



**Argyll and Bute Council**  
**Comhairle Earra-Ghàidheal Agus Bhòid**

*Executive Director: Douglas Hendry*

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*25 May 2021*

**NOTICE OF MEETING**

A meeting of the **BUTE AND COWAL AREA COMMITTEE** will be held via **MICROSOFT TEAMS** on **TUESDAY, 1 JUNE 2021** at **10:00 AM**, which you are requested to attend.

Douglas Hendry  
Executive Director

**BUSINESS**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
  - (a) Bute and Cowal Area Committee - 2 March 2021 (Pages 5 - 10)
  - (b) Bute and Cowal Area Community Planning Group - 4 May 2021 (Pages 11 - 20)
- 4. PUBLIC QUESTION TIME**
- 5. PERFORMANCE REVIEW - AREA SCORECARD** (Pages 21 - 44)  
Report by Executive Director with responsibility for Customer Support Services
- 6. TRANSPORT UPDATES**  
Verbal Update by Chair
- 7. ROADS AND INFRASTRUCTURE SERVICES UPDATE** (Pages 45 - 50)  
Report by Executive Director with responsibility for Roads and Infrastructure Services
- 8. TRAFFIC REGULATION ORDER (TRO) UPDATE** (Pages 51 - 56)  
Report by Executive Director with responsibility for Development and Infrastructure Services
- \* 9. DUNOON QUEEN'S HALL - PROJECT CLOSE OUT REPORT** (Pages 57 - 82)

Report by Executive Director with responsibility for Commercial Services

**10. SUPPORTING COMMUNITIES FUND 2021/22** (Pages 83 - 90)

Report by Chief Executive

**11. INTEGRATION JOINT BOARD - PERFORMANCE REPORT (MARCH 2021)** (Pages 91 - 100)

Report by Head of Strategic Planning and Performance, Health & Social Care Partnership

**12. PRIMARY SCHOOL REPORT 2021/22 - BUTE AND COWAL** (Pages 101 - 142)

Report by Executive Director with responsibility for Education Services

**REPORTS FOR NOTING**

**13. CRUACH MOR AND CLACHAN FLATS WINDFARM TRUSTS** (Pages 143 - 148)

Report by Executive Director with responsibility for Legal and Regulatory Support

**14. DRAFT BUTE AND COWAL AREA COMMITTEE WORKPLAN** (Pages 149 - 154)

**EXEMPT ITEM FOR DECISION**

**E1 15. ROTHESAY TOWNSCAPE HERITAGE - RECOMMENDATION OF AWARD** (Pages 155 - 160)

Report by Executive Director with responsibility for Development and Economic Growth

Items marked with an “asterisk” are items, on the basis of information available at the time this Agenda is published, on which the Committee may not have delegated powers to act, and which may therefore require to be referred to the Council or another Committee, and that referral may depend on the decision reached at the meeting.

The Council will be asked to pass a resolution in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an “E” on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraphs are:-

**E1** Paragraph 8 The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

Paragraph 9 Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

**Bute and Cowal Area Committee**

Councillor Jim Anderson

Councillor Jim Findlay

Councillor Bobby Good (Chair)

Councillor Yvonne McNeilly (Vice-Chair)

Councillor Jean Moffat

Councillor Gordon Blair

Councillor Audrey Forrest

Councillor Liz McCabe

Councillor Alan Reid

Contact: Stuart McLean, Committee Manager - 01436 658717

Adele Price-Williams, Senior Committee Assistant - 01546 604480

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**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held via SKYPE  
on TUESDAY, 2 MARCH 2021**

**Present:** Councillor Bobby Good (Chair)

Councillor Jim Anderson	Councillor Yvonne McNeilly
Councillor Gordon Blair	Councillor Jean Moffat
Councillor Jim Findlay	Councillor Alan Reid
Councillor Audrey Forrest	

**Attending:** Jim Smith – Head of Roads and Infrastructure Services  
 Stuart McLean – Committee Manager  
 Douglas Whyte – Housing Team Leader  
 Colin Fulcher – Project Officer, Rothesay TH  
 Colin Young – Senior Transportation Delivery Officer  
 Willie Lynch – Dunoon Community Council  
 Kenny Matheson – Dunoon Community Council

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence intimated.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

The Chair ruled, and the Committee agreed, to take the agenda items out of sequence in order to facilitate Officer attendance. The following items are minuted in the order in which they were discussed.

**3. MINUTES**

**(a) Bute and Cowal Area Committee - 1 December 2020**

The minutes of the Bute and Cowal Area Committee held on Tuesday 1 December 2020 were approved as a correct record.

**(b) Bute and Cowal Area Community Planning Group - 2 February 2021**

The minutes of the Bute and Cowal Area Community Planning Group meeting held on Tuesday 2 February 2021 were noted.

**(c) Rothesay Common Good Fund - 22 January 2021**

The minutes of the Rothesay Common Good Fund meeting held on Friday 22 January 2021 were noted.

**(d) Cowal Transport Forum - 1 February 2021**

The minutes of the Cowal Transport Forum meeting held on Wednesday 1 February 2021 were noted.

#### **4. PUBLIC QUESTION TIME**

##### **Question from Kenny Matheson, Dunoon Community Council**

Dunoon Community Council has been in ongoing dialogue with officers from the Health and Social Care Partnership (HSCP), it has been intimated that Struan Lodge has been earmarked for closure with the loss of its excellent staff as a consequence. Dunoon Community Council would therefore like to ask if the Area Committee is aware of the situation at Struan Lodge and if so support Dunoon Community Council in our endeavours to reverse the position of the HSCP and keep Struan Lodge open for its elderly residents and thereby securing the long term employment of the existing, excellent staff.

##### **Response from Committee**

The Chair stated that a meeting with local ward Members and Community Councils was scheduled for 3 March 2021 where they will discuss the proposals and he looked forward to seeing what potential future plans would be put forward associated with any decisions taken. The Chair confirmed that the invitation would be extended to include all Cowal Members should they wish to take part in the discussion.

Councillor Yvonne McNeilly confirmed that she was aware of a discussion last year with the community and local groups and felt assured at the time of the direction of travel the HSCP was taking. Since then there had been huge changes brought about due to the pandemic and at a recent meeting she felt the involved trade unions were acutely aware of the situation and how to protect their own members whilst working in conjunction with HSCP towards delivering 7 star outcomes for the residents of Struan Lodge.

Councillor Jim Anderson commented that as had been seen in Helensburgh Waterfront Development he would be keen to see proposals to replace facilities with new builds stating that Struan Lodge was not just where people live but where they are rehabilitated.

##### **Decision**

The Bute and Cowal Area Committee agreed to arrange a Special Business Day meeting inviting the HSCP to provide and update on wider care issues, specifically the future of Struan Lodge and that an update be brought to June's Area Committee meeting by HSCP Officers.

##### **Question from Willie Lynch, Dunoon Community Council**

As part of the agreed council budget, was the capital spend for 21/22 agreed? If so what project(s) in Dunoon have been allocated funds?

##### **Response from Committee**

The Chair confirmed that a report to the Environment, Development and Infrastructure Committee containing details on the capital spend was due to be made public shortly.

Councillor McNeilly advised that a science, technology and education business hub in Hill Street had been approved and there was money to be put into the local roads network. She further stated that there was a real necessity for Members to monitor additional expenditure closely through regular reporting to committees.

Discussion focused on what was being done to keep and attract talent in Dunoon such as through apprenticeships and teacher training programmes as well as rationalising council assets such as surplus buildings.

## 5. TRANSPORT UPDATES

### (a) **Gourock/Kilcreggan/Dunoon Shoreside Infrastructure Award for Outline Business Case to Mott MacDonald**

The Chair advised the Committee that the contract for the Outline Business Case for the Gourock/Kilcreggan/Dunoon Shoreside Infrastructure had been awarded to Mott MacDonald in January 2021 which was a positive step forward for the area.

Councillor Alan Reid, as Chair of the Cowal Transport Forum, confirmed that good progress had been made but until the Scottish Government's plans for the design of the new ferries was known the shoreside infrastructure could not be progressed.

#### **Decision**

The Bute and Cowal Area Committee noted the update.

### (b) **Traffic Regulation Order Position**

The Chair advised the Committee that there were several Traffic Regulation Orders (TRO) in the area that had been progressed recently and all information relating to the position of TROs was currently being added to a new mapping system which could be found on the council's website in due course. The Chair also advised that should Members have any specific enquiries that these should be raised via Casebook.

#### **Decision**

The Bute and Cowal Area Committee noted the update.

## 6. PERFORMANCE REVIEW - AREA SCORECARD

The Committee considered the Area Scorecard report for Financial Quarter 3 of 2020-2021 (October-December 2020) which illustrated the agreed performance measures.

#### **Decision**

The Bute and Cowal Area Committee;

1. noted the performance presented on the Scorecards and supporting commentary;
2. noted that upon receipt of the quarterly performance reports the Area Committee Members could contact either the Performance Improvement Officer or the responsible named officer with any queries; and
3. noted that work was ongoing and to respond to the Performance Improvement Officer with requests or comments regarding the layout and format of the report and scorecard.

(Reference: Report by Executive Director with responsibility for Customer Support Services dated 2 March 2021, submitted)

## **7. DUNOON TOWN CENTRE SPACES FOR PEOPLE TEMPORARY PROPOSALS**

The Committee considered a report which updated them on the outcomes of three consultations on the proposals for temporary changes in Dunoon Town Centre to increase space available to pedestrians to safely maintain social distancing as per government guidance.

Discussion focussed on the differing views of customers and businesses expressed on widening the pedestrianised areas and the need to look at how medium and longer term options could be developed.

### **Decision**

The Bute and Cowal Area Committee;

1. noted the responses to the;
  - a) Community Consultations held in July 2020 (at Appendix 1 of the report);
  - b) Business Consultation held in February 2021 (at Appendix 2 of the report); and
  - c) Taxi/Private Hire Consultation held in Feb 2021 (at Appendix 3 of the report);
2. instructed Officers, given the results of the public consultation, not to take forward the proposals for temporary changes to Dunoon Town Centre to increase space for pedestrians in response to the covid-19 pandemic;
3. welcomed the other measures being implemented to support residents and visitors to Dunoon and Cowal during the covid-19 pandemic and beyond; and
4. requested that Officers consider the medium to long term aspirations for Dunoon Town Centre and that a report be brought to a future meeting of the Committee.

(Reference: Report by Executive Director with the responsibility for Development and Economic Growth dated 22 February 2021, submitted)

## **8. ROADS AND INFRASTRUCTURE SERVICES UPDATE**

The Committee gave consideration to a report which provided an update on the recent activities carried out but the Roads and Infrastructure Service. This included information on how the Service continues to take covid-19 secure measures whilst focusing on delivering frontline services.

Discussion focussed on how there was limited scope to significantly change the Temporary Traffic Road Order (TTRO) process whilst remaining compliant with legislation. Discussion was also had around and how options for tackling additional littering anticipated after lockdown restrictions are lifted were being explored including the progression of a website identify locations where refuse can be disposed of, development of waste disposal points for caravan and campervans and how 4 seasonal wardens will focus on traffic enforcement as well as littering.

### **Decision**

The Bute and Cowal Area Committee considered and noted the contents of the report.

(Reference: Report by Executive Director with responsibility for Roads and Infrastructure Services dated February 2021, submitted)

**9. HOUSING SERVICES ACTIVITY UPDATE 2019/20 - STRATEGIC HOUSING INVESTMENT PLAN (SHIP) - ANNUAL UPDATE**

The Committee gave consideration to a report which updated them on the Housing Services activity within the Bute and Cowal Area.

Discussion focused on how to get the message out to vulnerable households about support available for fuel poverty.

**Decision**

The Bute and Cowal Area Committee considered the contents of the report.

(Reference: Report by Executive Director with responsibility for Development and Economic Growth dated 11 January 2021, submitted)

**10. DRAFT BUTE AND COWAL AREA COMMITTEE WORKPLAN**

The Draft Bute and Cowal Workplan, as of March 2021, was before the Committee for noting.

**Decision**

The Bute and Cowal Area Committee noted the Bute and Cowal Workplan.

(Reference: Bute and Cowal Workplan dated 2 March 2021, submitted).

Councillor Yvonne McNeilly left the call at this point to attend another meeting and took no part in the rest of the meeting.

**11. LAMONT BEQUEST AWARD RECOMMENDATIONS**

**(a) Report by Executive Director with responsibility for Legal and Regulatory Support**

The Committee gave consideration to a report regarding applications that had been received for support from the Lamont Bequest.

**Decision**

The Bute and Cowal Area Committee;

1. agreed to award £100 to each of the family applicants and £50 to each of the individual applicants who met the criteria of the Lamont Bequest; and
2. refused the 1 family application that did not meet the criteria of the Bequest.

(Reference: Report by Executive Director with responsibility for Legal and Regulatory Support dated 1 February 2021, submitted)

The Council resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public for the following items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 6, 8 and 9 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

**E1 12. ROTHESAY TOWNSCAPE HERITAGE - RECOMMENDATION OF AWARD**

The Committee gave consideration to a report which asked them to approve various grant offers in respect of the Rothesay Townscape Heritage.

**Decision**

The Bute and Cowal Area Committee approved the grant offers as detailed in the report.

(Reference: Report by Executive Director with responsibility for Development and Economic Growth dated 2 March, submitted)

**MINUTES of MEETING of BUTE AND COWAL COMMUNITY PLANNING GROUP held via SKYPE  
on TUESDAY, 4 MAY 2021**

**Present:** Willie Lynch – Dunoon Community Council (Chair)  
 Charles Dixon-Spain – Colglen Community Council (Vice-Chair)  
 Councillor Jean Moffat – Argyll and Bute Council  
 Councillor Bobby Good – Argyll and Bute Council  
 Councillor Liz McCabe – Argyll and Bute Council  
 Councillor Jim Anderson – Argyll and Bute Council  
 Stuart McLean – Committee Manager, Argyll and Bute Council  
 Samantha Somers – Community Planning Officer, Argyll and Bute Council  
 Sharon Macdonald – Community Development Officer, Argyll and Bute Council  
 Rhona Grant – Community Learning & Development Officer, Argyll and Bute Council  
 Cristie Moore Gaelic Development Worker, Argyll and Bute Council  
 Nicola Hackett – Business Development Manager, Live Argyll  
 Chief Inspector Emma Grimason – Police Scotland  
 Inspector John Forrest – Police Scotland  
 Iain Cameron – Station Commander– Scottish Fire and Rescue Service  
 Rodden Shaw – Scottish Fire and Rescue Service  
 Susan MacRae – Area Manager, Skills Development Scotland  
 Faye Tudor – Local Centre Manager, University of Highlands and Islands  
 Lynn Campbell – Department of Works and Pensions  
 Robert MacIntyre – Bute Community Council  
 Alistair Moodie – Lochgoil Community Council  
 Ann Campbell – Dunoon Area Alliance  
 John Hair – Forestry Land Scotland  
 Sue Wallis -- Volunteer Cowal South West Group  
 Jim Osborne – Bute Island Alliance  
 Reeni Kennedy-Boyle – Fyne Futures

**1. WELCOME AND APOLOGIES**

The Chair welcomed everyone to the virtual meeting of the Bute and Cowal Community Planning Group.

Apologies for absence were intimated on behalf of;

Alastair MacGregor – Argyll Community Housing Association; and  
 Cathleen Russell – Colintraive and Glendaruel Development Trust.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The minutes of the Bute and Cowal Community Planning Group meeting held on Tuesday 2 February 2021 were approved as a correct record.

Matters Arising

In relation to item 4 b) Area Community Planning Group Governance Arrangements, having received a late request from Sue Wallis of Volunteer Cowal (South West), the Group agreed to add her to the Membership list.

**4. COMMUNITY PLANNING PARTNERSHIP MANAGEMENT COMMITTEE UPDATE**

The Group considered a briefing note which provided an overview of the discussion which took place at the Community Planning Partnership Management Committee meeting on 10 March 2021.

**Decision**

The Bute and Cowal Area Community Planning Group noted the briefing note.

(Reference: Briefing note by Committee Manager, dated 4 May 2021, submitted)

**5. AREA COMMUNITY PLANNING ACTION PLAN - TRACKER**

The Group gave consideration to a verbal update concerning the Action Plan Tracker and noted that the results from the Place Standard Engagement exercise that took place last year would be used to develop the action plans. Officers reported that short and focussed online workshops with partners would take place from August 2021 with the action plans being finalised by April 2022.

**Decision**

The Bute and Cowal Area Community Planning Group considered and noted the information provided.

(Reference: Verbal Update by Community Planning Officer)

**6. COVID INFECTION RATES AND VACCINATION**

The Group considered a briefing note which provided some detail around the current Covid-19 infection rates in Argyll and Bute and also gives some information on the uptake of Covid-19 vaccination.

**Decision**

The Bute and Cowal Area Community Planning Group noted the briefing note.

(Reference: Briefing note by Committee Manager, dated 4 May 2021, submitted)

**7. PARTNERS UPDATES**

**(a) Police Scotland**

The Group considered an update advising on key activities of Police Scotland which included updates on personnel change, response to easing of lockdown restrictions, livestock attacks, fraud prevention and road policing.

Further to the submitted update the Group noted that some summer events have been cancelled including Butefest, Bute Highland Games and Cowal Games with the position of Argyll Rally still to be decided. Inspector Boyle also reported that

funding had been granted from the Scottish Government to put in place partnership working and support in anticipation of an influx of tourists into area over the summer months.

### **Decision**

The Bute and Cowal Area Community Planning Group considered and noted the information provided.

(Reference: Update by Police Inspector Mo Boyle – Police Scotland dated 4 May 2021, submitted)

(b) **Scottish Fire and Rescue Service - Cowal, Isle of Bute and Dunoon - FQ4 2020/21**

A report highlighting the Scottish Fire and Rescue Service's (SFRS) FQ4 review of local performance within Cowal, Isle of Bute and Dunoon for 2020-21 was considered by the Group.

Further to the submitted update the Group noted that Test and Protect facilities delivered within the Dunoon and Rothesay fire stations had been in operation since February and March respectively and will be in place for the foreseeable future.

### **Decision**

The Bute and Cowal Area Community Planning Group reviewed and noted the contents of the report.

(Reference: Report by Watch Commander, Scottish Fire and Rescue Service dated 4 May 2021, submitted)

(c) **Bute Island Alliance Update on Arden Craig Gardens**

The Group considered a verbal update from Jim Osborne, Bute Island Alliance (BIA), in relation to the position of Arden Craig Gardens. The Group noted that a meeting with BIA and the council's asset management team had been arranged for the following week in response to the BIA's expression of interest where it is hoped that they will be able to ascertain potential running costs. Jim stated that it was not the intention of the BIA to take on responsibility of the gardens but to facilitate the formation of a community trust should enough suitable volunteers be found.

Discussion focused on the council decision and what options were available to ensure the continuity of the gardens.

### **Decision**

The Bute and Cowal Area Community Planning Group;

1. noted the update; and
2. agreed to add Arden Craig Gardens to the agenda of the next meeting of the Group.

(Reference: Verbal Update by Jim Osborne, Bute Island Alliance)

(d) **Department for Work and Pensions**

The Group considered an update from the Department for Works and Pensions (DWP) which detailed their response to Covid-19 as well as various initiatives they are involved with including the Kickstart scheme, Virtual Youth hub, Video Appointment Service and the launch of a new Universal Credit benefits checker.

Discussion focused on the uptake levels of the Post Office Account Card and the use of social media to connect with young people.

**Decision**

The Bute and Cowal Area Community Planning Group;

1. considered and noted the information provided; and
2. agreed that, where appropriate, DWP information would be shared via community group's social media pages.

(Reference: Update by Customer Service Leader - Department for Work and Pensions, dated March 2021, submitted)

(e) **Opportunity for verbal updates by Community Planning Partners**

Dunoon Area Alliance

Ann Campbell advised that an application to the Scottish Charity Regulator (OSCR) to establish a Dunoon Community Development Trust had been submitted.

Skills Development Scotland

Susan MacRae advised that Skills Advisers are still operating remotely with focus being on young people who are scheduled to leave formal education this summer. Ms MacRae also advised that centre are to re-open on 17 May.

Live Argyll

Nicola Hackett advised that leisure factices and libraries are now open with a full range of programmes available.

**8. COMMUNITY LEARNING SERVICES UPDATE**

The Group considered an update from Argyll and Bute Council's Community Learning Service which detailed information on the Scottish Youth Parliament Elections 2021, Scottish Young Person Awards 2021, Argyll and Bute Community Learning Development Plan 2021-2024. The update also highlighted the work being undertaken to start the process of resuming face to face provision and Service Delivery around Recovery and Transition.

**Decision**

The Bute and Cowal Area Community Planning Group considered and noted the information provided.

(Reference: Update by Community Learning and Development Assistant dated 4 May 2021, submitted)

**9. POLICE SCOTLAND COMMUNITY ENGAGEMENT TEAM**

Police Inspector Mo Boyle updated the Group on the position of the Police Scotland Community Engagement Team. The Group noted that the new team of community policing takes in a range of specialist officers who were looking to add value through new engagements and partnership working including a fraud awareness event due to take place online at 2.30pm on 18 May 2021.

**Decision**

The Bute and Cowal Area Community Planning Group considered and noted the information provided.

(Reference: Verbal Update by Police Inspector Mo Boyle, Police Scotland)

**10. UK WITHDRAWAL FROM THE EU**

**(a) UK-EU Post Transition**

The Group gave consideration to a report which set out the considerations of the EU Withdrawal Tactical Group with regard to identifying and assessing any risks relative to Argyll and Bute in relation to the UK exiting the EU.

**Decision**

The Bute and Cowal Area Community Planning Group considered the report and were assured that the Council and the HSCP were as well prepared as they could be with regards to having exited the EU and are actively engaged with partners through the local and national resilience frameworks.

(Reference: Report by Chief Executive dated 7 April 2021, submitted)

**(b) Opportunity for updates from Area Community Planning Group Partners in relation to the impact of UK Withdrawal from the EU**

No updates provided.

**11. COMMUNITY FOCUS**

**(a) Col-Glen Community Broadband Initiative**

Charles Dixon-Spain, Vice-Chair of ColGlen Community Council, on behalf to the Colintraive and Glendaruel Development Trust, advised that due to very poor connectivity in the area they have started a Community broadband project to help people in local community. Whilst they have been unable to attract suppliers large enough to execute the project, they are looking for solutions via connectivity testing for those that request it, including promoting the use of hotspots on mobile phones.

**Decision**

The Bute and Cowal Area Community Planning Group considered and noted the information provided.

(Reference: Verbal update by Vice-Chair of ColGlen Community Council, on behalf of Colintrave and Glendaruel Development Trust)

(b) **Forestry and Land Scotland**

John Hair, Forestry and Land Scotland, spoke to his submitted update describing their current priorities which included the management of *Phytophthora ramorum* and their land management plans on a 10 year cycle for individual forest areas.

Discussion focussed around keeping community groups up-to-date on roads closures and not only when there was a requirement for a consultation on the closure.

The Committee Manager read out questions that were submitted by Ian MacNaughton from Sandbank Community Council as follows;

1. Given that the Scottish Government declared a "climate emergency" over a year ago what action is FLS taking to plant trees in suitable locations across the Cowal peninsula and, in particular, the land within and above the Bishop's Glen and throughout Glen Fyne?

Response from Mr Hair

All land is managed and planted with trees unless the ground is too high for sufficient tree growth consequently the land will remain open if not suitable; there is a planting programme for the A83 Rest and Be Thankful that will start soon; and any trees felled are re-planted after 3-4 years with a greater range of species.

2. What arrangements are being made to set aside specific areas for native species particularly broadleaf trees in addition to the extensive Sitka Spruce and Larch monoculture plantations? This occurred many years ago on land above Innellan and to a degree around the lower levels of the Bishop's Glen but there is precious little attempt being made to plant native species on the upper slopes of the Bishop's Glen and throughout much of the length of Glen Fyne.

Response from Mr Hair

Most of the plantation was done in the last century when timber production was the single objective, FLS is now looking to increase the variety of species in LM Plans as described in the report and to create a broadleaf habitat within the area to reverse the fragmentation of habitats which took place over last 100 years.

3. As to the large blocks of private forestry planting on the hills above Dunoon, are the owners, who I understand are able to receive grants from Government to construct roads and other infrastructure, obliged to set aside land for native species planting?

Response from Mr Hair

All private or public planting needs to follow the UK forestry standard, with a minimum of 5% native species in forest areas.

4. There is a significant area of forestry land within Sandbank Community Council's "administration" area and it would be most helpful to have an indication of FLS's local proposals given the Government's "climate emergency" announcement.

Response from Mr Hair

FLS do not manage any forest in Sandbank Community Council's area but are responding to the climate emergency by planting in anticipation of climate changes such as for wetter and windier weather by design forests to withstand these weather patterns and to plant more trees to lock up more carbon and help reduce the CO2 in the atmosphere.

**Decision**

The Bute and Cowal Area Community Planning Group considered and noted the information provided.

(Reference: Update by John Hair – Forestry and Lan Scotland dated April 2021, submitted)

**12. COMMUNITY DEVELOPMENT PLAN CONSULTATION**

The Group gave consideration to an update on the Community Development Plan Consultation and noted that a short survey will be posted on BaseCamp in the next few days for issuing around the networks.

**Decision**

The Bute and Cowal Area Community Planning Group considered and noted the information provided.

(Reference: Verbal Update by Nicola Hackett - Business Development Manager, Live Argyll)

**13. GAELIC DEVELOPMENT ACROSS ARGYLL AND BUTE**

The Group considered a report which provided information on the role of the Gaelic language in Argyll and Bute; provided details of the value that the Gaelic language could bring to the improvement outcomes; and encouraged partners to continue to support the promotion and usage of the Gaelic language.

Cristie Moore, Gaelic Development Worker, requested assistance from the Group in promoting the ongoing survey on the Gaelic language and invited Group members to pass her details to any contacts who may be interested in supporting work around Gaelic.

**Decision**

The Bute and Cowal Area Community Planning Group agreed;

1. to support the promotion of Gaelic where possible;
2. to consider Gaelic as an option when looking at new and existing initiatives;
3. to connect interested parties with the Gaelic Development Worker;
4. to have an awareness of the Argyll and Bute Gaelic Language Plan and where possible support the objectives;
5. to note the information provided in relation to Colmcille 1500 funding and celebration which relates to initiatives linking Scotland and Ireland; and
6. to take forward actions, where appropriate, identified by the Gaelic survey.

(Reference: Report by Gaelic Development Worker, Argyll and Bute Council, dated 4 May 2021, submitted)

#### **14. BASECAMP TRIAL**

The Group gave consideration to a verbal update in reaction to the uptake and usefulness of BaseCamp noting that Bute and Cowal is the most active out of all four areas and partners were encouraged to continue to engage with the platform.

##### **Decision**

The Bute and Cowal Area Community Planning Group considered and noted the information provided.

(Reference: Verbal Update by Community Planning Officer)

#### **15. CAMPERVAN, MOTORHOME AND STAYCATION ACTIVITY**

The Group considered a report on the opportunities and challenges in relation to informal camping.

##### **Decision**

The Bute and Cowal Area Community Planning Group;

1. noted the content of the report and progress to date;
2. agreed to continue to collaborate to try and address the challenges faced due to increased informal camping activity; and
3. noted that in absence of an officer the Committee Manager would take back any questions to the relevant officer and circulate any responses to the Group.

(Reference: Report by Executive Director with responsibility for Development and Economic Growth, dated 4 May 2021, submitted)

#### **16. DATE OF NEXT MEETING**

The Group noted that the next meeting of the Bute and Cowal Area Community Planning Group would take place at 10.00am on Tuesday 17 August 2021.

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**ARGYLL AND BUTE COUNCIL**
**BUTE AND COWAL AREA  
COMMITTEE**
**CUSTOMER SUPPORT SERVICES**
**1 JUNE 2021**


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**AREA SCORECARD FQ4 2020/21**


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**1 Background**

- 1.1 This paper presents the Area Report and Scorecard for Financial Quarter 4 2020/21 (January-March 2021) and illustrates the agreed performance measures.
- 1.2 A summary of all the measures is included at the start of the report. The summary provides an overview of the number of measures and how many are Red, Amber, Green or No Target.
- 1.3 To improve the response to performance queries, it is requested that either the Responsible Named Officer or Sonya Thomas are contacted once the Quarterly Performance Report is received with any queries. This should enable some queries being resolved or clarified prior to the Area Committee meeting, and therefore being carried forward as Actions at a subsequent meeting.
- 1.4 A short key to symbols / layout is attached (Appendix 1).
- 1.5 An illustration of how the Business Outcomes align to the Corporate Outcomes is attached. (Appendix 2).

**2 Recommendations**

- 2.1 It is recommended that the Area Committee –
- a) Notes the performance presented on the Scorecard and supporting commentary.
  - b) Upon receipt of the Quarterly Performance Report the Area Committee contact either the Responsible Named Officer or Sonya Thomas with any queries.
  - c) Note that work is ongoing and to respond to Sonya Thomas with requests or comments regarding the layout and format of the Performance Report and Scorecard.

**3.0 IMPLICATIONS**

3.1	Policy	None
3.2	Financial	None
3.3	Legal	None
3.4	HR	None

3.5	Fairer Scotland Duty	No impact assessment required for this report.
3.5.1	Equalities	None. If requested the Area Committee Performance Report can be supplied in a different format.
3.5.2	Socio-economic Duty	None
3.5.3	Islands	None
3.6	Risk	None
3.7	Customer Service	None

**Kirsty Flanagan, Executive Director with responsibility for Customer Support Services**

**Jane Fowler  
Head of Customer Support Services**

For further information, please contact:

Sonya Thomas

Organisation Development Officer - Performance and Improvement

Customer Support Services

01546 604454

Appendix 1: Key to symbols

Appendix 2: Illustration of Business Outcomes aligned to Corporate Outcomes

Appendix 3: FQ4 2020/21 B&C Word Report in pdf format

Appendix 4: FQ4 2020/21 B&C Scorecard

## **PERFORMANCE REPORTS – KEYS TO SYMBOLS**

### **WORD REPORT**

#### **STATUS SYMBOL**

- This is colour coded and indicates if the performance is good – Green; or off track – Red

#### **TREND ARROW**

- This indicates the trend of the performance between the last two periods

#### **NAME IN BRACKETS (StreetScene)**

- This indicates not only where in Pyramid you can find the data but also what team in the council deals with this element of performance

#### **GREY SUCCESS MEASURE**

- This indicates that the performance measure is a council-wide one

#### **WHITE SUCCESS MEASURE**

- This indicates that the performance measure is a local area one

### **ON GRAPHS IN PYRAMID**

#### **GREEN**

- Performance is positively within desired parameters / meeting target / positively exceeding target

#### **RED**

- Performance is negatively out-with desired parameters / not meeting target / negatively exceeding target

#### **KEY**

- There is a key / explanation to each graph indicating Target / Actual / Benchmark alongside each graph

### **THE SCORECARD**

- This is a plain summary of the success measures
- It mirrors the word report – BUT without commentary / names / teams
- It is simply a picture

Joint Over-arching Vision	Argyll and Bute's Economic Success is built on a growing population						
Council Mission	Making Argyll and Bute a place people choose to Live, Learn, Work and do Business						
	Choose Argyll, Love Argyll						
	A Place people choose to Live			A Place people choose to Learn	A Place people choose to Work and Do Business		Getting It Right
Corporate Outcomes	People live active healthier and independent lives	People will live in safer and stronger communities	Children and young people have the best possible start	Education, Skills and training maximise opportunities for all	Our economy is diverse and thriving	We have an infrastructure that supports sustainable growth	
Business Outcomes	<b>BO101</b> We Ensure Information And Support Is Available For Everyone.	<b>BO104</b> Our Communities Are Protected And Supported.	<b>BO106</b> Our Looked After Young People Are Supported By Effective Corporate Parenting.	<b>BO108</b> All Our Children And Young People Are Supported To Realise Their Potential.	<b>BO110</b> We Support Businesses, Employment And Development Opportunities.	<b>BO113</b> Our Infrastructure Is Safe And Fit For The Future.	<b>BO115</b> We Are Efficient And Cost Effective.
	<b>BO102</b> We Provide Support, Prevention And Opportunities To Help People Make Better Lifestyle Choices.	<b>BO105</b> Our Natural And Built Environment Is Protected And Respected.	<b>BO107</b> The Support And Lifestyle Needs Of Our Children, Young People, And Their Families Are Met.	<b>BO109</b> All Our Adults Are Supported To Realise Their Potential.	<b>BO111</b> We Influence And Engage With Businesses and Policy Makers.	<b>BO114</b> Our Communities Are Cleaner And Greener.	<b>BO116</b> We Engage And Work With Our Customers, Staff And Partners.
	<b>BO103</b> We Enable A Choice Of Suitable Housing Options.				<b>BO112</b> Argyll & Bute Is Promoted To Everyone.		<b>BO117</b> We Encourage Creativity And Innovation To Ensure Our Workforce Is Fit For The Future.
CROSS-CUTTING	Socio-Economic Duty, Equalities, Gaelic						
OUR VALUES	<p style="text-align: center;"><b>Caring, Committed, Collaborative &amp; Creative</b>  <b>Cùramach, Dealasach, Cruthachail agus Com-pàirteach</b></p>						

## BUTE & COWAL FQ4 2020/21 OVERALL PERFORMANCE SUMMARY

The table below presents a summary of all of the success measures in the scorecard.  
They show the performance against targets and the trend against the previous quarter's performance.  
Measures with 'no trend data' are the cumulative car parking income measures.

	FQ3 2020/21	FQ4 2020/21	
SUMMARY OF PERFORMANCE AGAINST TARGETS	10	10	GREEN
	12	12	RED
	8	8	NO TARGET
	30	30	TOTAL

### B&C Area Scorecard FQ4 2020/21

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
<b>Corporate Outcome No 1 - People live active, healthier and independent lives</b>								
Number of affordable social sector new builds - B&C (Housing Services)	●	↑	0	0	20	20	Allan Brandie	<b>FQ4 2020/21 B&amp;C</b> The impact of Covid-related restrictions on on-site working, staff travel & materials transport, and constraints on supply chains generally, has led to slippage with the majority of SHIP projects. During Q3 there were 20 units at Tighnabruich completed which were not included in Q3 Pyramid figures as handover was not confirmed until January 21 and have therefore been included in Q4. Most developments are starting to get back on track but unfortunately, the latest lockdown measures have had further implications for delivery of the programme and has affected the annual output targets for 2020/21, with completions due in Q4 slipping into 2021/22. The LHS/SHIP annual target of 110 completions therefore has not been achieved this year, with only 48 units in total being delivered. However, the major project at Dunbeg is due to deliver a significant initial phase of new build units in April/May 2021 which will compensate for the reduction in outputs in 2020/21. Completions during 20/21: Bute and Cowal – 26 units Helensburgh and Lomond – 0 units Oban, Lorn and Isles – 22 units Mid-Argyll, Kintyre and Islay – 0 units.
								<b>FQ3 2020/21 B&amp;C</b> The impact of Covid-related restrictions on on-site working, staff travel & materials transport, and constraints on supply chains generally, has led to slippage with the majority of SHIP projects, although in Q3 most developments were starting to get back on track. Unfortunately, the latest lockdown measures may have further implications for delivery of the programme in the next quarter and is likely to affect the annual output targets for 2020/21, as anticipated.

**B&C Area Scorecard FQ4 2020/21**

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
DEG103_01-Number of new affordable homes completed per annum. (Housing Services)	●	↑↑	0	0	20	20	Allan Brandie	<p><b>FQ4 2020/21 A&amp;B</b></p> <p>The impact of Covid-related restrictions on on-site working, staff travel &amp; materials transport, and constraints on supply chains generally, has led to slippage with the majority of SHIP projects. During Q3 there were 20 units at Tighnabruich completed which were not included in Q3 Pyramid figures as handover was not confirmed until January 21 and have therefore been included in Q4. Most developments are starting to get back on track but unfortunately, the latest lockdown measures have had further implications for delivery of the programme and has affected the annual output targets for 2020/21, with completions due in Q4 slipping into 2021/22. The LHS/SHIP annual target of 110 completions therefore has not been achieved this year, with only 48 units in total being delivered. However, the major project at Dunbeg is due to deliver a significant initial phase of new build units in April/May 2021 which will compensate for the reduction in outputs in 2020/21. Completions during 20/21: Bute and Cowal – 26 units Helensburgh and Lomond – 0 units Oban, Lorn and Isles – 22 units Mid-Argyll, Kintyre and Islay – 0 units.</p> <p><b>FQ3 2020/21 A&amp;B</b></p> <p>The impact of Covid-related restrictions on on-site working, staff travel &amp; materials transport, and constraints on supply chains generally, has led to slippage with the majority of SHIP projects, although in Q3 most developments were starting to get back on track. Unfortunately, the latest lockdown measures may have further implications for delivery of the programme in the next quarter and is likely to affect the annual output targets for 2020/21, as anticipated.</p>

## B&C Area Scorecard FQ4 2020/21

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
<b>Corporate Outcome No.2 - People live in safer and stronger communities</b>								
B&C - Number of Parking Penalty Notices Issued (Streetscene B&C)		↑	No Target	27	No Target	39	Hugh O'Neill	<b>FQ4 2020/21 B&amp;C</b> Covid restrictions reducing customers. Line painting required in Bute & Cowal to allow enforcement, particularly in Rothesay and Dunoon town centres.
								<b>FQ3 2020/21 B&amp;C</b> Free parking in all charging Pay and Display car parks in run up to Christmas. Line painting required in Bute & Cowal to allow enforcement, particularly in Rothesay and Dunoon town centres. Area normally covered by Wardens from other areas, in this quarter Wardens have been required in busier areas.
A&B - Number of Parking Penalty Notices Issued (StreetScene)		↓	No Target	1,121	No Target	462	Hugh O'Neill	<b>FQ4 2020/21 A&amp;B</b> Area quite in general with the exception of Lomondside where visitors were ignoring Covid restrictions to visit.
								<b>FQ3 2020/21 A&amp;B</b> In general, car parks very quiet compared to other years (especially in Oban) with the exception of Luss car park and Arrochar car parks.

**B&C Area Scorecard FQ4 2020/21**

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
Car Parking income to date - B&C (Streetscene B&C)	●	↑↑	£122,813	£28,396	£150,165	£31,237	Hugh O'Neill	<b>FQ4 2020/21 B&amp;C</b> Although there has been a slight increase in the level of car parking income received in FQ4, the on-going impact of COVID-19 and its associated restrictions has resulted in the continuation of a significant under recover of the car parking income budget.
								<b>FQ3 2020/21 B&amp;C</b> The on-going impact of COVID-19 and its associated restrictions has resulted in a significant under recovery of the parking income budget. The national restrictions on movement have directly impacted much of Argyll and Bute and subsequently the loss of ticket income arising from tourism. In addition to this, many people are either furloughed or working from home and this is likely to have resulted in a loss of income arising from commuter parking.
<i>Guildford Street, Rothesay</i>				£2,076	<i>Income collected each FQ.</i>	£32		
<i>Church Street, Dunoon</i>				£297		£0		
<i>Swimming Pool, Dunoon</i>				£1,348		£4		
<i>Dunoon Pier</i>				£456		£10		
<i>Moir Street, Dunoon</i>				£2,135		£48		
<i>B&amp;C</i>				£2,457		£2,652		
<i>Argyll Street, Dunoon</i>				£3,042		£47		
<i>Jane Villa, Dunoon</i>				£2,294		£47		
Car Parking income to date - A&B (StreetScene)	●	↑↑	£819,549	£457,678	£1,002,075	£491,197	Hugh O'Neill	<b>FQ4 2020/21 A&amp;B</b> Although there has been a slight increase in the level of car parking income received in FQ4, the on-going impact of COVID-19 and its associated restrictions has resulted in the continuation of a significant under recover of the car parking income budget.
								<b>FQ3 2020/21 A&amp;B</b> The on-going impact of COVID-19 and its associated restrictions has resulted in a significant under recovery of the parking income budget. The national restrictions on movement have directly impacted much of Argyll and Bute and subsequently the loss of ticket income arising from tourism. In addition to this, many people are either furloughed or working from home and this is likely to have resulted in a loss of income arising from commuter parking.

## B&C Area Scorecard FQ4 2020/21

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
Dog fouling - total number of complaints B&C (Streetscene B&C)	●	⇓	27	20	27	28	Tom Murphy	<b>FQ 2020/21 B&amp;C</b> The number of dog fouling complaints in Bute and Cowal has risen this quarter to 28 complaints. The Warden service will continue with their efforts to deal with this issue and will continue to engage with all partners in an attempt to deal with this problem.
								<b>FQ3 2020/21 B&amp;C</b> The number of dog fouling complaints in Bute and Cowal for the FQ3 period remains the same as FQ2 at 20 complaints. The Warden Service will continue with their efforts to deal with this issue.
Dog fouling - total number of complaints A&B (StreetScene)	●	⇓	78	62	78	96	Tom Murphy	<b>FQ4 2020/21 A&amp;B</b> The number of dog fouling complaints has almost doubled for the months of January, February and March, this is disappointing and the Warden service will continue to monitor this and engage with all parties in an attempt to deal with this problem in the hope that we will see the numbers reduce in the next quarter.
								<b>FQ3 2020/21 A&amp;B</b> Unfortunately the number of dog fouling complaints has remained high at 62 complaints for the months of October, November and December, with the MAKI area doubling the number of complaints from the last quarter. This is unacceptable and the service will arrange for additional patrols when resource commits. With regards the MAKI area the reason for this could possibly be due to the fact there is not a dedicated warden for this area.

## B&C Area Scorecard FQ4 2020/21

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
LEAMS [Local Environment Audit and Management System] - B&C Bute (Cleanliness Monitoring Systems) <b>MONTHLY DATA COMBINED TO SHOW QUARTERLY AVERAGE</b>	●	⇓	73	83	73	81	Tom Murphy	<b>FQ4 2020/21 B&amp;C Bute</b> The level of street cleanliness on the Isle of Bute is high again this quarter, with January 76, February 82 and March 86 all exceeding the National Standard of 67 and benchmark figure of 73.
								<b>FQ3 2020/21 B&amp;C Bute</b> The street cleanliness on the Isle of Bute is very high this quarter, recording October 83, November 81 and December 84 all months well exceeding the National Standard of 67 and Target figure of 73.
LEAMS [Local Environment Audit and Management System] - B&C Cowal (Cleanliness Monitoring Systems) <b>MONTHLY DATA COMBINED TO SHOW QUARTERLY AVERAGE</b>	●	⇑	73	77	73	79	Tom Murphy	<b>FQ4 2020/21 B&amp;C Cowal</b> Cowal's performance remains steady this month with January and March with a score of 79 and February 78, this is a very good service.
								<b>FQ3 2020/21 B&amp;C Cowal</b> Cowal's performance for the FQ3 period remains steady exceeding both the National Standard and Target figure showing October 78, November 76 and December 76.
LEAMS [Local Environment Audit and Management System] - Argyll and Bute monthly average (Cleanliness Monitoring Systems) <b>MONTHLY DATA COMBINED TO SHOW QUARTERLY AVERAGE</b>	●	⇑	73	80	73	81	Tom Murphy	<b>FQ4 2020/21 A&amp;B</b> Delivery of street cleanliness operations is monitored through the Keep Scotland Beautiful LEAMS programme. The department continues to deliver to a high standard, exceeding the national target of 67% and regularly meeting the council's target of 73%.
								<b>FQ3 2020/21 A&amp;B</b> The level of street cleanliness across the area for the months of October, November and December have been at a high standard, exceeding both the National Standard and Target figure. The service uses the annual report from Keep Scotland Beautiful and monthly inspections to assess the data and make appropriate alterations to work schedules to ensure that the level of performance is maintained.

## B&C Area Scorecard FQ4 2020/21

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
<b>Corporate Outcome No.3 - Children and young people have the best possible start</b>								
No Area Committee Measures to report on for Corporate Outcome 3.								
<b>Corporate Outcome No.4 - Education, skills and training maximises opportunities for all</b>								
B&C-Maintain the percentage of 16-19 year olds participating in education, training or employment (Youth Services)	●	⇒	94.00%	92.95%	94.00%	92.95%	Martin Turnbull	<b>FQ4 2020/21 B&amp;C</b> The Annual Participation Measure is collated and reported on once a year, normally September. Since April 2021 SDS has begun reporting on 16 to 19 year old's on a monthly basis and this information will be included in FQ1 21-22.
								<b>FQ3 2020/21 B&amp;C</b> Figure for this quarter is below the Argyll and Bute average but slightly above the national average. Annual data.
EDU107_13-Maintain the percentage of 16-19 year olds in Argyll and Bute participating in education, training or employment (Youth Services)	●	⇒	94.00%	95.22%	94.00%	95.22%	Martin Turnbull	<b>FQ4 2020/21 A&amp;B</b> The Annual Participation Measure is collated and reported on once a year, normally September. Since April 2021 SDS has begun reporting on 16 to 19 year old's on a monthly basis and this information will be included in FQ1 21-22.
								<b>FQ3 2020/21 A&amp;B</b> Figure is extracted from Datahub and is collected by ABC and SDS. It contains the most current information available to us on destinations. This information is collated nationally and used to produce the Annual Participation Measure, however the APM is averaged out over a year and also contains additional information from external partners so it may differ slightly. The 2020 APM records the Argyll and Bute average participation rate as 94.1% and national participation rate as 92.1% which indicates that the figures for MAKI, H&L and OLI areas for this quarter are above both the Argyll and Bute average and the national average. Bute and Cowal figures reflect a challenging period in the lives of the cohort being measured.

## B&C Area Scorecard FQ4 2020/21

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
<b>Corporate Outcome No.5 - The economy is diverse and thriving</b>								
% of Pre-Application enquiries processed within 20 working days - B&C (Planning Applications)	●	↓	75.0%	84.2%	75.0%	75.0%	Peter Bain	<b>FQ4 2020/21 B&amp;C</b> FQ4 target was met.
								<b>FQ3 2020/21 B&amp;C</b> Target achieved (84.2%) for the third consecutive quarter.
% of Pre-application enquiries processed within 20 working days - A&B (Planning Applications)	●	↑	75.0%	64.3%	75.0%	68.9%	Peter Bain	<b>FQ4 2020/21 A&amp;B</b> FQ4 has seen an improvement on FQ3 but still slightly below target as the team prioritises the processing of Planning Applications during the COVID pandemic.
								<b>FQ3 2020/21 A&amp;B</b> At 64.3% this measure dipped below target in FQ3 as the team prioritises the processing of Planning Applications during the COVID pandemic.
Householder Planning Apps: Ave no of Weeks to Determine - B&C (Planning Applications)	●	↓	8.0 Wks	7.9 Wks	8.0 Wks	8.2 Wks	Peter Bain	<b>FQ4 2020/21 B&amp;C</b> The performance target for FQ4 was just missed however performance across DM continues to be affected by the impact of Covid upon 'normal' workflows.
								<b>FQ3 2020/21 B&amp;C</b> Target achieved at 7.9 weeks.
Householder Planning Apps: Ave no of Weeks to Determine - ABC (Planning Applications)	●	↓	8.0 Wks	10.0 Wks	8.0 Wks	9.1 Wks	Peter Bain	<b>FQ4 2020/21 A&amp;B</b> The team are working through the backlog of planning applications caused by the extreme changes to working practices earlier in the year. Set against this backdrop, the improvement in performance from 10.0 weeks in the previous quarter to 9.1 weeks in FQ4 is pleasing given the ongoing operational difficulties of delivering the Planning Service with the restrictions brought about by the pandemic.
								<b>FQ3 2020/21 A&amp;B</b> The team are working through the backlog of planning applications caused by the extreme changes to working practices earlier in the year, with 27% more determined when compared to FQ2, 55% more than FQ1. Set against this backdrop, the improvement in performance from 11.6 weeks in the previous quarter to 10.0 weeks in FQ3 is pleasing given the ongoing operational difficulties of delivering the Planning Service with the restrictions brought about by the pandemic.

## B&C Area Scorecard FQ4 2020/21

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
<b>Corporate Outcome No.6 - We have infrastructure that supports sustainable growth</b>								
Street lighting - B&C percentage of faults repaired within 10 days (Street Lighting - Maintenance)	●	↑↑	75%	16%	75%	46%	Hugh O'Neill	<b>FQ4 2020/21 B&amp;C</b> BC up from 16% to 46%. Material supply issues, continue to hamper efficient operations, partly due to Covid furlough and Brexit related import controls, on electrical equipment. The Dunoon based Electrician was able to increase the rate of repair, once some material deliveries were received. Some delays may have resulted by the grouping of work packages for remote sections of Cowal, away from Dunoon or trips to Bute. The logistics of reacting to faults in remote districts, including islands, means that it is uneconomic to travel long distances for individual faults. The grouping of faults by area, in daily or weekly work packages, can result in the under achievement of the target response time. Some faults, were not able to be assessed and re-categorised within the timescale by the one Dunoon based SL Inspector, where longer term issues prevented repairs. We continue to work with Power Supply providers, to re-connect power to dark sections, when their resources are made available to the Council.
								<b>FQ3 2020/21 B&amp;C</b> A combination of staffing and IT issues have prevented staff from catching up on the previous COVID delayed faults. We are looking at support to the Street Lighting Back Office Team Leader to manage the incoming fault reports in a more proactive manner. IT equipment has been ordered to allow staff to update faults whilst at the locus to save time and we are looking to advertise the vacant Electricians post in Helensburgh to bring the electricians numbers up to 3.

**B&C Area Scorecard FQ4 2020/21**

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
RIS113_05-The percentage of street lighting fault repairs are completed within 10 working days (Street Lighting - Maintenance)	●	↑↑	75%	14%	75%	40%	Hugh O'Neill	<p><b>FQ4 2020/21 A&amp;B</b></p> <p>Whilst the performance in FQ4 of 40% is an improvement from 14% in FQ3 the service acknowledges that performance is still below target and has implemented an action plan to improve performance. There is the overarching issue of the geographical spread of faults in the system and the related isolated and reduced level of physical resources to deliver the service. At present there remains one Electrician based in Dunoon covering mainly Eastern districts and one in Lochgilphead covering mainly Western and Island districts. The Operations Team are actively pursuing the appointment of a third Electrician based in Helensburgh, to give a more responsive service to this "third" of the Street lighting inventory. The interview process is planned for Late April / Early May. The service has introduced a Street Lighting Service Disruption page onto our Website and identified an issue with the Asset Management system (LMS) which does not automatically provide updates to customers reporting faults on our street lighting Network. We have been working with staff in the contact centre and RIS Administration to pick up updates from LMS and add these to Oracle to ensure better updates are being received. The team are holding regular Network and Operational Meetings to provide staff with support and highlight areas for improvement, this is being managed with a set of actions in an improvement plan. The Street Lighting report that went to March EDI Committee advised that a number of lighting faults are attributed to underground cabling faults that are the responsibility of electricity companies. The Northern Roads Collaboration is collectively lobbying for electricity provides to either effect speedier repairs to underground faults or allow Councils to progress the necessary works subject to being able to do this at no additional costs to Councils.</p> <p><b>FQ3 2020/21 A&amp;B</b></p> <p>There have been a number of street lighting outages which have not been repaired in the normal timescale due to several factors including all non-emergency works being paused during lockdown and difficulties sourcing parts due to many companies not operating. An action plan is in now place to focus on the backlog of lighting faults, to ensure we can get the most effective use of the lighting resource and power company suppliers to see improvements to lighting outages. It is anticipated that improvements to service delivery will be seen on the ground from March onwards.</p>

## B&C Area Scorecard FQ4 2020/21

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
Total number of Complaints regarding Waste Collection - B&C Bute (Streetscene B&C)		⇒	No Target	0	No Target	0	Tom Murphy	<b>FQ4 2020/21 B&amp;C Bute</b> Again this quarter there were no waste collection complaints received for the Isle of Bute. This is an excellent level of service given the number of both domestic and commercial properties serviced.
								<b>FQ3 2020/21 B&amp;C Bute</b> There were no waste collection complaints received for the Isle of Bute during the FQ3 period. This is an excellent level of service given the number of both domestic and commercial properties on the Island.
Total number of Complaints regarding Waste Collection - B&C Cowal (Streetscene B&C)		↑	No Target	1	No Target	0	Tom Murphy	<b>FQ4 2020/21 B&amp;C Cowal</b> There were no waste collection complaints received in FQ4 on Cowal, this is an excellent achievement.
								<b>FQ3 2020/21 B&amp;C Cowal</b> There was only 1 refuse collection complaint received for the Cowal area in FQ3. Given the number of domestic and commercial properties this is an excellent level of service.
Total number of Complaints regarding Waste Collection - A&B (StreetScene)		↓	No Target	3	No Target	15	Tom Murphy	<b>FQ4 2020/21 A&amp;B</b> The number of waste collection complaints has risen this quarter, however given the inclement weather and breakdowns this service is still good. In general all collections were carried out, some may have been a few days late. Information regarding delayed uplifts was posted on the Council's web page to inform the public.
								<b>FQ3 2020/21 A&amp;B</b> The number of waste collection complaints has reduced again this quarter, with only 3 complaints being received for the whole of the district. Given the inclement weather, breakdowns and the number of properties serviced this is excellent. While carrying out these duties safe working practices relating to Covid-19 remain in place.

**B&C Area Scorecard FQ4 2020/21**

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
RIS114_01-The percentage of waste that is recycled, composted or recovered (Waste Management Performance)	●	↑	45.0%	47.7%	45.0%	49.3%	John Blake	<b>FQ4 2020/21 A&amp;B</b> 49.3% recycling, composting and recovery (37.1% recycling/composting plus 12.2% recovery). Recycling percentages overall in Q4 are similar to pre-covid rates and have returned well since kerbside recycling was suspended during early months of Pandemic. Full year figure for recycling and recovery at 45.1% (29.4% recycling/composting plus 15.7% recovery).
								<b>FQ3 2020/21 A&amp;B</b> Recycling in FQ3 is closer to normal levels and indicates a quicker bounce back than was anticipated. Year to date recycling and recovery however is below 45% target as Council kerbside recycling was suspended during the early months of the Pandemic.
Shanks - Percentage of Waste Recycled, Composted & Recovered (Waste Management Performance)		↑	No Target	47.5%	No Target	50.9%	John Blake	<b>FQ4 2020/21 Waste PPP Area</b> 50.9% recycling,composting and recovery (37.1% recycling/composting plus 12.2% recovery). Recycling levels have returned well since kerbside recycling was suspended during early months of the pandemic. Full year - 47.4% recycling and recovery (26.1% recycling/composting plus 21.3% recovery).
								<b>FQ3 2020/21 Waste PPP Area</b> 47.5% recycling, composting and recovery (31.1% recycling/composting plus 16.4% recovery). Recycling returning to more normal levels after several services suspended during early months of Pandemic. Year to date 45.9% recycling and recovery (22.8% recycling/composting plus 23.1% recovery).
Islands - Percentage of Waste Recycled, Composted & Recovered (Waste Management Performance)		↓	No Target	44.6%	No Target	34.4%	John Blake	<b>FQ4 2020/21 Islands</b> 34.4% recycling and recovery (32.6% recycling/composting plus 1.8% recovery). Waste arisings much lower in this quarter due to lack of visitors as a result of lockdown. Full year - 33% recycling and recovery (30.3% recycling/composting plus 2.7% recovery).
								<b>FQ3 2020/21 Islands</b> 44.6% recycling and recovery (40.8% recycling/composting plus 3.8% recovery). Recycling returning to more normal levels after several services suspended during early months of Pandemic. Year to date 33.0% recycling and recovery (30.3% recycling/composting plus 2.7% recovery).
H&L - Percentage of Waste Recycled, Composted & Recovered (Waste Management Performance)		↑	No Target	49.2%	No Target	50.3%	John Blake	<b>FQ4 2020/21 H&amp;L</b> 50.3% recycling ,composting and recovery (42.1% recycling/composting plus 8.1% recovery) . Recycling rates have now returned to more normal levels after kerbside recycling was suspended during early months of the pandemic. Full year - 44.4% recycling and recovery (35.3% recycling/composting plus 9.2% recovery).
								<b>FQ3 2020/21 H&amp;L</b> 49.2% recycling,composting and recovery (40.9% recycling/composting plus 8.3% recovery). Recycling returning to more normal levels after several services suspended during early months of Pandemic. Year to date 42.4% recycling and recovery (32.8% recycling/composting plus 9.6% recovery).

**B&C Area Scorecard FQ4 2020/21**

Performance element	Status	Performance Trend	Target FQ3	Actual FQ3	Target FQ4	Actual FQ4	Owner	Comments
<b>Making It Happen</b>								
B&C Teacher Absence (Education Other Attendance)	●	↑↑	1.50 Days	1.55 Days	1.50 Days	0.92 Days	Simon Easton	<b>FQ4 2020/21 B&amp;C</b> Teacher work days lost is half of the days lost in the same period last year.
								<b>FQ3 2020/21 B&amp;C</b> Days lost has significantly increased on the last quarter. this follows the usual trend as the schools return. Days lost are significantly lower than the same quarter last year. There are no significant trends in terms of reason for absence or duration.
A&B Teacher Absence (HR1 - Sickness absence ABC)	●	↑↑	1.50 Days	1.52 Days	1.50 Days	1.15 Days	Simon Easton	<b>FQ4 2020/21 A&amp;B</b> Teacher absence has reduced significantly (by over 1 work day lost per FTE) on the same quarter last year.
								<b>FQ3 2020/21 A&amp;B</b> Days lost has increased in Q3 against Q2 as schools return. Days lost is lower than the same quarter last year. Mental Health remains the reason for most days lost.
B&C LGE Only (HR1 - Sickness absence ABC)	●	↑↑	2.36 Days	3.71 Days	2.36 Days	3.60 Days	Carolyn McAlpine	<b>FQ4 2020/21 B&amp;C</b> The rate of work days lost has increased slightly against the same quarter last year. The number work days lost is for a variety of reasons with long term absences accounting for double the number of work days lost in comparison to short term.
								<b>FQ3 2020/21 B&amp;C</b> Days lost has increased on the last quarter which follows the same seasonal trend. There has been a slight decrease on the same quarter last year. Mental Health accounts for the largest number of work days lost. There has been a notable increase in days lost to musculoskeletal problems.
A&B LGE Staff Summary - Combined Office & Non Office (HR1 - Sickness absence ABC)	●	↑↑	2.36 Days	2.94 Days	2.36 Days	2.82 Days	Carolyn McAlpine	<b>FQ4 2020/21 A&amp;B</b> Work days lost this quarter remains the same as it did in the same quarter last year.
								<b>FQ3 2020/21 A&amp;B</b> Days lost has increased in this quarter against last which follows usual seasonal trend. Days lost is lower than the same quarter last year. Mental Health remains the reason for the most work days lost.



**B&C Area Scorecard 2020-21**

FQ4 20/21

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*

**Corporate Outcome - People live active, healthier and independent lives**

Number of affordable social sector new builds - B&C  
 Actual 20 ▲  
 Target 20 ↕

DEG103\_01-Number of new affordable homes completed per annum.  
 Actual 20 ▲  
 Target 20 ↕  
 Benchmark 75 ↕

**Corporate Outcome - People live in safer and stronger communities**

Car Parking income to date B&C  
 Actual £ 31,237 ▲  
 Target £ 150,165 ↕

Car Parking income to date A&B  
 Actual £ 491,197 ▲  
 Target £ 1,002,075 ↕

B&C - Number of Parking Penalty Notices Issued  
 Actual 39 ↕

A&B - Number of Parking Penalty Notices Issued  
 Actual 462 ↕

Dog fouling - total number of complaints B&C  
 Actual 28 ↕

Dog fouling - total number of complaints A&B - QUARTERLY  
 Actual 96 ▲  
 Target 78 ↕

LEAMS [Local Environment Audit and Management System] - B&C Bute  
 Actual 81 ▲  
 Target 73 ↕

LEAMS [Local Environment Audit and Management System] - Argyll and Bute monthly average  
 Actual 81 ▲  
 Target 73 ↕

LEAMS [Local Environment Audit and Management System] - B&C Cowal  
 Actual 79 ▲  
 Target 73 ↕

**Corporate Outcome - The economy is diverse and thriving**

Householder Planning Apps: Ave no of Weeks to Determine - B&C  
 Actual 8.2 Wks ▲  
 Target 8.0 Wks ↕  
 Benchmark 9.1 Wks ↕

Householder Planning Apps: Ave no of Weeks to Determine - ABC  
 Actual 9.1 Wks ▲  
 Target 8.0 Wks ↕  
 Benchmark 7.4 Wks ↕

% of Pre-Application enquiries processed within 20 working days - B&C  
 Actual 75.0 % ▲  
 Target 75.0 % ↕  
 Benchmark 68.9 % ↕

% of Pre-application enquiries processed within 20 working days - A&B  
 Actual 68.9 % ▲  
 Target 75.0 % ↕

**Corporate Outcome - Education, skills and training maximises opportunities for all**

B&C-Maintain the percentage of 16-19 year olds participating in education, training or employment  
 Actual 92.95 % ▲  
 Target 94.00 % ↕

EDU107\_13-Maintain the percentage of 16-19 year olds in Argyll and Bute participating in education, training or employment  
 Actual 95.22 % ▲  
 Target 94.00 % ↕  
 Benchmark 92.60 % ↕

**Corporate Outcome - We have infrastructure that supports sustainable growth**

Total number of Complaints regarding Waste Collection - B&C Bute  
 Actual 0 ↕

Total number of Complaints regarding Waste Collection - A&B  
 Actual 15 ↕

Total number of Complaints regarding Waste Collection - B&C Cowal  
 Actual 0 ↕

Shanks - Percentage of Waste Recycled, Composted & Recovered  
 Actual 50.9 % ↕

Islands - Percentage of Waste Recycled, Composted & Recovered  
 Actual 34.4 % ↕

RIS114\_01-The percentage of waste that is recycled, composted or recovered  
 Actual 49.3 % ▲  
 Target 45.0 % ↕  
 Benchmark 48.9 % ↕

H&L - Percentage of Waste Recycled, Composted & Recovered  
 Actual 50.3 % ↕

Street lighting - B&C percentage of faults repaired within 10 days  
 Actual 46 % ▲  
 Target 75 % ↕

RIS113\_05-The percentage of street lighting fault repairs are completed within 10 working days  
 Actual 40 % ▲  
 Target 75 % ↕

**Making It Happen**

B&C Teacher Absence  
 Actual 0.92 Days ▲  
 Target 1.50 Days ↕

A&B Teacher Absence  
 Actual 1.15 Days ▲  
 Target 1.50 Days ↕

B&C LGE Only  
 Actual 3.60 Days ▲  
 Target 2.36 Days ↕

A&B LGE Staff Summary - Combined Office & Non Office  
 Actual 2.82 Days ▲  
 Target 2.36 Days ↕



## B&C Area Scorecard 2020-21

FQ4 20/21

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*

### Corporate Outcome - Education, skills and training maximises opportunities for all

B&C-Maintain the percentage of 16-19 year olds participating in education, training or employment	Actual	92.95 %	<span style="color: red;">R</span>
	Target	94.00 %	<span style="color: blue;">→</span>

EDU107_13-Maintain the percentage of 16-19 year olds in Argyll and Bute participating in education, training or employment	Actual	95.22 %	<span style="color: green;">G</span>
	Target	94.00 %	<span style="color: blue;">→</span>
	Benchmark	92.60 %	



## B&C Area Scorecard 2020-21

FQ4 20/21

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*

### Corporate Outcome - People live active, healthier and independent lives

Number of affordable social sector new builds - B&C	Actual	20	<span style="color: green;">G</span>
	Target	20	<span style="color: blue;">↑</span>

DEG103_01-Number of new affordable homes completed per annum.	Actual	20	<span style="color: green;">G</span>
	Target	20	<span style="color: blue;">↑</span>
	Benchmark	75	



## B&C Area Scorecard 2020-21

FQ4 20/21

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*

### Corporate Outcome - The economy is diverse and thriving

Householder Planning Apps:	Actual	8.2 Wks	<span style="color: red;">R</span>
Ave no of Weeks to Determine - B&C	Target	8.0 Wks	↓
	Benchmark	9.1 Wks	

Householder Planning Apps:	Actual	9.1 Wks	<span style="color: red;">R</span>
Ave no of Weeks to Determine - ABC	Target	8.0 Wks	↓
	Benchmark	7.4 Wks	

% of Pre-Application enquiries processed within 20 working days - B&C	Actual	75.0 %	<span style="color: green;">G</span>
	Target	75.0 %	↓

% of Pre-application enquiries processed within 20 working days - A&B	Actual	68.9 %	<span style="color: red;">R</span>
	Target	75.0 %	↑

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*

### Corporate Outcome - People live in safer and stronger communities

Car Parking income to date - B&C	Actual	£ 31,237	<b>R</b>
	Target	£ 150,165	↑

Car Parking income to date - A&B	Actual	£ 491,197	<b>R</b>
	Target	£ 1,002,075	↑

B&C - Number of Parking Penalty Notices Issued	Actual	39	↑
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A&B - Number of Parking Penalty Notices Issued	Actual	462	↓
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Dog fouling - total number of complaints B&C	Actual	28	↓
	Target	27	

Dog fouling - total number of complaints A&B - QUARTERLY	Actual	96	<b>R</b>
	Target	78	↓

LEAMS [Local Environment Audit and Management System] - B&C Bute	Actual	81	<b>G</b>
	Target	73	↓

LEAMS [Local Environment Audit and Management System] - Argyll and Bute monthly average	Actual	81	<b>G</b>
	Target	73	↑

LEAMS [Local Environment Audit and Management System] - B&C Cowal	Actual	79	<b>G</b>
	Target	73	↑

### 'Making Argyll and Bute a place people choose to live, learn, work and do business'

#### Corporate Outcome - We have infrastructure that supports sustainable growth

Total number of Complaints regarding Waste Collection - B&C Bute  
 Actual 0 →

Total number of Complaints regarding Waste Collection - B&C Cowal  
 Actual 0 ↑

Shanks - Percentage of Waste Recycled, Composted & Recovered  
 Actual 50.9 % ↑

Islands - Percentage of Waste Recycled, Composted & Recovered  
 Actual 34.4 % ↓

H&L - Percentage of Waste Recycled, Composted & Recovered  
 Actual 50.3 % ↑

Street lighting - B&C percentage of faults repaired within 10 days  
 Actual 46 % **R**  
 Target 75 % ↑

Total number of Complaints regarding Waste Collection - A&B  
 Actual 15 ↓

RIS114\_01-The percentage of waste that is recycled, composted or recovered  
 Actual 49.3 % **G**  
 Target 45.0 % ↑  
 Benchmark 48.9 %

RIS113\_05-The percentage of street lighting fault repairs are completed within 10 working days  
 Actual 40 % **R**  
 Target 75 % ↑

***'Making Argyll and Bute a place people choose to live, learn, work and do business'*****Making It Happen**

B&C Teacher Absence	Actual	0.92 Days	
	Target	1.50 Days	

A&B Teacher Absence	Actual	1.15 Days	
	Target	1.50 Days	

B&C LGE Only	Actual	3.60 Days	
	Target	2.36 Days	

A&B LGE Staff Summary - Combined Office & Non Office	Actual	2.82 Days	
	Target	2.36 Days	

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA  
COMMITTEE****ROADS AND  
INFRASTRUCTURE SERVICES****1 JUNE 2021**

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**ROADS AND INFRASTRUCTURE SERVICES UPDATE**

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**1.0 INTRODUCTION**

- 1.1 This report provides an update on Roads and Infrastructure Service activities in recent months.

**2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Area Committee note and consider the contents of this report.

**3.0 DETAIL****Response to Covid**

- 3.1 Roads and Infrastructure Services have spent the last year mostly operating to pre-Covid specification/schedule and timetables taking into account Covid secure measures as appropriate.
- 3.2 Since 26 April 2021, although Scotland is now out of Lockdown, guidelines in respect of safe working methods are still being adhered to. Wherever possible vehicle occupancy is being restricted to one person per vehicle. There are some exceptions where for operational reasons 2 people are sharing vehicles. In these exceptions method statements and risk assessments are in place to provide reasonable mitigations and control measures against the transmission of Covid.
- 3.3 Regular meetings continue to take place with Funeral Directors across the area to facilitate a constructive dialogue regarding managing the number of mourners attending burials and cremations, and to provide a forum to help to ensure we can take a collaborative approach towards providing a dignified and compassionate service during these unprecedented times while complying with restrictions and limitations. From 26 April, up to 50 people can attend a funeral service or post-funeral gathering such as a wake. This is provided that the venue size and layout will permit the necessary physical distancing between households to be in place. This means the number of people able to attend may be less, and sometimes significantly less, than the maximum for the level the

venue is in. Limited capacity at Crematorium limits this number to 18.

### **Capital Roads Reconstruction Programme**

- 3.4 The proposed Roads Capital Programme was reported to the Environment, Development Infrastructure Committee in March 2021. As part of the 2021/22 budget process that took place on 25 February 2021 at the Full Council meeting, Members allocated an additional £2.61M for roads reconstruction. Additional schemes have now been added to what is now a £10M Roads Reconstruction programme for financial year 2021/22. The finalised programme is being reported to the Environment, Development Infrastructure Committee in June 2021 and can be viewed on the Council website.

### **Bin Collections and Civic Amenity Sites**

- 3.5 Bin collections continue to full schedules, as mentioned above this is carried out with additional vehicles to ensure we have no more than 2 people per vehicle. All civic amenity sites are fully open and operating well with no significant issues to note.

### **Waste Strategy**

- 3.6 Work continues on the Council's Waste Strategy which is taking into consideration the BMW ban which comes into place at the end of 2025, the 25 year PPP contract with Renewi which ends in September 2026, the deposit Return Scheme and the Household Waste Recycling Charter. Discussions continue with civil servants from Scottish Government regarding the above and discussion continue with neighbouring local authorities with a view to maximising collaboration opportunities.

### **Correspondence and Information**

- 3.7 The team have recently began to issue weekly briefings to Members providing updates on staycation activity and planned works for the coming week. A RIS Twitter account was launched on 10 May 2021 which will provide helpful information to members of the public.
- 3.8 Our performance statistics for FOIs, complaint and member enquiries have improved significantly recently and the team have also reduced our customer contacts from over 50,000 in 2016/17 to just over 15,000 last year on the wider customer service front.

### **Winter Update**

- 3.9 Winter maintenance services were delivered in line with the Council's Winter Maintenance Policy. Demands on this part of the services were significant this season with a higher than average number of treatments having been carried out due to the cold conditions we have experienced. Our resilience in terms of salt stocks was good in part due to officers planning well ahead to ensure we have sufficient stocks available and held locally. Due to prolonged periods of adverse

weather, this saw an increase in pre-treatment runs as well as a greater amount of salt being used to ensure our road network remained safe for our communities and other road users.

### **Operations Works Programmes**

- 3.10 Whilst works were scaled back significantly during the first lockdown at the start of the 2020/21 financial year, the majority of our cyclic activities have been fully delivered albeit with Covid secure specifications in place to ensure that both the workforce and members of the public remain safe. This means that road inspections, repairs, gully cleansing, ditching etc were carried out alongside winter maintenance, works to grasslands, cemeteries etc.
- 3.11 At the time of writing there has been quite a prolonged cold spell resulting in a slow growth of grass although the majority of amenity areas have received at least the first cut of the year. Roadside verges which receive a minimum number of cuts are likely to be commenced in late May/June depending on the rate of growth, these cuts being carried out largely for safety reasons to maintain visibility splays and also to stop grass growth encroaching onto the carriageway.

### **Cemetery Consultation**

- 3.12 The purpose of the consultation was to seek community views on potential future cemetery provision across the Council area. The consultation saw views being expressed across our communities with specific issues put forward from island residents who were concerned that local cemeteries would be closed and mainland burials were viewed as very unpopular with strong comments that island residents did not want to be buried off of the islands. An analysis of the consultation is being carried out and a further consultation will be published picking up some of the questions and issues raised by respondents to the initial consultation.

### **School and Public Transport**

- 3.13 The School Transport Team have been working closely with colleagues in Education as pupils returned to school in phases. All pupils returned full time after the Easter holidays. Work now begins on planning for the new school term in August.
- 3.14 As part of the budget process we carried out a review of public transport which has resulted in an action plan which has been considered by the Budget Working Group and a number of these are being progressed.

### **Ardencraig Nursery**

- 3.15 The savings proposal to stop nursery growing service was accepted and means that our plant growing facilities at Kilmory Castle and Ardencraig will be mothballed with a view to future disposal. All plants to be externally sourced e.g. we will buy in fully formed plants therefore we will not require greenhouses, poly tunnels etc. in which to grow our own. What this means in practice is that

the flower beds across Argyll and Bute including in the Gardens at Arden Craig will continue to be planted, and the Gardens will remain open, the only difference being with flowers sourced externally.

- 3.16 The aviary and display glasshouses are being retained as these are integral parts of the Garden facility. The tearoom [which is currently vacant but has in the past been commercially leased] and the areas of polytunnels where the bedding plants are grown, will be repurposed, with the polytunnels used by the Council being decommissioned [a part of this area is already leased out]. The polytunnels will no longer be required to grow bedding plants for floral displays around the island as these plants will now be sourced externally as per the new policy position as a result of the agreed savings option. The future use of this part of the site remains to be seen – it will be part of a marketing/disposal exercise, and will be advertised in the normal way.

#### **Landslip on A886 near Strachan**

- 3.17 Work is ongoing following the landslip on A886 at Strachan. A consultant has been engaged and a drone survey completed. Ground investigation was carried out in early Feb 2021 and preliminary designs being undertaken shortly after laboratory test results back from Ground Investigation.

#### **Rothesay Pontoons**

- 3.18 We remain committed to delivering the improvements to Rothesay Outer Harbour Berth Pontoons, and have plans in place, despite meeting some unexpected challenges. The rockhead in the harbour is higher than the levels indicated by the test boreholes and previous piling in the harbour, which found no rock above 30 metres, and so we had to remove the piles. We've agreed a slight change to the layout of the pontoons and a trial pile will be set to see if the rockhead is deeper and the ground conditions in this location will permit driving of the piles.

#### **Blairmore High Road Refuse Collections**

- 3.19 Discussions with residents and landowners are ongoing to progress improvements to Blairmore High Road to enable kerbside refuse collections to continue from this private road.

### **4.0 CONCLUSION**

- 4.1 This report gives a general update to local members on recent Roads and Infrastructure activities.

### **5.0 IMPLICATIONS**

- 5.1 Policy – various policies referred to within the body of the report
- 5.2 Financial – none

5.3 Legal – none known

5.4 HR – none known

5.5 Fairer Scotland Duty: (please refer to guidance on Hub)

5.5.1 Equalities - protected characteristics – none known

5.5.2 Socio-economic Duty – none known

5.5.3 Islands – none known

5.6. Risk – none known

5.7 Customer Service - none

**Executive Director with responsibility for Roads and Infrastructure Services  
Kirsty Flanagan**

**Policy Lead for Roads and Infrastructure Services  
Councillor Rory Colville**

May 2021

**For further information contact:**

Jim Smith, Head of Roads and Infrastructure Services

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA COMMITTEE****ROADS AND  
INFRASTRUCTURE SERVICES****1 JUNE 2021**

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**TRAFFIC REGULATION ORDER (TRO) UPDATE**

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**1.0 INTRODUCTION**

- 1.1 This report provides Members with an update on the progress of the TRO process, background on the current backlog of Traffic Regulation Orders and impact of the statutory (temporary) Orders on progression of (permanent) TROs.
- 1.2 A **Traffic Regulation Order (TRO)** is a legal **order** made by a Local Authority which manages the behaviour of all road users (Note that trunk roads remain the responsibility of the Secretary of State). Traffic Regulation Orders (TROs) impose traffic restrictions such as road closures, introduction or varying of speed limits, prohibition of turns (such as right turns and u-turns) and introduction of waiting or loading restrictions. Traffic Regulation Orders are governed by the Road Traffic Regulation Act 1984 and for Scottish Local Authorities made under The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.
- 1.3 Traffic Regulation Orders are legal documents and can be supported by statutory processes. They are made up of three types of order or notice:
- Traffic Regulation Order – A permanent Order which is in the form of a legal document
  - Temporary Traffic Regulation Order – Statutory Duty placed on a Local Authority which is often time constrained and must be carried out within any timescales or the Local Authority will be in breach of legislation. Mostly linked to Utility Companies work and events. TTROs can only be in place for up to 18 months (with 6 month extension by permission from Scottish Ministers)
  - Traffic Notice - Statutory duty place on Local Authorities to close the road for a specific timescale and often at short notice

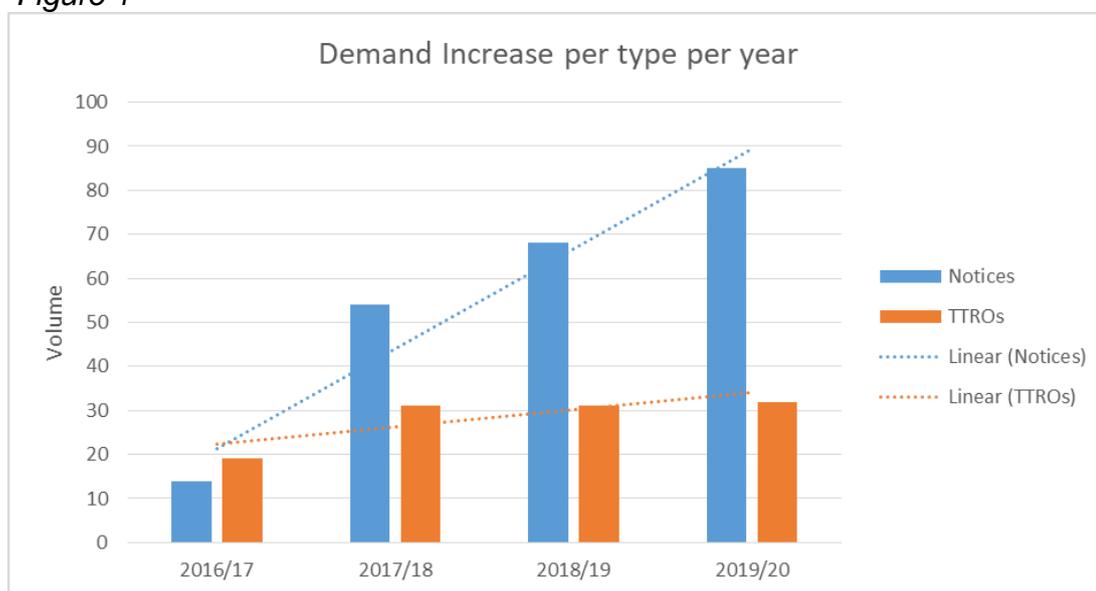
**2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Area Committee note and consider the update on TRO progress.

**3.0 DETAIL**

- 3.1 The processing of Temporary TROs and Notices has become an increasing resource pressure on Roads and Infrastructure Services. The current workload specifically in relation to **Temporary** Traffic Regulation Orders (TTROs) and **Notices** has increased from 33 in 2016/17 to 117 in 2019/20 [a 354% increase]. Notices and Temporary TROs are a statutory duty and are often time constrained, this significant increase in demand has made it extremely challenging to process TROs.
- 3.2 Figure 1 below shows the increase in demand by order type from 2016-17 to 2019-20. The demand for Temporary TROs increased suddenly between 2016/17 and 2017/18 but has held steady at that rate since. The demand for Notices, however, shows a steep trend line which suggests that demand may continue to increase year on year.

*Figure 1*



- 3.3 The rise in demand for Temporary TROs and Notices is driven by a number of factors; these include the withdrawal of Police Scotland's traffic management of events and an increase in the formalisation of road or lane closures by Public Utilities.
- 3.4 The volume of Temporary TROs / Notices now processed by the service leave very little time to allow the progression of permanent TROs. Appendix 1 contains the current programme list of outstanding TRO's; Members should note that the service has been unable to progress a disabled bay TRO within the last 2 years due to competing demands.
- 3.5 The current TRO programme list contains proposals ranging from control of off-street car parks, introduction of speed limits, disabled bays and on street restrictions (including road safety issues arising from irresponsible parking). There are, at this time, 29 outstanding TROs listed in the programme.
- 3.6 The timescale to progress a single TRO varies depending on the complexity of the proposals and the number and type of objections submitted. As a minimum

timescale, it is estimated that a TRO which receives either no objections or has easily resolved objections, this in the main will take at least 6 months to progress. Appendix 1 provides a high level view of the TRO process.

3.7 To provide additional capacity to enable the team to progress existing TROs across the council area and also to progress TTROs, a temporary resource has been brought in to assist with the backlog and good progress is now being made.

3.8 For Bute and Cowal the following TROs are currently in progress:

- i. On-street disabled bays
  - a. Previously approved applications for disabled bays are marked on the ground with temporary markings pending process.
  - b. The TRO process will make these markings permanent and enforceable, subject to the normal process including potential objections, is planned to commence joint Consultation 1 & 2 by 27 May 2021.
  - c. It is scheduled to issue Public Consultation Stage 3 mid to late June 2021.
  
- ii. Off-street car parks
  - a. An Order is being progressed which will incorporate all off-street car parks in Bute & Cowal under a single TRO. No changes are being made in terms of the existing pay & display, however; the new TRO, if successful, will allow the Council to control the car parks more effectively.
  - b. Consultation 1 & 2 is complete and Consultation 3 is programmed to commence on 20 May 2021.
  
- iii. Pier Road, Dunoon – Bus Lane
  - a. This TRO was made on 15 March 2021.
  - b. Once all signs and road markings are installed enforcement, as appropriate, will be carried out.

3.9 Proposed TROs for the Bute and Cowal scheduled to be progressed are as follows:

<b>Proposed TRO</b>
Millhouse 30mph
Cowal Weight Restrictions
Queens Hall TRO
A844 Ascog to Kerrycroy 30mph Speed Limit

## 4.0 CONCLUSION

4.1 This report provides an update on the progress of the TRO review.

## 5.0 IMPLICATIONS

5.1 Policy: none

5.2 Financial: Increased establishment costs but long term the increased income derived from DPE and parking is expected to be of benefit to the Council.

5.3 Legal: Road Traffic Regulation Act and The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 apply.

5.4 HR: None

5.5 Fairer Scotland Duty: (please refer to guidance on Hub)  
none

5.5.1 Equalities - protected characteristics  
Currently unable to progress disabled bay TROs.

5.5.2 Socio-economic Duty - none

5.5.3 Islands N/A

5.6. Risk Potential reputational damage if the Council is unable to progress requested or needed control orders.

5.7 Customer Service - None

**Executive Director with responsibility for Development & Infrastructure Services, Kirsty Flanagan**

**Head of Roads and Infrastructure Services Jim Smith  
Policy Lead Councillor Rory Colville**

May 2021

**For further information contact:**

Stuart Watson, Assistant Network & Standards Manager, 01546 604 889

## APPENDICES

Appendix 1 – High level TRO process

## **Appendix 1 – High Level TRO Process**

*Note:*

- 1. This process doesn't consider Objections which are referable to a Reporter.*
  - 2. Currently we only have one qualified Service officer to carry the TRO process from step 3. If this officer is on leave, certain areas of the process cannot be progressed,*
- i. Local Traffic & Development Officer (T.O. hereinafter) undertakes initial development work. Schedules/proposals drafted. This may require 2-5 days depending on complexity; for example, in some cases precise measurements will require a site visit.
  - ii. T.O. undertakes Consultation 1 (statutory period of 14 days) and resolves any matters raised by consultees. This period may be extended dependent on the comments submitted by the consultees.
  - iii. Service Officer will undertake Consultation 2 (statutory period of 21 days). This period may be extended dependent on the comments submitted by the consultees.
  - iv. Service Officer prepares draft Order, Statement of Reasons, CAD Plan and Public Notices. For existing TROs which are being amended (other than by Notice) then this may take up to 5 days. For new or complex TROs this may take 3 weeks.
  - v. Service Officer undertakes Public Notification (statutory period of 21 days).
  - vi. At this stage objections may be submitted.
  - vii. If no objections are received, the Order can be signed and Sealed by Legal and Regulatory.
  - viii. If submissions are made the T&D Manager will endeavour to resolve any objections raised during Public Notification. Where there are few objections this can usually be done in less than 5 days, however, where there are significant objections this can take up to 3 weeks plus time (normally 2 weeks) for the objector to respond (regards withdrawing objection or not).
  - ix. Report to Area Committee. May take up to 1 week to draft dependent on the complexity of the TRO proposal and/or Objections. Area Committee meetings are scheduled at key dates during the year, the report would normally be taken to the next AC providing it is submitted on time.
  - x. Members may determine that order should be made without a discretionary hearing. This would be based on advice to the Committee from the Head of Legal and Regulatory Support.

- xi. If the Committee agree that the Order should progress, Order Signed and Sealed by the Head of Service of Legal and Regulatory Support.
- xii. Pause to allow procedural objections (statutory period of 6 weeks). Challenges are submitted to the Court of Session.
- xiii. TRO is implemented

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**ARGYLL AND BUTE COUNCIL**

**Bute & Cowal Area Committee**

**Commercial Services – Programme  
and Project Management Services**

**1 June 2021**

**Dunoon Queen’s Hall – Project Close Out Report**

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**1.0 EXECUTIVE SUMMARY**

- 1.1. The purpose of this report is to present members with the Project Close Out Report for the Dunoon Queen’s Hall Refurbishment and Public Realm Improvements Project
- 1.2. The report is provided to enable the Bute and Cowal Area Committee, in their representative role on the Project Board, with the opportunity to review how the project performed against the objectives set out in the original Project Initiation Document – Dunoon Waterfront - DN01\_v2.0, dated 1 June 2011.
- 1.3. In addition it allows the passing on of:
  - 1.3.1. Lessons learnt which can usefully be applied to other projects
  - 1.3.2. Details of any unfinished works, on-going risks or potential modifications to those services and organisations charged with the on-going operation and maintenance of the facilities.

**2.0 RECOMMENDATIONS**

Members are invited to:

- 2.1. Note and comment upon the Project Close Out Report
- 2.2. Recommend to the Policy and Resources Committee that it approve the recommendation at Section 1.3 of the Project Close Out Report that the Queens Hall Refurbishment and Public Realm Improvements Project be formally closed out.

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**ARGYLL AND BUTE COUNCIL**

**Bute & Cowal Area Committee**

**Commercial Services – Programme  
and Project Management Services**

**1 June 2021**

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## **Dunoon Queen’s Hall – Project Close Out Report**

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### **3.0 INTRODUCTION**

3.1. The redevelopment of the Dunoon Waterfront formed part of the Council’s wider CHORD programme, and included:

- The re-development/refurbishment of the Queen’s Hall.
- Road re-alignment.
- Environmental improvements.
- Creation of a Harbourmaster’s building.
- A strategy for the future use of the pier.

3.2. The report covers the re-development/refurbishment of the Queen’s Hall, road re-alignment and associated environmental improvements.

3.3. The report is provided to enable the Bute and Cowal Area Committee, in their representative role on the Project Board, with the opportunity to review how the project performed against the objectives set out in the original Project Initiation Document – Dunoon Waterfront - DN01\_v2.0, dated 1 June 2011.

3.4. In addition it allows the passing on of:

- Lessons learnt which can usefully be applied to other projects
- Details of any unfinished works, on-going risks or potential modifications to those services and organisations charged with the on-going operation and maintenance of the facilities.

### **4.0 RECOMMENDATIONS**

Members are invited to:

4.1. Note and comment upon the Project Close Out Report

4.2. Recommend to the Policy and Resources Committee that it approve the recommendation at Section 1.3 of the Project Close Out Report that the Queens Hall Refurbishment and Public Realm Improvements Project be formally closed out.

## 5.0 DETAIL

- 5.1. All of the Project Outcomes stated in the Full Business Case have been delivered, including a revitalised Queen's Hall building, giving the local community, businesses and visitors' alike exciting gathering places both inside and outside the building.
- 5.2. Live Argyll provide a 7 day a week opening, and have created full time posts for: an Audio/Visual Technician; Hall Attendants, working between the café, the main hall and the soft play area; Receptionists; and Local Management without the need for additional resource. Their over-arching aim for the facility is to break even and they continue to works towards that.
- 5.3. In FY19/20 and prior to the COVID-19 pandemic and Government restrictions which resulted in the closure of such venues, Live Argyll's operations and associated activities in the building continued to show positive trends:

- **Usage figures**

- Shows 37
- Events 26 (including 8 within the Ground Floor Café and First Floor Roof Terrace)
- Conferences 8
- Weddings 1

- **Library Services**

- New memberships 689
- Book issues 37,170
- PN issues 5,578

- 5.4. Following the end of the Defects Rectification Period, and the issue of the Certificate of Making Good Defects to McLaughlin and Harvey Ltd we have agreed the Final Account for the Public Works Contract at £9,926,195.
- 5.5. Taking this in conjunction with the various other costs e.g. professional fees, property acquisition, Furniture Fittings and Equipment, and statutory fees etc. this results in an **Agreed Final Account** for the Project of **£12,498,288**, against an **Approved Project Budget** of **£12,539,783** i.e. an overall **underspend of £41,495**.

## 6.0 CONCLUSION

- 6.1. The Queen's Hall refurbishment and public realm enhancements were a key component of the Council's ambitious and forward-looking programme to assist regeneration and economic development in five of its waterfront towns - Campbeltown, Helensburgh, Oban, Rothesay and Dunoon.
- 6.2. The contract works were completed on 4 July 2018 and the Notified Defects were closed out in March 2021 following delays resulting from COVID-19 restrictions on the operation of Construction Sites.
- 6.3. All of the Project Outcomes stated in the Full Business Case have been delivered.

## 7.0 IMPLICATIONS

- |      |  |   |
|------|--|---|
| 7.1. | Policy                                       | The Project contributed towards the delivery of the Council's Corporate Plan and assists in making our towns places of economic vibrancy that create employment and prosperity for the residents of Argyll and Bute.<br><br>The redevelopment of the Queen's Hall will contribute towards the outcomes set out in the Single Outcome Agreement. |
| 7.2. | Financial                                    | An underspend against the Approved Budget of £41,495  |
| 7.3. | Legal  | None  |
| 7.4. | HR   | None  |
| 7.5. | Fairer<br>Scotland Duty                      | None  |
| 7.6. | Equalities –<br>Protected<br>Characteristics | None  |
| 7.7. | Socio<br>Economic<br>Duty                    | None  |
| 7.8. | Risk   | None  |
| 7.9. | Customer<br>Service                          | None  |

### **Executive Director with responsibility for Commercial Services**

#### **Policy Lead: Cllr Mulvaney**

18 May 2021

**For further information contact:** John Gordon, PPMS Programme Manager

**Tel:** 01369 708457

**Mob:** 07901 516 106

## **APPENDICES**

Appendix 1 – Queens Hall Refurbishment and Public Realm Improvements – Project Close Out Report

Programme and Project  
Management Services Team

Commercial Services



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***The Dunoon Queen's Hall Refurbishment and Public  
Realm Improvements***  
**End Project Report**

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Version: 1.1

Date: 30 April 2021

Author: John Gordon

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## 1.0 Executive Summary

### 1.1 Introduction and Purpose of the Report

1.1.1 The redevelopment of the Dunoon Waterfront formed part of the Council's wider CHORD programme, and included:

- The re-development/refurbishment of the Queen's Hall.
- Road re-alignment.
- Environmental improvements.
- Creation of a Harbourmaster's building.
- A strategy for the future use of the pier.

1.1.2 This report covers the re-development/refurbishment of the Queen's Hall, road re-alignment and associated environmental improvements.

1.1.3 This report is provided to enable the Bute and Cowal Area Committee, in their representative role on the Project Board, with the opportunity to review how the project performed against the objectives set out in the original Project Initiation Document – Dunoon Waterfront - DN01\_v2.0, dated 1 June 2011.

1.1.4 In addition it allows the passing on of:

- Lessons learnt which can usefully be applied to other projects
- Details of any unfinished works, on-going risks or potential modifications to those services and organisations charged with the on-going operation and maintenance of the facilities.

### 1.2 Summary of Key Outcomes and Residual Tasks

1.2.1 All of the Project Outcomes stated in the Full Business Case have been delivered, including a revitalised Queen's Hall building, giving the local community, businesses and visitors' alike exciting gathering places both inside and outside the building:

- LiveArgyll have been able to absorb the additional costs of operating this new facility from within existing resources without the need for further subsidy from the Council. The previous operating budget for the Queens Hall building was on the basis of it being staffed by a receptionist and a caretaker, with any other staff being brought in on an 'as required' basis for specific events and functions.
- Despite that being the budget which was transferred to Live Argyll, they have managed to provide a 7 day a week opening, created full time posts for: an Audio/Visual Technician; Hall Attendants, working between the café, the main hall and the soft play area; Receptionists; and Local Management without the need for additional resource. Their over-arching aim is to break even and they continue to work towards that.

## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report

- In FY19/20 and prior to the COVID-19 pandemic and Government restrictions which resulted in the closure of such venues, their operations and associated activities continued to show positive trends:

### **Usage figures**

- Shows 37
- Events 26 (including 8 within the Ground Floor Café and First Floor Roof Terrace)
- Conferences 8
- Weddings 1

### **Library Services**

- New memberships 689
- Book issues 37,170
- PN issues 5,578

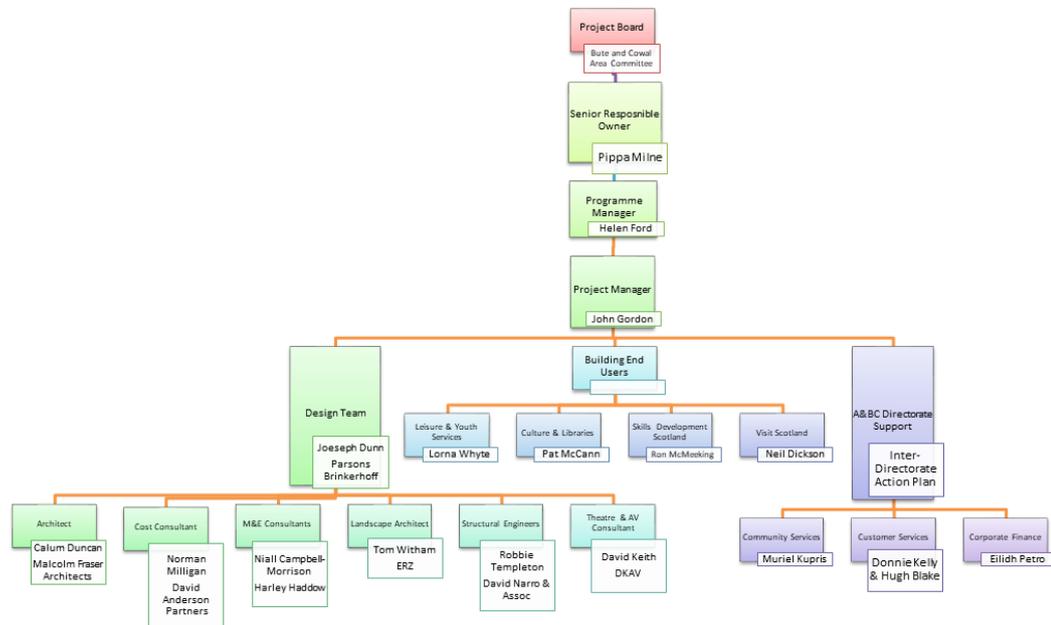
## **1.3 Recommended Actions.**

**1.3.1 As:** all project outcomes have been delivered, with respect to the physical assets making up the project; all previously notified defects have been closed out by the Works Contractor, McLaughlin and Harvey Ltd, and to the satisfaction of the Client, Argyll and Bute Council; the Certificate of Making Good Defects having been issued to McLaughlin and Harvey Ltd on 23 March 2021; the Final Account has been agreed as between Argyll and Bute Council and McLaughlin and Harvey Ltd; and the Final Valuation, Payment Certificate and Invoice have been processed for payment, thereby releasing the remainder of the Contract Retentions; **we therefore recommend to the Project Board that the Queens Hall Refurbishment and Public Realm Improvements Project be formally closed out.**

## 2.0 Programme Effectiveness

### 2.1 Organisation and Control, and Finances

2.1.1 The Project Governance Structure was initially as follows:



2.1.2 The Project Board had overall delegated authority from the Council and Policy and Resources Committee for the strategic oversight and delivery of the project, and its role included:

- Being accountable overall for the success or failure of the project
- Providing unified direction and instruction to the Project Manager
- As appropriate authorising resources and/or funding, or making recommendation to the Policy and Resources Committee and/or full Council for their authorisation to secure the successful completion of the project
- Effective decision making within its' delegated authority
- Providing visible and sustained support for the Project Manager
- Ensuring effective communication both within the overall Project Team and with the wider Stakeholder interests

2.1.3 The Project Manager provided the single focus for the day-to-day management of the project, working within the delegated authorities and tolerances passed down by the Project Board, and their responsibilities included:

- Preparing and agreeing, with the Project Board, the following baseline documents:
  - Project Brief
  - Benefits Management Approach

## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report

- Project Initiation Document
- Stage Plans
- Preparing the following reports:
  - Period Highlight Reports
  - End Stage Reports
  - Tender Evaluation and Contract Award Recommendation/s
  - End Project Report
- Leading and motivating the overall Project Team
- Securing the Budget for the project and subsequently managing and monitoring costs against approved budget
- Liaising with key stakeholders, including local community and business representatives

### **Changes in Personnel, Service Teams and Organisations**

2.1.4 Between the Full Business Case (FBC) being approved in March 2012 and the issue of the Practical Completion Certificate for the Main Works Contract being issued to McLaughlin and Harvey Ltd (the Principal Contractor) on 4 June 2018 there were a number of changes in personnel and organisations involved in the delivery of the Project, including:

1. In 2015, Visit Scotland, who were a proposed tenant for the refurbished building, scheduled to occupy a significant proportion of the ground floor reception area, announced that following a review of their business plan for the delivery of services, had taken the decision that they would not be taking up a tenancy in the building.
2. In 2016, the Edinburgh based architectural practice of Malcolm Fraser Architects ceased trading, and they were subsequently replaced by Halliday Fraser Munro in which included Malcolm Fraser as a newly appointed Director.
3. In 2017, the CHORD Programme Manager, Helen Ford, left the Council, and following an open recruitment exercise, John Gordon was appointed to the position. This meant that he subsequently fulfilled a dual role as CHORD Programme Manager and the Dunoon Queen's Hall Project Manager.
4. In 2017, Argyll and Bute Council took the decision to transfer the delivery of Leisure and Library Services to a Leisure and Libraries Charitable Trust on 24th November 2016. Subsequently, to be known as Live Argyll (**LA**). LA commenced trading on 2<sup>nd</sup> October 2017 and deliver a wide range of services for the benefit of local residents and visitors, including; Libraries, Leisure Facilities, Active Schools, Archives, Halls, Sports Development, Museum, Community Centres and Community Lets.

*The Dunoon Queen's Hall Refurbishment and Public Realm Improvements*  
End Project Report

### Project Budget and Costs

2.1.5 Following the end of the Defects Rectification Period, and the issue of the Certificate of Making Good Defects to McLaughlin and Harvey Ltd we have agreed the Final Account for the Public Works Contract at £9,926,195.

2.1.6 Taking this in conjunction with the various other costs (see table 2.2.1) this results in an Agreed Final Account for the Project of £12,498,288, against an Approved Project Budget of £12,539,783 i.e. an overall underspend of £41,495.

**Table 2.2.1. – Project Costs vs Budget**

Cost Heading	As at 20-Apr-21	Comments
<b>Main Works Contract</b>		
1. Agreed Final Account	£9,926,195	Valuation Nos 20 (Final) 19-Mar-21
sub total	£9,926,195	
<b>Associated Fees</b>		
A3320 - INFRA STRUCTURE UNDER CONSTRUCTION - SUPERVISION COSTS	£26,289	Clerk of Works Fees
A3330 - INFRA STRUCTURE UNDER CONSTRUCTION - OTHER STAFF COSTS	£70,963	CHORD - Dunoon Project Manager
A3340 - INFRA STRUCTURE UNDER CONSTRUCTION - CONSULTANCY FEES EXTERNAL	£832,306	Project Design Team and Cost Manager
A3345 - INFRA STRUCTURE UNDER CONSTRUCTION - MATERIALS TESTING	£366,862	Asbestos Surveys and Removals
A3359 - INFRA STRUCTURE UNDER CONSTRUCTION - LEGAL FEES INTERNAL	£9,137	Property Acquisition, CPO Process
A3360 - INFRA STRUCTURE UNDER CONSTRUCTION - LEGAL EXPENSES	£400	Registration of Property Acquisitions
A3365 - INFRA STRUCTURE UNDER CONSTRUCTION - ADVERTISING	£19,391	Primarily the costs associated with the Multivista Photo Documentation System
A3370 - INFRA STRUCTURE UNDER CONSTRUCTION - ESTATES FEES	£1,283	Property Valuation - Dunoon Library
A3375 - INFRA STRUCTURE UNDER CONSTRUCTION - PLANNING FEES	£12,019	Planning and Building Warrant (incl Variation)
A3380 - INFRA STRUCTURE UNDER CONSTRUCTION - PRIVATE CONTRACTORS	£33,384	Various contractors for minor works
A3385 - INFRA STRUCTURE UNDER CONSTRUCTION - LAND ACQUISITION	£533,308	Includes receipt of rental income due from SDS to A&BC and which has been credited to the Project Budget
A3389 - INFRA STRUCTURE UNDER CONSTRUCTION - PROPERTY FEES	£75,000	These are the levies paid from the Project Budget to PA23 BID for the Queens Hall
A3395 - INFRA STRUCTURE UNDER CONSTRUCTION - UTILITIES	£104,729	Utility usage and cost of diversions, disconnections and new connections
A3398 - INFRA STRUCTURE UNDER CONSTRUCTION	£179	Live Argyll - Meeting Room Rental
A3430 - INFRA STRUCTURE UNDER CONSTRUCTION - IN-HOUSE FEES - PROPERTY SERVICES	£2,943	
	£2,088,194	
<b>A&amp;BC FF&amp;E Costs</b>	<b>FFE Total</b>	£483,900
<b>Agreed Final Account</b>		<b>£12,498,288</b>
<b>Approved Project Budget</b>		<b>£12,539,783</b>
<b>Overspend/Underspend (AFA vs APB)</b>		<b>£41,495</b>

## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report

### 2.2 Achievement of Objectives against Business Case and PID

2.2.1 The original objectives, as set out in the Dunoon CHORD Waterfront Full Business Case – Rev1, dated 26 March 2012 (Aecom Consulting Ltd) and the PID were as follows:

- Make most of Dunoon waterfront in terms of economic development and regeneration.
- Deliver waterfront infrastructure that contributes to an attractive, vibrant and contemporary town centre.
- Create a safe, comfortable, accessible public realm that attracts residents and visitors to the area.
- Promote improved connectivity and public transport gateway (ferry review will be a determinant).
- Act as an enabler for private sector investment in the waterfront area and town centre.

2.2.2 The Dunoon Queen's Hall Refurbishment and Public Realm Improvements delivered the following physical assets:

- A revitalised Queen's Hall building, giving the local community, businesses and visitors alike exciting gathering places both inside and outside the building, including:



## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report

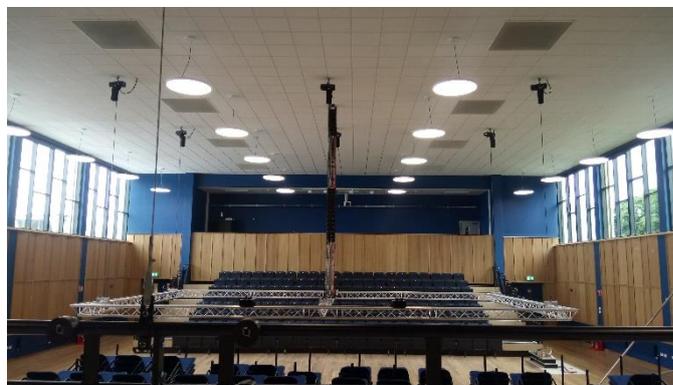
- the provision of a purpose built fitness & training suite which enables Live Argyll, the building operator, to offer their customers a bespoke multi use fitness environment that not only serves their fitness class programme but is also offered as a sports specific fitness area for the myriad of sports clubs in the area



- the provision of a new, purpose built home for Dunoon's Public Library



- the provision of offices, interview rooms, and hot desk facilities for Skills Development Scotland and their clients
- the provision of a completely refurbished main auditorium including: retractable bleacher seating, new lighting and audio visual facilities; and the ability to sub-divide the area to cater for different sized functions



- the provision a children's soft play area for children from early years up to age ten located at the start of the towns shopping area, and close to the transport interchange at the Pier

## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report



- the provision of a new purpose built cafeteria and bar, along with the associated catering facilities capable of servicing the various uses envisaged for the building e.g. meetings, weddings, exhibitions etc.



- the introduction of a new road layout, public realm with paving and soft landscaping to revitalise and enhance marine access to Dunoon town centre, Cowal and the National Park beyond



## 2.3 *Assessment of Unimplemented or Incomplete Objectives*

2.3.1 The original proposals envisaged three key tenants operating from the building following on from its refurbishment:

1. Argyll and Bute Council's Leisure and Cultural Services, the principal tenant, providing services including: music and entertainment events, weddings, conferences, public library, meeting room and main auditorium hire for community and commercial purposes etc.
2. Skills Development Scotland, who would be co-located with the public library on the first floor of the building, and which supports individuals to build their career management, work-based and employability skills, throughout their career journey, from school, into further learning opportunities and employment.
3. Visit Scotland, who would be located on the ground floor of the building at the main reception area, and which working closely with private businesses, public agencies and local authorities, work to ensure that Scotland's visitors experience the very best of Scotland and that the country makes the most of its outstanding tourism assets and realises its potential.

2.3.2 However in 2015, following an internal review of their business model, it came to the conclusion that going forward it would no longer have a need to secure physical premises as the intention was to deliver its services by electronic means, or by training up local partners/communities in the delivery of some of its' services. This resulted in the loss of projected and long term rental income for the Council, and a requirement to seek alternative uses for the space within the reception area which it would have occupied.

## 2.4 Additional Achievements Beyond Agreed Scope

Not Applicable

## 2.5 Lessons Learned

### ***Adopting a Partnership Approach to Contract Delivery***

2.5.1 The Main Works Contract utilised the Joint Contracts Tribunal (**JCT**), Standard Building Contract (**SBC**), with Bills of Quantities (**Q**), for use in Scotland (**Scot**), supplemented by Argyll and Bute Council's Supplementary Terms and Conditions (**JCT** Version).

2.5.2 From the outset, the Council's Project Team and the Contractor approached the implementation of the contracted works in a spirit of partnership, with a clear focus on outcomes and solutions.

2.5.3 Project's such as this are complex, and whilst a significant amount of planning and preparation goes into their delivery, it is almost inevitable that issues will arise which will require the parties to negotiate a mutually acceptable solution. Whilst the Terms and Conditions of the Contract set out the responsibilities and obligations that each party has to the other for the delivery of the works, an approach which relies solely on reference to 'the Contract' will not necessarily result in efficient delivery.

2.5.5 When issues or problems did arise during the implementation of the contracted works, the initial focus was always on the identifying the most efficient solution in terms of the key

criteria of cost, time and quality. The principals in each organisation worked hard to develop a mutual trust and respect for each other, which set the scene for how all of the personnel involved would engage with each other. It created a real sense of 'one team' whose key aim was the successful delivery of the contracted works. This allowed those with responsibility for the physical delivery of the works on site to maintain focus on progress, whilst the necessary commercial discussions and negotiations went on in the background.

2.5.6 This partnership approach, where both parties to the contract felt able to set out any concerns and issues without the risk of it degenerating into a contractual stand-off, meant that once the practical solution had been agreed, the parties came to the commercial negotiations with the same level of trust and openness, and a willingness to act reasonably in reaching an acceptable commercial outcome.

### **Recommendation**

2.5.7 Whilst: all parties with responsibility for the delivery of contracted works, services or goods should not lose sight of the contractual terms and conditions; and we would recommend that all Project Managers undergo training in the various standard forms of Contract e.g. JCT, NEC3 and now NEC4; this should not preclude them from approaching contract delivery with a clear focus on creating a strong sense of 'team' across the client, contractor and consultant organisations, with a clear focus on successful delivery through a solutions based approach to resolving issues when they arise.

### ***Keeping the Local Community Informed***

2.5.8 The works that we deliver are for the benefit of the communities and business of Argyll and Bute, and for those who visit our area. However, during their actual delivery phase it is highly likely that they could cause a certain level of disruption to day-to-day life.

2.5.9 Generally speaking local communities and business are understanding and accommodating when major projects such as this come along, however that is based on the presumption that they are kept informed, and up to date with what is happening.

2.5.10 This form of community engagement can take several forms e.g.: web-based Project pages; Community Newsletters; managed visits to the construction site; visits to local schools and community groups by the Project Team etc. The form of engagement must be appropriate to the audience, and it must ensure that it doesn't inadvertently exclude sections of the local community e.g. not everyone has internet access, so web page updates, or targeted e-mails won't reach everyone.

2.5.11 On this project we employed a number of mechanisms to engage with the local community including:

- A monthly Project Newsletter which was delivered in hard copy to local residents and businesses, with copies provided at the local Public Library, and electronic versions made available on the Council's CHORD Programme web pages.
- Engagement with local schools e.g. the Contractor, McLaughlin and Harvey Ltd had a team which undertook STEM and/or Health and Safety Presentations to local schools. The Council's Project Manager visited pupils from Kirn Primary who were developing their own proposals for a time capsule following the redevelopment of their school, to give them a presentation on the Project, and specifically to show them the contents of

## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report

the Queens Hall time capsule which included items from the original Dunoon Pavilion building (1905 – 1949) and the Queens Hall (built 1956).

- Engaging through the local BIDS organisation with local businesses in the form of presentations on the project, and how it might affect them during the delivery phase, listening to any concerns or issues that might have, and where appropriate and possible, revising our plans to minimise the disruption to them.

### **Recommendation**

2.5.12 All Project Leads should be encouraged to develop a robust and co-ordinated Community Engagement strategy for their project/s, co-ordinated as appropriate with colleagues from the Communications Team, Education, Economic Development etc.

2.5.13 Depending on the nature of the project i.e. if it is classified by the Planning Authority as a 'Major Development' there can be a statutory requirement to undertake consultation and engagement. That however, should be seen as a minimum requirement, and there should be a clear acceptance that meaningful and continuous engagement with local communities, throughout the lifecycle of a project, is a key tool in ensuring successful delivery. Keeping those affected by public works informed as to what is going on, and when, will help minimise complaints, and will demonstrate that we are actively engaging with and listening to our local communities.

### ***Trialling New and Emerging Technologies***

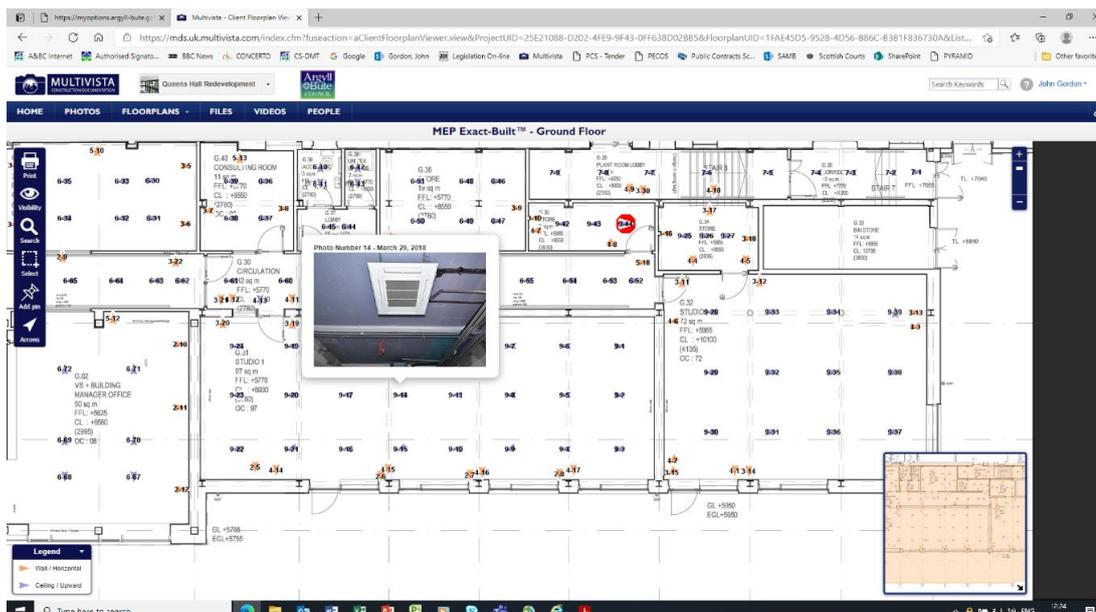
2.5.14 The Queen's Hall Refurbishment and Public Realm Improvements project was the first Council project to utilise a web-based construction documentation solution, which provides a complete, interactive visual record of the build process which is easily accessible for the lifetime of the project, and subsequently provides a Facilities Management tool for the on-going operation and maintenance of a built asset.

2.5.15 The system chosen for the project combined high definition photography and audio-video services with a robust software delivery platform (web-based and/or App) to create interactive as-built records, sitting on the architectural drawings for the project, of actual construction conditions and events.

2.5.16 This provided all members of the project delivery team i.e. Council, Contractor and Consultants remote access to high quality images and video of construction activities, no matter where they were located, to allow communication between team members, highlighting potential issues or raising queries, and providing a documented and auditable record of all such communication.

2.5.17 following the completion of the contracted works, this then provides the Council's own Property Services Management Team with another tool to assist them in the on-going operation and maintenance of our built assets. A key part of this is the ability for property officers to digitally strip away finishes to determine the location and extend of mechanical and electrical services when issues arise, or to physically locate hidden services which may be causing issues for building users. This subsequently enables a more targeted approach to maintenance interventions, without the need to carry out more intrusive/extensive investigations to ascertain the exact location of building services.

The Dunoon Queen's Hall Refurbishment and Public Realm Improvements  
End Project Report



### Recommendation

2.5.18 Major capital projects should give proactive consideration to the utilisation of a construction documentation solution to assist with the monitoring and reporting of project progress during the implementation phase, and subsequently to provide tools for the operation and maintenance of the finished asset. It should be noted that thus far, the Programme and Project Management Services Team has implemented such services to assist with the current works on the Rothesay Pavilion following the demise of the original contractor, and to support the delivery of the Helensburgh Waterfront Development. On the latter project the services have been enhanced/developed further to include the provision of 360° panoramic images and HD photos and video footage utilising drone technology.

2.5.19 Project teams should be encouraged to research and consider new and emerging technologies which could provide them with cost efficient tools for controlling, monitoring and reporting on the delivery of projects, or which can assist with the efficient operation and maintenance of the completed asset. The recent COVID-19 Pandemic, and associated control measures affecting travel and construction site activities, demonstrate the benefit of systems that can be accessed from anywhere in the world through web or App based platforms, reducing the requirement for personnel to physically travel to various sites. The added benefit of such systems are that they reduce the carbon footprint of projects associated with travelling to and from construction sites.

### Development of Project Costs and Budget

2.5.20 Major Projects such as the refurbishment of the Queen's Hall are typically delivered over a significant number of years e.g. the CHORD Programme, and the individual Projects which constituted it, were presented to the affected communities in 2008; the Queen's Hall Project is being approved for close out in 2021, some thirteen years later.

2.5.21 Most, if not all of our projects, follow the Royal Incorporation of British Architects (RIBA) Plan of Work<sup>1</sup>, which breaks the project lifecycle into eight distinct stages, from Stage –

<sup>1</sup> [www.ribaplanofwork.com](http://www.ribaplanofwork.com) 'The RIBA Plan of Work Stages and Project Strategies 2020 ©

## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report

0 'Strategic Definition', all the way through to Stage – 7 'Into Use/Service'. As you would expect, as a project develops through each of these stages the level of detail and of confidence associated with the cost and programme information increases significantly, and such that by the end of Stage – 4 'Technical Design' the Project Team has all of the information e.g. technical drawings, specifications, schedules, Bills of Quantities, planning permission, building warrants etc. to facilitate the procurement of a suitably qualified and experienced contractor to actually deliver the works.

2.5.22 If we look at how the projects anticipated costs have changed over time, we see that at Full Business Case (**FBC**) Stage, March 2012, the refurbishment of the Queens Hall building had an estimated cost of £6.9M, and the public realm and environmental improvements at had an estimated cost of £1.24M i.e. £8.14M in total.

2.5.23 In August 2015 at the end of RIBA Stage – 4 'Technical Design', the Project had a Pre-Tender Estimate (**PTE**) for the Construction Works Contract of £7,848,389, which resulted in an Anticipated Final Cost (**AFC**)<sup>2</sup> for the Project of £10,123,813, and against an Approved Project Budget (**APB**) of £9,055,000. The anticipated costs of the project had risen for a number of reasons, including: the impact of construction inflation, which is generally calculated with reference to the mid-point of the construction works phase; necessary changes to the scope of the works and/or the design solution, for example those arising following the completion of more intrusive studies of the existing structure of the building, or where the operational requirements of the building have changed over time; the cost of acquiring property, which is subject to property price indexation.

2.5.24 In August 2016, following the evaluation of the Tender Submissions, including the Tendered Prices for the Construction Works, and the approval of the Contract Award Recommendation to award the Contract to McLaughlin & Harvey Ltd, the Project had an Anticipated Final Cost and Approved Project Budget of £11,006,377. This was obviously based on how the construction market perceived the risks and opportunities associated with them delivering the contracted works e.g.:

- The geographical location of the construction site and additional costs associated with the logistics of transporting plant, equipment, materials and personnel to site
- The nature of the project, wherein a building refurbishment is considered to carry a higher risk than a new build, due to perceived issues around unknown conditions, services etc.
- Market conditions at the time i.e. if there is a relatively strong pipeline of construction contracts coming to market then contractors can be selective as to which ones they bid for, and their tender prices. The counter to this is that in a weak construction market we would expect to have greater interest in contract opportunities, and perhaps more competitive pricing.

2.5.25 This End Project Report provides the final figures in terms of Project Costs and Budget at Table 2.2.1 i.e.

- **Agreed Final Cost** **£12,498,288**

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<sup>2</sup> The AFC includes the cost of the construction contract, all professional and statutory fees, land and property acquisition, inflation, risk and contingency etc.

## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report

- **Approved Project Budget**            **£12,539,783**
- **Underspend of**                        **£     41,495**

2.5.26 If we simply compare the costs in the Full Business Case i.e. £8.14M against the Agreed Final Cost i.e. £12.5M this suggests that costs have increased by £4.36M or some 54%. However, it fails to present the figures in context in terms of the level of technical detail which is informing the estimate of costs and programme duration e.g. the FBC coincided with the end of RIBA Stage – 2 ‘Concept Design’, and what level of market testing there has been of the cost estimates. In addition it will not take account of external and or unforeseen events, out with the control of the Council, and which could have a substantive impact upon cost and programme, some recent examples of which include: the global financial crash of 2008; the EU Referendum and subsequent BREXIT Agreement; and the COVID-19 global pandemic.

2.5.27 It would therefore be more appropriate to compare the Anticipated Final Cost on the basis of Contract Award Stage Vs Agreed Final Cost. Under this comparison we get:

£11.01M Vs £12.5M i.e. a cost increase of £1.49M or 14% over the intervening 4<sup>1</sup>/<sub>2</sub> years

### ***Recommendation***

2.5.28 Further consideration should be given as to how cost are reported at each stage in a projects lifecycle, and for making public the Anticipated Final Cost and Programme for delivery, such that it is based on:

- (i) a detailed and developed design
- (ii) all statutory approvals, licences etc. being in place
- (iii) all land and property, as applicable, having been acquired, or suitable rights of servitude etc. having being agreed
- (iv) as far as practical the cost and programme information having been subjected to market analysis and validation.

2.5.29 In the longer term this would give key stakeholders, the local communities and businesses greater confidence in and certainty as to the Council’s ability to deliver against these Key Performance Indicators of Budget and Programme.

2.5.30 This would not preclude, in fact we would highly recommend that, the Council makes available the Cost and Programme information for the delivery of each individual stage in the project’s lifecycle at each stages commencement, from the end of RIBA Stage – 0 ‘Strategic Definition’ through to RIBA Stage – 6 ‘Handover’.

### ***Land and Property Acquisition***

2.5.31 The delivery of this project required the acquisition of three properties in private ownership to facilitate the refurbishment of the Queen’s Hall building, as well as the road realignment between Pier Esplanade / Alexandra Parade and Argyll Street.

2.5.32 Two of the properties were acquired through commercial negotiations between the Council and the owner, and generally speaking this process was efficient in delivering an efficient and effective transfer of title.

2.5.33 In respect of the third property, initial discussions began with the owner of the property late in 2013, however the final transaction to transfer the title was not settled until 25 January

## *The Dunoon Queen's Hall Refurbishment and Public Realm Improvements* End Project Report

2016, and then only after the Council had progressed powers to acquire the title through a Compulsory Purchase Order (CPO).

2.5.34 The negotiations around this property proved complex, time consuming and costly for various reasons, including:

- The owner changed their legal representatives on three separate occasions, as they were entitled to do, but which ultimately led to delay as their new legal team got up to speed on previous discussions etc.
- The relationship between the property owner and their tenant was unclear, and it was only through the initiation of the CPO process that we were able to determine that there was not in fact any legal/contractual relationship between the owner and the 'tenant'. This is an important point as previous discussions/negotiations/valuations had proceeded on the principle of Business Disturbance Costs etc. being payable to the 'tenant' on the basis of there being a commercial lease in place.
- Once the formal CPO process was initiated the owner lodged an objection with the Scottish Ministers, as was their right, meaning that the application for powers was then the subject of a Public Inquiry. In preparation for this the Project Team had to provide documentary evidence for the Council's Statement of Case, and Precognition Statements and CVs for key witnesses, including:
  - The CHORD Programme Manager
  - The Regeneration Project Manager
  - The Project Architect
  - The Council's Sports Development Officer
- It was only on the very eve of the Public Inquiry Hearing, scheduled for 1 December 2015 in Dunoon, that we were informed by the Inquiry Reporter that the property owner had withdrawn their objection to the application for CPO powers. Nonetheless due process required that the Council's witnesses appeared before the Inquiry Reporter, to give their evidence and to enable the Inquiry Reporter to formalise the administrative process.

### **Recommendation**

2.5.35 In the initial assessment of projects proposed for development a key criteria should be to ascertain whether or not all of the land and/or property required for the project's delivery is within the ownership of the Council, and whether there are any rights of servitude etc. that may need to be extinguished before the project can be delivered.

2.5.36 Where land and/or property is not in Council ownership the Project Manager should engage at the earliest possible opportunity with colleagues in Estates and Legal Services to determine whether it would be possible to efficiently and timeously secure the requisite title or access etc. rights.

2.5.37 Where it is determined that an efficient and timeous acquisition by negotiation/agreement is not possible, then early consideration should be given as to whether or not the benefits of the project to the wider community substantially outweigh the

disbenefits to the current owner, of a Stated Case being prepared in support of the Council securing the necessary compulsory powers to secure the necessary title and or rights of access etc.

### ***Construction (Design and Management) Regulations***

2.5.38 Under the Construction (Design and Management) Regulations (**CDM**) THE 'Client' has a number of statutory duties, including:

- Make suitable arrangements for managing a project.
- This includes making sure:
  - other dutyholders are appointed;
  - sufficient time and resources are allocated.
- Make sure:
  - relevant information is prepared and provided to other dutyholders;
  - the principal designer and principal contractor carry out their duties;
  - welfare facilities are provided.

2.5.39 At the beginning of construction works an incident occurred, which demonstrated that although the Council had made available all relevant information in its possession, unfortunately, through a breakdown in communication on the Contractor's side, not all of this had been passed on to their actual works delivery team.

2.5.40 A joint review of the incident by the Council and the Contractor identified that of the several hundred pieces of information made available by the Council at the Invitation To Tender Stage, certain key Reports, Drawings and Tender Clarifications issued by the Council, had not been transferred from the Contractors Tender Bid Team to their Works Delivery Team.

### ***Recommendation***

2.5.41 Following on from this incident the Programme and Project Management Services team now requires that all Agenda's for Contract Start-up Meetings between the Council, Contractor and Design Team include a specific item on the provision of documentation. This is to ensure that those charged with the physical delivery of the works are aware of and have been copied all documentation that had been issued by the Client, and are therefore, as far as practical, to take account of this information in the development and implementation of their Risk Assessments and Method Statements.

## 3.0 Programme Handover and Closure

### 3.1 Handover Plan for Systems, Resources and Products

3.1.1 The building was handed back to Argyll and Bute Council on 4 July 2018, following which the Council commenced the installation of Furniture, Fittings and Equipment (**FF&E**) to facilitate a 'soft' opening of the building to the public on 27 July with a concert by Skipinnish, followed by ABBA Mania on 28 July. The Queen's Hall then hosted a concert by The Proclaimers on 3 August 2018, following on from which it opened fully to the public, providing access to the Public Library and a myriad of fitness and training classes.

3.1.2 Due to a number of unforeseen circumstances, the Defects Rectification Period, which normally runs for a period of 12 months post Practical Completion had to be significantly extended. Initially this was due to the lead times involved in investigating certain snags e.g. the operability of the main entrance/exit doors, water ingress at the Fly Tower, and issues with the Air Handling Units, to: (1) determine the root cause of the fault; (2) agree on a mitigation solution; and subsequently (3) implement the solution, including as appropriate ordering new plant, equipment and/or materials.

3.1.3 Subsequently the works to implement the agreed solutions were delayed by the emergence of the COVID-19 Pandemic and the imposition of restrictions on working and travel introduced by the United Kingdom and Scottish Governments.

3.1.4 All snagging was finally closed out by the end of March 2021, and the Final Certificate of Making Good Defects was issued to McLaughlin and Harvey Ltd.

3.1.5 Responsibility for day to day maintenance of the Queen's Hall now sits with the Councils Property Services Team, whilst for public realm (hard landscaping) and new road layout responsibility sits with the Councils Roads and Amenity Services.

3.1.6 The works contract included for maintenance of the soft landscaping for the first year following Practical Completion, and the project has subsequently commissioned a local contractor, Graham's Garden's to provide landscape maintenance services through to November 2022, following which responsibility would be expected to transfer to the Councils Amenity Services.

### 3.2 Summary of Benefits – Actuals against Business Case Allocation

3.2.1 The projects making up the CHORD Programme were subject to an initial Perception and Socio-Economic Baseline Assessment, undertaken by the EKOS consultancy. The intention remains that once all of the constituent projects have been completed, an Economic Assessment of the benefits realised from the CHORD Programme Investment Decision will be undertaken, and reported to the appropriate Committees of the Council. Under the normal course of project delivery, benefits realisation assessments are generally undertaken some 12-18 months post completion/introduction into service, as this allows the new or refurbished asset sufficient time to bed in, and/or ramp up to its full operational capacity and capability. Unfortunately the emergence of the COVID-19 Pandemic has had an impact on a number of the CHORD Projects in terms of: completing the physical works e.g. the Adaptive Restoration of the Rothesay Pavilion, where the Contractor went into Administration in April 2020; closing

## The Dunoon Queen's Hall Refurbishment and Public Realm Improvements End Project Report

out the defects rectification e.g. Dunoon Queen's Hall; and/or having a sustained period of operations against which to assess their economic impact upon their local communities. Once there is greater clarity around the roadmap for the economic recovery post-COVID, a decision can be taken in respect of commissioning the Programme level Economic Assessment.

### **Community Benefits**

3.2.2 The following Community Benefits were delivered by the Principal Contractor, McLaughlin and Harvey Ltd during the implementation of the works contract:

3.2.3 The contract adopted the Client-Based Approach to Community Benefits (Retail, Leisure, Sports and Entertainment – Band 3), as well as an additional clause in relation to work experience placements with the local secondary school and achieved the following outcomes:

Employment and Skills Areas		Summary – No.	Completed RAG
1	Work Placement (16-19yr olds) - persons	4	2 <sup>3</sup>
2	Work Placement (14-16yr olds) - persons	1	0 (CSCS)
3	Curriculum Support Activities – individual engagement	3	3
4	Graduates - persons	0	1
5	Apprentice Starts - persons	3	3
6	Existing apprentices - persons	1	1
7	Apprentice completion - persons	1	1
8	Job advertised through local employment vehicles - number	1	2
9	N/SVQ start for subcontractors - persons	2	2
10	N/SVQ completion for subcontractors - persons	2	2
11	Training plans for subcontractors - number	3	3
12	Supervisor training for subcontractors - persons	3	3

<sup>3</sup> Work Placements – whilst MCLH were able to provide 2 of the planned 5 placements, the other 3 placements were either not taken up (14-16yr olds) and/or there were issues with those nominated for the placements either not having the necessary H&S certification and/or Personal Protective Equipment (16-19yr olds).

*The Dunoon Queen's Hall Refurbishment and Public Realm Improvements*  
End Project Report

13	Leadership and management training for subcontractors - persons	2	2
14	Advanced health and safety training for subcontractors - persons	3	>5

- A local groundwork contractor, Storie Argyll Ltd, was appointed (contract value circa £1.2m);
- A local joinery company was appointed to complete renovation works in the offices at 24 Argyll Street to enable McLaughlin and Harvey Ltd to utilise them as site offices/accommodation for the initial phase of the project (contract value circa £3,500);
- The demolition sub-contractor provided jobs for four local residents of Dunoon, and sent one of their employees on a site supervisor course;
- The main contractor provided banksman training for 5 employees of the demolition sub-contractor;
- The M&E sub-contractor had one local apprentice working on the site; and provided employment for two local residents that worked as labourers on the project;
- Visits to Castle Tennis Club and Dunoon Men's Shed group took place;
- The main contractor donated materials for shelving/storage to Dunoon Youth Football Club and outdoor bowling equipment to St Muns Primary School. A donation was given to a local organisation to install flower beds in a planter located adjacent to the pier in advance of the Cowal Games. They also arranged with Dunoon Grammar School to deliver a significant quantity of reclaimed timber to them. This provided high quality Canadian maple that the school and its' pupils have subsequently used on a number of practical projects.

### 3.3 *Project Closure Recommendation*

**As:** all project outcomes have been delivered, with respect to the physical assets making up the project; all previously notified defects have been closed out by the Works Contractor, McLaughlin and Harvey Ltd, and to the satisfaction of the Client, Argyll and Bute Council; the Certificate of Making Good Defects having been issued to McLaughlin and Harvey Ltd on 23 March 2021; the Final Account has been agreed as between Argyll and Bute Council and McLaughlin and Harvey Ltd; and the Final Valuation, Payment Certificate and Invoice have been processed for payment, thereby releasing the remainder of the Contract Retentions; **we therefore recommend to the Project Board that the Queens Hall Refurbishment and Public Realm Improvements Project be formally closed out.**

**Name:** John Gordon



**Signature:**

**Designation:** Programme Manager, Programme and Project Management Services Team

**Date:** 30 April 2021

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**ARGYLL AND BUTE COUNCIL**  
**CHIEF EXECUTIVE'S UNIT**

**Bute and Cowal Area Committee**  
**1<sup>st</sup> June 2021**

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**SUPPORTING COMMUNITIES FUND 2021/22**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to decide on the allocation of the council's Supporting Communities Fund (SCF) for Bute and Cowal.
- 1.2 The total Supporting Communities Fund budget made available by the Council for allocation in Bute and Cowal for distribution in 2021/22 is £23,233
- 1.3 It is recommended that 13 applicants are awarded funding.
- 1.4 Applicants awarded funds from the council's Supporting Communities Fund have 18 months in which to spend the funds.

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ARGYLL AND BUTE COUNCIL

Bute and Cowal Area Committee

CHIEF EXECUTIVES

1<sup>st</sup> June 2021

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## SUPPORTING COMMUNITIES FUND 2021/22

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### 2.0 INTRODUCTION

- 2.1 The report details recommendations for the award of the council's Supporting Communities Fund (SCF). The total Supporting Communities Fund budget made available by the Council for allocation in Bute and Cowal for 2021/22 is **£22,500**. In addition, there is a carry forward from the financial period 2019/20 of **£733** from return of unspent funds from previous applicants which gives the total amount available **£23,233**.
- 2.2 Following consultation on the SCF with the community and recommendations from this agreed at Council on 26 November 2021. Organisations can apply for up to £2,500 and the period of spend is 18 months. This is what the respondents of the consultation wanted. Improvements were also made to simplify the application process.
- 2.3 The SCF is a popular fund and has attracted 20 applications from the Bute and Cowal area requesting a total of £45,493 in funding.
- 2.4 Applications are scored against criteria set out in the guidance (<https://www.argyll-bute.gov.uk/council-and-government/third-sector-grants> )
- 2.5 Due to Covid-19 restrictions applicants who received funding in 2020/21 were granted an extension to carry funds forward to March 2022. Where an organisation has been recommended for an award and received funds in 2020/21, the award recommended within this report is either for a different project or the original award has been spent and an End of Project Monitoring Form received.

### 3.0 RECOMMENDATIONS

- 3.1 Members are asked to agree that 13 applications are awarded funding from the Supporting Communities Fund budget totalling £23,233. These are listed with an award recommendation in Table 1 under 4.0 of the report.

## 4.0 DETAIL

- 4.1 The SCF is marked through a robust process which involves financial checks and contact with the applicant to verify any information where required. All applicants need to provide satisfactory essential information on governance and finance to be eligible for further assessment. The scoring is based on a set of criteria outlined in the guidance and made available on the council's website: ([Guidance for applicants](#)). Applications to the fund in March 2021 must meet one or more of the criteria:
- Fairer Communities – tackling poverty by sharing opportunities.
  - Resilient Communities – rebuilding and repairing from a pandemic; noting that this is only in the case of the group being unable to access other specific funds for this, e.g. Scottish Government funding.
  - Greener, cleaner communities – climate change mitigation
  - Creative Communities - Creativity for Health and Wellbeing
- 4.2 Of the 20 applications received, 2 applications were not eligible. These applicants have been notified and provided with support on applying to other funds where relevant.
- 4.3 Of the 18 eligible applications (requesting a total of £45,493) one is a partnership project seeking to reduce fraudulent activity due to Covid-19 and has been passed to the Community Planning Partnership which is currently supporting partnership working on this.
- 4.4 10 applicants have not applied to the fund in the previous year/ two years. Applications to the fund are listed in alphabetical order, by applicant name, in Table 1.
- 4.5 Members are asked to agree that 13 applicants are recommended to be awarded funding from the total available of £23,233; of these, 3 are for island based projects. The applications recommended for award of funding are indicated by the award amount shown in column 'Award 2021/22' in Table 1. The detail of the projects is in Table 2.
- 4.6 Unsuccessful applicants are marked 'no award' in the table, and will be provided with information on alternative sources of funding and support.
- 4.7 Successful projects funded have to complete a report at the end to evidence the impact of the spending of the money. The results of this are brought to Area Committee in June 2023, if not before depending on project duration.

Table 1 – Supporting Communities Fund Recommendations of Award 2021/22

Ref No	Organisation	Grant 20/21	Total Project Cost	Amount Requested	Award 2021/22
1	Alienergy	N/A	£2,500	£625	No Award(see item 4.3 of report)
2	Argyll Arts Collective	N/A	£11,800	£2,500	£2,000
3	Beachwatch Bute	N/A	£3,500	£2,500	£2,000
4	Bute Resilience Team	N/A	£2,900	£2,500	£2,000
5	Cairndow Village Hall Recreation Committee	New	£6,381	£1,039	£1,039
6	Cowal Open Studios	New	£2,400	£2,400	No award
7	Dunoon BID PA23	No Award	£3,900	£2,200	£2,200
8	Dunoon Exp	N/A	£2,500	£2,500	No Award
9	Dunoon Gateway Project	N/A	£7,200	£2,500	£2,000
10	Dunoon Men's Shed	N/A	£2,757	£2,401 (£758 - eligible costs)	£758
11	Family Mediation	N/A	£10,000	£2,500	No Award
12	Friends of the Riverbank Bird Hide, Kilmun	£500	£3,340	£1,840	£1,840
13	Fyne Futures Ltd	New	£3,310	£2,450	No Award
14	Kames and District Recreation Hall Committee	New	£1,922	£1,922	£1,922
15	Lochgoilhead Bowling Association	N/A	£1,964	£1,964	£1,197
16	Rothesay and District Pipe Band	No award	£3,300	£2,500	£2,000
17	Sandbank Community Council	N/A	£9,237	£2,500	£2,500
18	The Shore Art Club	New	£2,112	£2,112	£1,777
		<b>Total Available</b>			<b>£23,233</b>
		<b>Total Recommended</b>			<b>£23,233</b>

Table 2 – Supporting Communities Fund Recommendation

Ref	Organisation	Application Detail
2	Argyll Arts Collective	Towards costs to deliver a 6 week community writing project – encouraging creative writing and discussion, looking to increase learning opportunities related to literacy. Also funding will be used to run outdoor workshops related to a new Woodland trail to encourage use to the outdoors. Furthermore, to promote and deliver live events in local halls throughout Cowal from July 2021.
3	Beachwatch Bute	Towards cost of purchasing and installing a 4th storage bench for the collection of marine litter on Bute. The benches are made by recycling farm plastic waste and will allow access to litter pickers / bags and PPE for all community members. The lifespan of these benches are 40 years and Beachwatch Bute has already installed 3 storage benches around the Island.
4	Bute Resilience Team	Towards costs of delivering First Aid training and Mental Health First Aid Training for the Bute Resilience team. At present the group have approximately 30 volunteers involved in their activities. The Bute Resilience Team offered a vital service as an emergency response group to the vulnerable on Bute during the pandemic, delivering prescriptions and shopping and delivering food supplies.
5	Cairndow Village Hall Recreation Committee	Cairndow Village hall has applied for funding to help increase hall usage and to start a small gardening project on its grounds for local residents - many of whom are elderly. This project aims to increase health and wellbeing by involving and attracting elderly residents to the centre. The hall is keen to develop social and support services to all members, and is furthermore involved in the delivery of NHS teleservices. The group was active during both lockdowns, providing outdoor cafes, and a meeting point in the community
7	Dunoon Bid PA23	The funding will be used to help deliver a number of outdoor cultural events in Dunoon Town centre, accessible to residents and to attract and entertain visitors to the area throughout the year.
9	Dunoon Gateway Project	The funding will be used to help cover rent and utilities to run a Youth Hub for the young people of Dunoon and Cowal in the former Seasons Coffee shop. This is reacting to a recognised gap in services, and meeting the need for a safe place for young people to congregate and socialise.
10	Dunoon Men's Shed	This application is to help install a dust extractor within the Dunoon Men's woodwork shed. This is an active move to improve the workshop environment and Health and Safety for volunteers.

Ref	Organisation	Application Detail
12	Friends of the Riverbank Bird Hide	Towards costs of Installing a small pedestrian and traffic safety barrier to improve access to the hide. This will increase safety for children and wheelchair users as it removes the risk posed by an embankment beside the path. The application also includes costs of Improving the pathways, parking and cycle parking to increase access and usage of the site in general. This is with particular reference to those with mobility issues / wheelchair users in the wider community and the group membership.
14	Kames and District Recreation Hall Committee	The group is applying for funding to help with the re-opening of the hall following the Covid pandemic. The funds will be used to purchase fans to improve the efficiency of their heating system, to provide a comfortable environment for hall users, to pay for Public Liabilities Insurance and for deep cleaning of the premises. This is to allay member's anxieties re-entering the hall.
15	Lochgoilhead Bowling Association	The Lochgoilhead Bowling Club are applying for funding to assist in the reopening of their hall and to increase the security and fire safety of the premises. The funding will be used to pay for Public Liability Insurance, a CCTV system, smoke and heat detectors - hardwired to meet upcoming legal requirements- and assistance with general running costs. The centre is a de-facto community hall in the area and offers formal and informal clubs and meeting space for local residents.
16	Rothesay and District Pipe Band	The funding will be used to run a programme of weekend pipe and drumming workshops for members and their families over the summer holidays. The band has 80 members and pre-Covid rehearsed and took part in national competitions. These workshops will provide a fun environment to ease the members back into musical practise and get the whole family involved.
17	Sandbank Community Council	The Sandbank Community Council are looking for help with costs towards the draining and stabilisation of Broxwood picnic area in Sandbank. This was identified by a community mapping exercise from Loch Lomond and Trossachs National Park 2014 as an area for improvement and followed up by the Sandbank Community Council for action. This is a longstanding project with the appropriate technical knowledge sought and contractors identified.
18	The Shore Art Club	The Shore Art Club are applying for a grant to help restart the group following the Covid Pandemic, offering weekly art lessons from local tutors and also to build a store of arts equipment and materials, that can be used by group members. This will help to remove financial barriers to participation and encourage new membership.

## **5.0 CONCLUSION**

- 5.1 The Supporting Communities Fund application and assessment process has been completed as set out within the guidance.
- 5.2 The recommendations made fully allocate the funding available for financial year 2021/2022.

## **6.0 IMPLICATIONS**

- 6.1 Policy: N/A
- 6.2 Financial: Recommendations in the report are limited to the budget allocation available in 2021/22 for the Supporting Communities Fund in Bute and Cowal
- 6.3 Legal: Applications are initially assessed to ensure that groups are constituted with managed accounts.
- 6.4 HR: N/A
- 6.5 Fairer Scotland Duty: The Supporting Communities Fund supports community groups in tackling poverty, reducing inequality and building a fairer and more inclusive Scotland.
  - 6.5.1 Equalities - protected characteristics: Applicants are given the options of receiving the application in large print and other languages.
  - 6.5.2 Socio-economic Duty: None known
  - 6.5.3 Islands: 4 of the applicant projects are island based. 3 of these are recommended for funding.
- 6.6 Risk: risk to the public pound is managed through the assessment and scoring, and through the end of project monitoring process.
- 6.7 Customer Service: None

## **7.0 Appendices**

- 7.1 Table 3 No Grant Recommendation

**Chief Executive Pippa Milne**

**Policy Lead Cllr Devon**

**Community Planning Manager Rona Gold**

12<sup>th</sup> May 2021

**For further information contact:** Sharon MacDonald/ David Hagerty

Community Development Officers for Bute and Cowal, Tel 01700 501357

## Appendix 1

**Table 3 – No Grant Recommendation**

Ref	Organisation	Eligible applications receiving lower scoring
6	Cowal Open Studios	Design, printing and production of new Dunoon-themed flags to adorn the purposed installed flagpoles in Dunoon town centre.
8	Dunoon Exp	Towards costs of a weekend residential as part of Dunoon eXp's activities.
13	Fyne Futures Ltd	To establish a path as part of a communal community growing space for people to grow their own food.
11	Family Mediation	<p>This grant is to help expand the provision in the 4 committee areas across A&amp;B by offering increased delivery of these services.</p> <ul style="list-style-type: none"> <li>• Family mediation</li> <li>• Individual support programmes for children experiencing separation</li> <li>• Child contact sessions for “estranged / alienated” partners accessing services.</li> </ul>



## **Bute and Cowal Area Committee**

**Date of Meeting:** 1 June 2021

**Title of Report:** Integration Joint Board- Performance Report (March 2021)

**Presented by:** Stephen Whiston - Head of Strategic Planning & Performance

### **The Area Committee is asked to:**

- Note and consider the HSCP performance progress regarding remobilisation of activity in line with NHS Highland performance target for 2020/21 agreed with Scottish Government to 70%-80% of 2019/20 activity
- Note and consider the extension to the reporting timescales for the Annual Performance Report and review guidance with regards to the Strategic Commissioning Plan and Integration Scheme

## **1. BACKGROUND**

Reporting against the HSCP Health & Wellbeing Outcome Indicators continues to be affected by the recent re-escalation of Covid19 pandemic requiring health and care services remain on an “emergency” footing. Thus there continues to be a performance reporting and data lag at both a governmental and local partnership level affecting many of the HSCP Health & Wellbeing Outcome Indicators.

The remobilisation of services across both health and social care is a Scottish Government priority and frontline staff and managers are working hard to achieve this across the Health & Social Care Partnership. Our priority is on ensuring that key services and access as far as possible for people is managed and delivered locally and safely within the Covid19 pandemic operating context.

This report was presented to the IJB in March 2021 to provide an update on the impact on service performance with regards to Covid19 pandemic and the progress made with regard to remobilising health and social care services in Argyll & Bute.

A further report will be provided to the IJB and publicly in June 2021.

## **2. INTRODUCTION**

NHS Highland’s (NHS) Remobilisation plan focuses on the areas agreed as priorities with the Scottish Government and includes information on 10 work streams and associated projects. Alongside this the Framework for Clinical Prioritisation has been established to support Health Boards with prioritising service provision and framing the remobilisation of services against 6 key principles within a Covid19 operating environment:

1. **The establishment of a clinical priority matrix 1P-P4** (detailed above)
2. **Protection of essential services** (including critical care capacity, maternity, emergency services, mental health provision and vital cancer services)
3. **Active waiting list management** (Consistent application of Active Clinical Referral Triage (ACRT) and key indicators for active waiting list management, including addressing demand and capacity issues for each priority level)
4. **Realistic medicine remaining at the core** (application of realistic medicine, incorporating the six key principles)
5. **Review of long waiting patients** (long waits are actively reviewed (particularly priority level four patients))
6. **Patient Communication** (patients should be communicated with effectively ensuring they have updated information around their treatment and care)

### 3. COVID 19 OVERVIEW

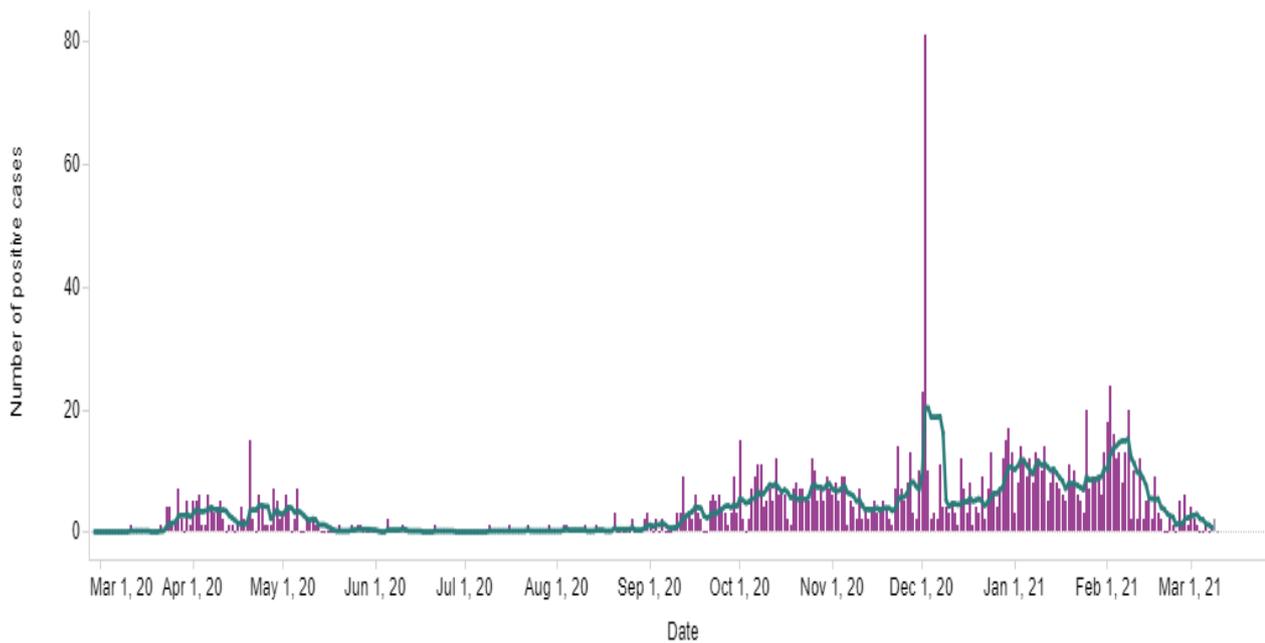
The data in the table below identifies the most recent Covid19 prevalence as at the 12<sup>th</sup> March and in particular aligns the data with testing, deaths and tier status. The data is shown by HSCP, Local Authority and Health Board areas to illustrate prevalence, the overall Scotland wide data provides the national backdrop.

National / Board / LA	Cases Daily	Cases (Last 7 Days)	Total Positive Cases	Tests Daily	Tests (Last 7 days)	Total Tests	Tests Positive % (L7d)	Deaths (Last 7 days)	Total Deaths
Scotland	591	3,524	207,747	26,761	131,308	4,771,667	3.10%	76	7,483
NHS Highland	8	100	4,793	1,334	6,874	237,712	1.70%	4	168
NHS GG&C	183	1,035	64,596	5,975	31,302	1,192,923	3.90%	19	2,151
A&B HSCP	0	5	1,410	314	1,604	70,516	0.70%	0	71
Highland Council	8	95	3,301	1001	5,175	164,165	2.00%	4	97
Glasgow City	119	727	38,261	3,168	16,521	624,333	5.00%	8	1116

(Data Source – Public Health Scotland Daily COVID 19 @ Data 12/03/2021)

The Argyll & Bute trend analysis with regards to positive COVID19 cases for March 2020 to March 2021 identifies a further reduction in the 7 day moving average in infections, and overall numbers remain low.

## Positive cases by specimen date in Argyll &amp; Bute



Figures for the most recent dates are likely to be incomplete due to the time required to process tests and submit records.

(Data Source- PHS Covid19 data as at 10<sup>th</sup> March 2021)

### 3.1 Covid19 Vaccination Performance

With regards to Immunisation performance the latest data up to the 14<sup>th</sup> March notes:

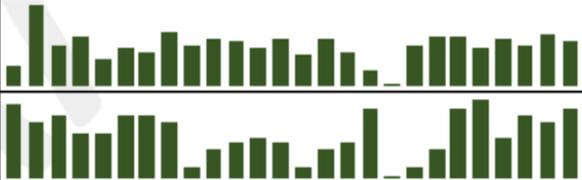
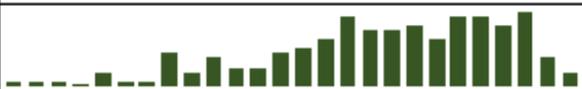
- **A&B dose 1** = 37,221 this equates to 51% of the total population having had their first dose
- **A&B dose 2** = 3,057 this equates to 4.2% of the total population having had their second dose

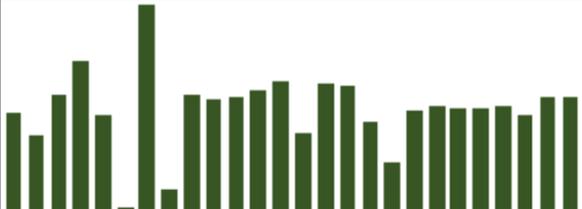
### 4. REMOBILISATION PERFORMANCE

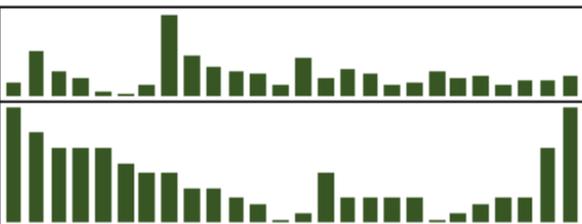
The tables below summarises and illustrates the HSCP service remobilisation performance against agreed SGHD target (70-80%) across Health and Social care showing significant progress being made.

Argyll and Bute HSCP Remobilisation Cumulative Performance to 28<sup>th</sup> February 2022

	February Cumulative (to W/E 28th February)			Weekly Activity Trend (1 Sep to 28th Feb)
<b>TTG</b>	Target	Actual	%Var	
TTG Inpatient & Day Case Activity (All Elective Admissions)	40	45	13%	
<b>REFERRALS</b>	Target	Actual	%Var	
Total AHP Referrals Monitoring	772	685	-11%	
Total Outpatient Referrals	764	610	-20%	
Total Urgent Suspicion of Cancer Referrals Received	20	9	-55%	
<b>OUT PATIENTS</b>	Target	Actual	%Var	
Total New OP Activity Monitoring	560	591	6%	
Total Return OP Activity Monitoring	904	1380	53%	
Total AHP New OP Activity Plan	556	613	10%	
Total AHP Return OP Activity Plan	1312	2091	59%	
<b>DIAGNOSTICS</b>	Target	Actual	%Var	
Total Endoscopy Activity Monitoring	56	67	20%	
Total Radiology Activity Monitoring	312	480	54%	
<b>CANCER</b>	Target	Actual	%Var	
Total 31 Days Cancer - First Treatment Monitoring	0	1	0%	
<b>UNSCHEDULED CARE</b>	Target	Actual	%Var	
Total A&E Attendances Monitoring (LIH)	408	364	-11%	
Total A&E Attendance (AB Community Hospitals)	1244	1281	3%	
Total % A&E 4 Hr (LIH)				
Total Emergency Admissions IP Activity Monitoring (LIH)	148	145	-2%	
Emergency Admissions IP Activity Monitoring (AB Community Hospitals)	148	172	16%	

	February Cumulative (to W/E 28th February)			
ADULT SOCIAL CARE	Target	Actual	%Var	
Total Number of Adult Referrals	716	954	33%	
Total Number of UAA Assessments	224	273	22%	
Total Adult Protection Referrals	24	36	50%	
Total New People in Receipt of Homecare	36	48	33%	
Total New Care Home Placements	16	19	19%	
Total No of Delayed Discharges	10	12	20%	

COMMUNITY HEALTH	Target	Actual	%Var	
Total Mental Health – New Episodes	80	48	-40%	
Total Mental Health – Patient Contact Notes	584	766	31%	
Total DN – New Episodes	92	122	33%	
Total DN – Patient Contact Notes	4032	4151	3%	
Total AHP - New Episodes	276	325	18%	
Total AHP - Patient Contact Notes	2523	2523	0%	

CHILDREN & FAMILIES SOCIAL CARE	Target	Actual	%Var	
Total Number of Child Request for Assistance Referrals	196	156	-20%	
Total Number of NUCA Assessments	88	92	5%	
Total Number of Children on CP Register	38	39	3%	

(Please note that not all MH community and AHP activity is captured due to data lag and some services are not yet on automated systems)

## 5. WAITING TIMES PERFORMANCE

The table below identifies the length of wait associated with each of the specialities alongside the totals and booking status as at 10<sup>th</sup> February 2021

Performance against December 2020 data notes an overall 3.9% reduction in the total percentage Outpatients Waiting more than 12 weeks. Overall the data suggests a continuing slow reduction in waiting times with a slight increase in March outpatient booking activity.

Main Specialty	Total on Waiting List	Length of Wait (weeks)				Appointment Status		
		Over 26	12 to 26	Under 12	% > 12 Weeks	Booked	Unbooked	% Un Booked
Consultant Outpatients Total	1095	205	187	703	35.8%	405	690	63%
Mental Health Total	745	493	135	171	77%	68	677	90.9%
AHP OTHER Total	410	72	40	298	27.3%	127	283	69.0%
Nurse Led Clinics Total	120	17	13	90	25%	72	48	40%
All OP WL Total	2931	776	461	1694	42.2%	834	2097	71.5%

New Outpatient Waiting List Summary position as at 10<sup>th</sup> February 2020

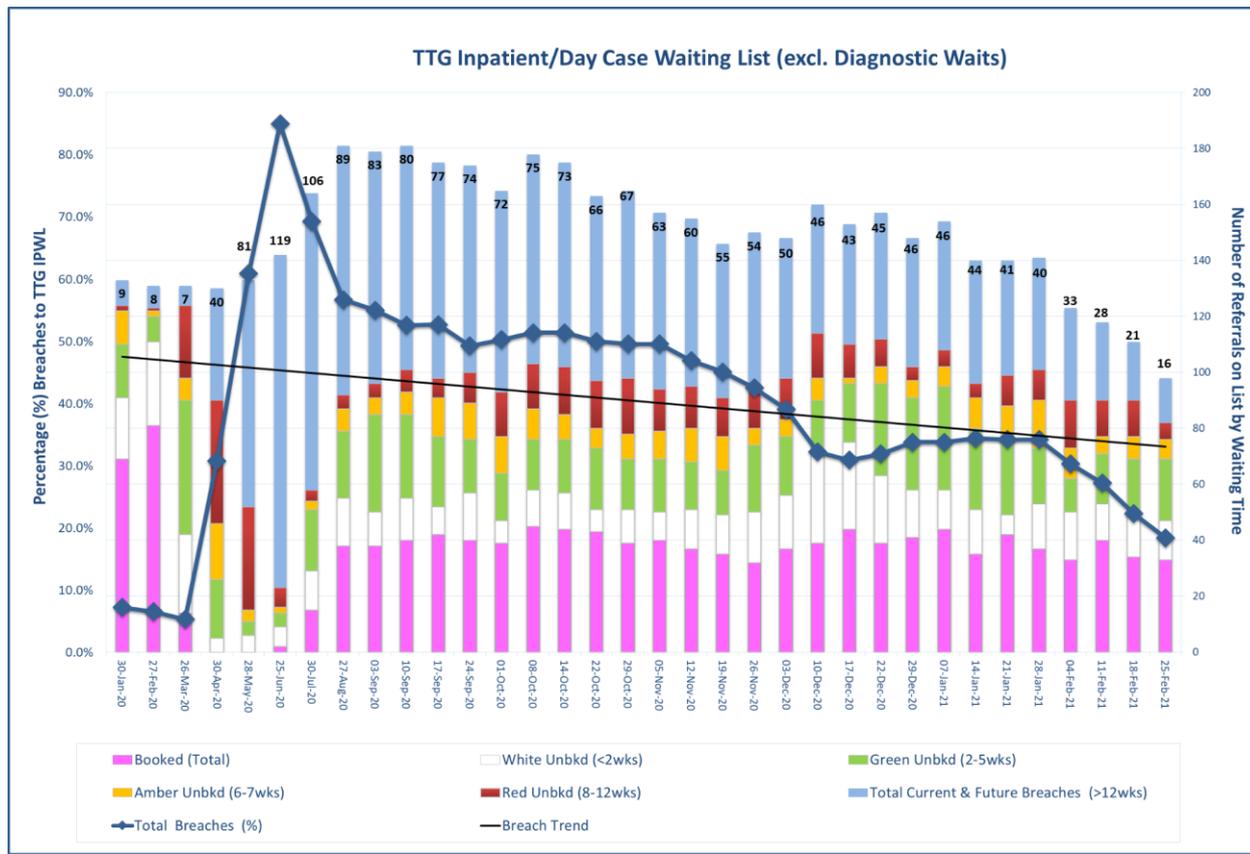
The Tables below illustrate the scale of virtual new and return consultant outpatient performance for Lorn & Islands Hospital and Community Hospitals in Argyll and Bute undertaken to the 21<sup>st</sup> February 2021:

<b>Cumulative activity at 21<sup>st</sup> February 2020 Virtual Consultant Outpatient</b>				
<b>Speciality</b>	<b>LIH New</b>	<b>LIH Return</b>	<b>Community Hospitals New</b>	<b>Community Hospitals Return</b>
Cardiology	2	181	9	190
Clinical Oncology	1	10	0	0
Dermatology	4	52	0	7
ENT	97	11	17	22
Endocrinology & Diabetes	1	51	5	101
General Medicine	24	574	19	190
General Surgery	9	65	2	8
Gynaecology	28	43	28	15
Haematology	4	218	0	0
OMFS & Oral Surgery	199	12	0	0
Orthopaedics	9	60	10	8
Ophthalmology	0	0	1	9
Paediatrics	15	128	62	261
Paediatrics community	0	0	41	107
Respiratory Medicine	6	117	0	0
Urology Virtual	0	148	0	0
<b>Total</b>	<b>399</b>	<b>1670</b>	<b>194</b>	<b>918</b>

(Data Source- NHS Highland Remobilisation Plan We 3<sup>rd</sup> January 2021)

Virtual patient appointments data for the Lorn & Islands Hospital notes a combined 29% increase in new and returning appointments and this trend continues with a combined 28% increase for Community Hospitals against December data.

With regards to Inpatient and Day Case performance in the Lorn & Island Hospital the graph below shows continuous improvement in the percentage of people waiting longer more than 12 weeks for their Treatment Time Guarantee (TTG).



For the Boards reference Appendix 1 presents NHS Scotland Board Level KPI's including Outpatient and Percentage of Treatment Time Guarantee Waiting >12 Weeks as at February 2021. Member's attention is directed to NHS GG&C performance as our secondary care provider for the majority of our population.

## 6. ANNUAL PERFORMANCE & STRATEGIC COMMISSIONING PLAN UPDATE

### Annual Performance Reviews

The Scottish Government has moved legislation last week to extend the Coronavirus Scotland Act (2020) through to the 30th September 2021. This means that IJBs will be able to extend the date of publication of Annual Performance Reviews through to November, using the same mechanisms as last year, which is laid out in the Coronavirus Scotland Act (2020), Schedule 6, Part 3.

## 7. SERVICE REMOBILISATION PLANS 2021/22

NHS Highland's (NHS) Remobilisation plan sets out the journey in its response to Covid19 and recovering performance in the context of the NHS Scotland Covid19 Framework for Decision Making of *Re-mobilise, Recover and Re-design* and the subsequent correspondence received from the Scottish Government regarding remobilisation.

This plan takes us through 2021-2022 and focuses on the areas agreed as priorities with the Scottish Government. A significant amount of work has been completed to this effect since the last remobilisation plan was submitted to the government (31 July 2020).

The 2021/22 plan is being considered by the NHS Highland Board at its meeting on the 30<sup>th</sup> March and

Argyll & Bute HSCP's activity remobilisation performance targets have been incorporated into the NHS Highland plan for 2021/22. These have been formulated on the basis of assumed levels of capacity and demand, using financial year 2019/20 as a baseline. The HSCP has assumed demand will remain consistent with that seen in 19/20 (pre pandemic) across all specialties and settings.

For in house provisioned services i.e. the Medical, Surgical and Oral Surgery specialties delivered across Argyll & Bute and from within Lorn & Islands Hospital we anticipate 90% remobilisation capacity, this applies to planned elective inpatient/day case procedures, outpatients and endoscopy.

NHS GGC have committed to delivering 80% capacity based on 2019/20 activity targets across outpatient outreach services, throughout all four quarters.

The Radiology department in LIH has benefited from capital funding and now has a permanent second ultrasound machine, as such additional clinics can be run when necessary and 100% capacity has been assumed across non-obstetric ultrasound, CT and Barium examinations.

## **8 GOVERNANCE IMPLICATIONS**

### **8.1 Financial Impact**

The Covid19 pandemic and its impact has seen a national allocation of funding monies in-line with need and submitted remobilisation plans.

### **8.2 Staff Governance**

There has been a variety of staff governance requirements throughout this pandemic which have been identified and continue to be progressed and developed include health and safety, wellbeing and new working practices within national Covid19 restrictions

### **8.3 Clinical Governance**

Clinical Governance and patient safety remains at the core of prioritised service delivery in response to the pandemic and subsequent remobilisation.

## **9. EQUALITY & DIVERSITY IMPLICATIONS**

Service delivery has been impacted by the Covid19 pandemic and ongoing and new EQSEIA will be required to be undertaken as appropriate.

## **10. GENERAL DATA PROTECTION PRINCIPLES COMPLIANCE**

Data use and sharing is daily via national Scottish Government and Public Health Scotland websites meeting GDPR requirements.

## **11. RISK ASSESSMENT**

Risk assessments are in place across the HSCP to ensure staff and service user safety within Covid19 guidance and as appropriate tier restrictions.

## **12. PUBLIC & USER INVOLVEMENT & ENGAGEMENT**

Public and user updates are available nationally at the Scottish Government COVID 19 website alongside advice and updates on both the Council and NHS Highland Internet sites.

**13. CONCLUSION**

The remobilisation of services within Argyll and Bute has made good progress operating within a Covid19 compromised operating context.

The remobilisation planning for 2021/22 has taken this into account and the performance targets agreed with the SGHD and are aligned with NHSGG&C remobilisation rates and are included in NHS Highland remobilisation plan for 2021/22

The Area Committee is asked to note and consider this update on the impact of the Covid19 pandemic on the HSCP performance and its subsequent remobilisation of services.

**14. DIRECTIONS**

Directions required to Council, NHS Board or both.	<b>Directions to:</b>	tick
	No Directions required	x
	Argyll & Bute Council	
	NHS Highland Health Board	
	Argyll & Bute Council and NHS Highland Health Board	

**REPORT AUTHOR AND CONTACT**

**Author Name:** Stephen Whiston

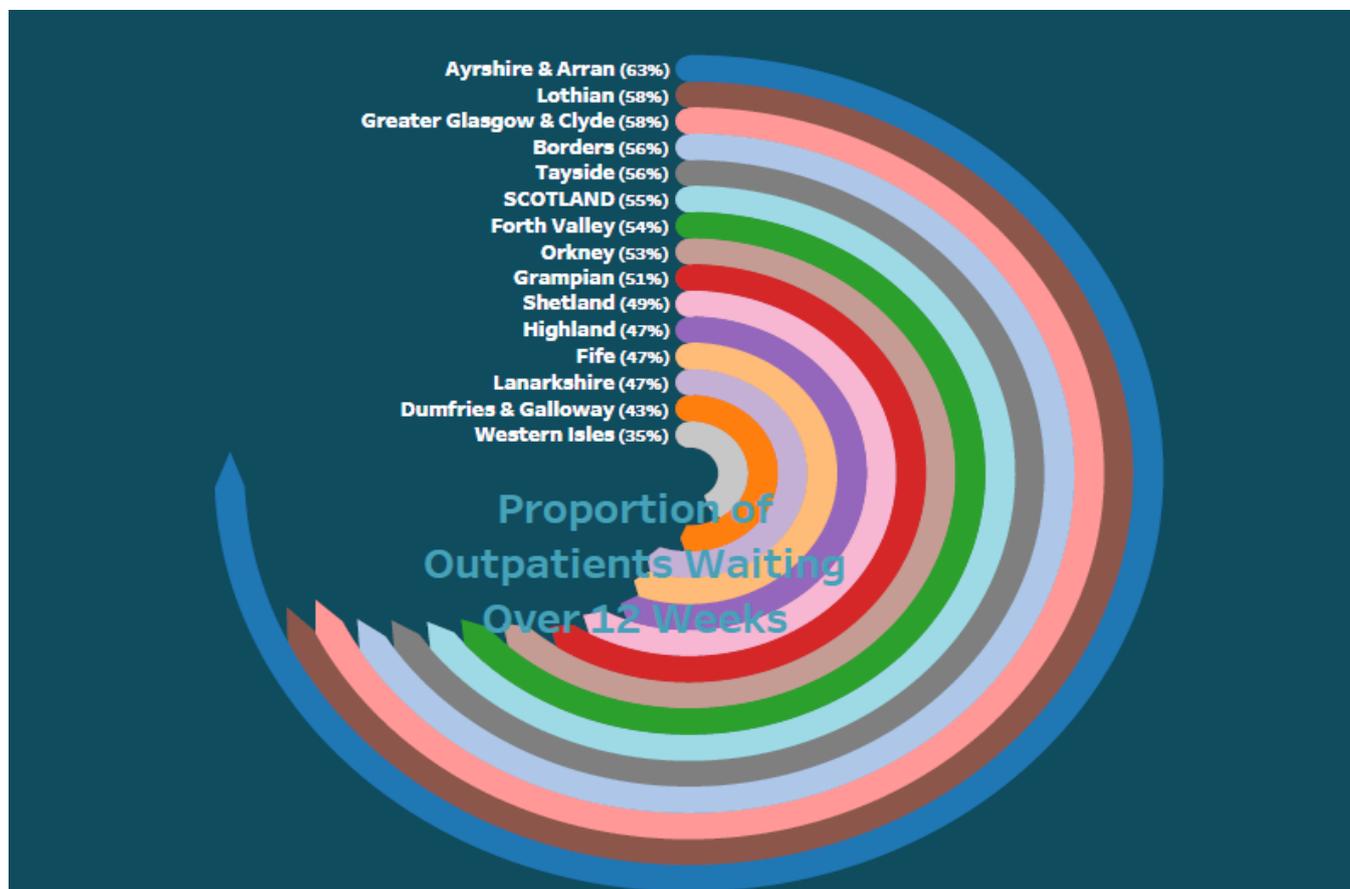
**Email:** [stephen.whiston@nhs.scot](mailto:stephen.whiston@nhs.scot)

Appendix 1

Board Level KPI's & Percentage of Treatment Time Guarantee Waiting >12 Weeks as at February 2021

Current Week Performance Table

	1 February 2021								
	TTG - patients waiting over 12 weeks	TTG - patients waiting over 26 weeks	Core 4 hour ED Performance (week)	Patients Spending over 8 hours in core ED (week)	Patients Spending over 12 hours in core ED (week)	Core ED Attendances (week)	Delayed Discharges (total)	OPWL - waiting over 12 weeks	OPWL - waiting over 26 weeks
SCOTLAND	57,932	40,863	85.5%	380	99	16,503	0	186,697	98,931
Ayrshire & Arran	3,438	2,352	83.7%	84	44	1,238	0	21,139	12,354
Borders	1,064	758	71.8%	36	15	440	0	3,422	1,482
Dumfries & Galloway	556	219	91.3%	4	0	450	0	3,797	1,150
Fife	1,287	691	90.9%	2	0	759	0	8,399	3,095
Forth Valley	1,681	1,039	88.3%	14	0	812	0	8,869	3,919
Grampian	8,533	6,631	80.8%	16	2	1,133	0	15,375	8,503
Greater Glasgow & Clyde	17,230	12,752	86.5%	85	11	4,202	0	53,986	30,911
Highland	3,412	2,521	87.5%	12	3	711	0	6,564	2,749
Lanarkshire	5,803	4,287	84.8%	58	5	2,759	0	13,673	5,448
Lothian	9,210	6,133	82.2%	69	19	3,000	0	38,103	22,199
Orkney	57	36	98.4%	0	0	63	0	524	267
Shetland	98	59	100.0%	0	0	90	0	513	332
Tayside	4,770	2,985	95.3%	0	0	803	0	11,917	6,378
Western Isles	100	0	97.7%	0	0	43	0	400	132



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**ARGYLL AND BUTE COUNCIL  
EDUCATION SERVICE**

**BUTE & COWAL AREA COMMITTEE  
1<sup>st</sup> June 2021**

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**PRIMARY SCHOOL REPORT 2020-21 – BUTE AND COWAL**

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**1.0 EXECUTIVE SUMMARY**

1.1 Attached is a report on the Primary schools in Bute and Cowal 2020-21 which is being presented to the Bute and Cowal Area Committee for noting.

**2.0 RECOMMENDATIONS**

2.1 The members consider the contents of the appended report

If you require further information, please contact the (Acting) Head of Education, [simon.easton@argyll-bute.gov.uk](mailto:simon.easton@argyll-bute.gov.uk)

**Douglas Hendry**

**Executive Director with responsibility for Education Services**

**Simon Easton**

**Acting Head of Education: Lifelong Learning and Support**

**Councillor Yvonne McNeilly**

**Policy Lead for Education and Lifelong Learning**

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**ARGYLL AND BUTE COUNCIL  
EDUCATION SERVICE**

**BUTE & COWAL AREA COMMITTEE  
1<sup>st</sup> June 2021**

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**PRIMARY SCHOOL REPORT 2020-21 – BUTE AND COWAL**

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**For further information contact:**

Lorna Stewart (Acting) Area Education Officer

7<sup>th</sup> May 2021

**APPENDICES**

**Primary Area Report 2020/21 – Bute & Cowal**

# OUR CHILDREN...



# THEIR FUTURE...

Education Service

Primary Area Report:  
Bute and Cowal

## Introduction

Within the Bute and Cowal area there are 14 Primary Schools, three on Bute and 11 in Cowal. There is secondary school provision at Dunoon Grammar School and Rothesay Joint Campus. Nursery provision is provided within several of these schools and Gaelic Medium Education is provided at Sandbank Primary School. Primary school rolls in Bute and Cowal vary considerably ranging from 17 pupils (Kilmodan PS) to over 270 (Kirn PS).

The Education Performance Data Analysis Report to Community Services Committee on 8<sup>th</sup> December 2020 asked elected members to agree the recommendation that important information on the progress made in relation to attainment, achievement and progression to positive destinations across Argyll and Bute would be considered further when the data from Insight was made available. Due to school closures, from Mar 2020 – August 2020 and again, from January 2021 – current time, the Community Services Committee paper – The National Improvement Framework for Scottish Education, which provides elected members with an overview of the Argyll and Bute Primary and Secondary achievement in Literacy and Numeracy for P1, P4, P7 has not been delivered since this data was not collected nationally in June 2020. This report therefore provides a range of key information about school provision during the period of initial lockdown (March – June 2020), return to school, (August – December 2020) and subsequent move to remote learning delivery/ blended delivery models (January – March 2021) and reports the last National collection of attainment and achievement data from June 2019.

Additional and more detailed information about each school can be found in the schools' Standards and Quality Reports. In addition each school's Improvement Plan outlines their main priorities for improvement. Most schools have an active website where these documents can be accessed and further links or information can be obtained from the Head Teacher.

## SIMD Profile:

Table shows number of pupils at each SIMD level in each cluster area of Argyll and Bute.

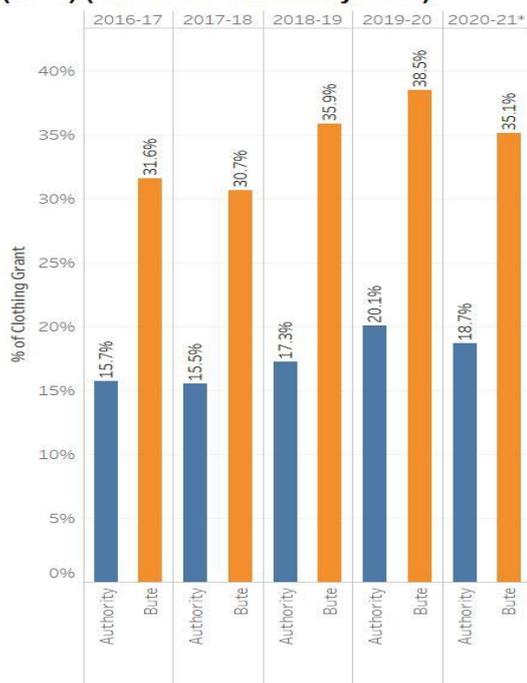
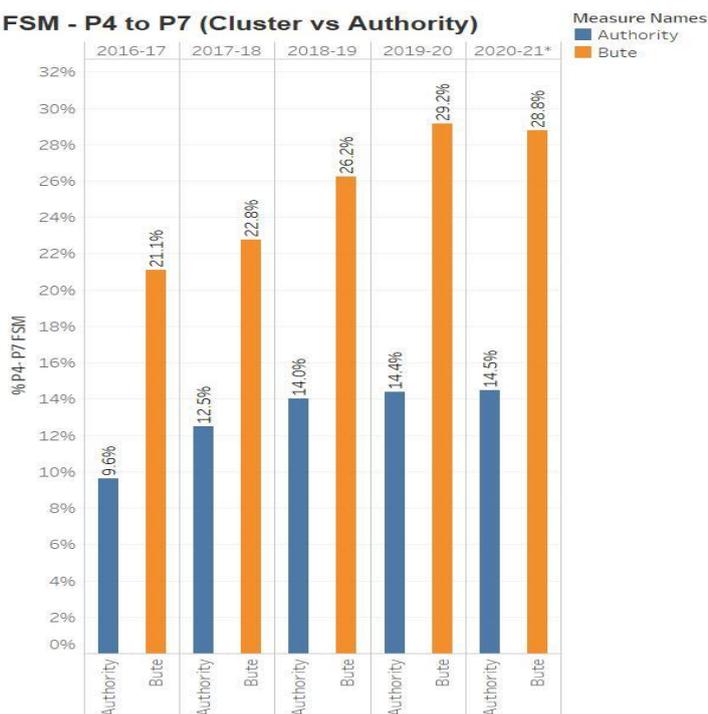
Cluster	1	2	3	4	5	6	7	8	9	10	Unknown	Total
Bute	56	80	122		46		25		21			350
Cowal	127	72	118	120	246	214		1				898
Helensburgh and Lomond	53	95	109	49	133	248	297	387	209	129	1	1710
Islay and Jura				37		171					1	209
Kintyre North				1		78	41				1	121
Kintyre South		90	67	30	81	173	89				1	531
Mid-Argyll			57	73	51	152	174				1	508
Mull and Iona						93	88				2	183
OLI	23		7	183	389	173	347	146		1	6	1275

**Bute Cluster Primary School Profile 2020-2021**

Primary School Roll (as at census) *						
Cluster Primary Schools	16/17	17/18	18/19	19/20	20/21	% change in Roll over 5 years <sup>1</sup>
North Bute Primary School	35	37	33	36	38	8.57%
Rothesay Primary School	275	286	277	254	249	-9.45%
St Andrew's Primary School	63	61	53	50	58	-7.94%
<b>Total Roll for cluster</b>	<b>373</b>	<b>384</b>	<b>363</b>	<b>340</b>	<b>345</b>	<b>-7.51%</b>

\* Data for rolls provided at Census each year

<sup>1</sup> Please note the % change in Roll over 5 years shows the percentage change in roll figures from 2016/2017 to 2020/2021 and is not an average.

**Footwear and Clothing Grant and Free School Meal Information for Bute****(CFG) (Cluster vs Authority AVG)****FSM - P4 to P7 (Cluster vs Authority)**

<sup>2</sup> Clothing and Footwear Grant (CFG) is not shown as a National Average as each authority set their own criteria and therefore cannot be compared accurately. Please note that 2019-2020 data for CFG and Free School Meals (FSM) is to date (end February 2021) and therefore may change as the year progresses.

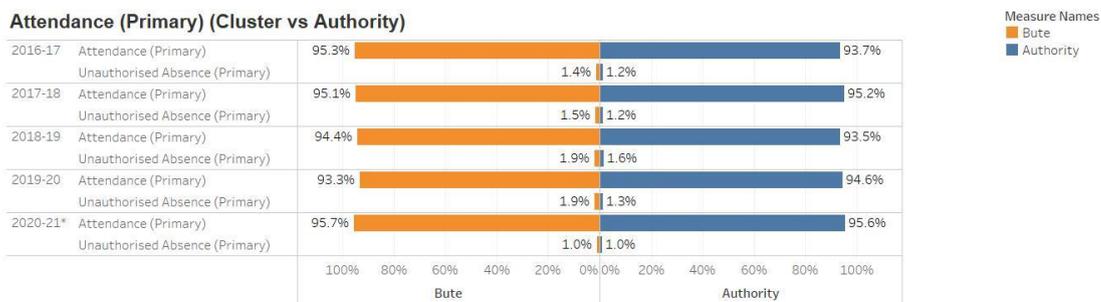
In May 2018 the Scottish Government introduced a School clothing grant minimum set at £100. The school clothing

grant now has a minimum level of £100 in all local authorities.

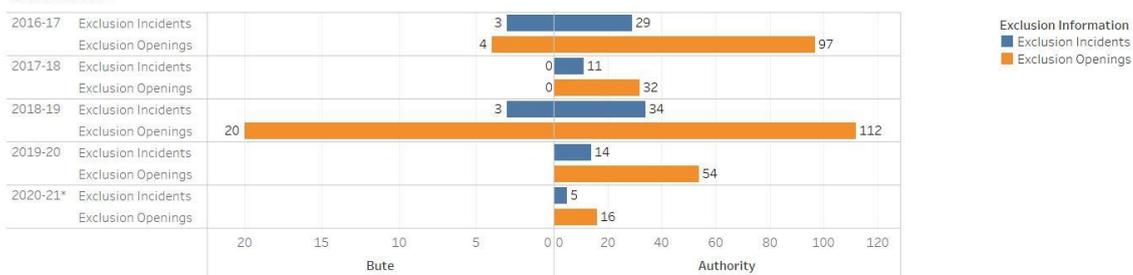
For Academic Session 2019-2020 Education Service worked with Revenue and Benefits to implement 'Auto-enrol' for CFG where a recipient on Council Tax or Housing Benefit. If the applicant was on a passported benefit (Income Support, Jobseekers Allowance (Income Based) or Employment and Support Allowance (Income Related)) they were also awarded FSM.

## Exclusion and Attendance Information for AREA

### Attendance (Primary) (Cluster vs Authority)



### Exclusions



<sup>4</sup> Authorised absence includes bereavement, short – term exceptional domestic situations, religious observance, weddings of immediate family. Unauthorised absence includes truancy, unexplained absence and most family holidays during term time. Attendance and absence is outlined in Management Circular 3.03.

<sup>5</sup> Attendance, Absence and Exclusion information is now collected on a biennial basis and was **not** collected for 2013/2014, 2015/2016, 2017/18 academic years. It was collected at the start of 2019/2020 session for 2018/2019.

<sup>6</sup> Please note that attendance data for 2020-2021 is for the year to date and not a complete year. It is therefore subject to change.

<sup>7</sup> Please note that exclusion data for 2020-2021 is for the year to date and not a complete year. It is therefore subject to change.

## Achievement of level June 2019 for Bute area



### NOTES:

ER English reading, EW English writing, ELT English Listening and talking N Numeracy

GR Gaelic reading, GW Gaelic writing, GLT Gaelic Listening and talking.

\* Pupil numbers are suppressed

- The data highlighted in green indicates that this is above the national average for this stage and curricular area. The table below outlines the National expectations of when most children and young people may achieve each level:

CfE Level	Stage
Early	The final two years of early learning and childcare before a child goes to school and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and fourth	S1-S3, but earlier or later for some.

### Further information:

National Improvement Framework for Scottish Education –

<https://www.gov.scot/policies/schools/national-improvement-framework/>

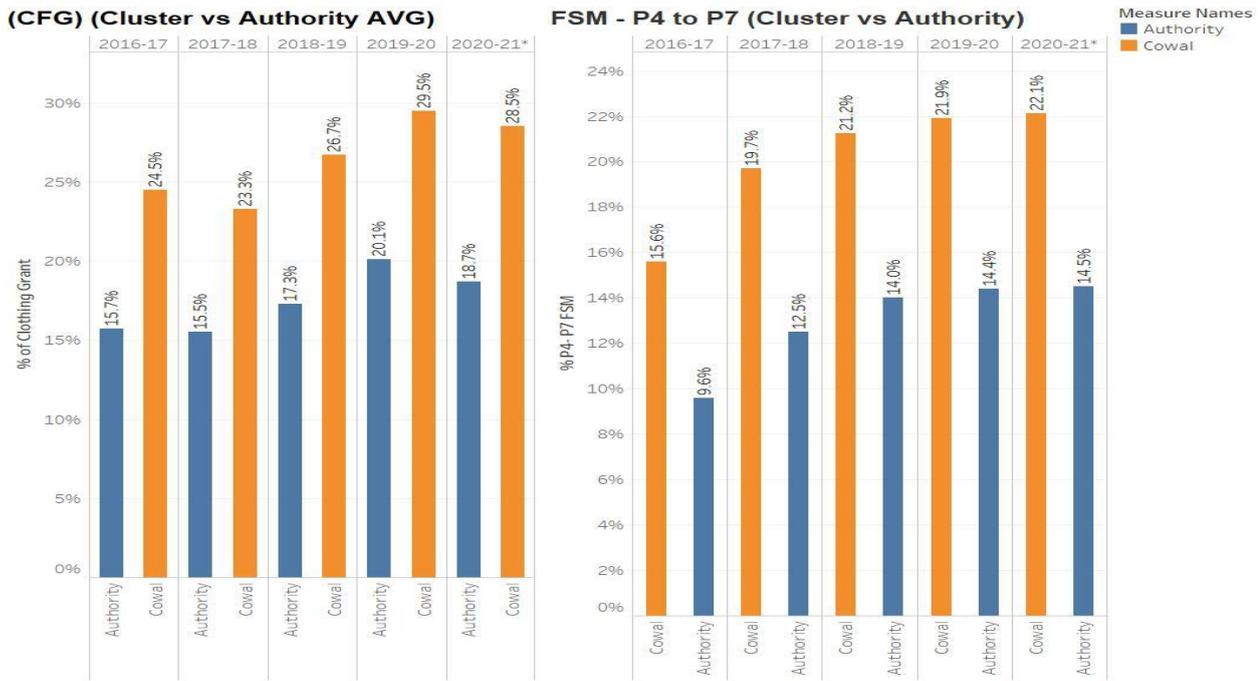
**Cowal Cluster Primary School Profile 2020-2021**

Primary School Roll (as at census) *						
Cluster Primary Schools	16/17	17/18	18/19	19/20	20/21	% change in Roll over 5 years <sup>1</sup>
Dunoon Primary School	188	189	206	203	191	1.6%
Innellan Primary School	19	26	32	28	29	52.63%
Kilmodan Primary School	13	14	16	14	17	30.77%
Kirn Primary School	250	284	276	274	273	9.2%
Lochgoilhead Primary School	24	26	23	25	29	20.83%
Sandbank Primary School	72	72	63	70	62	-13.89%
Sandbank Primary GMU	42	38	44	46	52	23.81%
St Mun's Primary School	135	125	121	99	87	-35.56%
Strachur Primary School	42	38	32	27	27	-35.71%
Strone Primary School	25	30	27	20	23	8%
Tighnabruaich Primary School	31	38	36	40	45	45.16%
Toward Primary School	25	30	30	27	21	-16%
<b>Total Roll for cluster</b>	<b>866</b>	<b>910</b>	<b>906</b>	<b>873</b>	<b>856</b>	<b>-1.15%</b>

\* Data for rolls provided at Census each year

<sup>1</sup> Please note the % change in Roll over 5 years shows the percentage change in roll figures from 2016/2017 to 2020/2021 and is not an average.

## Footwear and Clothing Grant and Free School Meal Information for Cowal



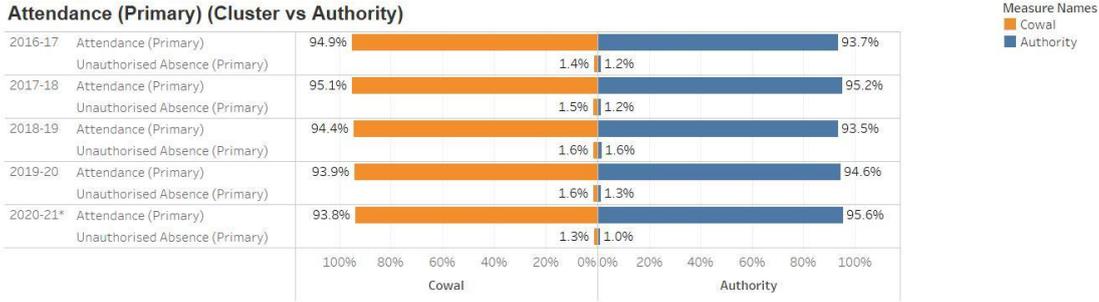
<sup>2</sup> Clothing and Footwear Grant (CFG) is not shown as a National Average as each authority set their own criteria and therefore cannot be compared accurately. Please note that 2019-2020 data for CFG and Free School Meals (FSM) is to date (end February 2021) and therefore may change as the year progresses.

In May 2018 the Scottish Government introduced a School clothing grant minimum set at £100. The school clothing grant now has a minimum level of £100 in all local authorities.

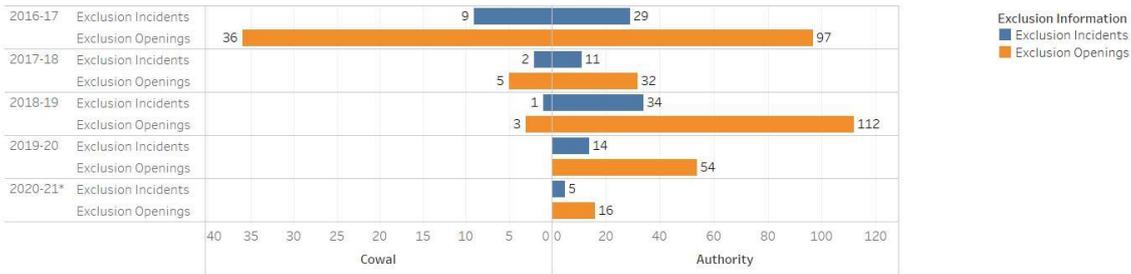
For Academic Session 2019-2020 Education Service worked with Revenue and Benefits to implement 'Auto-enrol' for CFG where a recipient on Council Tax or Housing Benefit. If the applicant was on a passported benefit (Income Support, Jobseekers Allowance (Income Based) or Employment and Support Allowance (Income Related)) they were also awarded FSM.

## Exclusion and Attendance Information for Cowal

### Attendance (Primary) (Cluster vs Authority)



### Exclusions



<sup>4</sup> Authorised absence includes bereavement, short – term exceptional domestic situations, religious observance, weddings of immediate family. Unauthorised absence includes truancy, unexplained absence and most family holidays during term time. Attendance and absence is outlined in Management Circular 3.03.

<sup>5</sup> Attendance, Absence and Exclusion information is now collected on a biennial basis and was **not** collected for 2013/2014, 2015/2016, 2017/18 academic years. It was collected at the start of 2019/2020 session for 2018/2019.

<sup>6</sup> Please note that attendance data for 2020-2021 is for the year to date and not a complete year. It is therefore subject to change.

<sup>7</sup> Please note that exclusion data for 2020-2021 is for the year to date and not a complete year. It is therefore subject to change.

## Achievement of level June 2019 for Cowal area



## Achievement of level June 2019 for Cowal area – Gaidhlig



**NOTES:**

ER English reading, EW English writing, ELT English Listening and talking N Numeracy

GR Gaelic reading, GW Gaelic writing, GLT Gaelic Listening and talking.

The table below outlines the National expectations of when most children and young people may achieve each level:

CfE Level	Stage
Early	The final two years of early learning and childcare before a child goes to school and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and fourth	S1-S3, but earlier or later for some.

**Further information:**

**National Improvement Framework for Scottish Education –**

<https://www.gov.scot/policies/schools/national-improvement-framework/>

**Wellbeing, Transitions and Safeguarding**

<b><u>Timescale</u></b>	<b><u>Action</u></b>
Mar 2020– June 2020	<p><b>AIM - Ensure effective transitions for all learners to enhance wellbeing</b></p> <p>A separate subgroup considered all aspects of transition. The Inclusion and Equality Team and Educational Psychology Team carried out significant work to identify good practice from within and out with Argyll and Bute as we moved in to the protection phase and staff and learners returned to school buildings. A working group developed documentation supporting transition back in to school.</p> <p><b>AIM - Support schools to build resilience in their communities</b></p> <p>School staff, Educational Psychologists, Education Support Officers, Education Officers and the Youth Services team worked together with partners to consider and respond to the needs within our communities in ways that built resilience and included careful consideration of how other processes, such as the delivery of meals, support this task. This subgroup submitted a draft version for the Supporting Schools to Build Resilience section of the guidance from this work stream.</p> <p><b>AIM - Support the wellbeing of school leaders, teachers and support staff</b></p> <p>Much work has been considered to ensure that the wellbeing of all our staff is at the heart of developments. The resource Hub associated with <i>Our Children, Their Mental Health</i> has been kept up to date and promoted for staff within Education, the HSCP and third sector. The trauma training modules, as well as ensuring appropriate support for children and young people, focus on all relationships and acknowledge that many staff will have experienced recent events and the move to the next phase as traumatic. The subgroup made a range of recommendations including checking in with staff daily, finding opportunities to laugh and trauma training for themselves and others. There is a need to signpost supports for staff who may be in need of specific intervention. This subgroup submitted a draft version for the supporting of school leaders, teachers and support staff section of the guidance from this work stream. This subgroup referred to the corporate health and well-being support services available across the council.</p> <p><b>AIM - Signpost and deliver appropriate professional learning resources to support wellbeing</b></p> <p>Links were been made to existing training that will be central to ensuring the positive mental health and wellbeing of all as we move forward. This includes:</p> <ul style="list-style-type: none"> <li>• Training on nurture and resilience, building on the work of the nurture strategy group.</li> <li>• E-learning trauma training to ensure a trauma informed workforce.</li> <li>• Links to appropriate modules have now been sent to all staff working within our educational establishments.</li> <li>• Evidence based interventions in relation to Promoting Alternative Thinking Strategies (PATHS) and Living Life to the Full.</li> </ul>

	<ul style="list-style-type: none"> <li>• Dan Hughes training on PACE (Playfulness, Acceptance, Curiosity and Empathy).</li> </ul> <p>Training specifically related to mental health and wellbeing issues is being considered as children and young people return to school buildings. The subgroup have developed an excel spreadsheet with a brief outline of a range of evidence based materials with age and stage information included. The document has a key word search capacity to make this a user friendly resource. The group has suggested that schools could have wellbeing teams to help coordinate the strategies and approaches to support wellbeing. It will be important that establishments are encouraged to focus initially on wellbeing developments that are already being implemented such as nurture approaches and PATHS.</p>
Aug 2020 – Dec 2020	<p><b>Aim - Ensure effective transitions for all learners to enhance wellbeing</b></p> <p>Transitions and wellbeing training sessions have now been delivered by the Educational Psychology Service to staff from primary and secondary schools, with a session for ELC practitioners also taking place. Sessions for Education Officers and further sessions for schools took place week beginning 10 August 2020.</p> <p>The Equality and Inclusion team have worked with the Psychological Services team to ensure new guidance and support is in place for children and young people that need a phased return to school after lockdown.</p>
Jan 2021 – Mar 2021	<p>Due to the new government restrictions, the safeguarding and vulnerability assessments and guidance were updated and reissued to education staff. They were also shared with HSCP partners.</p> <p>There have been many individual discussions about establishing the most vulnerable across the authority. The additional vulnerability risk assessment has been a key multi-agency tool in establishing a consistent threshold and ensuring those that need support can access it.</p> <p>The EPs and Inclusion and Equality ESO continued to provide robust support during this lockdown period to children, young people and their families and education establishments.</p> <p>The Principal Teacher for Nurture started on 3 February 2021 to support the development of nurturing relationships across our schools, in conjunction with the Educational Psychology Service.</p> <p>The procedures for considering the need for substantially enhanced provision within schools or external day placements was reviewed as levels of vulnerability increased. This ensured a rigorous and consistent approach to meeting needs across Argyll and Bute.</p> <p>There was strong uptake for the coaching support offered to our school leaders with positive feedback on impact. This intervention was put in place following discussion with Head Teachers about measures that would support the continuation of effective leadership in uncertain times. There was a lot of activity based on establishing demand for Learning Centres for those in Early Years and those in the P7 to S1 transition</p>

	<p>phase for session 2021-22. A projection paper and recommendations was prepared for Head of Service information and discussion.</p> <p>Community Services Committee paper was prepared for consideration of a 7<sup>th</sup> year being possible for those pupils with severe and complex needs. The proposal was developed for consideration due to the exceptional circumstances of the pandemic and the resulting lack of positive experiences that will be available at this point in time post school for this particular group of young people within Argyll and Bute.</p>
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### **Education Recovery/ Supporting learners from disadvantaged backgrounds /Remote learning and teaching**

<b><u>Timescale</u></b>	<b><u>Action</u></b>
Mar 2020– June 2020	<p>Between March and June 2020, Argyll and Bute Education Recovery Workstream 2 comprised 14 members from across education sectors, roles and areas of expertise. It addressed 10 areas identified by different Scottish Government's COVID-19 Education Recovery Group (CERG) - Workstreams: SG Workstream 1 – Term 4 Learning; Workstream 3 – Curriculum and Assessment; Workstream 4 – Supporting Learners from Disadvantaged Backgrounds; Workstream 5 – Pastoral Care for Children and Young People.</p> <p>Following the closure of schools on 23<sup>rd</sup> March 2020, across the authority, teachers were effective in engaging with pupils at home and in the area hubs which were set up for vulnerable children and the children of key workers. Teachers provided and assessed online learning via a number of online platforms, such as Google Classroom, Microsoft Teams and SeeSaw. Many pupils were identified who had no or insufficient digital devices at home to allow engagement with online learning. Schools were responsive by lending out hundreds of devices to pupils and their families, and ensuring that learning materials were available in the formats that individual families required, including paper-based formats when necessary. Feedback to schools from parents and carers on provision during this period of school closure was positive.</p> <p>The key aim of Workstream 2 was to build on such successes, and support the building of further capability and expertise in online provision in advance of the expected Blended Learning model which was being suggested for August 2020 by the Scottish Government. The workstream made a series of recommendations relating to the following key areas:</p> <ul style="list-style-type: none"> <li>• Ensuring the learning and teaching provision to all learners during the period of school closure and any future periods of Blended Learning was of the highest possible quality;</li> <li>• Ensuring coherence and progression between learning at home and face-to-face learning in schools during anticipated periods of Blended Learning;</li> <li>• Tracking and monitoring the health and wellbeing of pupils during school closure or Blended Learning, and associated appropriate interventions to address issues;</li> </ul>

	<ul style="list-style-type: none"> <li>• Supporting learning in the home or Hubs for pupils with Additional Support Needs;</li> <li>• Ensuring effective support for and communication with parents and carers during periods of home learning;</li> <li>• Maximizing the usefulness of GLOW, the online portal which staff and pupils use to provide and access online learning;</li> <li>• Updating Curriculum for Excellence Guidance to reflect the context of home learning;</li> <li>• Reporting on pupils' progress in Broad General Education and Senior Phase during school closure;</li> <li>• Supporting disadvantaged learners through term 4 and into the new school session;</li> <li>• Addressing the long-term impact of school closure on learner progress and attainment, with particular focus on disadvantaged children and young people;</li> <li>• Delivering Equity in provision during term 4 and into the 2020-21 session, including the key focus on digital equity, through provision of digital devices and connectivity solutions to all pupils who required them to engage effectively with online learning at home;</li> <li>• Developing the skills and confidence of teaching staff in the provision of high quality and engaging online learning experiences.</li> </ul> <p>In early August 2020 the Scottish Government announced the full-time return of all pupils to school on 17<sup>th</sup> August, thus negating the need for blended or home learning for almost all pupils at that time. However, the work of Workstream 2 continued between August and December 2020 as described below, and the above recommendations were implemented during the period of school closure between January and March 2021.</p>
Aug 2020 – Dec 2020	<p>On 17<sup>th</sup> August 2020, all pupils in Argyll and Bute returned to school for full-time education. The work of Argyll and Bute COVID-19 Recovery Workstream 2 continued, and encompassed two key areas:</p> <p><b>Planning and delivery in Argyll and Bute of the Scottish Government Digital Inclusion Programme</b></p> <p>In August 2020 Argyll and Bute Council received £447,000 from the Scottish Government to address digital inequity. The funding was to be directed to ensuring that all pupils were able to engage effectively with online learning through having an appropriate digital device in the home. The funding was also designed to address issues with digital connectivity for pupils across the authority.</p> <p>As a result of such funding, Argyll and Bute purchased 800 Chromebooks and 517 iPads, all of which were distributed to the households individual schools had identified as experiencing digital inequity. The knowledge each school had of disadvantage among its own pupils and families was central to ensuring the devices were equitably distributed.</p> <p>As well as the above devices, 254 mini digital routers with associated SIM cards were purchased and delivered to households across the authority where household internet bandwidth was preventing engagement with online learning.</p>

	<p>In November 2020, a survey was carried out of all schools in the authority to identify the number of devices still required to ensure digital equity for all pupils. A total of around 600 devices was identified and planning is at an advanced stage to procure these remaining devices, using further emergency COVID-19 funding from the Scottish Government.</p> <p><b>Professional learning for teachers in the use of digital platforms for learning, teaching and assessment</b></p> <p>A second key focus for Workstream 2 between August and December 2020 was to continue and develop the programme of professional learning for teachers in providing high-quality learning and teaching to pupils via online platforms, particularly Google Classroom, Google Meet and Microsoft Teams. The authority Digital learning Team provided weekly webinars for staff in key areas of online provision across different platforms, catering for different degrees of confidence and expertise, and ensuring learning progression. To supplement such sessions, formal training events were held for staff on November In Service Training Days, covering both Google and Microsoft platforms, and delivered by our authority partners at Google and Microsoft.</p> <p>During this period, the authority Digital Learning Depute Head Teacher – appointed in conjunction with the Northern Alliance Regional Improvement Collaborative and e-Sgoil – was effective in sharing further local and national learning opportunities with teachers, organising and leading such training, promoting and facilitating engagement with the Scottish Government’s National e-Learning Offer and ensuring Argyll and Bute’s voice was prominent at regional and national level in relation to developing digital learning and policy.</p>
Jan 2021 – Mar 2021	<p>In December 2020, the Scottish Government announced that, on account of high levels of COVID-19 infection, schools would not reopen in January 2021, and a further period of remote learning would be introduced for all pupils in Scotland.</p> <p>Subsequently, a return to school for primaries 1-3 was implemented on 22<sup>nd</sup> February.</p> <p>On 15<sup>th</sup> March, primaries 4-7 also returned to school full-time, resulting in the entire primary pupil cohort being back in school for face-to-face learning. Over this period, Workstream 2’s work focused on three areas:</p> <p><b>Ensuring high quality learning and teaching for all children learning at home or in school hubs,</b></p> <p>In December 2020 and early January 2021, discussions with all Head Teachers resulted in the commitment across all schools to ensure regular, high-quality and meaningful engagement between teachers and individual pupils as the key element of provision of online learning. Drawing on experience gained and lessons learned during school closure between March and June 2020, it was agreed that teachers posting work online to be completed independently by pupils, while an important part of provision, must be underpinned by regular personal interaction between pupils and teachers. Educational research also confirmed this to be a key element in maintaining high levels of pupil engagement with their learning. Across the</p>

authority, parental and pupil feedback confirmed that such aspects of provision were in place, and were creating a more rich and engaging learning environment for pupils learning from home or in school hubs. During January and February 2021, 16 schools in Argyll and Bute engaged with Education Scotland to share and discuss their provision to children during school closure. Such engagement contributed to a series of reports published by Education Scotland detailing provision to children across Scotland.

#### **Communicating effectively with parents and carers**

In order to ensure parents'/carers' understanding of the form of remote learning provision they could expect for their children, the intention to provide regular, high-quality personal interaction as a central part of remote online learning was clearly communicated to parents/carers. Also issued to parents/carers were guidelines on how they could support their children's learning at home, how they could contact schools to address any issues arising from home learning, and a set of guidelines/protocols for adults and children to ensure appropriate behaviours and environments for home learning.

#### **Continuing support and training for teachers in delivering high-quality online provision**

Weekly online training sessions for teachers continued throughout the period of school closure and beyond. In total, over 1000 staff engaged with and were supported by online training in digital learning provision between August 2020 and March 2021. Feedback from teachers has confirmed the important role such professional development has had in developing confidence and expertise, and ensuring high-quality learning experiences to children during the period of school closure.

### **Wellbeing of pupils, families and staff**

<b><u>Timescale</u></b>	<b><u>Action</u></b>
Mar 2020– June 2020	<p>The Educational Psychology Service (EPS) continued to provide almost all services, with an increase in remote access to children and families. In addition the EPS provided a parent / carer support line during the period of the initial lockdown to provide help and advice on supporting children during these difficult circumstances.</p> <p>The EPS provided online interactive sessions on wellbeing for children, families and staff when children and young people returned to schools, which was well attended and received.</p> <p>Trauma training at informed and skilled levels were made available for all education staff through e-learning modules.</p>
Aug 2020 – Dec 2020	<p>The EPS provided further online interactive sessions on wellbeing as children and young people returned to schools.</p>

	<p>Successful interviews took place for school counsellors to provide a service for primary children from age ten upwards. The Team Leader took up post in November 2020.</p> <p>A skilled and experienced Principal Teacher (PT) for Nurture was appointed to support the nurture developments in schools in line with the recommendations of the Nurture Strategy Group and the recovery workstream with representation from primary Head Teachers. Primary schools signed up for the initial phase of nurture developments to ensure effective early intervention to support primary age children, including those from disadvantaged backgrounds and those who may have experienced trauma.</p> <p>There was significant engagement with the trauma e-learning modules by staff across primary schools with an increase in discussion of how we can respond to trauma evident through Head Teacher and other meetings. Named Persons engaged with facilitated on line trauma skilled training to support changes to practice to improve outcomes for all.</p>
Jan 2021 – Mar 2021	<p>Remote access to the educational psychology service continued with strong engagement across primary schools.</p> <p>7.5 fte school counsellors took up post and began a robust programme of training and induction regarding Argyll and Bute procedures. Information on the counselling service was circulated to schools and referrals began to be received. Robust evaluation of the service began from the outset with support from the EPS and research assistant.</p> <p>The PT Nurture was released from his substantive post and began engagement with schools to support the embedding of effective nurture practices, building in evaluation of impact from the outset.</p>

### **FSM Contingency Planning**

<b><u>Timescale</u></b>	<b><u>Action</u></b>
March 2020-June 2020	<p>Meal deliveries to doorsteps ran from lockdown commencing in March through until 17th April when the delivery of food parcels began on a phased basis by geographical area, starting with Dunoon and Cowal on 17th April, with full roll out achieved by end of April.</p> <p>The decision was taken by Leadership on 18th June to move to BACS and PayPoint payments for FSM entitled families for the summer holiday period, and first payments were made a fortnight in arrears on 10th July.</p> <p>Update of FSM in 2019-21 was 1,030, for the same period in 2020-21 it was 1,286, an increase of approximately 20%. This increase is directly linked to the pandemic.</p>
August 2020-December 2020	Business as usual for FMS as pupils were all in school, however payments were made for the period over October and Christmas and

	there was a hardship payment made in December to all those in receipt of FSM of £120
January 2020- March 2021	FSM payments resumed during the second lockdown when pupils were receiving remote learning from home. A spring hardship payment was made to all families in receipt of FSM of £120.

## Early Years

<u>Timescale</u>	<u>Action</u>
Mar 2020– June 2020	<p>During this first period of lockdown in each locality an Early Years childcare hub was opened to provide care for Keyworker and vulnerable children under school age. A number of our very valuable partnership childminders also opened to provide care for our youngest children. The Early Learning and Childcare workstream (5), working from Scottish Government Guidance, provided advice and support to open settings to ensure they operated safely whilst still providing quality care. Also, during this time the central Early Years Team completed the admissions process to allocate every eligible child a place of their choice in a setting or with a childminder. This process was made more challenging by restrictions on children not being able to attend two different settings, unless in exceptional circumstances. In addition, to all children successfully being allocated a place, we were one of only a few Local Authorities able to offer every eligible child 1140hours despite the delayed implementation date. Something we are extremely proud of.</p> <p>Due to restrictions none of the planned Capital works to prepare for 1140 hours were able to be delivered and contingency plans were put into place to allow all settings to operate.</p> <p>An Early Years Catalogue of professional learning opportunities was published as normal, moving completely online, with all training being offered virtually.</p> <p>One of the Early Years team's successes in this period was on line transition programmes for children moving into Primary 1 that meant all children were able to access the same transition experience and parents were able to share and celebrate their work with settings and schools online. The transition into Primary 1 was based around the popular book The Gruffalo. A support pack on active and play based learning was developed to support P1 teachers to build on the ELC experience and this approach supported learners' social and emotional needs.</p> <p>Early Years Childcare for Keyworker and Vulnerable children continued over the summer, provided totally by our partner providers, to whom we are extremely grateful.</p>
Aug 2020 – Dec 2020	<p>Guidance on safe opening was once again updated by the group in response to updated Scottish Government Guidance. One of the challenges from this point, in terms of workforce planning, was the introduction of maternity leave having to start from 29 weeks for the safety of both mother and child. In discussion with Care Inspectorate and Scottish Government we</p>

	<p>decided that blended placements between indoor settings and childminders and indoor settings and outdoor settings would be supported in Argyll and Bute and issued guidance to all managers. The central Early Years Team worked with parents who had blended placements with two indoor settings to agree a single or alternative blend.</p> <p>A cap of 30 was placed on the number of children who should be in an area at one time. This impacted particularly on our partner providers most of whom were operating at capacity. The Early Year's team worked with partners to support planning.</p> <p>The Early Years Professional Learning opportunities had more signups than ever before and a week-long online conference with national and international speakers based on the themes of wellbeing, curriculum and Realising the Ambition was a resounding success.</p> <p>We continued to fund all qualifications for the workforce and recommenced our very valuable Foundation Apprenticeship training programme.</p> <p>Early Years commissioned bespoke webinars from a partner trainer that support P1 teachers with active and play based learning approaches. These sessions were also recorded to allow more staff to access and revisit them. The Early Years Team worked closely with Colleagues in property to plan the summer 2021 Capital Projects that will ensure quality learning environments for 1140 hours.</p>
Jan 2021 – Mar 2021	<p>Following the decision that school and most ELC buildings would not reopen again, the workstream, once again, amended planning.</p> <p>Registration for ELC and for Primary 1 was moved to an online virtual application that worked very well and will be retained and improved for use in future years.</p> <p>Guidance for settings and childminders open to deliver care to Key Worker and vulnerable children was updated.</p> <p>Advice and guidance was issued to all settings to ensure that materials and ideas were supplied to families to support play both on and off line during this lockdown period.</p> <p>One change for this period of time was that Key Worker and Vulnerable children were supported within their own settings- where they were open. The administrative challenges around these arrangements were not insignificant, but the Team coped extremely well with this and have been closely following Scottish Government guidance on entitlement.</p> <p>Our Foundation Apprentices were supported virtually during this period to work on their portfolios.</p> <p>All settings received regular welfare calls and support from members of the Early Years Team.</p> <p>Also in this period we agreed to participate in a Scottish Government pilot</p>

	that ensures families who defer entry to Primary one for children of August-February birthdays automatically receive an additional year of funded early learning and childcare. This was very well received by parents especially in the context of interrupted learning provision.
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## Digital Inclusion

<u>Timescale</u>	<u>Action</u>
Mar 2020 – March 2021	<p><b>Digital Inclusion (March 2020 – Mar 2021)</b></p> <p>In 2020, funding was provided by the Scottish Government to purchase devices (iPads and Chromebooks) and connectivity solutions (4G routers and SIMs). The purpose of these was to ensure digital inclusion by supporting learners without a device or sufficient Internet connection at home (such as where multiple learners are in the same household, there is a slow connection, a family has moved to a new provider, or there is a network fault).</p> <p>The Council procured 1356 devices. Almost all of these have been allocated and delivered (with this process being organised by the Digital Learning Team), with provision of the small amount remaining currently being co-ordinated. In addition to this, there are 39 iPads on back order which will also be provided to learners. Since January, the Digital Learning Team has also allocated 246 of the 254 connectivity solutions from the digital inclusion grant; only 8 of these remain to be allocated and will be distributed to learners as required.</p> <p><b>Glow:</b> Glow usage statistics are processed by the team monthly, and we have compared key data at three points - February 2020, September 2020 and January 2021. This data related to unique staff users, unique pupil users, and G Suite sessions (this was chosen due to G Suite being the most used Glow application).</p> <p>Between February 2020 and September 2020, 136% more staff and 158% more pupils used Glow, and G Suite sessions almost tripled. Between February 2020 and January 2021, unique staff users almost tripled, there were around 3.5 times more pupil users, and there was a 941% increase in G Suite usage, with nearly half a million sessions. The large numbers seen in January 2021 are believed to relate to lockdown and a greater uptake of Glow applications by staff (also reflected in the volume of staff support requests received by the Digital Learning Team in January 2021).</p> <p><b>Webinars:</b> The Digital Learning Team has been organising and offering webinars to support education staff with online learning and teaching since March 2020. These have since supported 800 staff (almost 1000 when including webinars co-ordinated with partners). In January 2021 alone, the team has directly supported 100 staff online via three digital skills webinars focusing on delivering remote learning and teaching, covering beginner-level introductions to Glow and Google Classroom as well as more advanced techniques such as creating virtual classrooms with avatars. The team will continue to offer more webinars across a range of subjects throughout the year.</p>

	<p><b>Modern Apprenticeship:</b> The Digital Learning team is also currently advertising to recruit a Modern Apprentice, who will work with the team to support digital technologies in education, and will also undertake an SCQF Level 6 Diploma for IT and Telecoms, in addition to receiving on-the-job training as part of the modern apprenticeship. This apprenticeship is being funded by the Young Person’s Guarantee, which aims to deliver fairer and more inclusive communities where every young person has an opportunity to reach their potential</p> <p><b>Clyde Mission Fund and Rural Growth Deal:</b> Argyll and Bute Council has been awarded £490,000 of funding from the Clyde Mission Fund, which aims to repurpose buildings close to the Clyde; the Council has identified a building a Dunoon to be repurposed to consist of both a STEM hub and a community hub. The STEM hub is being designed, and will be run by, the Digital Learning Team. The concept of the STEM hub is to establish both a venue in Dunoon which learners can attend, and also offer a mobile element where a van with STEM equipment is used to deliver learning to learners across Argyll and Bute.</p> <p>The Clyde Mission Fund also ties in to the Rural Growth Deal, through which it is hoped that five hubs will be established throughout Argyll and Bute, each with a theme that leveraged its location (for example, a focus on defence and engineering in a Helensburgh hub, and on marine sciences and aviation in an Oban hub). If the Council can secure more funding from the deal, it would help with establishing another hub in addition to the one in Dunoon; a business case has been produced for this, and the Council is awaiting a response</p>
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## Outdoor Learning

<u>Timescale</u>	<u>Action</u>
Mar 2020– June 2020	This period was spent gathering information and creating an action plan for August 2020
	Preliminary planning work on Argyll and Bute’s own Outdoor Learning programme was taken forward. This work was necessarily delayed with the onset of COVID
	Work continued on creating an outdoor nursery site in Kilmory gardens and ACT Argyll were identified as delivery partners for ‘MAKI Pups’ outdoor nursery
	A janitor for the site was appointed in July 2020 and significant areas of the gardens were cleared and made safe for use.
Aug 2020 – Dec 2020	MAKI pups staff worked closely with the newly appointed janitor, contractors and the estates team to make the Kilmory site ready for children.
	Families were prepared for a January start, though this was then delayed due to the latest COVID enforced lockdown.
	Phase one of the site was completed in January and the janitor continued to work through the winter months, during lockdown to clear back foliage

	<p>and improve the site further.</p> <p>The Argyll and Bute Outdoor Learning programme was taken to SQA for accreditation</p> <p>An online portal was created which brings together a range of support, opportunities for professional learning, resources and key documents to support outdoor learning. This was shared with staff across Argyll and Bute.</p> <p>In conjunction with Argyll and Bute Outdoor and Woodland Learning (OWLS) community, it was decided that a range of online workshops be designed and delivered in the spring term to support teachers, practitioners and partners in facilitating outdoor learning.</p>
Jan 2021 – Mar 2021	<p>MAKI Pups outdoor nursery opened at Kilmory with 13 children registered. This is a significant step forward for supporting outdoor learning in the early years and staff have already started supporting colleagues in other settings by sharing their expertise.</p> <p>In February, we hosted our first virtual outdoor learning festival. This took the form of three webinars over three nights. The first was entitled “Getting Started with Outdoor Learning” and was an entry level session hosted by head teachers and teachers in Argyll and Bute. The second was called, “Moving on with Outdoor Learning” and focused on developing whole school approaches and child led experiences. It was hosted by teachers, a Head Teacher and Early Years Practitioners. The final session was “Developing Curricula in Partnership” and was hosted by a Head Teacher and third sector partners. It focused on developing curricular areas and accessing partners. Overall, 163 colleagues from Argyll and Bute attended across the three nights and 90% found the sessions to be either useful or extremely useful.</p>

# Outdoor Learning in Argyll and Bute

## Webinar Series

16th – 18th February 2020

Each webinar will be a balance of hearing our speakers and a Q+A discussion, so please come along with any questions you may have



**Wednesday 17th February: 4.00pm – 5.30pm**

### Moving on with Outdoor Learning

- ☑ Finding and using wild spaces for learning
- ☑ Developing a whole school approach
- ☑ Letting learners lead the learning - the balance

**Featuring:**

Claire Bryden (Rockfield PS), Lisa Bulloch (Silverbirch Outdoor Nursery and Inveraray's OL Teaching Team).

Sign up to ED50 in the course catalogue

Google Meet link = [meet.google.com/yvx-rypc-qtb](https://meet.google.com/yvx-rypc-qtb)

**Tuesday 16th February: 4.00pm – 5.30pm**

### Getting Started (or starting again) with Outdoor Learning

- Starting out with outdoor learning
- Making a Kit list
- Lessons from the Beach **Featuring:**

Carol Simpson (Cardross Primary School), Catriona Brown (Rhunahaorine PS) and Julie Watson (Barcaldine PS)

Sign up to ED49 in the [course catalogue](#)

Google Meet link = [meet.google.com/cny-ysvm-ujh](https://meet.google.com/cny-ysvm-ujh)

**Thursday 18th February: 4.00pm – 5.30pm**

### Moving on with Outdoor Learning

- ☑ Running an OL award scheme
- ☑ Science, history, geography and nature
- ☑ Site visits and working with rangers
- ☑ Risk Assessing and 'on the day'

**Featuring:**

Jenny Holmes (John Muir Trust) Julia Hamilton (Kilmartin Museum), Ali Cush (Loch Lomond and the Trossachs National Park and Ben Appleby and Kerry McKay (GRAB Trust)

Sign up to ED51 in the course catalogue

Google Meet link = [meet.google.com/awe-xbtz-wha](https://meet.google.com/awe-xbtz-wha)



## Outdoor Learning in Argyll and Bute Webinar Series

16<sup>th</sup>-18<sup>th</sup> February 2021

<b>3</b>	<b>Webinars</b>
<b>14</b>	<b>Presenters</b>
<b>163</b>	<b>Educators attended</b>
<b>90%</b>	<b>Of feedback said it was useful or very useful to their practice</b>

**Getting Started (or starting again) with Outdoor Learning**

- Starting out with outdoor learning
- Making a Kit list
- Lessons from the Beach

**Featuring:**  
Carol Simpson (Cardross Primary School), Catriona Brown (Rhunahaorine PS) and Julie Watson (Barcaldine PS)

**Moving on with Outdoor Learning**

- Finding and using wild spaces for learning
- Developing a whole school approach
- Letting learners lead the learning - the balance

**Featuring:**  
Claire Bryden (Rockfield PS), Lisa Bulloch (Silverbirch Outdoor Nursery and Inveraray's OL Teaching Team.

**Moving on with Outdoor Learning**

- Running an OL award scheme
- Science, history, geography and nature
- Site visits and working with rangers
- Risk Assessing and 'on the day'

**Featuring:**  
Jenny Holmes (John Muir Trust) Julia Hamilton (Kilmartin Museum), Ali Cush (Loch Lomond and the Trossachs National Park and Ben Appleby and Kerry McKay (GRAB Trust)



Legend	
Extremely Useful	
Useful	
Somewhat useful	
Not very useful	
Not at all useful	

*So Inspirational!  
Can't wait to get outside with my wee ones!*

*Brilliant session!  
Such a great variety of speakers with different experiences which really helps!*

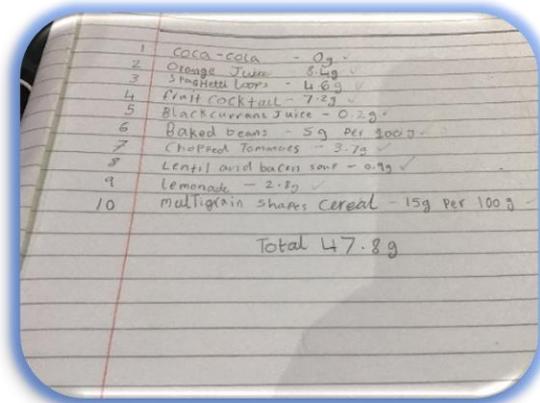
*Great week. 3 sessions over the 3 days were packed in with lots of interesting things. I definitely picked up some pointers to take.*

*Thank you to all involved, it was very informative and interesting and well presented.*

*Really enjoyed this. Thank you. Hearing you all share your experiences really inspires confidence to get on and do! Good communication and a shared vision between the adults involved is so important. Webinars like this really help.*

## Dunoon Primary School

Primary 6 made great use of the resources around the home during a series of Health and Wellbeing Lessons. Mrs. Stewart, their class teacher, used Google Classroom and Google Meet to deliver lessons on healthy eating. Focusing on a healthy diet and awareness of sugar content in everyday foods, Mr Stewart used the Heathy Schools website, YouTube videos and live online lessons to teach his class remotely.



Pupils were then able to locate food packaging in their own home and use labelling to calculate its nutritional content. This contextualised the learning within their real-life experience, relied on the engagement of parents/carers and developed skills across the curriculum specifically numeracy.

Pupils were then able to discuss healthy food choices and reflect critically on the nutritional value of the foods they access on a daily basis.

Parents/Carers were able to engage with the learning and reconsider their food shopping habits, as the lesson

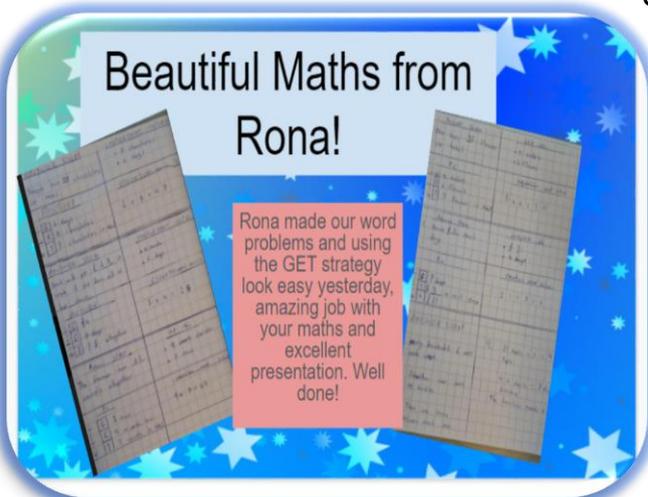
were directly focused on foods in the home. Parental engagement and participation, as highlighted in Our Children, Their Future, was paramount in the delivery of the 'remote' curriculum and, in this instance, was central to the success in learning and teaching.

## Innellan Primary School

Celebration of success through 'We are Wonderful' slides' and Seesaw.

### **What did we do?**

We celebrated our remote learning and wider achievements through Seesaw and creating Google Slides presentations. Children had the opportunity to discuss their proud work on a Friday through a Google meet.



All children within the school were involved, however different approaches were taken for each class. The P1-3 class used Seesaw and the P4-7 used Google Slides and Google Classroom.

Children were responsible for uploading their own work to Google Slides, however teachers were also involved in assisting with this when required.

This encouraged children to become more focused and engaged in remote learning, they were keen to showcase what they were proud of to their peers. It included school work and wider achievements. Children became more confident in sharing their successes, they developed their skills in uploading photographs, videos, captions and audio to their 'Proud Work' folders.



Some children were following an alternative curriculum during remote learning and this provided a way for them to showcase and share their achievements with the rest of the class.

Implementing this during remote learning links well with the **improvement in children's and young people's health and wellbeing**. *NIF Priority*

## Kilmodan Primary School

During the second school closure period, we recognised that health and wellbeing was a priority for both staff and children, especially with shorter days and colder weather. We wanted to encourage everyone to spend time outdoors and decided to create a staff v children mileage challenge. Each week we would ask staff and children to keep a track of how many miles they did either walking, cycling or running and on a Friday afternoon we added up the totals to find out the winners: staff or children.

Every child and every member of staff engaged in the challenge and it encouraged us all to get outside and keep fit and healthy through the darker months. The challenge ran for 6 weeks and both teams won three times. In total we walked, ran and cycled a whopping 1468 miles – a fantastic achievement for a school with only 18 children.

The children in the hub asked if we could go litter picking on our walks and were pleased (and shocked) to be able to collect 3 bin bags full of rubbish in just 1 walk. They enjoyed exploring some new routes to the Chambered Cairn and Modan's Well in addition to more familiar routes around the school and Forest School area.



Links to Priorities:

- NIF: Improvement in children and young people's health and wellbeing
- OCTF: Equip young people to secure and sustain positive destinations and achieve success in life
- OCTF: Ensure high quality partnership working and community engagement

**Kirn Primary School**

Story Telling has been a fantastic vehicle for engaging children and families in Literacy. We have used a variety of ways to promote Reading across the school year.

1. Older pupils filmed themselves reading each of the three Bookbug Picture Book Award Shortlisted Books for each of the younger classes. These films were made into Book Creator Books and were loaded onto Seesaw for the younger classes to watch and vote on. Some of the older children read to younger class or even just told stories without the book!
2. We made videos with children introducing the contents of the Bookbug Family Bag and Read/ Write/Count Bags and posted on Seesaw, ensuring families are involved in this initiative.
3. ELC put out live Bookbug sessions for all families to join on a Friday morning. ELC based the learning around 'Story of the Week'.
4. ELC activities encouraged families to go into the community and recognise signs, letter and symbols in the environment.
5. Each week and every night throughout December school staff read a Bedtime Story which was watched by many on Facebook. Our Head Boy and Girl also read a Bedtime Story.
6. Each week the Head Teacher promotes Quizzing within Accelerated Reader, reading names and presenting certificates.

Book bags were made up for children to collect from school to ensure reading practice continued. Online books were used alongside this.

**Lochgoilhead Primary School**

At Lochgoilhead Primary School we have strong partnerships in our community. Ardroy Outdoor Education Centre worked with us following the first lockdown to provide high quality outdoor learning experiences for all the children in the school.

Set in the heart of the Loch Lomond and Trossachs National Park, we work with partners to use the asset of the outdoors to enrich the curriculum. After the first lockdown of the pandemic, we knew that children needed chances to re-build relationships, work in overcoming challenges, and have fun and laughter together.

During four days of canoeing, climbing, team and individual challenges, the children took the learning out of the



classroom and applied skills in new contexts. Risk assessments that had limited interactions when indoors now gave children more freedom to play and work together outside.

Strengthening outdoor learning opportunities in the curriculum is a strategic priority for the school; and Argyll and Bute's *Our Children Their Future* calls for high quality partnership working and community engagement to secure improvement.

As a result of these activities, children re-engaged with schooling, restoring relationships and re-discovering the joy of learning together. Parents recognised the positive impact of the days on their children's mental health and the Parent Council plans to fund two more days next year. One member of staff commented, "The children have missed the excitement and adrenalin rush of special occasions that are such an important part of life. It was great to give that back to them."

## **Sandbank Primary School & Bun Sgoil Thaigh A Cladaich**

### **Sandbank PS Gaelic Website Overview - [www.gaelichomelinkcowal.com](http://www.gaelichomelinkcowal.com)**

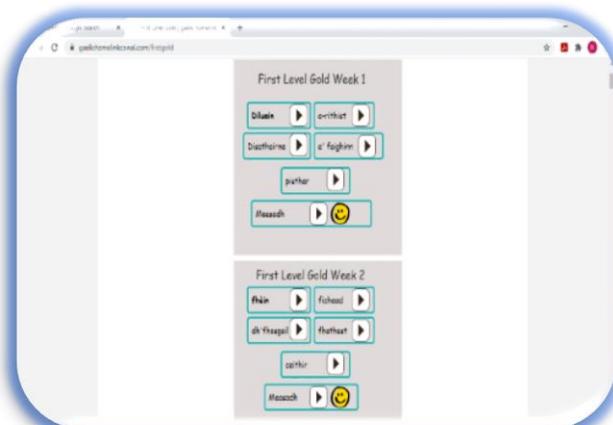
We have recently been acknowledged by Education Scotland for our work in supporting learners remotely lockdown. We were part of the National Overview of Good Practice for remote learning and our work was shared on the Education Scotland website, as well as the 'Scotland Learns' monthly newsletter.

Since the lockdown period in 2020 and continuing into 2021, lots of new learning materials (screenshot examples below) have been added to further enhance and support high quality provision in our Gaelic classes. Examples are as follows:

- Sound files and videos were developed and added to the website to keep Gaelic daily listening routines in place
- The sound files were linked to our Seesaw class pages as part of individual lessons and activities
- The website was used to support children with daily reading activities as part of remote learning
- Sound files were created for individual word sets and words. Links to each book were uploaded, allowing live lessons to be projected onto all viewer's screens, thus supporting children and parents throughout each lesson
- Phonics support was developed on the website through sound files for the Gaelic Toe-by-toe scheme we have adapted for our learners



The impact of this work was substantial with approximately 260 site visits a week with Early/First Level as its main audience due to the content available. Many parents who did not speak Gaelic have themselves developed more confidence and this work has really brought Gaelic to the homes of many families in ways we could not have imagined before.



## St Mun's Primary School

Primary 3/2/1 accessed an online event funded and organised by the Scottish Book Trust for World Book Day. This event linked to the school IDL topic on Space. World Book 'Day' started early on 24<sup>th</sup> February, when the class were lucky enough to have an intergalactic superstar join them: Matt Carr, author and illustrator of *Rocker Mole*, beamed live into the classroom. Matt read the story to the children and demonstrated how to draw *Armstrong the Mole*. This was followed by a question and answering session. That afternoon, the children designed and made their own *Armstrong Rocker Mole*. On Friday 26<sup>th</sup> February, the class used technical



drawings Matt had produced, to make and assemble their own rocket that Armstrong could use to blast himself into space. On World Book Day itself (4<sup>th</sup> March), P.3/2/1 received a mysterious package. Matt Carr had kindly sent a letter to the class, thanking them for their involvement in the session and for sharing the pictures they had made of Armstrong and the rockets. Included in the package were stickers for each child and some illustrations for Matt's new book. The children then spent some time reading a variety of books from the class library and discussing how these stories and illustrations compared to Matt's.

## Strachur Primary School

During the home learning period, pupils worked on a small literacy topic titled “Scottish Inventors”. At the end of the period of learning, pupils had to create an invention of their own, design a model of it and prepare a presentation to deliver to other pupils remotely.

Pupils worked on each aspect of their invention and presentation at home, with guidance each lesson from the teacher. The work made use of pupils’ computer skills and use of video technology to deliver their talks.

This work contributed to our school improvement plan of raising attainment in literacy as the project involved significant literacy skills such as research, reading, planning, writing, editing and verbal presentation skills. Pupils also provided peer feedback to one another at the end of this unit and so learnt to be more reflective upon the work of their peers, whilst providing valuable contributions to discussion too.

The impact of this was felt in future presentation work that was started and finished when pupils returned to school in mid-March. Pupils had gained experience from this small topic – especially working through the stages of a project and presenting their finished ideas to others. This tied well into formal presentations that pupils were assessed on in late March 2021. Pupils were, overall, more experienced and confident in delivering these as well as more independent when gathering and selecting information they needed to use in their work.

## **Strone Primary School**

During lockdown Strone Primary used the Glow platform to facilitate learning. Within the Glow Platform we used Google Classroom and Google Meet to facilitate learning. All the children’s work was uploaded onto the Google Class on a daily basis and children would be able to access the learning from home by logging in to their Glow accounts. Those who had issues with internet signal or who had requested were provided with a paper copy of learning. All the families who did not have access to technology were given an I-Pad.

During School hours teachers would be online and available to help with the set learning tasks.

Each day would begin with a live Google Meet class session, within this the learning for the day would be discussed and the teachers would deliver live literacy and Maths lessons linked to that days learning. Due to having multi composite classes teachers would also use pre-recorded session to reinforce new concepts and support existing learning in both literacy, numeracy and phonics.



***“All back together”***

Each of these sessions ended with the opportunity for the children to discuss any problems they may have had with learning or in general.

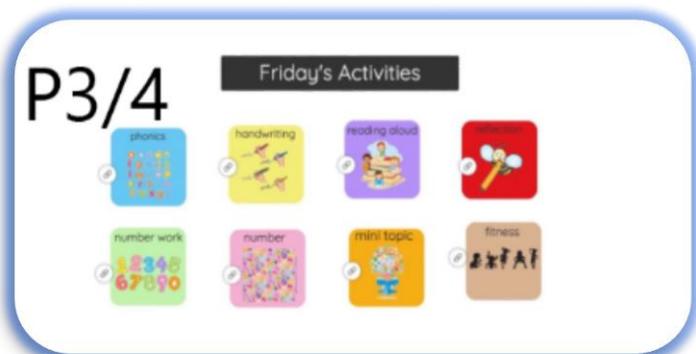
The live sessions everyday were well attended and gave teachers the opportunity to check the children’s health and wellbeing.

The Children in the Hub, took part in the same learning as the children as home. Once set learning was completed they took part in forest activities, yoga, games and learnt to make pom poms and finger knit. This period allowed the Hub children time to discuss feeling and any worries they had.

## Tighnabruaich Primary School

We used Seesaw and Google meets. Connectivity and attendance was sometimes an issue with Google Meet. After feedback from pupils and parents, teachers would post pre-recorded lessons on Seesaw where pupils could watch at a time that suited them, able to pause, watch again and post comments if they needed further clarification. Teachers would post a suggested timetable with links to each activity.

Teachers designed activities in the app, which mostly would be carried out without 'screen' use and pupils would upload their responses. Children developed good digital skills.



Whole school themes were identified to help families with children at different stages. Books were uploaded. Children could read online and record themselves, older children uploaded recordings weekly. Weekly learning reflections allowed teachers to plan according to individual pupils' voice.



For contact, we made use of the Blog, weekly Googlemeets. P1/2 wrote/recorded 'postcards' delivered within Seesaw.

Videos were created to help parents support their children. We used Seesaw message to support and communicate directly with families.

Nursery staff posted activities and videos to keep in touch with children. Daily fitness challenges became quite competitive, in addition to literacy, numeracy and topic. Wellbeing Wednesday screen-free activities were suggested.



We kept in touch with families and were able to identify those who would benefit from some time in the Hub due to family illness or pressure of large families requiring access to digital resources. While at the Hub children completed online learning as well other activities drawing on the strengths of staff manning the hub, e.g. Forest School.

## Toward Primary School

At Toward Primary School, like all other schools across the country, we entered into online teaching with enthusiasm and hope. In our time providing remote teaching and learning experiences on the Google classroom, we have had excellent levels of engagement and daily Google Meets which were attended by nearly all of our pupils.

Our school chose to provide a literacy, numeracy and other area activity for the children every day with a bank of other supporting websites and materials the children could use to further support their learning. Each activity was differentiated to suit the levels of the children across the school.

We conducted a parent survey to check we were getting it right for the children with positive feedback regarding what we were providing. We also held an online session for parents to help support them with remote learning.

In the upper school we found that the most popular lessons were ones that needed to be completed on Google Slides. This was due to the fact that the children were able to see what other children in the class were doing which was as close to a normal classroom as we could get. The pupils were inspired and encouraged by seeing the work of their peers

### **St Andrew's Primary School**

At St Andrew's Primary we developed our Online Learning provision during the period of school closure. All classes were provided with the same provision to ensure equity for our learners and a range of resources were made available at the school gate or were delivered to homes by school staff.

Each morning, teachers provided a tailored input for Literacy and Numeracy for their class ensuring differentiation and personalization and choice for our pupils. It was our priority to ensure that the live lessons were in line with the experiences pupils would have if they were in the classroom. We continue to work towards raising attainment across the school in line with our School Improvement Plan.

Each afternoon teachers provided activities relating to topic work, Health and Wellbeing (including PE), Expressive Arts and Rights Respecting Schools. Pupils were encouraged to reduce their amount of screen time each afternoon therefore independent learning tasks were prioritised. Afternoons were more flexible to ensure a balance of work/home life.

Our Support for Learning and Raising Attainment Teachers continued to provide one to one support and made sure that Literacy/Numeracy interventions continued for identified learners.

Impact

- Increased understanding of technology – our pupils are proficient in using a range of online resources
- Pupils have developed their independence and have more ownership of their learning
- We have continued to build on positive relationships with our families by ensuring a consistent approach to Online Learning
- Greater teacher autonomy in terms of how they deliver the curriculum

### **Rothesay Primary School and ELC**

## **ELC**

The ELC used the Seesaw App to communicate with parents/carers. This was used very successfully during the first lockdown and we had excellent feedback from parents about the support this offers. Staff are able to share activities online and parents/carers are able to respond with updates, photos and video.

As well as this, the ELC staff visited homes regularly with activity packs – even taking out baking ingredients for all on Pancake Tuesday!

During the second lockdown we started weekly online Google Meets where parents and children were able to get together for songs, rhymes and chat. We had about 23 children in our ELC Hub and were able to support key workers and our most vulnerable children.

## **Engagement and Promoting Engagement**

In the ELC, Childcare and Education Workers communicated daily with families and were able to support engagement in this way. Regular telephone calls and Google Meets also helped communication.

Where we felt families were not engaged, key workers popped out to visit homes with activity packs. This personal touch helped families discuss difficulties or needs.

Having a high number of vulnerable children in the nursery also helped us maintain engagement.

## **Health and Wellbeing and Promoting Health and Wellbeing**

Communication with families was the key to promoting health and wellbeing. We worked together to keep in touch and address needs as they arose. We were careful to consider activities that would be manageable with everyday materials that most houses would have anyway.

Little surprise packages left by ELC staff at doors and visits helped raise wellbeing for our children and families.

## **Primary**

With almost 70 children in our school hub, we thought about health and wellbeing from the start. During the previous lockdown we were aware that many of our families were in crisis and so were determined to support them this time round.

We also took the decision to keep screen time to a minimum in Primary – half a day at most. Although a few of our families wanted more online learning, most of our families appreciated time to get out for a walk, to re-charge and go for shopping, do household tasks and enjoy other school activities such as ice pictures, treasure hunts, drawing letters and numbers with sticks....

The DHT also made wellbeing calls to families that we knew were not engaging and made house calls to deliver Chromebooks, iPads and internet routers where these were needed. We also supported ongoing support for password and username difficulties.

The school liaised daily with Hannah Greening who interprets for our Arabic speaking families. We

made sure letters were translated and made videos of how to log on, find work and return work. These were also on Facebook.



*It was important to plan for activities such as World Book Day. Pupils at home and in school all took part and our local book shop gave out books 'by appointment'.*

### **The effects on children and young people and their families, and the relationships the school has had with them.**

There is no doubt that children and families were affected deeply by the second lockdown. It happened at a time of year we all find difficult. It was not the sunny day experience of the first lockdown and families found being back at square one very difficult.

We had many calls from families that were finding it hard to cope and were able to help in each case. One of our pupils was stranded in Portugal and with a letter of support from the school was able to return home. Another larger family just needed a place for their nursery child to give them space to support the children at primary and avoid crisis point. Another family just needed support to access their FSM payment.

The DHT was privileged to be able to join online lessons and interact with classes. Children are resilient, but they will need a great deal of support.

At Rothesay Primary, the school counsellor was able to continue supporting pupils both in school and online.

Our Parent Council sent out an online survey and we had a very positive response.

Pupils have completed a wellbeing questionnaire on returning to school.

Comments on Parent Questionnaire:

#### ***ELC***

*Staff are so supportive and caring. Nothing is too much trouble and they really listen.*

*I wouldn't change anything – the ELC have been amazing throughout both lockdowns.*

*Quick responses from staff, taking time to notice interests and following up on these. Providing both online and paper resources and always going the extra mile for the children.*

## **Rothesay Primary**

*We didn't live on Bute last lockdown but overall, it's 100% better online learning than we had before.*

*+Variety of tasks, +Not insisting that all tasks are complete in favour of health and wellbeing/outdoor/family activities + regular communication either by email or meet with the teacher.*

*Teacher always on hand to answer questions as well as an online daily session. Feedback is prompt and positive. Overall excellent experience.*

## **The Christmas Top Ten at Rothesay Primary**

This year, Christmas was a little different at Rothesay Primary, but we still managed to celebrate and have lots of fun.....

1. This Christmas we wore our Christmas jumpers every day to cheer everyone up!
2. We always have a panto at Christmas – this year it was the online version of 'Jack and the Beanstalk' from Shoogalie Road!
3. Primary 1, 2 and 3 took part in the Co-op Christmas Colouring Competition. Here are the lucky winners!
4. Instead of a Christmas party we all had a whole day of partying!





5. We partied in our class bubbles so had lots of fun playing Pass-the-Parcel, Pin-the-Nose-on-the-Snowman, watching Christmas movies and of course, eating Zavaroni's delicious ice-cream!

6. Santa had to be very careful this year and had to call in to speak to Primary 1 and the nursery children using Google Meet. Mrs. Shaw's computer was very busy! The boys and girls were amazed that Santa knew exactly what they wanted (well mostly!). Rothesay Primary would like to thank Santa (and his elves) very much for calling in!

7. Everyone was kept busy looking around the island for elves and Santa in shop windows – thank you to everyone who helped organise these special events. These children were lucky enough to be winners of the Rotary Club's competition



8. We enjoyed making Christmas cards, stars for the 'virtual' tree at Mount Stuart and Christmas crafts galore!

9. Rothesay Primary were proud to take part in Achievement Bute's online Advent Calendar – you can find us behind door number 4 and door number 12!

We were also very proud of Primary 1 who shared their 'Winter Assembly' on our school Facebook page – that made us all feel Christmassy! (find it on the Rothesay Joint Campus Facebook page).

10. Finally, we said 'Happy Retirement' to Mrs. MacDougall and Mrs. Blair. Both of these ladies gave such a lot to Rothesay Primary and will be missed by us all.



## North Bute Primary School

### Literacy

I created an interactive classroom on google classroom to help support reading and writing with my primary 1-3



This meant every day the children could revise their words, sounds and complete their daily task

by clicking on the button.

Before I launched this I completed a tutorial on line for all parents and weekly support sessions for both parents and pupils. This helped immensely with empowering our parents about how we now teach reading and a lot of the parents said they really enjoyed the sessions.

During the hub we had speciality afternoons with a focus on health and wellbeing. This included a teacher led session on art, outdoor learning, cooking and sewing. This group of children really developed and on returning to school are much more settled and have an identity association with the school

During lock down we also achieved a grant to help with our new school garden which the children are very excited about and today one of the children said ' this really makes me calm this gardening and makes me feel better' and another child said ' I would love to be a gardener when I grow up.'

During lock down we also gave everyone a pedometer or a magnifying glass to help encourage time spent outside on our screen free Wednesdays.

**School Contacts**

<b>School</b>	<b>Head Teacher</b>	<b>Telephone No</b>
Dunoon	Brenda Reid	01369 704159
Innellan	Lisa Marle	01369 830560
Kilmodan	Meghan Stirling (Acting)	01369 820280
Kirn	Kirsteen MacDonald	01369 702509
Lochgoilhead	Karen Wheatley	01301 703338
North Bute	Elizabeth Santos	01700 503728
Rothesay	Louise Nicol	01700 503227
Sandbank Gaelic Medium	Jamie Houston	01369 706350
Sandbank	Jamie Houston	01369 706350
St Andrew's	Victoria Greenway AHT	01700 503123
St Mun's	Julie Conlan	01369 703643
Strachur	Marion Boyd	01369 860293
Strone	Julie Fish	01369 840242
Tighnabruaich	Fiona Hamilton	01700 811413
Toward	Lisa Marle	01369 870259

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**ARGYLL AND BUTE COUNCIL**

**BUTE AND COWAL AREA  
COMMITTEE**

**LEGAL AND REGULATORY  
SUPPORT**

**01 JUNE 2021**

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**CRUACH MOR AND CLACHAN FLATS WIND FARM TRUSTS**

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**1.0. INTRODUCTION**

- 1.1 This report seeks to update the Bute and Cowal Area Committee on the work undertaken by the wind farm trusts set up at both Cruach Mhor (Glendaruel) and Clachan Flats (Cairndow) in accordance with consented developments.
- 1.2 The Area Committee is asked to note these updates, which are the most recent of the annual updates required by the Area Committee on the work of the Trusts.

**2.0 RECOMMENDATION**

- 2.1 Members are asked to note these updates, which are the most recent of the annual updates required by the Area Committee on the work of the Trusts.

**3.0 DETAIL**

- 3.1 Wind Farm Trusts were set up in accordance with consented developments at both Cruach Mhor (Glendaruel) and Clachan Flats (Cairndow). Part of the conditions attached to those consents was that the Bute and Cowal Area Committee be updated annually on the work undertaken by the Trusts in supporting community projects within their Trust areas.
- 3.2 The updates provided in this report, at Appendices 1 and 2, are the most recent provided by the Trusts and cover the work for financial year 2020/21.

**4.0 CONCLUSION**

- 4.1 Members are asked to note the content of the submitted information.

**5.0 IMPLICATIONS**

- 5.1 Policy – none
- 5.2 Financial – none

- 5.3 Legal – none
- 5.4 HR – none
- 5.5 Fairer Scotland Duty:
  - 5.5.1 Equalities – protected – none
  - 5.5.2 Socio-economic Duty – none
  - 5.5.3 Islands – none
- 5.6 Risk – none
- 5.7 Customer Service – none

**Douglas Hendry**  
**Executive Director with responsibility for Legal and Regulatory Support**

**10 May 2021**

**Appendix 1 – Clachan Flats Windfarm Trust Annual Report 2020/21**

**Appendix 2 – Cruach Mhor Windfarm Trust Annual Report 2020/21**

For further information contact: Stuart McLean, Committee Manager, 01436 658717, [stuart.mclean@argyll-bute.gov.uk](mailto:stuart.mclean@argyll-bute.gov.uk)

**Clachan Flats (Cairndow) Windfarm Trust**

**Annual Report 2020/2021**

**Report to: Bute & Cowal Area Committee**

**Report From: Alexander Miles, Secretary/Treasurer**

**Date: 7 May 2020 – 16 April 2021**

Committee:

Celene McIntyre – Chair/ Cairndow Community Council Representative

David Sumsion – Cairndow Community Council Representative

Siobhan Jarvie – Scottish Power Representative

Councillor Alan Reid – Argyll and Bute Council Representative

Alexander Miles – Treasurer/Secretary/Elected Community Member

07/05/2020 – 16/04/2021      3 Applications Awarded (£7,500 awarded)

1 – Cairndow Clay Target Club: Improvements to infrastructure (Club Hut; traphouses; acoustic systems)

£3,000 awarded (50% of amount requested)

2 – Cairndow Village Hall: Replace boiler and reinstate solar panels

£4,500 awarded (100% of amount requested)

3 – Strachur Hub: funding towards 24 hour blood pressure monitor rejected

£6,853.68 Fund Payment June 18<sup>th</sup>, 2020 and £5.28 bank interest.

Starting balance £5843.63

Closing balance £5202.59

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**Cruach Mhor Windfarm Trust**  
**Report to Argyll and Bute Council, Bute and Cowal Area Committee 2020/21.**

This has been a very strange year for everybody. I took over as Community Council Representative when Cathy Grant resigned from the Community Council and by default, I became Secretary / Treasurer of the Windfarm Trust. The Trust board members would like to thank Cathy for the work she has carried out in her time on the board.

Fewer applications have been received this year, mainly because of fewer things happening due to Covid-19 restriction although most of the ones we have had have been to combat the effects of Covid-19 on our local community.

The trust has supported Colintrave village hall through this year by funding maintenance of the hall inside and out and supporting a Festive hamper given to every household in the area. We have also funded the renovation of toilet facilities in the hall.

The local school have received funding for Children's waterproofs and midge nets to further facilitate outdoor forest education.

The playpark received funding for their insurance and yearly maintenance.

All the above funding was in the main applied for because they were unable to fundraise in their usual manner due to Covid -19 restrictions.

We have issued grants to three local students. Funding for all was to cover the costs of IT equipment, textbooks, and practical equipment.

Dunoon Angling Club were given funds to improve access to the River Ruel and Argyll Fisheries were given funding to help towards environmental improvements along the length of the river.

We have had fewer applications this year although it has been good to help support the local community to support each other through this difficult year.

We are looking forward to the coming year which has already seen applications coming in.

**CRUACH MHOR WINDFARM TRUST 2020.**

Balance @ 30 <sup>th</sup> April 2020	£ 50,130.08
Income	£ 35,505.64
Expenditure	£ 27,689.00
Balance @ 31 <sup>st</sup> March 2021	£ 58,479.72 (note1)

**INCOME**

Scottish Power	£ 34,155.64
Returned grant from Rachel McNaughton	<u>£ 1,350.00</u>
	£ 35,505.64

## EXPENDITURE

Date	Detail	Cheque No.	Amount
03/06/2020	Colintraive Village Hall	000381	2,534.00 x
05/06/2020	Argyll Fisheries Trust	000382	2,000.00 x
09/06/2020	Dunoon & District Angling Club	000383	950.00 x
08/07/2020	Kilmodan Primary School	000384	905.00 x
17/07/2020	Cgdt 4 <sup>th</sup> Installment	000385	4,400.00 x
29/09/2020	Student Grant	000386	1,000.00 x
02/12/2020	Student Grant	000387	1,000.00 x
02/12/2020	Colintraive Village Hall	000388	2,000.00 x
02/12/2020	Kilmodan Acre Trust	000389	1,900.00 x
06/02/2021	Colintraive Village Hall	000390	10,000.00 x
07/02/2021	Student Grant	000391	1,000.00
			<hr/>
			£ 27,689.00

Note 1. Cheque no. 000378 has been presented £467.00  
 Cheque no. 000391 has not been presented £1000.00

**Bute and Cowal Area Committee  
Workplan 2020-2021**

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
<b>June 2021</b>					
1 June 2021	Performance Review - Area Scorecard	Improvement and HR – Sonya Thomas	Quarterly	7 May 2021	
1 June 2021	Supporting Communities Fund – Grant applications	Community Planning – Sharon MacDonald/David Hagerty	Annual Report	7 May 2021	
1 June 2021	Transport Updates	Discussion Item for Members	Quarterly	7 May 2021	
1 June 2021	Major Projects Update – Queens Hall	Head of Commercial Services - John Gordon		7 May 2021	
1 June 2021	Roads and Infrastructure Service Update	Development and Infrastructure Jim Smith	Quarterly Report	7 May 2021	
1 June 2021	6 monthly HSCP – Local Report (Highlight local issues)	Health & Social Care Partnership – Charlotte Craig	Bi-Annual Report	7 May 2021	
1 June 2021	Primary School Report 2020/21 - Bute and Cowal	Education Services Tina Sartain / Simon Easton	Annual Report	7 May 2021	

**Bute and Cowal Area Committee  
Workplan 2020-2021**

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
1 June 2021	Cruach Mor and Clachan Flats Wind Farm Trusts	Legal & Regulatory Support – Stuart McLean	Annual Report / For Noting	7 May 2021	
1 June 2021	TRO Update	Development and Infrastructure	On Off	7 May 2021	
1 June 2021	Rothesay TH – Recommendation of Award	Economic Growth Colin Fulcher	As required	7 May 2021	
<b>August 2021</b>					
31 August 2021	Performance Review - Area Scorecard	Improvement and HR – Sonya Thomas	Quarterly	6 August 2021	
31 August 2021	Roads and Amenities Revenue and Capital Update (completed to date/programmed for next period)	Development and Infrastructure		6 August 2021	
31 August 2021	Roads and Infrastructure Service Update	Development and Infrastructure Jim Smith	Quarterly Report	6 August 2021	
31 August 2021	Annual Recycling Report (by area)	Development and Infrastructure John Blake	Annual Report	6 August 2021	

**Bute and Cowal Area Committee  
Workplan 2020-2021**

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
31 August 2021	Cruach Mor and Clachan Flats Wind Farm Trusts	Legal & Regulatory Support – Stuart McLean	Annual Report	6 August 2021	
31 August 2021	Charitable Trusts, Bequests and Trust Funds	Legal & Regulatory Support – Stuart McLean	Annual Report	6 August 2021	
31 August 2021	Major Projects Update – CHORD/ CARS/THI (where appropriate)	Development and Infrastructure	As appropriate	6 August 2021	
31 August 2021	Rothesay TH Grant Approval	Economic Growth Colin Fulcher	As appropriate	6 August 2021	
31 August 2021	Dunoon Town Centre Spaces for People Medium-Long-term Proposals	Colin Yong		6 August 2021	Agreed at March 2021
31 August 2021	Winter Gritting Policy	Head of Roads and Amenity Services	Annual Report	6 August 2021	
31 August 2021	Strategic Housing Fund	Director of Development and Infrastructure – Douglas Whyte	Annual Report	6 August 2021	
31 August 2021	Lamont Bequest Applications	Legal & Regulatory Support – Stuart McLean	As required	6 August 2021	Cut off for applications 15 August 2021

**Bute and Cowal Area Committee  
Workplan 2020-2021**

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
<b>December 2021</b>					
7 December 2021	Performance Review - Area Scorecard	Improvement and HR – Sonya Thomas	Quarterly report	12 November 2021	
7 December 2021	6 monthly HSCP – Local Report (Highlight local issues)	Health & Social Care Partnership – Charlotte Craig	Bi-Annual Report	12 November 2021	
7 December 2021	Secondary School Report - Dunoon Grammar School	Report by Head Teacher	Annual Report	12 November 2021	
7 December 2021	Secondary School Report – Rothesay Joint Campus	Report by Head Teacher	Annual Report	12 November 2021	
7 December 2021	ACHA Annual Update	Chief Executive - ACHA	Annual Report/Presentation	12 November 2021	
7 December 2021	HSCP Annual Performance Report	Health & Social Care Partnership – Charlotte Craig	Annual Report	12 November 2021	
7 December 2021	The Third Marquis of Bute's Silver Wedding Dowry Fund	Legal & Regulatory Support / Stuart McLean	Annual Report	12 November 2021	
7 December 2021	Major Projects Update – CHORD/ CARS/THI (where appropriate)	Development and Infrastructure	As appropriate	12 November 2021	

**Bute and Cowal Area Committee  
Workplan 2020-2021**

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
7 December 2021	Rothesay TH Grant Approval	Colin Fulcher	As appropriate	12 November 2021	
7 December 2021	Lamont Bequest Applications	Legal & Regulatory Support – Stuart McLean	As required	12 November 2021	Cut off for applications 15 November 2021
<b>Future Reports – dates to be determined</b>					
	Major Projects Update - Rothesay Pavilion	Development and Infrastructure Services - Jonathan Miles			Members receiving monthly briefings - report to AC once all planning relating to works to completion finalised & agreed by SMT/Council
	Supporting Communities Fund – End of Project Monitoring Report 2020/21	Chief Executive – Rona Gold/ Samantha Somers	Annual Report		Moved to September 2022 as organisations granted one year extension due to covid

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