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

Customer Services
Executive Director: Douglas Hendry



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10 February 2015

SUPPLEMENTARY PACK 1

ARGYLL AND BUTE COUNCIL - COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD on THURSDAY, 12 FEBRUARY 2015 at 11:00 AM

I enclose herewith item 4 (Minutes of Committees) which was marked to follow on the Agenda for the above Meeting.

Douglas Hendry
Executive Director – Customer Services

ITEMS TO FOLLOW

- * **4. MINUTES OF COMMITTEES**
Policy and Resources Committee 5 February 2015
and Update Report on Review All Weather Pitch Charges as per item 8 of the P&R Minute (Pages 1 - 12)

The above minutes are submitted to the Council for approval of any recommendations on the items which the Committee does not have delegated powers. These items are marked with an*.

ARGYLL AND BUTE COUNCIL

Contact: Hazel MacInnes Tel: 01546 604269

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**MINUTES of MEETING of POLICY AND RESOURCES COMMITTEE held in the COUNCIL
CHAMBERS, KILMORY, LOCHGILPHEAD
on THURSDAY, 5 FEBRUARY 2015**

Present: Councillor Dick Walsh (Chair)

Councillor Robin Currie	Councillor Douglas Philand
Councillor Vivien Dance	Councillor James Robb
Councillor Donald Kelly	Councillor Len Scoullar
Councillor Alistair MacDougall	Councillor Isobel Strong
Councillor Roderick McCuish	Councillor Sandy Taylor
Councillor Aileen Morton	Councillor Richard Trail
Councillor Ellen Morton	

Also Present: Councillor Rory Colville
Councillor George Freeman
Councillor Bruce Marshall

Attending: Sally Loudon, Chief Executive
Douglas Hendry, Executive Director – Customer Services
Pippa Milne, Executive Director – Development and Infrastructure Services
Cleland Sneddon, Executive Director – Community Services
Bruce West, Head of Strategic Finance
Jane Fowler, Head of Improvement and HR
Donald MacVicar, Head of Communities and Culture
Patricia O'Neill, Central Governance Manager
Anna Watkiss, Development Support Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated from Councillors Duncan MacIntyre and Gary Mulvaney.

2. DECLARATIONS OF INTEREST

Councillor James Robb declared a non financial interest in the report on the Review of All Weather Pitch Charges as a member of his family has played on the pitch at Ardencaple. He advised that he did not feel the interest was significant and remained in the room when this report was discussed at item 8 of this Minute.

Councillor Aileen Morton declared a non financial interest in the report on the Review of All Weather Pitch Charges as a member of her family has played on facilities at Hermitage. She advised that she did not feel the interest was significant and remained in the room when this report was discussed at item 8 of this Minute.

Councillor Roderick McCuish declared a non financial interest in the report on the Review of All Weather Pitch Charges as he has made use of these facilities. He advised that he did not feel the interest was significant and remained in the room when this report was discussed at item 8 of this Minute.

The Chair advised that he had received a request from the Mid Argyll, Kintyre and the Islands Area Committee that the Policy and Resources Committee consider an urgent item. He stated that as significant further information was required this would be referred directly to the Council budget meeting for consideration along with the other business relating to the Single Outcome Agreement.

3. MINUTES

The Minutes of the Policy and Resources Committee of 18 December 2014 were approved as a correct record subject to the following amendment:-

Item 19 CHORD Programme and Major Capital Regeneration Projects – Highlight Report as at 5 December 2014

Decision 1 – “CHORD Projects” to be amended to “CHORD and Major Capital Regeneration Projects”.

Decision 2 – “CHORD progress reports” to be amended to “CHORD and Major Capital Regeneration progress reports”

4. STRATEGIC RISK REGISTER - 6 MONTHLY REVIEW

Consideration was given to a report which reviewed the recently agreed Strategic Risk Register as per the agreed 6 monthly reporting cycle.

Decision

Noted the content of the updated Strategic Risk Register and agreed that arrangements be made to hold a workshop/seminar for Members on the Strategic Risk Registrar in advance of a future Policy and Resources Committee meeting.

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

*** 5. PLANNING AND BUDGETING PACK 2015 - 2016**

(a) PACK 1 SERVICE PLANS

A report presenting the 2015-16 Service Plans for the 12 Council services was considered. The plans included the resources available to the service, the outcomes that will be delivered with these resources, the associated risks, and the success measures that enable the Council to monitor progress.

Decision

Approved the full suite of Service Plans 2015-16 for submission to the Council meeting on 12 February 2015.

(Reference: Report by Executive Director – Customer Services and Service Plans for 2015-16, submitted)

(b) PACK 2 REVENUE BUDGET

Consideration was given to the full package of papers included in the budget

pack in relation to the Revenue Budget for 2015-2016. The budget pack included Revenue Budget Overview, Revenue Budget Fees and Charges, Revenue Budget Monitoring Report, Financial Risks Analysis, and Reserves and Balances.

Decision

The Committee:-

1. agreed to refer this item, without recommendation, for consideration by the Council at their meeting on 12 February 2015; and
2. noted that if Members wished further information on the income raised from fees and charges this could be obtained direct from the Head of Strategic Finance.

(Reference: Report by Head of Strategic Finance dated 27 January 2015 and Revenue Budget Pack for 2015-2016, submitted)

* **6. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY**

Consideration was given to the Treasury Management Strategy and Annual Investment Strategy 2015-16.

Decision

Approved the Treasury Management Strategy and Annual Investment Strategy 2015-16 for submission to the Council on 12 February 2015.

(Reference: Report by Head of Strategic Finance dated 28 January 2015 and Treasury Management Strategy and Annual Investment Strategy 2015-16, submitted)

7. EXECUTIVE SUMMARY AND INTRODUCTORY REPORT - FINANCIAL REPORT MONITORING PACK - DECEMBER 2014

Consideration was given to the financial reports monitoring pack as at 31 December 2014. The financial reports monitoring pack consisted of seven reports including revenue budget monitoring report, monitoring of 1% savings for 2014/15 and 2015/16, update to 2015/16 budget, monitoring of financial risks, reserves and balances, capital plan monitoring report and treasury monitoring report.

Decision

The Committee noted:-

1. the revenue budget monitoring report as at 31 December 2014;
2. the progress towards the 1% savings target for 2014-15 and 2015-16;
3. the updates to the 2015-16 budget as at 31 December 2014;
4. the current assessment of the Council's financial risks;

5. the overall level of reserves and balances and monitoring of earmarked reserves;
6. the change in profile as detailed in paragraphs 3.3.6 to 3.3.9 in the reserves and balances report;
7. the capital plan monitoring report as at 31 December 2014; and
8. the treasury monitoring report as at 31 December 2014.

(Reference: Report by Head of Strategic Finance dated 27 January 2015, submitted)

*** 8. REVIEW OF ALL WEATHER PITCH CHARGES**

A report which outlined the current charging position for Argyll and Bute Council's synthetic pitches and made recommendations to standardise these within the Council's Fees and Charging policies was considered.

Decision

The Committee agreed to refer this item without recommendation to the Council noting that further detailed information would be provided to Members at this meeting.

(Reference: Report by Executive Director – Community Services dated 22 January 2015, submitted)

9. AUDIT SCOTLAND/ACCOUNTS COMMISSION ACTION PLAN UPDATE

A report providing an update on the Audit Scotland action plan, which was most recently approved by Members at the full Council held on 25 September 2014 following a further visit from Audit Scotland in April 2014, was considered.

Decision

Noted the contents of the report and the updated action plan which outlined the progress that has been made.

(Reference: Report by Executive Director – Customer Services dated December 2014 and Action Plan update as at 20 November 2014, submitted)

10. POLICY AND RESOURCES COMMITTEE WORK PLAN 2014 - 15

The Committee considered the outline work plan to facilitate forward planning of reports to the Policy and Resources Committee.

Decision

Noted the outline work plan.

(Reference: Report by Executive Director – Customer Services dated 5 February 2015, submitted)

11. REVIEW OF THE ARGYLL AND BUTE GUIDANCE ON COMMUNITY BENEFITS FROM ONSHORE RENEWABLE ENERGY

Consideration was given to a report advising of the work undertaken in reviewing and updating the current Council policy in relation to community benefit from renewable energy developments and seeking approval of the principles contained within the draft Framework to allow further consultation to be undertaken.

Decision

The Committee:-

1. noted the contents of the report and the review process which has been undertaken;
2. approved the principles within the draft Framework contained at Appendix 1; and
3. agreed that the draft Framework be subject to a period of consultation with key partners and communities including Argyll and Bute Renewables Alliance and the Community Planning Partnership with the final document being reported to appropriate Committees for approval in Spring/Summer 2015.

(Reference: Report by Executive Director – Development and Infrastructure Services, submitted)

12. DIGITAL INFRASTRUCTURE UPDATE

Consideration was given to a report which provided an update in relation to the digital infrastructure projects which were ongoing across Argyll and Bute. The report included updates in relation to broadband and mobile communication improvements.

Decision

The Committee:-

1. noted the content of the report; and
2. agreed that Officers write to the Scottish Government and COSLA to request that sufficient extension funding is allocated to ensure that coverage levels within Argyll and Bute match the Scotland wide action plan to “put in place infrastructure that will have the capacity to deliver next generation broadband to 95% of premises by 2017, and a significant uplift in speeds for the remaining areas”.

(Reference: Report by Executive Director – Development and Infrastructure Services, submitted)

13. LORN ARC TAX INCREMENTAL FINANCING (TIF) ASSET PROJECT 9 - EXISTING ACCESS IMPROVEMENTS AND BUSINESS PARK ENABLEMENT, OBAN AIRPORT START UP PROJECT

A report outlining the background to the Lorn Arc Tax Incremental Financial (TIF) programme and requesting approval of a start-up budget to enable Project 9 at Oban Airport to be taken to full business case was considered. The Programme Initiation

Document (PID), which received approval from Council on 22 January 2015, sets out the governance for the programme and states that project start-ups and development costs are to be reported to the Policy and Resources Committee for their approval.

Prior to taking a decision the Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public to allow discussion of the detail within the Appendix to the report 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.

Decision

The Committee:-

1. approved the drawdown of borrowing for a total of £95,550 for the development of a Full Business Case for Lorn Arc Project 9 – Existing Access Improvements and Business Park Enablement, Oban Airport, noting that these resources will be held in a defined budget and managed as detailed in the Lorn Arc Programme PID; and
2. noted that the Full Business Case for Project 9 will be reported to a future Oban, Lorn and the Isles Area Committee and Policy and Resources Committee before moving to the implementation stage.

(Reference: Report by Executive Director – Development and Infrastructures Services and Exempt Appendix to the report, submitted)

ARGYLL AND BUTE COUNCIL

COUNCIL

Community Services

12th February 2015

FULL SIZE ALL WEATHER PITCH CHARGES REVIEW

1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is to outline the current charging position for Argyll & Bute Council's synthetic pitches and makes recommendations to standardise these within the Council's Fees and Charging policies.

1.2 At present, there is no common charging policy for the six full size all-weather pitch sites as the current charging arrangements have developed historically on an ad-hoc basis related to local circumstances, and require rationalisation in order to ensure equitable charges and access for customers across Argyll and Bute.

1.3 The proposed new charging policy would consistently offer and apply the following criteria

- A 50% discount for under 17's
- VAT exemptions on advance block bookings of 10 or more sessions, as in VAT Notice 742, section 5
- Changing facilities and floodlights included the price

1.4 The new policy will mean that in 15/16, the cost of a junior session in a multiple booking should not increase at any site. Also, by 18/19, the maximum cost increase for a junior based on 22 players using a full size pitch would be 55 pence.

1.4 It is proposed that there be a phased introduction of a common charging policy across the Council area. All the income generated is retained within the Leisure service.

1.5 RECOMMENDATIONS

1.6 Members are asked to approve the introduction of a common charging policy for letting of full size all weather pitches.

1.7 Members are asked to approve that letting charges are altered in the phased approach shown Appendix 1.

ARGYLL AND BUTE COUNCIL

COUNCIL

Community Services

12th February 2015

FULL SIZE ALL WEATHER PITCH CHARGES REVIEW

2. Introduction

- 2.1 This paper makes recommendations to standardise all weather pitch charges within the Council's standard Fees and Charges schedule.
- 2.2 The access and charging policies for all the leisure centres, pools and halls is consistent and the booking of community facilities has been improved through a recently implemented Customer Management project which re-designed the booking arrangements for community lettings.
- 2.3 However, there is no common charging policy in the Council's Fees and Charges schedule for the six all-weather pitch sites as the current charging arrangements have developed historically on an ad-hoc basis related to local circumstances, and require rationalisation in order to ensure equitable charges and access for customers across Argyll and Bute.

3. RECOMMENDATIONS

- 3.1 Members are asked to approve
- a) the introduction of a common charging policy for letting of full size synthetic pitches, and
 - b) that letting charges are altered in the phased approach shown in Appendix 1.

4. DETAIL

- 4.1 Currently synthetic pitch facilities in different areas are priced in a variety of ways depending on the basis on which the facility was developed and the charging arrangements which were in operation at the time the pitch was opened. For historic reasons pitch charges in Dunoon, Helensburgh and Rothesay vary from those in Oban, Mid Argyll and Campbeltown in terms of price, categories of let and concession charges. All Argyll and Bute synthetic pitch charges are lower than the national average.
- 4.2 Appendix 1 shows the current and proposed pricing structure.
- 4.3 The current charges for Helensburgh reflect the historical arrangement from the previous Hermitage Academy where the synthetic pitch had a volunteer management committee who set charges. As the NPDO operated pitch was a replacement for an existing all weather pitch at the school site the existing charging arrangements that had been set and managed by the original voluntary group were continued.

- 4.4 Charges shown for Dunoon and Rothesay reflect historical charges for blaes sports pitches at the old Dunoon Grammar and Rothesay Academy sites. As the cost of the new pitches was included within the NPDO model for the school in both cases no change in pricing was introduced at the time as there was no direct cost pressure on the service.
- 4.5 In contrast, the charges being applied for Oban, Lochgilphead and Campbeltown reflect current practice and lie within the median charge range across Scotland.
- The Oban pitch was built as a new community facility within the high school grounds and as it was a stand-alone development the local management committee at the time calculated a charging schedule in relation to operational and maintenance requirements for a new facility.
 - The Lochgilphead pricing was linked to the financial model for the NPDO development that included the costs of the replacement for the only Council operated Sports centre in the Council and took account of a nominal per head additional charge levied on all users of the centre.
 - The Campbeltown facility was only opened in Sept 2012 and the price was based on the Lochgilphead overall cost and was seen as a fair charge by Sportscotland and the local Community Sports group who were fully involved in the pitch planning and development process.
- 4.6 Accurate benchmark charges for synthetic pitches are difficult to obtain but the undernoted figures in Table 1 provide recent comparisons available for individual authorities.

Table 1

Council	Full Pitch hourly rate
North Ayrshire Council	£31.00
Dundee City Council	£53.00
West Lothian Council	£49.50
Inverclyde Council	£57.00
Midlothian Council	£66.00
West Dumbartonshire Council	£46.24
Borders Council	£75.00
Orkney Council	£38.00
Perthshire Council	£65.63
Clackmannan Council	£60.10

- 4.7 It is recommended that a policy should be introduced to ensure all parts of Argyll and Bute have the same charge for the hire of synthetic pitches. The implementation of charge increases should be undertaken in a phased approach to allow clubs and individuals time to make the necessary financial adjustments in more than one year as shown in Appendix 1. Examples of the indicative impact of the price changes on individual users is shown in Appendix 2.

5. CONCLUSION

- 5.1 The current charging practice for all weather pitches is not in accordance with the Council's commitment to provide fair and equal access to similar facilities across all areas of Argyll & Bute. The opening of the Campbeltown pitch in September 2012 ensured that all the major townships in the area now have a full size synthetic pitch. The agreed pricing structure for the pitch was reached on the basis of widespread consultation and benchmarking and created the appropriate opportunity to introduce a common policy across the area. Whilst there will be an increase in costs for the use of some facilities, the new policy which is proposed in this paper will ensure all our customers are treated in a fair and equitable manner.

6. IMPLICATIONS

- 6.1 Policy** The proposal would be an alteration to the current variations in pricing structures for synthetic pitches and introduce a consistent and equitable policy across Argyll and Bute.
- 6.2 Financial** It is anticipated that there will be no reduction in overall income as some prices will increase and some decrease in the short term. The phased introduction will allow customers to plan for any increase in costs.
- 6.3 Personnel** There are no personnel issues.
- 6.4 Equal opportunities** This proposal is consistent with the Council's policy on Equalities
- 6.5 Risk** There is a risk that income may be reduced as some groups or individuals are unwilling to pay the increased charges.
- 6.6 Customer Service** The centralised booking system, inclusion of changing facilities in the core price and equalisation of charges represent improvements in the current service to customers.

Cleland Sneddon
Executive Director, Community Services

Cllr Robin Currie, Policy Lead
5.2.2015

For more information contact: Donald MacVicar, Head of Community and Culture
01546 604364 Muriel Kupris, Leisure & Youth Services Manager, 01631 572181

Appendix 1

Full pitch Adult prices per hour

Full Pitch	14/15	15/16	16/17	17/18	18/19
Oban	£57.95	£45.00	£45.00	£50.00	£55.00
Aqualibrium	£49.35	£45.00	£45.00	£50.00	£55.00
MASC	£49.35	£45.00	£45.00	£50.00	£55.00
Hermitage	£23.70	£30.00	£38.00	£45.00	£55.00
Dunoon	£15.27	£25.00	£35.00	£45.00	£55.00
Rothesay	£15.27	£25.00	£35.00	£45.00	£55.00

*1/2 pitch will be charged at 60% of the above charges from 15/16

* 1/3 pitch will be charged at 40% of the above charges from 15/16

Third pitch prices per hour

Third Pitch	14/15	15/16	16/17	17/18	18/19
Oban	£23.20	£18.00	£18.00	£20.00	£22.00
Aqualibrium	£25.00	£18.00	£18.00	£20.00	£22.00
MASC	£23.70	£18.00	£18.00	£20.00	£22.00
Hermitage	£ 7.90	£12.00	£15.00	£18.00	£22.00
Dunoon	£ 7.60	£10.00	£14.00	£18.00	£22.00
Rothesay	£ 7.60	£10.00	£14.00	£18.00	£22.00

50% concession charge for under 17's will be consistently applied

Appendix 2

Indicative examples of cost changes for individual services users

If we take the proposed full pitch cost for an hour hire for juniors, with the VAT exemption, and with 22 children using the pitch the following cost per child would apply.

Full Pitch	14/15	15/16	16/17	17/18	18/19
Oban	£1.09	£0.85	£0.85	£0.95	£1.04
Aqualibrium	£1.36	£0.85	£0.85	£0.95	£1.04
MASC	£1.36	£0.85	£0.85	£0.95	£1.04
Hermitage	£0.57	£0.57	£0.72	£0.85	£1.04
Dunoon	£0.58	£0.48	£0.67	£0.85	£1.04
Rothesay	£0.49	£0.48	£0.67	£0.85	£1.04

If we take the proposed third pitch cost for an hour hire for adults, with the VAT exemption, and with 10 adults using the pitch the following cost per adult would apply.

1/3 Pitch	14/15	15/16	16/17	17/18	18/19
Oban	£1.93	£1.50	£1.50	£1.67	£1.84
Aqualibrium	£2.09	£1.50	£1.50	£1.67	£1.84
MASC	£1.98	£1.50	£1.50	£1.67	£1.84
Hermitage	£0.66	£1.00	£1.25	£1.50	£1.84
Dunoon	£0.64	£0.84	£1.17	£1.50	£1.84
Rothesay	£0.64	£0.84	£1.17	£1.50	£1.84