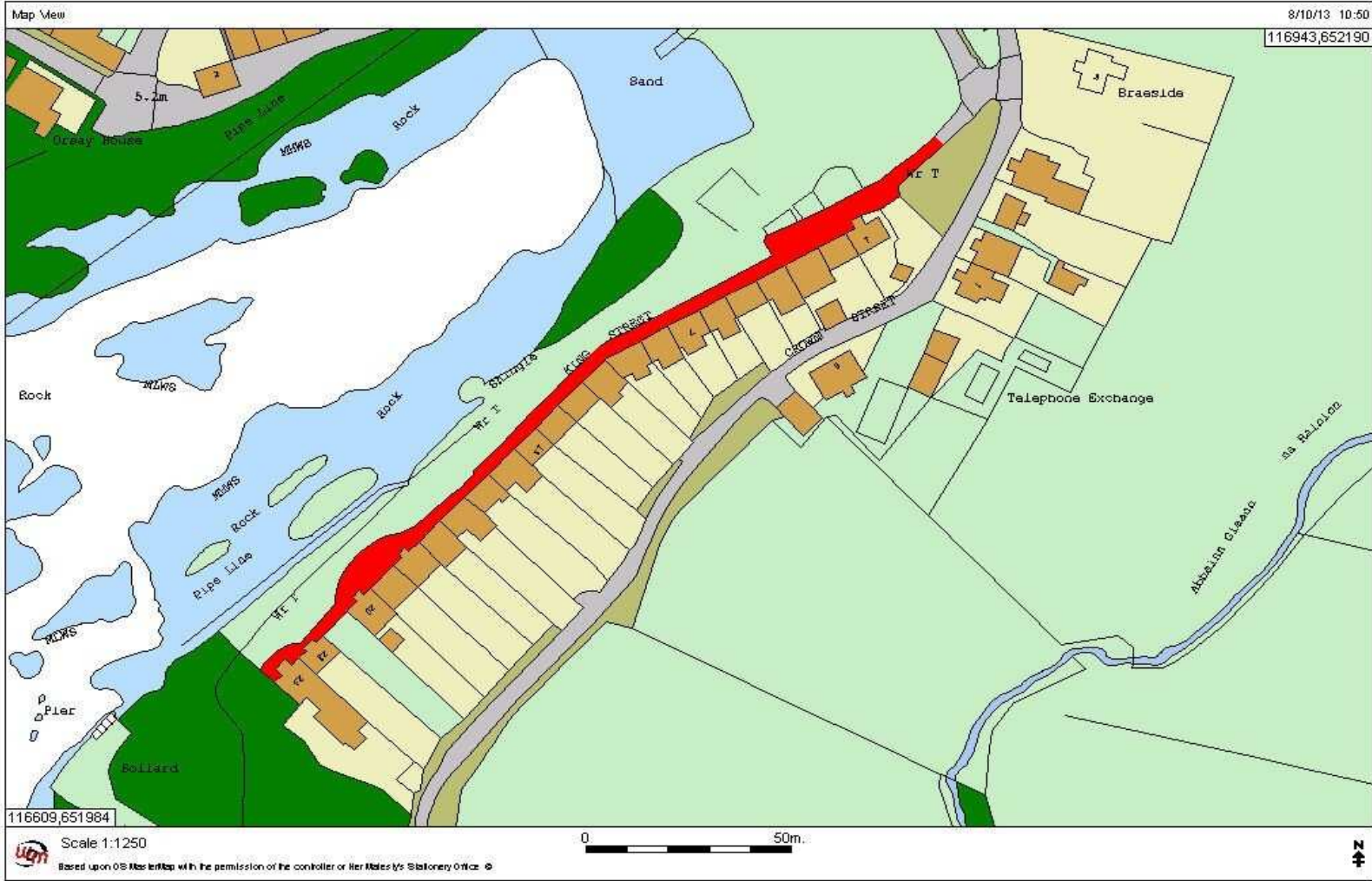
Of the 26 frontagers, 9 have main addresses other than King Street in Portnahaven.

Number of returns – 14 No.

Responses to questions posed are as follows:-

- Would you be interested in having King Street in Portnahaven, which is currently a private road, upgraded to an adoptable standard whereby it would become the responsibility of Argyll and Bute Council?
  - Yes – 11 / No – 3
  - Yes – 42% / No – 12% / No Response – 46% (of 100% frontagers surveyed)
- Would you consider making a proportional financial contribution towards the cost of upgrading King Street to an adoptable standard?
  - Yes – 4 / No - 10
  - Yes – 15% / No – 39% / No Response – 46% (of 100% frontagers surveyed)
- Would you rather have King Street in Portnahaven upgraded to a lesser but adequate standard and remain as a private road for which Argyll and Bute would have no maintenance responsibility in terms of the Roads (Scotland) Act 1984?
  - Yes – 4 / No - 10
  - Yes – 15% / No – 39% / No Response – 46% (of 100% frontagers surveyed)
- Would you consider making a proportional financial contribution towards the upgrading of King Street to a less than adoptable but adequate standard?
  - Yes – 2 / No - 12
  - Yes – 8% / No – 46% / No Response – 46% (of 100% frontagers surveyed)
- Would you be interested in participating in a community group formed to enable frontagers to liaise with the Council and receive free technical advice regarding potential works on your road?
  - Yes -5 / No - 9
  - Yes – 19% / No – 35% / No Response – 46% (of 100% frontagers surveyed)

Appendix 5 King Street, Portnahaven.





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**ARGYLL AND BUTE COUNCIL****Mid Argyll, Kintyre and the Islands  
Area Committee****Community Services****1 October 2014**

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**Learning Disability Services and Issues**

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**1.0 INTRODUCTION**

1.1 The purpose of this report is to provide Area Committee with information on the current services provided for Adults with a Learning Disability in the MAKI area, the issues Social Work Adult Care Team are currently addressing within these services and other concerns known to be important to service users and carers.

**2.0 RECOMMENDATIONS**

2.1 The Area Committee is asked to note the contents of the report.

**3.0 DETAIL****3.1 Team Structure and Performance**

There are 42 Learning Disability clients in Mid Argyll, 34 in Kintyre and 6 in Islay case managed or care co-ordinated by MAKI Adult Care as part of the wider Learning Disability Network of specialist health and social work professionals. There are 3 clients living in residential care, the remainder are living in the community. The Team Leader (Learning Disability) is part of the MAKI Adult Care management team that reports to the Area Manager. Team Leader (Learning Disability) covers both OLI and MAKI, line managing the operational team of 1 Social Worker and 1 Community Care Assistant each in Mid Argyll and Kintyre. The Mid Argyll and Kintyre Social Workers currently care manage 3 of Islay Learning Disability clients and the remainder of 6 Islay clients are care co-ordinated through the generic Islay Social Work team.

With the enactment of Self Directed Support in April 2014 the operational Learning Disability staff have been carrying out reviews which identify indicative budgets and develop support plans based on collaborative work to identify agreed outcomes and choices made about how these can best be achieved.

Pyramid records performance of the assessment and case management team as consistently on or near target in respect of referrals and assessments. In

August there were no referrals which took over 5 days to allocate and two assessments which took over 28 days. The Team Leader had not completed a file audit, and it is acknowledged this target has consistently not been met due to service delivery priorities.

There are 3 registered services provided by Adult Care in MAKI, Woodlands Resource Centre, Lochgilphead Resource Centre and Greenwood Housing Support Service. There is one manager for these three services, with teams of staff in each location. Resource centres provide a base for day support services, in Lochgilphead in August 2014 to 17 clients and in Woodlands to 20 clients. Greenwood has 6 tenancies available with housing support, one is currently vacant following a tenant being supported to move out into their own flat in the town. The success of this transition was noted in the recent Care Inspection report.

### 3.2 Key gaps in service

There are 3 service providers delivering 554.25 hours (431 Housing Support and 123.25 personal care) in Mid Argyll and 383.75 (297.5 housing support and 86.25 personal care) in Kintyre. There are 369.75 hours delivered via direct payments and internal homecare on Islay. There is no specialist service provider actively delivering services on Islay, despite the framework appointing 3 Learning Disability providers. Quality Assurance are working with the Team Leader Learning Disability to seek to develop a sustainable service on the island.

The team is also aware of a small number of young people on the autistic spectrum whose current and future needs may best be met by providers who can provide specialist support but who will certainly require very person-centred support to be developed if they are to remain or return to their community. The Team Leader proposes to work with specialist providers who can deliver community based services as an alternative to residential options outwith Argyll and Bute area to help ensure the new Autism Strategy delivers measurable service and outcome improvements, particularly for young people transitioning to adult services.

### 3.3 Greenwood Inspection Report

Greenwood was inspected on 28<sup>th</sup> May 2014 and received a poor draft inspection report. The report is not yet finalised and published on the Care Inspectorate website, but Area Committee are being informed now of its findings and the work that has started to address the identified areas for improvement.

The grades given were Care and Support 2 (weak) with two statements inspected resulting in 4 requirements and 5 recommendations, Staffing 3 (adequate) with 1 requirement and 3 recommendations and Management and Leadership 2 (weak) with 3 requirements. This is a significant drop in grades over the previous inspection in 2012, just following the change in registration of Greenwood from a care home to tenancies with housing support/care at home, when the service was awarded 4 (good) across each area. It would seem there is an extent to which the drop in grading has been impacted by the move from locality based inspectors to inspectors with specialist remits, however it is

important to note that raising the standard of inspection is welcomed and we want to work with inspectors to improve the service to the benefit of service users.

Whilst the report acknowledges that the core staff group is very stable and are knowledgeable about individual service users, in addition to requirements and recommendations, many areas of improvements are also identified in the narrative. The report highlights that the change from a care home to current combined housing support/care at home service is very complex and demanding and that the change has not been monitored and evaluated in a structured fashion.

Main areas requiring change are in relation to paperwork, recording, training, and encompassing all of the specifics the need for a detailed and effective quality assurance system. Some of the issues identified raise the question of whether the current registration is the most appropriate or needs to be reconsidered. The Service Manager (Learning Disability) is currently reviewing the service in terms of clarifying appropriate registration and appropriateness of model of care.

A detailed action plan has been submitted (see Appendix 1) to the inspectorate by the Unit manager with assistance of line and Service Manager (Learning Disability) and the Unit manager and staff are working on the required improvements.

### 3.4 Financial pressures

In addition to provision of registered services, the support for Learning Disability clients is mainly financed through the Supported Living budget, with support for carers funded through the respite budget. In common with other areas of the authority, both these budgets were projecting significant overspends at the start of the financial year with commitments made in previous years far exceeding available budget. Area Managers were tasked with bringing down these budgets into line.

August budget monitoring for the Learning Disability Supported Living budget 2014 shows a projected overspend of £35,938. Savings have been achieved since the start of the year, however we have also needed to put in new support to new and existing service users. There is also an expectation that 4 young people will be making the progression into adult services during the remainder of 2014/15 putting additional pressure on these budgets.

The Learning Disability respite budget had a projected overspend of over £25,669. This was brought into line by reducing the allocation for some carers bringing in a saving of £10,761 and increasing the budget by cancelling a block purchased bed in Auchinlee. The authority aims to provide carers with notification of their annual allocation by end of May, this was delayed in MAKI this year until early June following clarity about 2014/15 budget position and careful consideration of risks around reducing allocations. This budget is now on track, however as intimated above the Team Leader (Learning Disability) is

aware of young people who will be transitioning whose carers will require respite so the situation will remain challenging.

### 3.5 Sleepovers update

Members considered a report on Telecare potential to maximise independence by replacing some sleepovers at the end of 2013. The limited success of work to encourage clients and carers to consider this option was noted. There have been a small number of further reductions in 2014 but there remain 51 nights per week delivered or paid for through direct payment as sleepovers in the MAKI area. This equates to a total spend of £132,600 this year. Sleepovers continue to be subjected to desk top review by the Team Leader (Learning Disability) who would ask case manager to carry out review with clients should there appear to be a potential capacity for a change to use of Telecare and CARR GOMM response.

### 3.6 Independent Living Fund (ILF)

Independent Living Fund is additional money for service users to support social inclusion and assist people to remain in the community in which they live. Eligibility is dependent on a service user being assessed and in receipt of support worth at least £340 a week or £17,680 a year. This can include Direct Payments or services provided e.g. going to a day centre. ILF is administered by the Department of Works and Pensions and there are currently 15 Learning Disability clients in MAKI who receive ILF.

There have been plans for significant changes in the way ILF is delivered and administered. The current scheme is to close in June 2015 and has been closed to new users since 2010. The Scottish Government announced in April 2014 that the Scottish Independent Living Fund (SILF) will be set up to commence in July 2015, to be run by the third sector.

For Learning Disability clients ILF payments are usually administered by a person's main carer, usually a close family member and payments usually contribute a substantial proportion of the overall cost of a person's care package. Learning Disability team are aware that there is some anxiety and frustration amongst MAKI carers about the lack of clarity about a range of issues such as whether individual payments will continue or be reduced, whether eligibility criteria or what payments can be used for will change.

There is also some concern about how ILF funding will dovetail with new Self Directed Support (SDS) approach and arrangements for the delivery of social care. Since SDS remains in the early stages of implementation there are some concerns evident as to whether changes in support packages may reduce the total monetary value of support and have implications for eligibility of ILF/SILF. The Council's Self Directed Support Officer is the local authority link to the Independent Living Fund and has already contacted all clients in receipt of ILF to provide initial information about the forthcoming changes and provide a point of informed contact for service users/carers.

**4.0 IMPLICATIONS**

4.1 Policy	None.
4.2 Financial	Overspending local budgets require to be brought in online, requiring concerted efforts to ensure maximised use of available resources and careful targeting of to minimise risk and meet client outcomes.
4.3 Legal	None.
4.4 HR	None.
4.5 Equalities	None specific to this report.
4.6 Risk	None
4.7 Customer Service	None

**Executive Director of Community Services**  
**Policy Lead Councillor Douglas Philand**  
23 September 2014

**For further information contact:** Alison Hunter, Area Manager MAKI  
01586 559030

**APPENDICES**

Appendix 1 – Greenwood Service Improvement Plan

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**APPENDIX 1  
Service Improvement Plan**

<b>SERVICE IMPROVEMENT PLAN</b>					
<b>Service Name:</b>	<b>Greenwood</b>		<b>Registered Manager:</b>	<b>Ann Anderson</b>	
<b>Date of Initial Plan:</b>	<b>July 2014</b>	<b>Date 1<sup>st</sup> Review:</b>	<b>October 14</b>	<b>Date 2<sup>nd</sup> Review:</b>	
<b>Date(s) consulted with Service Users</b>	There are house meetings every month. Some aspects of the service development are discussed at these meetings and recorded in tenant minutes	<b>Date(s) to LD Locality Forum</b>	<b>November 14</b>	<b>Date(s) of any other(s) involvement to update plan:</b>	
<b>Date Report to Area Manager:</b>	Sept 2014	<b>Date Report to Adult Care Management Team:</b>		<b>Date Report to SWMT:</b> <b>Date Report to DMT:</b>	
<b>1. Outcome – Area of improvement</b>					
<i>The Service should ensure support plans detail how Service Users Communication Needs are met.</i>		<b>Timescale</b>	<b>Lead Person</b>	<b>Update/Completion date</b>	<b>Status: Red/Green</b>
<b>Action(s) to achieve Outcome</b>					
1. Introduction of new individual's paperwork for Greenwood will identify communication needs in their plan.			Unit Manager	1.New paperwork is available. Unit Manager to train Community Support Workers by end Sept. Paperwork target to be agreed with Service Manager	

2. Work with the Speech and Language Therapist (SpLT) to ensure that the communication methods are appropriate to the Tenant		Unit Manager	2.Meeting with SpLT 1 <sup>st</sup> October, 2014 and thereafter methods will be added to individual support plans	
<b>2. Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead Person</b>	<b>Update/Completion date</b>	<b>Status: Red/Green</b>
<i>The Service should take steps to involve Tenants, their families, Carers and where necessary Advocacy</i>	3 months	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
<ol style="list-style-type: none"> <li>1. The Service will actively encourage involvement and participation by Tenants, Family and Carers in the formulation of support plans.</li> <li>2. Where appropriate the Service will encourage the Advocacy Project to be involved in the formulation of support plans especially where there are no family.</li> </ol>	Nov 2014	Unit Manager and Senior Community Support Worker	<ol style="list-style-type: none"> <li>1.Family invited in to discuss the new support plans.</li> <li>2.Advocacy to be invited to tenants meetings. Tenants who have capacity will provided with information and invited to involve advocacy. Tenants who do not have capacity and guardians will be provided with information so they can access Advocacy if desired. Information, including access information, about Advocacy service will also be highlighted and incorporated in the Participation and Involvement Strategy.</li> </ol>	



3. All paperwork will be reviewed weekly and 4 weekly and 6 monthly reviews are introduced.			3.Keyworkers will carry out reviews, these will be monitored and recorded on same frequently by the Senior Community Support Worker and Unit Manager.	
<b>3. Outcome – Area for Improvement</b>	<b>Timescale</b>	<b>Lead Person</b>	<b>Update/Completion date</b>	<b>Status: Red/Green</b>
The review process should be revised to be specific to this care service and to meaningfully involve Service Users, their families, and Carers and where appropriate advocacy.	Dec 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
The Service will introduce and develop review paperwork which is specific to Greenwood. This will be specific to the work and intervention taken by Greenwood.	Oct 2014 and ongoing	Unit Manager	New review paperwork has been developed. Community Support Workers are setting up reviews which will use this paperwork.	
<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The Service must secure training for Staff in the particular needs of current Service Users.	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. A Training and Development Plan will be implemented to address any identified gaps.	Nov 2014	Unit Manager	1.Training plan is being updated.	
2. To work with the LD network team to develop a Training Plan section for Health Needs, i.e mental health, dementia, nutrition. To work with the Local Health Tissue Viability Lead, to deliver training to the Staff Team.	Nov 2014		2.Meeting with LD Professional Lead 3 <sup>rd</sup> October	
3. To ensure the Management of falls risks is more robust.	Completed		3.Falls risk assessments are completed for all tenants and will	

			be the new support plans. Frequent of review is identified on each individual risk assessment.	
<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The Service must ensure that all physical and mental health conditions which pose a potential risk to tenants are consistently and comprehensively monitored and assessed.	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. New support plans will identify and manage potential risk and will be subject to review as identified above. Risk assessments will jointly carried out between Greenwood staff and the Learning Disability Network.	Nov 2014	Unit Manager	Sainsbury tool training to be delivered, intention is to use tool and incorporate appropriate information in support plans	
<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The Service must update its policy and practice guidance on the administration of medication. All Staff involved in medication Management must have training in the procedures and best Practice.	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. New Policy and Practice Guidelines have been introduced.	July 2014	Unit Manager	Completed	
2. Training of staff commenced in August, staff group to be completed in Sept.	Sept 2014		Completed	
3. Weekly audits of medication administration	Sept 2014		To be ongoing	

<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The Service must review its support planning process to ensure that they A) Clearly identify tenants health, welfare and safety issues and how these are being met. B) Clearly illustrate the involvement of tenants and appropriate others in formulation	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. The Service will implement changes to the support planning process and documentation, ensuring that tenant’s health, welfare and safety issues are highlighted and how they are being met.  2. The Service will collect evidence on the involvement of the tenant and appropriate others, which will be recorded within the new support plans.  3. Above will be identified in the Participation and Involvement Strategy	Nov 2014  Nov 2014	Unit Manager	1. Process and support plan paperwork revised but requires completion for and with all individual tenants.  2. To be incorporated in individual paperwork and ongoing  3. Incorporation will be completed by end October	

<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
In reviewing its support planning process the service should take into account the “Talking Points” , the Joint Improvement Team’s practical guide to a personal outcomes approach.	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. Two Community Support Workers completed this Training and will leading on taking this forward.	Oct 2014	Unit Manager	Training completed July 2014. Staff team meeting will be	

2. Clarify further training needs and additional training opportunities in this area for staff.	Nov 2014	Unit Manager	presented with training information and agree how team will take forward	
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<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The Service should review the provision of meals for all tenants, to ensure that they enjoy healthy nutritious meals which reflect their tastes and preferences.	November 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. Keyworkers will menu plan with individual tenants to ensure their choices reflect their need for healthy, balanced, nutritious meals.	Nov 2014	Unit Manager	Work on this area to take place in Oct/Nov 2014	
2. Dietician to be asked to provide training/information for keyworkers.	Nov 2014			
3. Nutrition/health needs and individual choices will be incorporated into tenant support plans				
4. Health eating choices will be discussed at tenant Meetings.				

<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The provider must ensure that staff are provided with training appropriate to the needs of the Tenants. Accurate and up to date training records should be kept in a format which allows scrutiny and audit.	Nov 2014	Unit Manager		

<b>Action(s) to achieve Outcome</b>				
<ol style="list-style-type: none"> <li>In line with the review of training/staff development opportunities, a review of the training matrix will be undertaken and all training records will be formatted in a manner that is easily understood and allows scrutiny.</li> <li>The new training matrix will provide alerts for refresher courses.</li> </ol>	Sept 2014	Unit Manager	On track for completion by end September 2014.	
<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The Service should ensure that staff are familiarised with the current policies and procedures in Adult Protection and Whistle Blowing.	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
<ol style="list-style-type: none"> <li>All Staff have dates in October to attend the Adult Protection Training.</li> <li>Staff have been reminded of both Policies and have been given the Registered Service Procedures and the Whistle Blowing Policy, this is also being discussed in Supervisions and at Team Meetings</li> </ol>	Nov 2014  Nov 2014	Unit Manager	<ol style="list-style-type: none"> <li>Completion due 6<sup>th</sup> October.</li> <li>This is ongoing, each Staff Member are receiving their own copy and the information is posted on the Notice Boards in the Office.</li> </ol>	
<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The Service should review the processes of both 1:1 supervision and staff meetings to ensure these contribute to overall quality assurance and individual development plans	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
<ol style="list-style-type: none"> <li>The Service will review the processes and structures in place for both support and supervision and Staff Meetings. There</li> </ol>	Nov 2014	Unit Manager	All supervisions, PRD and staff meeting dates are identified for	

is recognition that Staff Meetings and support and supervision are more than functional tools but should ensure that they are inexplicably linked to quality assurance, Staff and Service Development.			the year.  Monitoring of Senior Community Support worker and Unit Manager supervisions to be reported in monthly core supervision information/unit manager information to Area Manager/Service Manager.	
<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The Service should consider any aspects of service delivery, including staff clothing which might appear to institutionalise.	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. Staff no longer wear a uniform. This has been discussed with Staff on an individual basis and at a Staff Meeting	Nov 2014	Unit Manager	Completed	GREEN
<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The provider must undertake a complete review of quality assurance systems and processes so that it can evidence empirically that the service is providing the best possible outcomes for tenants	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. The Service will review quality assurance processes, including the methodology of gathering evidence with a view to clearly demonstrating the Service is providing the best possible outcomes for individual tenants in line with their support plans.	Nov 2014	Unit Manager	1.Discussion with Service Manager and Area Manager October 2014 Participation strategy will be updated. Questionnaires for	

<p>2. The financial procedures for Tenants Finances have been addressed in line with Policy and Procedures.</p> <p>3. Accident/Incident processes will be improved to ensure patterns can be easily identified and proactive measures put in place.</p> <p>4. The model of service to be reviewed by Service Manager. In meantime, work with staff team to ensure fully aware of the differences between (previous)care home and (current) housing support/care at home service</p> <p>5. The service will address its quality assurance by seeking and linking feedback and comments from tenants, family, carers, social workers and staff. Any key issues will be incorporated in the improvement plan.</p>	<p>Aug 2014</p> <p>Sept 2014</p> <p>Nov 2014</p>		<p>tenants, review content and tenant meetings will all seek information about tenant outcomes.</p> <p>2.Monthly audits are now in place.</p> <p>3.Individual accident/incidents incorporated in support plans. Recordings collated to identify any patterns.</p> <p>4.Underway.</p> <p>5.Ongoing</p>	<p>GREEN</p>
<p><b>Outcome – Area for improvement</b></p>	<p><b>Timescale</b></p>	<p><b>Lead person</b></p>	<p><b>Update/completion date</b></p>	<p><b>Status: Red/Green</b></p>
<p>The provider must ensure that Tenants are meaningfully consulted in assessing the quality of the service provided to them and are subsequently meaningfully involved in the development of the Service.</p>	<p>Nov 2014</p>	<p>Unit Manager</p>		
<p><b>Action(s) to achieve Outcome</b></p>				
<p>1. The Service will link in with extended family networks and the Advocacy Service.</p>	<p>Nov 2014</p>	<p>Unit Manager</p>	<p>Ongoing, to be invited to Tenants meetings</p>	

<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
The provider must review the format of documents used in the Service to ensure that Tenants are able to understand and use, influence and contribute to them.	Nov 2014	Unit Manager		
<b>Action(s) to achieve Outcome</b>				
1. In line with other Argyll and Bute regulated Learning Disability Services, we will produce a suite of relevant documentation/pamphlets which are tenant friendly. The draft documents will be presented to the Tenants and Tenants meetings for approval.	Nov 2014	Unit Manager	Ongoing Fire Evacuation- Completed Complaints – Completed. Work ongoing with the Learning Disability Speech and Language Therapist.	
<b>Outcome – Area for improvement</b>	<b>Timescale</b>	<b>Lead person</b>	<b>Update/completion date</b>	<b>Status: Red/Green</b>
Update Participation Strategy and Quality Assurance strategies	Nov 2014	Unit Manager Senior Community Support Worker		
<b>Action(s) to achieve Outcome</b>				
Quality Assurance guidance will be produced in partnership with the Tenants and discussed at Tenants meetings. The Service will ensure these strategies are reviewed every 6 months The guidance has a Quality Assurance Action plan which will be updated and implemented by everyone involved in improving the Service	Nov 2014			



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**ARGYLL AND BUTE COUNCIL****MID ARGYLL, KINTYRE AND THE ISLANDS  
AREA COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE SERVICES****1<sup>st</sup> October 2014**

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**MID ARGYLL, KINTYRE AND THE ISLANDS FERRIES**

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**1.0 EXECUTIVE SUMMARY**

The Scottish Ferries Plan was published by Transport Scotland in December 2012. There were a number of key issues that directly affected the Mid Argyll Kintyre and Islay area. This paper sets out the result of some of the short term measures implemented through the Plan.

The Ardrossan to Campbeltown link is now in its second year and has one further year to operate before a decision is taken on its continuation and possible extension to include a winter service.

The Tayinloan to Gigha route has seen the improvements at Tayinloan completed with an outline business case for the slip in Ardmish Bay awaiting progression to the full business case.

The Islay route has had services re-balanced between Port Ellen and Port Askaig. The Jura community has benefitted from the additional early morning services to connect with the 0700 sailing to Kennacraig. The disruption to this route in the event of either breakdown or re-deployment has been raised with CalMac and the rationale for their response is detailed.

It was considered prudent that Members should be made aware that ahead of the new Clyde Hebrides Ferry services tender which is due to be commenced in December 2016 that Council officials are actively engaged with both CalMac and Transport Scotland to ensure that the ferry services help promote both economic growth and assist reversing the trend of population decline.

**2.0 RECOMMENDATIONS**

2.1 That the Area Committee note the report.

### 3.0 DETAILS

3.1 This paper highlights some of the measures that have resulted from the publication of the Scottish Ferries Plan in December 2012. It should also be highlighted that the Council continue to hold discussions at both operational and strategic levels with CalMac and Transport Scotland ahead of the impending tender for the Clyde Hebrides Ferry Services contract which is due to commence in October 2016 to ensure that the Argyll and Bute populous is served by the ferry operator and will engender both economic and population growth.

### 3.2 Campbeltown Ardrossan pilot

This service is in the second of a three year pilot period. The carrying figures for both passenger and vehicles for an identical period of time ( 23 May to 29 August) are tabulated below:

	passengers	cars	sailings
2013	6035	1226	106 with 8 cancellations
2014	5838	1004	106 with 6 cancellations

The service has not attracted commercial users but this year Transport Scotland have commissioned a survey by Vector Research Ltd to establish whether the service has achieved its key objectives which are as follows:

- a) Provide a boost to the Campbeltown economy and develop Campbeltown as an attractive place to invest, to visit, to work and do business
- b) Enhance the transport choices and links for locals and businesses
- c) Increase visitors to Campbeltown and the Kintyre Peninsula and support existing tourism markets and develop new opportunities

It is anticipated that there will be a monitoring report produced at the end of this season followed by an in depth report in the autumn of 2015.

### 3.3 Tayinloan to Gigha

The assessment of the current service provision was that the model service profile envisaged that services would continue much later into the evening.

The improvement works that were undertaken by the Council at Tayinloan have improved the reliability of the service and it was part of the long term strategy to enhance the facilities on Gigha in Ardmish Bay. This would facilitate the potential for accommodating a new hybrid ferry if Transport Scotland decides to continue the build programme which has seen two vessels deployed to date.

There is an existing outline business case for improving the Ardmish slip and this would allow the vessel to berth overnight on station as distinct from sailing to the south pier Gigha. This requires to be progressed to the full business case stage.

### 3.4 Islay and Jura Services

The Islay route is served by two vessels and the Ferries Plan originally elected not to re-balance the services between Port Ellen and Port Askaig but as a consequence of subsequent consultation Transport Scotland has altered the timetable to allow those residents in the north of Islay and Jura to access the early morning sailings on a Tuesday, Thursday and Saturday from Port Askaig. In light of this the Council introduced and funded an early morning sailing from Feolin to Port Askaig. The initial uptake was not encouraging but the passenger carryings during the summer demonstrated that it was a popular service.

The issue of disruptions to the service when one of the vessels is either re-deployed or broken down has been raised with CalMac ferries since this not only affects Islay but Campbeltown too. CalMac's position is that they have a limited resource in ships and it is neither practical nor cost effective to have a spare vessel awaiting deployment in order to retain two vessels on route. However, as part of the Ferries plan there is a vessel replacement strategy in progress which is being considered by both Caledonian Maritime Assets Ltd (CMAL) and CalMac. This will address issues of capacity but will not resolve the problems caused by redeployment or breakdown.

### 3.5 Other routes

The Council understands that one of the new hybrid vessels has now been deployed on the Tarbert to Portavadie route. The Colonsay route has seen the introduction of a new Saturday service from Colonsay to Kennacraig via Islay.

## 4.0 CONCLUSION

4.1 The publication of the Scottish Ferries Plan has provided the platform for introducing a series of measures that impact on Mid Argyll Kintyre and Islay. The pilot service from Campbeltown to Ardrossan is still subject to evaluation. The Tayinloan route has an outline business case for the improvement to the Gigha slip which has to be progressed. The Islay route has benefitted from the re-balancing of services between Port Ellen and Port Askaig which has resulted in greater connectivity for residents in Jura and northern Islay.

## 5.0 IMPLICATIONS

- |     |           |   |
|-----|-----------|---|
| 5.1 | Policy    | None  |
| 5.2 | Financial | If the early morning service from Jura continues there is a financial subsidy required to continue this, currently this costs £18,432 per annum to implement. |
| 5.3 | Legal     | None  |

5.4	HR	None
5.5	Equalities	None
5.6	Risk	An increase in Financial subsidy
5.7	Customer Services	The decision to continue the early morning sailings could positively impact sustainability of our communities.

**Executive Director of Development and Infrastructure**

**Policy Lead:** Ellen Morton

10 September 2014

**For further information contact:** Martin Gorringe, Marine Operations Manager  
**(01546604656)**



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**ARGYLL AND BUTE COUNCIL****MAKI AREA COMMITTEE****CUSTOMER SERVICES****1<sup>st</sup> OCTOBER 2014**

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**IMPROVEMENTS TO AREA SCORECARD**

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**1 Background**

The Area Committee has reviewed performance through their bespoke Area scorecard since it was developed during 2011-12. This paper presents a proposal to improve the MAKI Area scorecard.

**2 Recommendations**

It is recommended that the Area Committee adopts the attached improvements to their current Area scorecard.

**3 Detail**

The MAKI Area scorecard has a small number of measures that need updating in line with improved Service performance management in the Planning Service. Additionally, with the advent of the Health & Social Care Integration, the Area Committee could benefit from increased performance information across the Social Work function.

A small number of additional changes are proposed including the addition of street lighting and car parking income measures as well as the removal of community resilience planning (removed to Local Community Planning Group scorecard).

Attached are the full details of all proposed changes along with the current and proposed improved scorecards.

Jane Fowler  
Head of Improvement and HR

For further information, please contact:  
David Clements  
Improvement and Organisational Development Programme Manager  
(Planning and Performance Management)  
01465 604205

## **Mid-Argyll, Kintyre and the Islands Area Committee**

Proposed Area scorecard improvements

### **Adult Care**

Add

- number of substance misuse clients
- number of delayed discharge clients awaiting admission to a care home
- number of clients with a learning disability

### **Children & Families**

Add

- number of Looked After & Accommodated Children (LAAC)
- number of LAAC in external placements

### **Economy**

Remove

- all planning applications: % processed in 2 months
- local (excl HH) planning applications: % processed in 2 months
- ACHA data – none data available now (remove to CPP Area scorecard)

Add

- average number of weeks to determine all local planning applications (target = 12)
- % of pre-application enquiries processed in 20 working days (target = 70%)

### **Roads & Lighting**

Remove

- % road network to be considered for maintenance (annual *and* A&B level only)

Add

- Street lighting - % faults repaired within 7 days

### **Environment**

Add

- Car parking income
- Number of complaints ref. waste collection

### **Community Resilience**

Remove

- Both measures (remove to CPP Area scorecard)



**Adult Care**

	Target	MAKI	Council
MAKI - % of Older People receiving Care in the Community - In Year	80.0 %	79.6 % <b>R</b> <b>U</b>	90.2 %
MAKI - % of Older People receiving Care in the Community	80 %	72 % <b>R</b> <b>D</b>	74 %
MAKI - No of People Awaiting FPC within their Homes	0	0 <b>G</b> <b>U</b>	0
MAKI - No of SM Care Assessments outstanding >21 Days	0	0 <b>G</b> <b>U</b>	2

**Children and Families**

	Target	MAKI	Council
CABD53 MAKI - Open Cases - children with disability		22 <b>D</b>	119
CABD56 MAKI - No of Children Receiving Comm Based Support		18 <b>U</b>	78
CP5 MAKI - No of Children on CPR		1 <b>U</b>	19
CP16a MAKI - No of Children on CPR with a completed CP plan		1 <b>U</b>	19

**Economy**

	Target	MAKI	Council
All Local Planning Apps: % processed in 2 months in MAKI	70.0 %	82.1 % <b>G</b> <b>U</b>	79.2 %
Householder Planning Apps: % processed in 2 months in MAKI	90.0 %	95.0 % <b>G</b> <b>U</b>	90.1 %
Local (excl HH) Planning Apps: % processed in 2 months in MAKI	70.0 %	77.6 % <b>G</b> <b>U</b>	74.0 %
CC1 Affordable social sector new builds - MAKI	0	56 <b>G</b> <b>U</b>	71

\* ACHA - currently no ACHA data in Pyramid \*

**Environment**

	Target	MAKI	Council
Dog fouling - number of complaints MAKI	27	15 <b>G</b> <b>U</b>	70
Dog fouling - number of fines issued MAKI		0 <b>D</b>	2
LEAMS - MAKI Islay	73	92 <b>G</b> <b>D</b>	
LEAMS - MAKI Kintyre	73	85 <b>G</b> <b>U</b>	77
LEAMS - MAKI Mid Argyll	73	77 <b>G</b> <b>U</b>	
% Waste recycled, composted and recovered	40.0 %	43.5 % <b>G</b> <b>D</b>	

no MAKI data available

**Education**

	Target	MAKI	Council
% positive destinations Campbelltown Grammar ACY 12/13		97 % <b>U</b>	
% positive destinations Islay High ACY 12/13		90 % <b>D</b>	
% positive destinations Lochgilphead High ACY 12/13		94 % <b>U</b>	92.4 %
% positive destinations Tarbert Academy ACY 12/13		100 % <b>U</b>	
HMIE positive School Evaluations - MAKI Sec		100 % <b>U</b>	63 %
% 5+ SCQF level 6 Campbelltown Grammar ACY 12/13	13.20 %	7.69 % <b>R</b> <b>D</b>	
% 5+ SCQF level 6 Islay High ACY 12/13	13.20 %	16.67 % <b>G</b> <b>U</b>	14 %
% 5+ SCQF level 6 Lochgilphead High ACY 12/13	13.20 %	20.45 % <b>G</b> <b>U</b>	
% 5+ SCQF level 6 Tarbert Academy ACY 12/13	13.20 %	50.00 % <b>G</b> <b>U</b>	
School % unauthorised absence Campbelltown Grammar		2.1 % <b>U</b>	
School % unauthorised absence Islay High		2.2 % <b>U</b>	1.3 %
School % unauthorised absence Lochgilphead High		1.8 % <b>U</b>	
School % unauthorised absence Tarbert Academy		1.8 % <b>U</b>	

**Roads**

	Target	MAKI	Council
% road network to be considered for maintenance - SRMCS Red	20.0 %	19.2 % <b>G</b> <b>U</b>	
% road area resurfaced/reconstructed - MAKI FY 13/14	1.49 %	1.65 % <b>G</b> <b>D</b>	1.95 %
% road area surface treated - MAKI FY 13/14	0.68 %	1.20 % <b>G</b> <b>D</b>	2.02 %
% Cat 1 road defects repaired by end of next working day - MAKI	90 %	94 % <b>G</b> <b>D</b>	97.8 %

**Community Resilience**

	Target	MAKI	Council
MAKI % community councils with emergency plan	80 %	33 % <b>R</b> <b>U</b>	
MAKI % community councils developing an emergency plan	17 %	17 % <b>D</b>	



**Adult Care**

	Target	MAKI	Council
MAKI - % of Older People receiving Care in the Community - In Year	80.0 %	79.6 % <span>R</span> <span>U</span>	90.2 %
MAKI - % of Older People receiving Care in the Community	80 %	72 % <span>R</span> <span>D</span>	74 %
MAKI - No of People Awaiting FPC within their Homes	0	0 <span>G</span> <span>U</span>	0
MAKI - Number of SM Clients	95	95 <span>U</span>	379
MAKI - No of SM Care Assessments outstanding >21 Days	0	0 <span>G</span> <span>U</span>	2
MAKI - Delayed Discharges awaiting Admission to a Care Home - In Year		3 <span>D</span>	13
MAKI - No of LD Cases		74 <span>U</span>	360

**Children and Families**

	Target	MAKI	Council
CABD53 MAKI - Open Cases - children with disability		22 <span>D</span>	119
CABD56 MAKI - No of Children Receiving Comm Based Support		18 <span>U</span>	78
CP5 MAKI - No of Children on CPR		1 <span>U</span>	19
CP16a MAKI - No of Children on CPR with a completed CP plan		1 <span>U</span>	19
CA12 MAKI - Total No LAAC		13 <span>D</span>	121
CA17 MAKI - No of External LAAC		3 <span>U</span>	10

**Economy**

	Target	MAKI	Council
NEW All Local Planning Apps: Ave no of Weeks to Determine - MAKI	12.0 Weeks	9.4 Weeks <span>G</span> <span>U</span>	9.5 Weeks
% of Pre-App Enquiries Processed in 20 working days in MAKI	70.0 %	75.4 % <span>G</span> <span>D</span>	78.8 %
Householder Planning Apps: % processed in 2 months in MAKI	90.0 %	95.0 % <span>G</span> <span>U</span>	90.1 %
CC1 Affordable social sector new builds - MAKI	0	56 <span>G</span> <span>U</span>	71

**Roads & Street Lighting**

	Target	MAKI	Council
Street lighting - % MAKI faults repaired within 7 days		100 % <span>G</span> <span>U</span>	96 %
% road area resurfaced/reconstructed - MAKI FY 13/14	1.49 %	1.65 % <span>G</span> <span>D</span>	1.95 %
% road area surface treated - MAKI FY 13/14	0.68 %	1.20 % <span>G</span> <span>D</span>	2.02 %
% Cat 1 road defects repaired by end of next working day - MAKI	90 %	94 % <span>G</span> <span>D</span>	97.8 %

**Education**

	Target	MAKI	Council
% positive destinations		97 % <span>U</span>	92.4 %
% positive destinations		90 % <span>D</span>	
% positive destinations		94 % <span>U</span>	
% positive destinations		100 % <span>U</span>	
HMIE positive School Evaluations - MAKI Sec		100 % <span>U</span>	63 %
% 5+ SCQF level 6		7.69 % <span>R</span> <span>D</span>	14 %
% 5+ SCQF level 6		16.67 % <span>G</span> <span>U</span>	
% 5+ SCQF level 6		20.45 % <span>G</span> <span>U</span>	
% 5+ SCQF level 6		50.00 % <span>G</span> <span>U</span>	
School % unauthorised absence		2.1 % <span>U</span>	1.3 %
School % unauthorised absence		2.2 % <span>U</span>	
School % unauthorised absence		1.8 % <span>U</span>	
School % unauthorised absence		1.8 % <span>U</span>	

**Environment**

	Target	MAKI	Council
Car Parking income to date - MAKI	£ 28,614	£ 18,409 <span>R</span> <span>D</span>	£ 164,623
Complaints ref Waste Collection MAKI	0	0 <span>D</span>	12
Dog fouling - number of complaints MAKI	27	15 <span>G</span> <span>U</span>	70
Dog fouling - number of fines issued MAKI		0 <span>D</span>	2
LEAMS - MAKI Islay	73	92 <span>G</span> <span>D</span>	77
LEAMS - MAKI Kintyre	73	85 <span>G</span> <span>U</span>	
LEAMS - MAKI Mid Argyll	73	77 <span>G</span> <span>U</span>	
% Waste recycled, composted and recovered	40.0 %	43.5 % <span>G</span> <span>D</span>	

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**ARGYLL AND BUTE COUNCIL****MAKI AREA COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE SERVICES****1 October 2014**

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**GOVERNANCE ARRANGEMENTS – INVERARAY CARS SMALL GRANTS SCHEME**

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**1.0 EXECUTIVE SUMMARY**

This paper proposes governance arrangements for the implementation phase of the Inveraray Conservation Area Regeneration (CARS) Small Grants Scheme.

The type and quality of work that is eligible will be guided by the fact that the grant is in partnership with Historic Scotland and they have declared priorities and requirements.

This would involve officers making recommendations on applications under the Small Grants scheme for approval by the MAKI Area Committee. Reports would additionally be submitted to the MAKI Area Committee on progress on the Small Grants Scheme.

There is an allowance of £200,000 set against Small Repairs in the CARS Scheme and it is envisaged that demand will greatly outstrip the funds available. There therefore needs to be a robust and defensible scoring mechanism agreed to prioritise the grant allocation and an upper limit on the maximum grant for any particular property to be approved.

It is proposed that Priority scorings would take the following into account:

1. Eligibility of works under the terms of the Historic Scotland funding.
2. The value of the building in terms of historic importance (eg Listing), and visual prominence Townscape Value.
3. Does the proposed works meet the required Quality/Conservation Design criteria.
4. Do the submission costs reflect market value and at level is it to be supported given the likely high demand for grants and limitation of resources.

It is proposed that initially an upper limit of £17,000 be set against any submission with the possible exception of an application made by a major building such as a hotel.

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ARGYLL AND BUTE COUNCIL

MAKI AREA COMMITTEE

DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

1 October 2014

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## GOVERNANCE ARRANGEMENTS – INVERARAY CARS SMALL GRANTS SCHEME

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### 2.0 SUMMARY

2.1 This paper proposes the governance arrangements for the implementation phase of the Inveraray Conservation Area Regeneration Scheme (CARS). A (CARS) scheme is a jointly funded grant programme that provides assistance for regenerating Conservation Areas. The Inveraray scheme is funded by Historic Scotland and Argyll and Bute Council. Funding has been made available over a 4 year period to assist with a programme of repair and restoration to the historic fabric of Inveraray Conservation Area and promote maintenance, traditional skills and value of place. Within the grant funding there is an allowance of £200,000 set against Small Repairs to properties in the CARS Area boundary (Conservation Area).

### 3.0 RECOMMENDATIONS

That the Area Committee agree that the Inveraray CARS project is governed as detailed in paragraph 4. of this report.

### 4.0 DETAILS

4.1 Argyll and Bute Council has been successful in attracting Historic Scotland grant assistance from a conservation based regeneration scheme for Inveraray. The grant scheme is administered by Argyll and Bute Council under the title of Inveraray CARS.

4.2 The CARS Projects consists of a number of different elements:

1. Major grant funding targeted at 5 priority buildings. Grants are in the region of 87 to 90% of total costs. This is subject to the individual owners concerned agreeing to pay their percentage contribution.
2. An allowance for investigating a suitable use for a building on the “Building at Risk Register” ie the Community Hall.
3. An allowance for small grants/ shopfront enhancement for properties in the CARS boundary, which can be up to 70%. It is for owners to apply for the grant detailing costs and specification. There will be a marking system in place to allow grants applications to be prioritised in respect of CARS objectives. As grant applications are likely to exceed the grant allowance it will be necessary to cap the amount given in any one application.
4. There is an allowance for upskilling tradesmen in conservation techniques and public engagement

4.3 Prioritisation criteria to be used when assessing the Small Grants Scheme:

- **Priority of Works:** Existing condition and urgency in carrying out works. Reference to the pre-application CARS boundary *Condition Survey Sheet*.

- **Eligibility of works:** Does application meet eligibility criteria as per Inveraray Conservation and Regeneration Project 'Guide to eligible works' document. Higher marks given to works that are common repairs as traditionally it is difficult to get all owners to agree to carry them out. Emphasis also on roofing works, chimneys and rainwater goods as scaffold costs tend to result in these elements being left until structural deterioration has taken place.
- **Listing, Location/Townscape Value:** Mark based on whether properties are listed/ level of listing and if properties are within Conservation Area and designated CARS Grant Priority Area. Consideration must also be given to whether or not the proposed works will improve the townscape value. This factor can increase or decrease the score in this section by 1 or 2 points. If the score is amended, justification must be provided.
- **Quality/Design:** Does the proposed scheme meet appropriate conservation standards in quality, design and sustainability.
- **Economic Value/Viability:** Does the cost of the work provide value for money. Comparisons can be made with other similar jobs that have recently been completed. Three quotes are required for smaller applications and three tenders for larger applications.

- 4.4 As it is envisaged that demand will greatly outstrip the funds available it is proposed that initially an upper limit of £17,000 grant be set against any submission with the possible exception of an application made by a major building such as a hotel.
- 4.5 With the exception of very simple component replacements, such as like for like rainwater goods, applicants should use a suitably qualified professional to carry out a survey and provide a specification for the works. For larger works ie over £25,000 this consultant should be Conservation Accredited.
- 4.5 The following arrangements are proposed for the implementation phase of this project: Officers will assess the grants and will make recommendations to the Area Committee. At relevant meetings of the MAKI Area Committee, an update report on Inveraray CARS will be presented on small grant awards.
- 4.6 The Project Officer, Iain Barker, and Projects and Renewables Manager, Audrey Martin, will advise those concerned of the decision made by the MAKI Area Committee and will ensure that any changes to existing administrative arrangements are made to reflect the decision.
- 4.7 It should be noted that the arrangements described above are adapted from the model used in Rothesay THI which has been working well over the last year

## 5.0 CONCLUSION

- 5.1 This paper seek the approval of MAKI Area Committee to it's proposed governance arrangements for the implementation phase of the Inveraray Conservation Area Regeneration Scheme (CARS) Small Grants Scheme. This will involve regular reports to the Area Committee on applications for CARS Small Grants and recommendations by officers on their approval.

## 6.0 IMPLICATIONS

- 6.1 Policy The delivery of the Inveraray CARS fits with the Council's Corporate Plan, Single Outcome Agreement and approved Development Plan policy for town centre regeneration. The economic outcomes from these projects will contribute to the Government's Economic Strategy.

- |     |                   |  |
|-----|-------------------|--|
| 6.2 | Financial         | The Council has made available the sums requested to progress the Inveraray CARS Small Grants Projects.  |
| 6.3 | Legal             | Each of the CARS projects will require differing levels of legal resources to ensure their timely delivery.  |
| 6.4 | HR                | The resources have been allocated to progress the CARS Program and a CARS Officer is in post.  |
| 6.5 | Equalities        | Each project will be required to comply with Equal Opportunities.  |
| 6.6 | Risk              | There is likely to be more demand for grants than money available under the CARS scheme and by ensuring that necessary governance is in place the Council will reduce the risk of challenge. |
| 6.7 | Customer Services | The Council is responsible for administering the CARS grants on behalf of Historic Scotland and for ensuring due diligence in the performance of it's duties.                                |

**Executive Director of Development and Infrastructure**

**Policy Lead** Ellen Morton

2<sup>nd</sup> September, 2014

**For further information contact:** Audrey Martin, Projects and Renewables Manager  
Development and Infrastructure Services  
01546 604180

**APPENDICES**

Appendix 1 Small Grant Assessment Document

**Inveraray Conservation and Regeneration Project**

**Small Grant Assessment Document**



Name of applicant: .....

Address of property: .....

Property Listing: .....

Grant Reference: .....

Completeness of application: Does application fulfill all items on application checklist. If not, return to applicant.

Category	Score	Comments
Priority of Works		
Eligibility of works		
Listing, Location/Townscape Value		
Quality/Design & Sustainability		
Economic Value/Viability		

Total Score: \_\_\_\_\_

If total score exceeds 17 out of a possible 25 it is recommended that application is approved.

Recommendation: .....

.....

.....

Completed by: .....

Date: .....

## **Inveraray Conservation and Regeneration Project**

### **Small Grant Assessment Information**

Scores as follows: 1-5 (1 = weak and 5 = strong)

**Priority of Works:** Existing condition and urgency in carrying out works. Reference to the pre-application CARS boundary condition survey sheet.

**Eligibility of works:** Does application meet eligibility criteria as per Inveraray Conservation and Regeneration Project 'Guide to eligible works' document. Higher marks given to works that are common repairs as traditionally it is difficult to get all owners to agree to carry them out. Works at high level requiring a scaffold would also attract high marks due to the fact that they are often neglected because of scaffold costs.

**Listing, Location/Townscape Value:** Mark based on whether properties are listed/ level of listing and if properties are within Conservation Area and designated CARS Grant Priority Area. Consideration must also be given to whether or not the proposed works will improve the townscape value. This factor can increase or decrease the score in this section by 1 or 2 points. If the score is amended, justification must be provided.

**Quality/Design & Sustainability:** Does the proposed scheme meet appropriate conservation standards in quality, design and sustainability.

**Economic Value/Viability:** Does the cost of the work provide value for money. Comparisons can be made with other similar jobs that have recently been completed. If disproportionately high would this prevent other small grants being awarded?

**MID ARGYLL, KINTYRE AND THE ISLANDS  
AREA COMMITTEE  
ITEM TRACKER**

<b>Title of Item</b>	<b>Name of Service/Officer or organisation</b>	<b>Date of Meeting</b>	<b>Action required</b>	<b>Notes</b>
Roads Issues	Stewart Clark/Callum Robertson	Ongoing	Regular attendance at BD/AC with updates	<b>Future regular attendance at MAKI BD/AC meetings</b>
Road Issues	Jim Smith	7 May 2014 BD		<b>Report from EDI Committee on the Area Roads split formula to future BD meeting</b>
MAKI Ferry services	Fergus Murray	June AC	Report to future AC on details of cancelled/disrupted ferry services in MAKI	<b>October AC</b>
Campbeltown CHORD Berthing Facility	Fergus Murray	5 March 2014 BD		<b>Progress reports to all AC Meetings</b>
Defence Estates, Machrihanish / Machrihanish Airbase Development	Malcolm MacMillan (MACC Manager)	Regular updates required	Regular attendance at BD/AC with updates	<b>Further update to MAKI BD in November</b>
Ardrishaig Regeneration Masterplan	Audrey Martin	5 June 2013		<b>Further report to Future BD</b>
Area Scorecard	David Clements	Ongoing		Regular attendance at AC to report on scorecard: April AC – FQ3 June AC – FQ4 August AC – FQ1 December AC – FQ2
Area Scorecard	David Clements	Nov '13	Revise Scorecard	<b>October 2014 AC</b>

Item Tracker	Lynsey Innis	5 June 2013 AC		<b>Future MAKI ACs for noting and updating</b>
ACHA	1.Alistair MacGregor 2.Yvonne Willan	4 December 2013 MAKI AC	1. Update by Chief Executive 2. Area Manager to attend CPG to provide annual update.	<b>1. October AC (and annually thereafter) 2. March 2015 CPG</b>
Renal dialysis and obstetric scanning services - issues	NHS Highland	4 June 2014	Letter forwarded on behalf of MAKI AC to Elaine Mead, CE NHS Highland	<b>Further letter issued by Area Committee Manager on 22/09/2014.</b>
Kilkerran Park	Tom Murphy	2 October 2013 AC	Streetscene Manager to undertake an options appraisal at Kilkerran Park	<b>Monitor for 1 year and then update to MAKI BD May 2015.</b>
Partnership Working in relation to public conveniences	Tom Murphy	7 May 2014 BD	Report on effective partnership working	<b>October AC (Due to unavoidable commitments, it was agreed by the Chair to postpone until November BD.)</b>
Primary Schools – Performance and attainment	Kathryn Wilkie	5 June 2013 AC		<b>Next report June 2015 AC</b>
Secondary Schools – Performance and attainment			Scheduled attendance of Head Teachers at Area Committees to provide reports on performance and attainment.	<b>Lochgilphead Joint Campus – December AC Islay H S – December AC Campbeltown GS – February AC Tarbert Academy – October AC (Following discussions with the Policy Lead (Councillor A Morton) and the Quality Standards Manager, the Chair agreed that this be brought to a future meeting of the AC.)</b>

New Campbeltown Grammar School	Michael Casey/Malcolm MacFadyen	7 August 2013	Detail of options and design	<b>Update Report to September 2015 BD</b>
Economic Development Transformational Project for MAKI	Ishabel Bremner	Nov BD	Suitable project to be identified and progressed by inclusion in the MAKI EDAP	<b>Report to Future BD</b>
Children's Services Inspection Report	Brian Reid	Nov BD		<b>Report to future MAKI Business Day after publication</b>
Older People's Care at Home Service Update	Alison Hunter			<b>April ( FQ3), June (FQ4), August ( FQ1) December (FQ2) Area Committees</b>
Patient Transport Policy	Alison Guest Assistant Locality Manager, NHS Highland	June 2014 AC		<b>Report to future MAKI AC/CPG when report finalised</b>
Roads Revenue Budget	Jim Smith			<b>February ( FQ3), June (FQ4), August ( FQ1) December (FQ2) Area Committees</b>
Scottish Water	Joanna Peebles			<b>Attendance at future BD to update Members on specific issues</b>
King Street, Portnahaven	Stewart Clark	Dec 13 AC		<b>Report to October 2014 AC</b>
Quality and Standards Report	Anne Paterson			<b>Report to June 2015 CPG</b>
Self- Directed Support	Pamela MacLeod	March BD		<b>Updated report to MAKI AC December 2014</b>
Trunking of A83	BEAR	August 14 AC	Update in regard to ongoing maintenance arrangements following trunking of the A83	<b>October AC</b>
Health and Social Care	Alan Stevenson	August 14 AC	Report to come to October	<b>October AC (following</b>

Updated June2014

Integration Agenda	– Integration Manager		AC and to be a regular report thereafter	<b>request by Integration Manager it was agreed by Chair to postpone until December AC)</b>
Adults with Learning disability update	Alison Hunter	August 14 AC		<b>October AC</b>

**COMPLETED ITEMS**

Kilmartin Museum		5 February 2014 AC		<b>Presentation to August AC</b>
Property Management Group - Campbeltown	Bill Halliday	2 April 2014		<b>Report to MAKI AC August 2014</b>
Roads Issues	Stewart Clark/Callum Robertson	7 May 2014 BD		<b>Report on Weather forecast budget allocation to future MAKI AC</b>
Effective links for Members to communicate with constituents	Shirley MacLeod/Gerry Wilson	4 June 2014	Report for Members	<b>Report for August MAKI AC</b>