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

Customer Services
Executive Director: Douglas Hendry



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9 October 2013

NOTICE OF MEETING

A meeting of the **MID ARGYLL, KINTYRE & THE ISLANDS AREA COMMITTEE** will be held in the **COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD** on **WEDNESDAY, 2 OCTOBER 2013** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST (IF ANY)**
- 3. MINUTES**
 - (a) Mid Argyll, Kintyre and the Islands Area Committee 7 August 2013. (Pages 1 - 8)
 - (b) Kintyre Initiative Working Group (KIWG) 30 August 2013 (for noting) (Pages 9 - 18)
 - (c) Mid Argyll Partnership (MAP) 11 September 2013 (for noting) (Pages 19 - 26)
- 4. PUBLIC AND COUNCILLORS QUESTION TIME**
- 5. LOCHGILPHEAD JOINT CAMPUS**

A presentation by the Head Teacher, Lochgilphead Joint Campus.

(Pages 27 - 50)
- 6. PRIVATE RENTED SECTOR**

Report by Executive Director – Community Services.
(Pages 51 - 58)

7. SKIPNESS PRIMARY SCHOOL - EDUCATION SCOTLAND

Report by Head Teacher. (Pages 59 - 66)

8. RHUNHAORINE PRIMARY SCHOOL AND NURSERY CLASS - EDUCATION SCOTLAND

Report by Head Teacher.
(Pages 67 - 74)

9. SOUTHEND PRIMARY SCHOOL - EDUCATION SCOTLAND

Report by Head Teacher. (Pages 75 - 82)

10. EXTRA DAY HOLIDAY - MAKI SCHOOLS

Report by Executive Director – Community Services. (Pages 83 - 88)

11. CARE AT HOME PROVISION

Report by Executive Director – Community Services.
(Pages 89 - 94)

12. ROADS ISSUES

(a) Capital Roads Reconstruction Programme - Update
Report by Executive Director – Development and Infrastructure Services
(Pages 95 - 100)

13. SCHOOLS LIGHTS

Report by Executive Director – Development and Infrastructure Services. (Pages 101 - 164)

14. BEAR UPDATE

An update from BEAR on Trunk road issues.

15. TRANSPORT SCOTLAND - UPDATE (Pages 165 - 168)

16. STREETSCENE/BETTER NEIGHBOURHOOD STATISTICS/INFORMATION

Report by Executive Director – Development and Infrastructure Services – to follow

17. BOLGAM STREET PUBLIC CONVENIENCES

Report by Executive Director – Development and Infrastructure Services – to follow
(Pages 169 - 170)

18. ARMED FORCES CHAMPION UPDATE - NOMINATION

Report by Executive Director – Customer Services to follow (Pages 171 - 172)

19. KIWG - APPOINTMENT OF CHAIR

Report by Executive Director – Customer Services (Pages 173 - 174)

20. ITEM TRACKER (Pages 175 - 178)

MID ARGYLL, KINTYRE & THE ISLANDS AREA COMMITTEE

Councillor Rory Colville Councillor Robin Currie
Councillor Donald Kelly Councillor Donald MacMillan
Councillor Douglas PhilandCouncillor John Semple

Councillor Anne Horn
Councillor John McAlpine
Councillor Sandy Taylor

Shirley MacLeod – Area Governance Manager

Contact: Theresa McLetchie Tel: 01546 604511

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**MINUTES of MEETING of MID ARGYLL, KINTYRE & THE ISLANDS AREA COMMITTEE held in
the VILLAGE HALL, ISLE OF GIGHA
on WEDNESDAY, 7 AUGUST 2013**

Present: Councillor Douglas Philand (Chair)

Councillor Rory Colville
Councillor Robin Currie
Councillor John Semple

Councillor Donald MacMillan
Councillor Anne Horn
Councillor Sandy Taylor

Shirley MacLeod
Jim Smith

Area Governance Manager
Head of Roads & Amenity
Services

Neil McKnight

Head Teacher, Tarbert
Academy

Michael Casey

Project Officer, Schools
Development

Liz Marion

Community Development
Officer

Stewart Clark
Tom Murphy
Martin Gorringe
Hugh Blake

Roads Performance Manager
Streetscene Manager
Marine Operations Manager
Asset Manager

1. APOLOGIES

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

Councillor Donald Kelly
Councillor John McAlpine
Sally Loudon, Chief Executive
Iain MacDonald, BEAR

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES

(a) MID ARGYLL, KINTYRE AND THE ISLANDS AREA COMMITTEE MEETING HELD ON 5 JUNE 2013.

The Minute of the previous meeting held on 5 June 2013 was approved as a true record, subject to the following amendments:-

Page 2, Item 4 – Public and Councillors Question Time:-

Councillor Currie highlighted the further deterioration of the A83 particularly on the stretch of the Trunk road north of Inveraray, at the Corran roundabout and at the entrance to Tarbert.

(b) **KINTYRE INITIATIVE WORKING GROUP HELD ON 28 JUNE 2013 (FOR NOTING)**

The Minute of the KIWG meeting held on 28 June 2013 was noted.

(c) **MID ARGYLL PARTNERSHIP HELD ON 12 JUNE 2013 (FOR NOTING)**

The Minute of the MAP meeting held on 12 June 2013 was noted.

4. **PUBLIC AND COUNCILLORS QUESTION TIME**

The Chair invited questions from Members and the public in attendance.

A member of the public in attendance enquired if there was a means of recycling polystyrene within the Argyll and Bute area. The Streetscene Manager replied that there was not a mechanism in place at present to recycle polystyrene.

Councillor Currie raised his concerns in regards complaints he had received from constituents about the lack of grass cutting, especially on single track roads; whereby drivers had their view obscured presenting a safety issue. The Head of Roads and Amenity Services replied that, at present, grass cutting was undertaken in-house and the present model of grass cutting had been delayed to the most appropriate time. If further grass cutting was implemented, then the costs would need to be taken from another budget. He advised that on Gigha, operatives would return in the Autumn to undertake a shrub cut to ensure adequate visibility at junctions.

Councillor Horn enquired on the need to move machinery and equipment from Islay to other areas. The Head of Roads and Amenity Services advised that there were operational reasons for this exercise and it meant deploying the equipment for the most opportune reasons.

5. **TARBERT PRIMARY - EDUCATION SCOTLAND**

The Committee heard a presentation and report by Neil McKnight, Head Teacher Tarbert Academy on the recent Education Scotland Inspection of the school.

The Chair thanked Neil McKnight for his informative presentation and congratulated him on his recent appointment.

Decision

Members agreed to note the presentation and that Theresa McLetchie would disseminate the 2 presentations by email.

6. BEAR - REPRESENTATION TO UPDATE ON IMPROVEMENT PLANS

The Chair advised Members on the late apology submitted by Ian McDonald, BEAR representative. He stated that he intended to write to both Graham Edmond, and the Scottish Transport Minister to advise of his dismay at the late notification of non-attendance by BEAR.

Decision

Members agreed that the Chair would write on behalf of the Committee to register their dissatisfaction at the non-attendance by BEAR representation at the MAKI Area Committee.

7. NEW CAMPBELTOWN GRAMMAR - KINTYRE PARK

The Committee considered a report providing an update in regards the proposal to include Kintyre Park within the site for development of the new Campbeltown Grammar School.

Decision

Members agreed:

1. To note the report
2. That the Project Officer, Schools Development would bring details of the proposed options and design to a future MAKI Area Committee

Report by Executive Directors – Community Services and Customer Services, dated 7 August 2013, submitted).

8. ROADS ISSUES

(a) REVENUE ROADS BUDGET

The Committee received a follow up to a report presented at the March 2013 Business Meetings, which set out the reduction in road maintenance revenue activities to be delivered in 2013/14 and 2014/15 as a result of a reduced revenue budget provision.

Discussion followed in regards the integration of the WDM and Total system to provide more comprehensive statistical information for Members.

Decision

Members agreed to note the report.

(Reference: Report by Executive Director – Development and Infrastructure, dated 17 July 2013, submitted).

(b) **JACOBS SURVEY A83 AND PROPOSED PEDESTRIAN CROSSING IN TARBERT**

The Committee considered a report providing an update on the A83 Rest and Be Thankful diversion and the potential pedestrian crossing point at Tarbert.

Decision

Members agreed:

1. To note the report
2. That the Roads Performance Manager would clarify the £250k funding allocation by Transport Scotland for works along the A83.

(Reference: Report by Executive Director of Development and Infrastructure, dated 19 July 2013, submitted).

(c) **PROVISION OF ROAD DEFECTS STATS**

The Committee considered a report providing an update on the classification 1 potholes, with the provision of performance information in relation to response times for the MAKI area.

Decision

Members agreed that the Head of Roads and Amenity Services would review the figures detailed within the report for accuracy and forward updated information to Members.

(Reference: Report by Executive Director of Development and Infrastructure, dated 17 July 2013, submitted).

9. STREETSCENE SERVICE REVIEW IMPLEMENTATION

The Committee considered a report providing a proposed draft service delivery model for 2014/15 which had been developed following Member Workshop previously held. This report proposes a draft area model and also proposes that a stakeholder workshop event be held.

Decision

Members agreed:

1. That the service delivery model detailed below is endorsed; and
2. That approval is given for consultation to be carried out with key stakeholders on the draft service delivery model proposed in this report; and
3. That the Streetscene Manager would instigate the procedure to implement a legal agreement with West Kintyre Community Council in regards the public convenience at Tayinloan.
4. That the Streetscene Manage would liaise with the Area Governance

Manager to compile a list of Community Councils and local organisations to meet with as part of the consultation process.

(Reference: Report by Executive Director of Development and Infrastructure, dated 17 July 2013, submitted).

10. KILKERRAN PARK - MEMORIAL GARDEN

The Committee considered a report providing an assessment of use of the former Kilkerran play area site and detailed a proposal of use from the local community.

Decision

Members agreed:

1. To note the report.
2. That the Streetscene Manager would undertake an Options appraisal at Kilkerran Park
3. That the Streetscene Manager would instigate an audit on benches in Campbeltown.
4. That the Streetscene Manager would schedule and facilitate Ward surveys with local Members at an early date.

(Reference: Report by Executive Director of Development and Infrastructure, dated 3 July 2013, submitted).

11. CAMPBELTOWN - FISHERMAN FACILITIES AT FISH QUAY

The Committee considered a report requesting approval to progress the planned refurbishment of the existing facilities at the Fish Market, Campbeltown.

Decision

Members agreed:

1. To note the report
2. That in the event of female facilities being required, these would be capable of being accommodated in the refurbished structure.

(Reference: Report by Executive Director of Development and Infrastructure, dated 11 July 2013, submitted).

12. THIRD SECTOR GRANTS - 2013/14

The Committee considered a report which detailed the recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for the MAKI area.

Decision

Members agreed:

1. To award all of the grant recommendations made in the papers submitted by the Community Development Manager with the exception of 3.4 and 3.5
2. To increase the grant funding for (3.4) – Girlguiding Argyll Training to £280.
3. To increase the grant funding for (3.5) – Tarbert After School care to £719.

(Reference: Report by Community Development Manager, dated 9 July 2013, submitted).

13. MID ARGYLL PARTNERSHIP (MAP) AND KINTYRE INITIATIVE WORKING GROUP (KIWG) - STATUS OF BOTH GROUPS

The Committee considered a report providing information in regards the up-to-date status of local partnerships within the MAKI area.

Decision

Members agreed to recommend to the next meeting of the MAKI Community Planning Group that the Mid Argyll Partnership (MAP) and the Kintyre Initiative Working Group (KIWG) are recognised by the Community Planning Partnership as key strategic partners and fully integrated into the local Community Planning Group.

(Reference: Report by Executive Director of Development and Infrastructure, dated 18 July 2013, submitted).

14. TELEPHONE CALL HANDLING IN POLICE SCOTLAND

The Committee considered a report providing an update on the arrangements which are in place for telephone call handling in Police Scotland.

Decision

Members agreed to note the report.

(Reference: Report by Executive Director of Development and Infrastructure, dated 15 July 2013, submitted).

15. ITEM TRACKER

The Committee considered the Item Tracker.

Decision

Members agreed that the Area Governance Manager would amend the Item Tracker and circulate to Members.

(Reference: MAKI Item Tracker, dated 7 August 2013, submitted).

16. BENGULLION ROAD SITE - UPDATE

The Committee considered a report advising Members of the three approaches which have been received in respect of the utilisation of the land which currently accommodates the small user sites at Bengullion Road, Campbeltown.

Decision

Members agreed to the recommendations detailed at 2.1 and 2.2 of the report.

(Reference: Report by Executive Director of Customer Services, dated 5 July 2013, submitted).

17. SALE OF FORMER ARDRISHAIG SCHOOL AND SCHOOLHOUSE, OAKFIELD ROAD, ARDRISHAIG

The Committee considered a report providing an update on the sale of the former school and schoolhouse at Oakfield Road in Ardrishaig.

Decision

Members agreed to the recommendations detailed at 2.1 and 2.2 of the report.

(Reference: Report by Executive Director of Development and Infrastructure, dated 17 July 2013, submitted).

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

Para 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.

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**MINUTES of MEETING of KINTYRE INITIATIVE WORKING GROUP held in the TOWN HALL,
MAIN STREET, CAMPBELTOWN
on FRIDAY, 30 AUGUST 2013**

Present:

(Chair)
Councillor Rory Colville

Councillor Robin Currie	Councillor Anne Horn
Councillor John Semple	
Melissa Stewart	Argyll and Bute Council
Stuart Green	Argyll and Bute Council
Susan Paterson	KFCC, SKDT, etc
John Lamont	HIAL
	Campbeltown Community Business Ltd
Harvard Davis	Campbeltown Community Business Ltd
Jane Mayo	Business Gateway Kintyre Way
	AVA
Donald Melville	HIE
Andy Holtby	PA Jamie McGrigor MSP
Pat Dean	NHS Highland
David Rogers	Campbeltown CC
Pauline Houston	Explore Campbeltown
Donnie Cameron	Explore Campbeltown
Jim Martin	
Ewen McDonald	
Neil Clapperton	

1. APOLOGIES

Apologies for absence were intimated by:-

Maggie Maguire CalMac
Jamie McGrigor MSP
Stewart Clark – Argyll and Bute Council
Alistair Somerville – Transport Scotland
Dhonna McCallum – Argyll College
Darlene Russell - Argyll College
Ian Wardrop – MACC
Mayranne Stewart – AVA
Alan Reid MP
Tracy Grant – SKDT

2. MINUTES

The Minute of the previous meeting held on 28 June, 2013 was approved as a true record, subject to the following amendment:-

Page 5 – CHORD

The Chair detailed the background to the CHORD project and advised the

group of the recent award from the Campbeltown CHORD Project Board of £300,000 towards the Town Hall project in Campbeltown.

3. MATTERS ARISING

There were no Matters Arising.

4. FUTURE INITIATIVES

The Chair asked the group to give consideration that this item - Future Initiatives - becomes a standing item on future Agendas. Furthermore, he asked for a closer working relationship with the South Kintyre Development Trust (SKDT) as a vehicle for taking forward new initiatives.

Discussion continued in regards other bodies and organisations that could also be included. These included local Tourism Bodies and also the need to include stakeholders.

The issue of a new running track was raised and the feasibility of SKDT taking forward and assisting with this initiative. Councillor Semple advised of a positive discussion held on the recent Ministerial visit to Campbeltown in regards a new running track in Campbeltown.

Councillor Semple highlighted the large numbers of buildings in Campbeltown Town Centre which were in need of significant maintenance.

The group gave further discussion to the planning applications for further wind farms in the Kintyre area and the need for collective discussion on how to best utilise the money which would be generated.

Other possible initiatives included:-

Car Rally at MACC
Pipe Band Competiton
Air Show

Councillor Currie highlighted the economic decline in the Carradale area and welcomed advice on any initiatives on how to address this. The Chair put forward the possibility of the SKDT making contact to assist and agreed he would forward a copy of the SKDT East Kintyre Action Plan to Councillor Currie . Councillor Semple advised that the Economic Development team at Argyll and Bute council were currently involved in re-generation of local areas and could perhaps link in and assist with the issues in Carradale.

The group agreed that Future Initiatives would remain as a standing item on future KIWG Agendas with input and suggestions from group members.

5. INFRASTRUCTURE AND INWARD INVESTMENTS

(a) FERRY - UPDATE

Stuart Green updated the group on the passenger figures to date for usage on the new Ferry route between Campbeltown and South Ayrshire. These were 975 cars and 6000 passengers. However, there was no detail on actual passenger background. It was hoped that the new Ferry Users Group would be able to address this. He detailed the 'peaks' in passenger use and explained that Fridays were a popular day for ferry travel on the route.

Discussion continued in the possibility of additional passenger use and an amended timetable.

(b) SUB-GROUP FOR FERRY SERVICES

Councillor Semple advised that the Ferry Sub group were meeting later in the day and the initial ethos and rationale of the group would be to discuss the possibility of maximising the existing timetable and also endeavour to increase marketing and linkages. The Ferry Sub-group would provide updates to KIWG.

(c) CAMPBELTOWN AIRPORT

John Lamont advised the group that figures for the evening flight service were extremely good and that the new ferry service had not impacted on usage. Passenger figures were +3.1% - although overall they were down by -3% on last year's figures. Flight movements were +77.6% and this equated to 190 flight movements in July, as opposed to 176 last year. He reported on the continuation of 'out of hours' flight movements.

(d) ROAD ISSUES

Reports updating the group on both the Roads Reconstruction Capital Programme in Kintyre and Transport Scotland were tabled at the meeting.

Discussion continued in regards Argyll and Bute Council undertaking remedial work on the A83 to bring it up to the required standard before transfer to Trunk road status. Negotiations were ongoing and this issue would be considered at the full Council meeting in September. The issue of possible savings by Argyll and Bute Council after the transfer was queried. Councillor Semple replied that there would not be any savings made; as grants received from the Scottish Government were based on linear metreage on local roads and it would still be necessary to ensure that the Scottish Government undertook their legislative commitments on these roads.

Concerns were highlighted on the following road issues:

1. Moss Road – cars speeding around a bad corner.
2. Stewarton Road - issue of walls taken down
3. Parking in Tayinloan - releasing of ACHA land

4. Possibility of segregation on A83 Trunk Road to accommodate cyclists and walkers.

Decision

The group agreed:

1. That the Roads Performance Manager would be requested to undertake a technical appraisal of issues 1 and 2 above and be requested to attend the next KIWG meeting in October with updates.
2. That a letter would be drafted to ACHA in regards the car parking issue in Tayinloan with a request to release land to alleviate the parking problem.
3. That the Head of Economic Development and Strategic Transportation would be asked to look at what opportunities there are for cyclists and report back to the Group with this information.

(e) **CHORD**

Stuart Green advised the group that work on the Berthing Facility was being progressed to Full Business Case and that a meeting of the Campbeltown CHORD Project Board was being planned for September.

Councillor Semple reported on the opening of the flats on Kinloch Road and the positive and congratulatory comments which had been received on the joint working which had been undertaken between ACHA and Argyll and Bute Council in achieving this.

The Chair reported that the Traffic Survey currently being implemented would be made over a period of 2/3 days

(f) **BROADBAND AND MOBILE PHONE ISSUES - BRIEFING NOTE**

The group noted the update in regards Broadband and mobile phones.

Stuart Green informed the group of continuing investments being made in regards Next Generation Broadband (NGN) improvements. However, some communities outwith larger settlements may encounter problems encouraged community councils to check the map of coverage. If there area was not covered he advised that they should make contact with:-

Cam.pbell@communitybroadbandscotland.org

Who would be able to explain alternative options which may be available.

The Chair advised that local Community Councils could review the

extent of improvements in the area by *clicking on the link - Maps* within the update.

(g) **MARINE SCOTLAND**

The Chair referred to the letter which had been received from Linda Rosborough, Director of Marine Scotland.

Discussion continued in regards the need to maintain and support local fishermen.

Decision

The group noted the letter from Marine Scotland and agreed that a letter would be drafted to local representatives of the Clyde Fishermens Association requesting feedback as to whether the response was helpful.

(h) **CLYDE FISHERMENS ASSOCIATION**

No update was received from the Association.

6. BUSINESS ENVIRONMENT

(a) **HIGHLAND AND ISLANDS ENTERPRISE (HIE)**

The Chair advised the group that this would be David Rogers last attendance at a KIWG meeting as he was be undertaking work within the Rothesay and Dunoon area. He thanked David for the help, advice and input he had provided to KIWG meetings over the past few years.

David thanked the Chair and advised that David Roberts would provide future representation from HIE.

(b) **BUSINESS GATEWAY**

Donald Melville reported on a new business portal from SSE:

<http://www.sseopen4business/>

This was a portal providing tendering opportunities for local businesses.

Donald advised on a new Business Growth Grant which is part ERDF funded. It will provide support for local businesses wishing to grow. The funding would equate to 50% of eligible costs up to a maximum of £3,000. The criteria for the funding are:

Existing businesses that are actively trading with a turnover above £70,000 and be projecting an increase in turnover within the next 3 years linked to a specific growth initiative.

New-start businesses can apply where they have been trading for at least 3 months and are able to demonstrate clear potential to achieve an annual turnover of £70,000 with their first 18 months of trading, with further grow beyond.

He reported that a colleague had undertaken training on 'World Host' and would provide in-house training to other Business Gateway staff. If there was sufficient interest from local businesses, then this training would be provided in the local area.

Discussion continued in regards the provision of a breakdown of figures by geographical area and details of the SSE portal.

Decision

The group agreed:

That Donald Melville would provide a geographical breakdown of figures and would also forward on the Business Gateway electronic magazine to local Members.

(c) **ARGYLL COLLEGE**

The group noted the report from Argyll College which was tabled at the meeting.

7. COMMUNITY DEVELOPMENT

(a) **EXPLORE CAMPBELTOWN**

The Chair introduced Ewen McDonald and Neil Clapperton from Explore Campbeltown.

Ewen informed the group of their new tourist initiative, detailing the success of the initial meeting and the brand launch of 'Explore Campbeltown' which had been opened at Seafield Hotel by Michael Russell MSP this week. He updated the group on the meeting with Alex Salmond and his invitation to host a reception at Bute House to further promote Explore Campbeltown.

Neil Clapperton advised he and his colleagues involved with Explore Campbeltown had devised a different approach in advertising the brand. Their ethos was to maintain a simplistic and realistic approach and, so far, this was proving successful and paying dividends.

The Chair congratulated both Ewen and Neil on the success of Explore Campbeltown and wished them continuing success. He asked that the Group be kept informed of any topical issues Explore Campbeltown wished to raise and that the KIWG would continue to circulate their Agenda and Minutes to Ewen.

(b) **MACHRIHANISH COMMUNITY FACILITY**

Jim Martin informed the group of the recent appointment of Malcolm McMillan as MACC manager. He would commence as manager on 23 September.

Jim reported that there were 9 new tenants at the base with the possibility of a community shop and allotments. Local sports clubs were in the progress of taking over some of the sports facilities at MACC.

The Chair thanked Jim for his update and welcomed Malcolm McMillan's attendance at future KIWG meetings.

(c) KINTYRE WAY

Andy Holby reported that the first apprentice had commenced his personalised training programme. He advised of the ongoing extension work on the Kintyre Way which he hoped would be completed and in place by Spring 2014. In regards the access to Machrihanish Beach at Westport, Andy informed the group that 3 options had been identified and negotiations were in progress to advance these.

Andy reported that an application to Landscape Heritage Trust was in progress. He advised of a meeting being held on 4 October, 2013 in Templars Hall, Tarbert to look at a Landscape Partnership Bid.

(d) SOUTH KINTYRE DEVELOPMENT - UPDATE

SKDT - The Chair (in his capacity as Director) informed the group of the SKDT application to Growing Community Assets was also being considered at the same time.

In addition, the Sherriff was in the process of making a decision of the transfer of ownership to SKDT. Providing on the success of the ownership transfer and the funding application, then the work on the Town Hall would commence.

8. MAKI COMMUNITY PLANNING GROUP

(a) MAKI COMMUNITY PLANNING GROUP - MEETING DATE

The next MAKI CPG meeting was scheduled for:-

4 September, 2013 – 2.00p.m.

The venue for the meeting would be the Town Hall, Campbeltown.

9. A.O.B.

AVA Pat Dean updated the group of the appointment of a new AVA staff member - Ian McVicar.

Wee Picture House - Jane Mayo informed the group that the Big Food Trip programme which would be featuring local produce was scheduled for 30 September.

The application to Heritage Lottery fund was being considered by the

committee on 10 September. Jane thanked HIE for all their help and advice in completing the application.

10. APPOINTMENT OF CHAIR AND VICE-CHAIR

This item would continue and be considered as part of the emerging Political Management arrangements with the Group being updated in due course.

11. DATE OF NEXT MEETING

The date of the next meeting was scheduled for:-

Friday, 25 October, 2013

10.00a.m. – Town Hall, Campbeltown.

The Chair thanked everyone for attending and thanked the group for the informative updates received.

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**MINUTES of MEETING of MID ARGYLL PARTNERSHIP held in the COUNCIL CHAMBERS,
KILMORY, LOCHGILPHEAD
on WEDNESDAY, 11 SEPTEMBER 2013**

Present:

	(Chair)
	Councillor Sandy Taylor
Councillor Robin Currie	Councillor Anne Horn
Councillor Donald MacMillan	Councillor Douglas Philand
Melissa Stewart	Area Governance Officer
James Simpson	Lochgilphead Community Council
Peter Kastelein	Lochgilphead Community Council
Fred Bruce	West Lochfyne Community Council
David MacTaggart	West Lochfyne Community Council
Andrea Henderson	Furnace Community Council
Heather Clark	Furnace Community Council
Jeannette Laughton	Ardrishaig Community Council
Stewart Clark	Roads Performance Manager
Paul Martin	Roads Performance Manager
Mary Smyth	Craignish Community Council
Audrey Baird	Community Development Officer
Rod Buchanan	ACHA
Ailsa Raeburn	HIE

1. APOLOGIES

Apologies were intimated by:

Leonard McNeill
Jim Frame (SEPA)
Benedict Tustin (SEPA)
Kate MacAulay (NHS Highland)
Jane MacKenzie

2. MINUTES OF MEETING HELD ON 12 JUNE 2013

The Minute of the previous meeting held on 12 June, 2013 was approved as a true record.

The Chair advised the group that in regards to Bob Millar's request for further information and advice on Windffarm Planning, his discussion with Melissa Stewart

had alluded to the close proximity of the Community Council elections and awaiting the formalisation of the Councils Political Management arrangements. He asked the group to give consideration to holding a seminar to enable fuller discussion and provision of advice on Wind Farm issues.

Decision

The group agreed:

1. That a meeting and seminar would be arranged for 11 December to fully discuss the Wind Farm issue. The format would be MAP meeting in the morning with a seminar in the afternoon.
2. That Ailsa Raeburn would disseminate information on Wind Farm which HIE had compiled.

3. MATTERS ARISING

There were no Matters arising.

4. PROPOSED COMMUNITY PLANNING FORUM EVENT

Audrey Baird updated the group on the proposed Area Forum event and encouraged participation.

Discussion followed on the following:-

- Encourage young people to participate in the proposed event
- Declining population – higher than the national average in Scotland
- Invitation to RSLs – to enable relevant discussion on local housing issues

Decision

The group agreed to the recommendations detailed with the report.

5. SCOTTISH LAND FUND

The group heard a presentation by Ailsa Raeburn, HIE updating the group on Scottish Land Fund.

Decision

It was agreed that Ailsa Raeburn would forward on her presentation and leaflet detailing information on Wind Farms to the group.

The Chair thanked Ailsa for her informative presentation.

6. TARBERT MUSIC CENTRE

Councillor Anne Horn gave a short presentation on Tarbert Music Centre detailing its background and ethos.

Discussion continued in regards:-

- Fundraising
- Tutorage costs
- Travel costs for school children attending the Music Centre

Decision

The group agreed:

1. That contact would be initiated with Scottish Citylink in regards students from Gigha being charged for travel whilst attending the Music Centre.
2. That contact would be made with Public Transport at Argyll and Bute Council on the same issue.
3. That Jeanette Laughton would forward contact information for the Education Grant Scheme to Councillor Horn to allow her to explore whether this project would be eligible for funding.

7. VILLAGE/ TOWN/AREA PLAN UPDATES INCLUDING

(a) ARDRISHAIG

Jeannette Laughton updated the group on the following:-

- Bus trips to Allt Dearg had now finished. Each bus had been full and it was deemed that the trips were successful.
- The Action Panel had met on 6 July to award the first tranche of funding. The panel consisted of Community Councillors, Trust Directors, local Member and local store manager. Twenty six applications had been made and 19 had received full funding. The second tranche was due in October.
- Seven thousand was awarded to a sub-committee of the Community Council for the purchase of a spire net, tables and benches plus 2 BBQs. The BBQs would be constructed by students from Argyll College, with the Community Council paying for materials. The local community had already raised £725 towards these items and with the further aid of Argyll and Bute council, the project had been able to purchase equipment through the Council Portal VAT free. Thanks was proffered to Paul Martin, Alan McDonald, Stuart Green and Dougie Philand.
- Further money was awarded to another sub-group to embark on a Christmas lights programme. This would enable re-cabling to allow the Christmas tree to be placed in the centre of the green space between the 2 car parks in Ardrishaig. The Gala Day committee also intended to make a contribution towards this project.
- A third sub-group had been established to take forward the redevelopment of the King George V field. The group comprised Councillors, Directors and other interested parties. An architect would be commissioned to draw up a plan for the field. It was hoped that the plan would be brought to the November Community Council meeting for discussion.
- A successful partnership between the Community Council and Argyll and Bute council had resulted in a community shield for the Best Kept Garden in the Village.

The Chair thanked Jeannette for her informative update.

(b) **TARBERT CONSERVATION AREA**

Councillor Anne Horn updated the group on local issues in Tarbert. These included:-

- Work on the Castle continued with the inclusion of a pond and wildlife area. This was being used by the school as an 'outdoor classroom'.
- Access for disabled people had been completed
- A children's playarea had been constructed at the Outdoor gym on the walkway
- Both the 5 and 10K marathons recently held in Tarbert had been well attended with plans to make this an annual event
- Music Festival was scheduled for 21 and 22 September with a Book Festival planned for November

The Chair thanked Anne for her informative update.

(c) **CRAIGNISH**

Mary Smyth updated the group on the following:-

- Community Festival held in the Summer had been successful. One of the initiatives had been for attendees at the event to bring along a personal artefact with a 100-word description of why they held it dear to them.
- A new Planning Application had been lodged for the Glebe which was particularly contentious. The Community Council had lodged an objection to the original plan and there would be a meeting that evening to discuss an alternative arrangement for a community buyout.

The Chair thanked Mary for her informative update.

(d) **FURNACE**

Andrea Henderson updated the group on the work being conducted by the community council in updating their community survey with the aim of determining prioritisation of community needs.

Heather Clark discussed the success of their recent Gala Day.

Discussion continued in regards the alcohol controls in place at the event.

The Chair thanked Andrea for her informative update.

(e) **WEST LOCHFYNE**

Fred Bruce reported on the following:-

- Recent rumours in regards the closure of the Primary school in Minard.
- Community Council had been re-instigated in West Lochfyne.

Discussion continued and Councillor Philand commented that, to his knowledge, there were no plans to re-visit the School Estates issue at the present time although there could be no guarantee that this wouldn't be looked at in the future.

The Chair thanked Fred for his informative update.

(f) **LOCHGILPHEAD**

Peter Kastelein reported on the following:-

- Recent meeting held on 14 June with Visit Scotland at the lack of tourist information in Lochgilphead.
- Implementation of enforcement of procedures on local building sites.
- Finalisation of Memo of Understanding with Infinus which the community council were not willing to commit to at this stage, but wished to leave for the new community council to determine following the October elections.

It was agreed that an invitation would be made to South Knapdale, Dunadd and Inveraray to attend future MAP meetings.

(g) **DUNADD**

There was no update.

8. **HOUSING ISSUES**

Rod Buchanan updated the group on the housing allocation – New Home Argyll which would be brought to local Committees and Boards for endorsement.

Discussion ensued in regards the following:-

- New Housing Options advice model which was in progress to assist prospective tenants
- Lack of 3 bed roomed properties in local areas
- Re-commencement of the re-wiring and heating work to ACHA properties
- ACHA policy on heating
- Possibility of MAP representation in regards the recent Bedroom Tax

The Chair thanked Rod for his informative update and requested that the Group receive a copy of ACHA's Policy on Heating Systems.

9. SCOTTISH WATER

Jane McKenzie had sent her apologies as she was unable to attend the meeting.

She would make direct contact in regards issues previously raised in Tarbert and Minard.

10. TRANSPORTATION ISSUES

(a) UPDATE FROM ROADS DEPARTMENT

Stewart Clark tabled a report on local roads issues and the capital scheme for planned works.

Jeannette Laughton raised concerns in regards a plan for a bus shelter in Ardrishaig. She detailed the background to the request and highlighted the opposition of some of the local community to the shelter.

Further discussion was given to:-

- Rose bush in Ardrishaig which was causing visibility issues
- Request for a bus shelter in Craignish
- Road works at Corran roundabout – need for liaison with Scottish Water

The group agreed that the Roads Performance manager would action the above issues.

11. HEALTH/SOCIAL CARE ISSUES

There were no updates.

12. COMMUNITY SAFETY

Councillor Anne Horn updated the group on recent initiatives undertaken in the local area:-

- Safer Swimming
- Cold Calling initiative

The group were asked to feed any issues into the Community Safety Forum.

Councillor Robin Currie highlighted concerns in regards continuing dog fouling issues and it was agreed that Paul Martin should pick this up under Item 14 of these Minutes.

13. COMMUNITY INITIATIVES

The Chair enquired on the possibility of a report coming to the MAP on the

Ardrishaig Education Fund.

Jeannette Laughton replied that she could provide a report for the next meeting, but if the group were so minded, it may be more appropriate to ask Mary Broadfoot (who Chaired the Panel) to attend the next meeting to discuss criteria, etc. This was agreed by the Group.

14. AMENITY ISSUES

Paul Martin updated the group on increased patrols to try and deter dog fouling instances in the local area. Paul reported that there were joint patrols being undertaken with Police Scotland and new signage was being erected to highlight the fines which would be imposed for offenders.

Discussion followed and the issue of horse manure on the canal footpath was raised. The matter had been reported to Scottish Canals, but the problem still persisted.

The group agreed that Paul Martin ascertain if there was any legislation to resolve the horse manure on the canal bank and that the Roads Performance Manager would also review the Roads Act in noting that there was also an issue on Glengilp Road.

15. AOB

The Chair enquired if the group would be agreeable to hearing a presentation from John Woods, Project worker on alcohol issues and that, subject to agreement by the Group, he also intended inviting Partners from Social Work and Health to discuss the integration work being taken forward jointly by them in terms of care in the community.

The group agreed to both these suggestions.

16. DATE OF NEXT MEETING

Discussion followed in regards the format of the next meeting which would incorporate a seminar on Wind Farm issues. It was agreed to hold 2 sessions on 11 December, 2013.

This would involve holding the MAP meeting in the morning and the seminar in the afternoon and attendees could attend either an individual session or both sessions.

11 December 10.00a.m. – Room 1 Community Centre, Manse Brae, Lochgilphead

LOCHGILPHEAD JOINT CAMPUS

STANDARDS AND QUALITY REPORT AND CAMPUS IMPROVEMENT PLAN 2013



Lochgilphead Joint Campus

Standards and Quality Report 2012 – 13

Introduction

The purpose of this report is to share with parents the successes and achievements of our pupils over the last school year. It also enables us to evaluate the work of the campus, reflect on the improvements we have secured and plan our development priorities for next session.

The format has changed this year to reflect the areas of focus identified by HMle, so the report will be written in 3 sections:

- **How well do children and young people learn and achieve?**
- **How well does the school support children and young people to develop and learn?**
- **How well does the school improve the quality of its work?**



How well do children and young people learn and achieve?

Across the campus, children and young people learn and achieve very well. In S4, 5 and 6, pupil performance in most areas is well above local and national averages. The table below provides a snapshot of our attainment compared to local authority averages:

<i>Lochgilphead High School</i>	%	<i>Argyll and Bute</i>	%
5+ Credit	41	5+ Credit	41
5+ General	81	5+ General	80
1+ Higher A-C	50	1+ Higher A-C	45
3+ Higher A-C	30	3+ Higher A-C	24
5+ Higher A-C	14	5+ Higher A-C	10

Pupils are now benefiting from the implementation of *Curriculum for Excellence* and there has been a welcome focus on skills development in the Primary which will equip every child to become an independent learner. Forest Schools remains an integral part of the educational experience of Pre-5 and Primary pupils, helping them to learn how to work collaboratively and co-operatively and providing a real and exciting context for interdisciplinary learning. The Primary curriculum has again been enhanced by the Creative Choices programme which allows the pupils to choose from a range of activities including animation, samba drumming and Nordic walking. Two Primary 7 pupils excelled in the Scottish Mathematics Challenge, Sinead Pow winning a silver and Caitlin MacDonald a bronze award.

In the High School, S3 pupils have completed their broad, general education, an occasion which was marked with a special assembly – developed and presented by the pupils - to celebrate their achievements. They have enjoyed being exposed to different learning styles and activities and are well-prepared for the challenges of the new national qualifications next session. In S4, most pupils will study 7 subjects at National 4 and 5.

We continue to offer a varied set of options for senior students and are working closely with partners such as Argyll College and the University of the Highlands and Islands to provide greater breadth and opportunities for achievement.

We were very proud that a Lochgilphead High School student, Eoghan Anderson, was the first in Argyll and Bute to successfully complete a university module in S6.

In addition to their learning, young people in Lochgilphead Joint Campus participate and achieve in the creative arts, sport and enterprise. They are encouraged to develop citizenship through contributing to the school and the community and continually exceed our expectations with their willingness to volunteer.

Creative Arts

- Writing talent continues to be nurtured in the English Department, with S1 pupil, Holly Smith, being shortlisted in the final 50 of the thousands of pupils who entered the Radio 2 short story writing competition
- The importance of writing was further highlighted by the entertaining presentation made to pupils in S2 and 3 by author, Alan Bissett and by Lori Dou to P6 pupils
- S3 pupils produced their own movie in a cross-curricular media collaboration between the English and Music departments
- The Wind Band achieved success in the Scottish Youth Brass Band Championships and Argyll Brass
- As well as winning in the Mid Argyll Music Festival, the High School choir performed in several community events
- As usual, audiences were delighted by the performances of the Primary 6/7 pupils in the annual pantomime – *Snow White* this year – and by the nativity plays put on by the Pre-5/P1 and P2/3 groups. An added bonus this year was *A Big Green Adventure*, a performance with a message put on by P4 and P5
- Evidence of artistic talent was on display at both ends of the spectrum in the exhibitions mounted by Pre-5 children and Advanced Higher students

- In a fantastic partnership with local business, Crinan Cycles, S3 Art students were given a brief to design a stained glass window for the company, with the winning designs being displayed in the shop window for all to see

Sport

- The campus Fun Run was extremely well supported by pupils, staff and parents, raising almost £600 for the chemotherapy unit at the Mid Argyll Hospital
- Two S6 students – Alistair MacVicar and Fraser MacNicol – trained as Sports Ambassadors and made a big impact by organising extra-curricular events and fundraising for two sets of team strips
- Pupils were given the opportunity to experience winter sports, taking part in the Scottish Schools Snow Cross event and achieving second place in the Scottish Schools Ski Qualifier



Enterprise and Citizenship

- Ongoing activity has taken place across the campus to secure our third Green Flag, much of the focus being on planting and growing our own food for use in the canteen and in the Home Economics Department. We were selected to participate in the Litter Less campaign, with a launch in November followed by a range of initiatives including a litter pick, a beach clean, liaising with local councillors to improve waste facilities and producing a litter education leaflet



- The P6/7 MacMillan Coffee Morning was very well organised by pupils and well supported by parents, making £270
- Our resourceful and creative Young Enterprise group won two awards, including best overall company, at the regional finals and were the first students in recent years to get through to the national final in Glasgow



- Skills for Work courses were promoted to the incoming S3 pupils through a series of workshops delivered by current students and Argyll College tutors
- S3 Business Management students outlined their exciting and original business plans and marketing strategies at the S3 celebration of achievement in May
- A group of S3 pupils delivered a powerful presentation to their peers and the P7 pupils to acknowledge Holocaust Memorial Day and to consider the impact of genocide in contemporary society
- Debating has been resurrected in the senior school, with lively sessions regularly taking place at lunchtime. Supported by the Parent Council, the debating club visited the Scottish Parliament to see political debate in action
- We were delighted – through the efforts of the S6 Charity Committee – to support local charities Rainbow Valley and Crossroads Dalriada with a donation of just under £300 to each and to contribute £900 to the proposed Chemotherapy Unit at the Mid Argyll Hospital
- The annual European Christmas Market was the most successful yet, raising £2 400 for school funds
- Budding journalists, Ellie Donald, Morven Reid, Nina Joynson and Olivia Kerr have taken over much of the publicity for the campus, doing a fabulous job of promoting school events and activities in school and in the community through regular contributions to the Squeak
- Working with Laura Sweeney during weeks of preparation, a group of S6 students put on a brilliant version of Strictly Come Dancing, showing real talent and commitment and providing a great evening of entertainment for a capacity audience



How well does the school support children and young people to develop and learn?

We are committed to removing barriers to learning and supporting all of our pupils to fulfil their potential. There are good systems in place for identifying vulnerable pupils at an early stage and this year a nurture group was created to work intensively with a small number of Primary pupils to help them to develop the social and learning skills necessary for success in school. Feedback has been very positive and the nurture group will run again next year.

Problems with literacy can be an impediment to learning across the curriculum and the Learning Support department in the High School piloted a literacy programme with a group of S1 pupils for whom it was felt that some additional support would be beneficial. The pupils worked in small groups over a period of 12 weeks and by the end of the scheme the reading age of every pupil involved had increased.

Pupils in the additional support class have enjoyed therapeutic music sessions with ex-pupil, Struan Thorpe and the secondary pupils loved the Science programme customised for them and delivered by Mr. Lemmon, the course culminating in a visit to the Science Centre in Glasgow.

The robust systems of tracking, monitoring and target-setting already in place have been enhanced by the introduction of Skillsbook, an electronic record – or eportfolio- of a pupil's attainment, achievement and targets for improvement. Introduced with S3 pupils, this initiative will be extended to other stages next year.

We realise that to fully support the development and learning of our young people, we must work in partnership with parents, the community and a diverse range of other agencies.

There is a particularly strong and productive partnership between the school and Community Learning and Development, with staff collaboratively planning and delivering the xl course to groups of pupils and providing a range of support and opportunities for accreditation to individuals.

The campus is strongly supported by a proactive Parent Council, the members of which represent all of the sectors, Pre-5, Primary and Secondary. The Principal meets regularly with the Chair of the Parent Council to discuss parental involvement and the progress in the implementation of *Curriculum for Excellence* is a standing item on the agenda of the termly Parent Council Meeting. We have recently proposed that the formal meetings should include presentations by members of staff and pupils on aspects of the life and work of the school. The first of these – a presentation on Meeting the Needs of Learners – was well-received by the members who attended the May meeting. We have also collaborated to produce a questionnaire for parents on the work of the Parent Council and on communication between home and school and this should be issued to all parents in



August.



How well does the school improve the quality of its work?

Like every other school, we have an Improvement Plan which is distilled into an Action Plan that is updated annually – the Action Plan for next session is included as an appendix to this document.

In addition to the improvement planning cycle, there are a number of self-evaluation procedures embedded in the school year. Members of the Campus Leadership Team and Principal Teachers make regular classroom visits to monitor the quality of the teaching and learning and to assess how well learners' needs are being met. Observations are recorded and shared at team meetings and, in the majority of lessons seen, the teaching and learning is very good. This process allows good practice to be identified and shared, thus building capacity for improvement across the campus. Constructive feedback is also given on the minority of lessons where practice could be improved.

Principal Teachers produce an annual Standards and Quality Report which is discussed with members of the Senior Leadership Team in September. At the review meeting, the department/faculty improvement targets for the year are discussed and action points are agreed as appropriate.

We also recognise the importance of developing the skills of all of our staff and building capacity for leadership across the campus, a significant number of teachers now having completed the authority's leadership course and many others having attended training related to the implementation of the new national qualifications. Members of staff have also contributed to initiatives at authority level through membership of the numeracy group, the writing moderation team and the eportfolio development group.

The improvement targets achieved this year are:

- Introduction of systematic development and tracking of skills across the curriculum P1 – P7
- Full implementation of the broad, general education 3-15
- Preparation for the introduction of the new national qualifications in S4 successfully completed – a major undertaking
- In-house P7 profile developed for effective transfer of information at P7/S1 transition
- Skillsbook eportfolio piloted with S3
- Ongoing work on *Curriculum for Excellence* assessment materials completed at all stages and levels
- GIRFEC developments consolidated
- Excellent progress in Eco developments, particularly with food and the environment

LOCHGILPHEAD JOINT CAMPUS ACTION PLAN 2013 – 2014

AIM Review curricular structures to ensure breadth, depth, personalization and choice, enjoyment and challenge, progression , coherence and relevance

	ACTION	WHO	WHAT	WHEN
1.	Review implementation of Broad General Education 3 - 15	HTL Primary and Secondary	<ul style="list-style-type: none"> • Match 3-15 curriculum to <i>CfE</i> design principles • Identify progression routes • Evaluate strengths and identify areas for development • Produce Action Plan 	October 2013 December 2013
2.	Review implementation of senior phase and introduction of new national qualifications	DHT S3-6	<ul style="list-style-type: none"> • Review S4 -6 Options structure and progression pathways • Evaluate strengths and identify areas for development • Formulate proposals for next session 	October 2013 November 2013
3.	Evaluate the impact of literacy and numeracy across learning	HTL Primary and Secondary	<ul style="list-style-type: none"> • Track delivery of experiences and outcomes 3-15 • Track pupil progress across the curriculum • Produce report and action points 	October 2013

				December 2013
4.	Evaluate the impact of interdisciplinary learning at all stages and levels	HTL Primary and Secondary	<ul style="list-style-type: none"> • Sample interdisciplinary learning 3-15 • Compare outcomes achieved through interdisciplinary learning to similar delivered discretely • Evaluate assessment of interdisciplinary learning • Produce report and action points 	<p>October 2013</p> <p>December 2013</p>

LOCHGILPHEAD JOINT CAMPUS ACTION PLAN 2013 – 2014

AIM Raise attainment at all levels

	ACTION	WHO	WHAT	WHEN
1.	Implement systems for tracking and monitoring pupil progress at all stages	HTL Primary and Secondary DHT Pupil Support	<ul style="list-style-type: none"> • Establish agreed procedures and calendar • Establish procedures for addressing underperformance and recording targets 	December 2013 June 2014
2.	Review implementation of Homework Policy S1-S6	HTL Secondary PTs	<ul style="list-style-type: none"> • Collate feedback from pupils, staff and parents • Produce report and action points 	August 2013
3.	Implement targeted, intensive support for literacy and numeracy in P6/7	DHT Pupil Support ASN staff	<ul style="list-style-type: none"> • Identify target group (s) • Diagnose areas of difficulty and develop individualized programmes to address problems • Deliver and monitor individual progress 	August 2013 March 2014

4.	Sustain programme of learning visits and feedback to teachers	CLT PTs	<ul style="list-style-type: none"> Produce and implement updated monitoring and evaluation calendar 	Ongoing
5.	Develop pupil voice in secondary	HTL Secondary	<ul style="list-style-type: none"> Implement new mechanism for pupil consultation in secondary 	October 2013

LOCHGILPHEAD JOINT CAMPUS ACTION PLAN 2013 – 2014

AIM Fully implement assessment, recording and moderation procedures 3-18

	ACTION	WHO	WHAT	WHEN
1.	Develop appropriate assessment materials for courses at all stages and levels	HTL Primary and Secondary PTs, class teachers	<ul style="list-style-type: none"> Produce course assessments based on <i>Curriculum for Excellence</i> levels 	Ongoing
2.	Implement arrangements for moderation and standardization of assessment across the campus	HTL Primary and Secondary PTs	<ul style="list-style-type: none"> Implement agreed criteria for the assessment of writing across sectors Use in-house exemplars to share standards Implement and evaluate SQA assessment materials for new national qualifications 	Ongoing

3.	Evaluate Skillsbook pilot	HTL Secondary PTs Pupil Support	<ul style="list-style-type: none"> • Collate feedback from pupils, staff and parents • Evaluate impact • Plan for rollout if appropriate 	September 2013
4.	Produce Campus Assessment and Reporting Policy	HTL Primary and Secondary	<ul style="list-style-type: none"> • Set up cross-sectoral working group • Produce draft policy for CLT and Parent Council • Implement policy 	August 2013 March 2014 August 2014

LOCHGILPHEAD JOINT CAMPUS ACTION PLAN 2013 – 2014

AIM Review transition arrangements with emphasis on Opportunities for All
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	ACTION	WHO	WHAT	WHEN
1.	Review options arrangements in secondary	DHT Pupil Support PTs Pupil Support	<ul style="list-style-type: none"> • Evaluate arrangements session 2012 - 2013 • Incorporate changes into Guidance Calendar/Year Planner 	June 2013 August 2013
2.	Review transition programmes Pre-5 to P1 and P7 to S1	DHT Pre/P5 DHT P6 – S2	<ul style="list-style-type: none"> • Evaluate impact of pupil profiles • Evaluate effectiveness of information transfer • Review curricular arrangements to ensure continuity and progression • Produce report/Action Plan 	August 2013 October 2013

3.	Consolidate partnership working to improve post-school transition	DHT Pupil Support DHT S3-6 PTs Pupil Support	<ul style="list-style-type: none"> • Review senior options to include opportunities for wider achievement • Review post-school destinations data to identify trends • Identify vulnerable pupils at an early stage and agree appropriate support with partner agencies 	Ongoing
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LOCHGILPHEAD JOINT CAMPUS ACTION PLAN 2013 – 2014

AIM Review Pupil Support Structures and deliver full support entitlement to all
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	ACTION	WHO	WHAT	WHEN
1.	Review arrangements for the delivery of pastoral support in secondary	DHT Pupil Support	<ul style="list-style-type: none"> • Evaluate effectiveness of existing structures • Formulate proposal(s) for revised structure • Produce plan for implementation of new structure 	October 2013 December 2013 February 2014
2.	Fully implement GIRFEC and raise whole staff awareness of key points	DHT Pupil Support	<ul style="list-style-type: none"> • Review progress of implementation and identify points for action • Revise policy to fully reflect GIRFEC • Arrange training for staff 	November 2013 January 2014 February 2014
3.	Fully implement health and wellbeing experiences and outcomes 3-18	DHT Pupil Support	<ul style="list-style-type: none"> • Set up cross-sectoral working group to review progress • Produce Action Plan • Evaluate impact 	June 2014
4.	Integrate Learning Support and Behaviour Support departments	DHT Pupil Support	<ul style="list-style-type: none"> • Consult with staff • Formulate proposal for integration of services • Produce revised policy/procedures and implement 	March 2014 April 2014 June 2014

LOCHGILPHEAD JOINT CAMPUS ACTION PLAN 2013 – 2014

AIM Improve engagement with parents and wider community
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	ACTION	WHO	WHAT	WHEN
1.	Refresh and re-launch website	Principal	<ul style="list-style-type: none"> • Re-design home page to ensure it is more attractive up to date and user friendly • Introduce department/faculty blogs to share homework 	<p>August 2013</p> <p>October 2013</p>
2.	Promote wider membership of Parent Council and improve communication with parents	Principal Parent Council Chair	<ul style="list-style-type: none"> • Issue parental questionnaire about the work of the Council and communication with parents • Produce Action Plan from questionnaire results • Evaluate impact • Review Parental Involvement Policy 	<p>August 2013</p> <p>October 2013</p> <p>May 2014</p> <p>May 2014</p>
3.	Implement programme of presentations to Parent Council	Principal	<ul style="list-style-type: none"> • Agree topics in consultation with parents • Liaise with appropriate staff and pupils to plan and deliver presentations • Evaluate impact 	Ongoing but initial programme complete by June 2014

4.	Invite parental input to production of Campus Handbook and consult more widely on Improvement Plan	Principal	<ul style="list-style-type: none"> • Set up Parent Council sub-group to revise Campus Handbook • Use feedback from questionnaire and from Council meetings to inform Improvement Plan 	<p>Task complete by December 2013</p> <p>Ongoing</p>
5.	Review format of consultation and information evenings for parents	HTL Primary and Secondary	<ul style="list-style-type: none"> • Collect feedback on existing arrangements from parents, staff and pupils • Consult CLT and Parent Council on proposed changes • Implement revised programme 	<p>December 2013</p> <p>February 2014</p> <p>August 2014 onwards</p>

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ARGYLL AND BUTE COUNCIL**MAKI AREA COMMITTEE****COMMUNITY SERVICES****2nd OCTOBER 2013**

RESEARCH INTO THE PRIVATE RENTED SECTOR IN ARGYLL AND BUTE

1.0 SUMMARY

- 1.1 This report and the annexed briefing paper summarise the findings of a research study into the Private Rented Sector (PRS) in Argyll and Bute; and also sets this in the context of the Scottish Government's Strategy for the Private Rented Sector in Scotland.

2.0 RECOMMENDATIONS

- 2.1 To note the findings of the research study and the implications for the Argyll & Bute Local Housing Strategy.

3.0 DETAIL

- 3.1 The Private Rented Sector is currently a high priority on the housing policy agenda at both local and national levels. It has an increasingly important contribution to make in addressing local housing need and supporting economic growth. In May 2013, the Scottish Government published the national strategy "A Place to Stay, A Place to Call Home" which set out an overarching vision for a PRS which: ***"provides good quality homes and high management standards, inspires consumer confidence, and encourages growth through attracting increased investment"***.
- 3.2 The national strategy highlights the increasing importance of the sector in achieving and maintaining affordable, high quality housing in Scotland. To deliver this national strategy as well as the aims and objectives of the Argyll & Bute Local Housing Strategy, a number of key issues must be addressed:
- tackling the minority of landlords and tenants who act unlawfully or antisocially, and have a disproportionate impact on vulnerable communities and the reputation of the sector overall;
 - creating a regulatory framework that works for both tenants and landlords – one that is effective, proportionate and sets standards to ensure quality but is also affordable and does not constrain growth;
 - ensuring that the sector meets the growing demand for private rented housing from a range of different household types;

- encouraging tenants to think of themselves as consumers who can drive improvement within the sector; and supporting landlords to deliver improvements;
- taking account of the needs of vulnerable tenants, particularly in light of the UK Government Welfare Reforms;
- attracting more investment to increase the supply of private rented housing and to improve physical quality, against a backdrop of challenging economic times; and
- responding to the need for improved energy efficiency in PRS properties.

3.3 Research into the PRS in Argyll & Bute: Final Report

The PRS plays a key role in the Argyll & Bute local housing system, given the rural location and shortage of affordable housing, where many local residents have few options but to rely on private renting. It is essential therefore that the Council and its strategic partners have robust and credible evidence on the current operation and potential for growth in the sector to ensure that policy interventions can be programmed to enhance the PRS' contribution to meeting housing need at a local level.

3.4 To this end, in October 2012, Argyll & Bute Council commissioned Arneil Johnston to carry out an extensive and innovative study into the current and future role of the sector. The final report brings together the outcomes and findings from a range of research activities and extensive consultation with stakeholders across the sector. The study provides:

- A credible evidence base on the size, profile, quality, condition, management, affordability and turnover of the sector (based on both primary and secondary datasets);
- A detailed profile of private rented sector tenants and landlords within Argyll & Bute (based on the outcomes of an extensive primary research programme);
- An assessment of the demand for and affordability of private rented accommodation in the context of the intermediate housing sector; and
- A recommended programme of policy interventions for inclusion with the local housing strategy to improve the operation, management and growth of the sector (developed in consultation with local stakeholders).

4.0 CONCLUSION

4.1 The research study generated an extensive evidence base for Argyll and Bute as a whole and the data is also broken down by administrative area. The key results are summarised in the annex to this report.

4.2 Based on the study findings, four high level strategic aims have been developed for inclusion within the Local Housing Strategy. Under each aim, a range of action points have also been developed

to guide the allocation of resources, partnership activity and policy development via the LHS:-

AIM ONE: To improve the affordability of the private rented sector to local households
Explore the feasibility of delivering mid-market rent options with investors & developers
Target income maximisation and welfare rights services to private tenants
Ensure the PRS features in the fuel poverty strategy for Argyll & Bute
Promote budgeting and financial management advice to private tenants
Ensure the PRS features in the developing welfare reform strategy
AIM TWO: To improve tenancy management in the private rented sector
Target multi-disciplinary enforcement activity on disreputable landlords (i.e. housing, building control, environmental health and landlord registration)
Provide training and support to private landlords on tenancy management
Enhance partnerships between the Council, lettings agents and private landlords to identify and eradicate bad practice
Promote mediation service to landlords, tenants and owners
AIM THREE: To improve the condition of properties in the private rented sector
Improve the knowledge of landlords and tenants on the repairing standard
Develop owner associations & the use of property factors to encourage common repair
Support landlords to develop & budget for long term maintenance plans
More enforcement activity to target poor property condition
AIM FOUR: To improve the operation of the private rented sector
Promote new 'Renting Scotland' website and encourage use of best practice materials
Assist landlords to access tenancy sustainment services
Encourage landlords and tenants to negotiate longer term tenancies following an initial successful term
Work in partnership with private landlords to streamline the payment of LHA
Encourage consumers to make informed decisions on private renting through housing options advice
Promote the sharing of good practice through encouraging landlords to link into professional networks
Establish local private landlord forum to promote sharing of good practice
Review the private sector leasing scheme

5.0 IMPLICATIONS

- 5.1 Policy – Research findings will inform future updates of the Local Housing Strategy and housing policy at a local level.
- 5.2 Financial – Ultimately, there will be resource implications for the improvement and growth of the Private Rented Sector.
- 5.3 Legal - None
- 5.4 HR - None
- 5.5 Equalities - None
- 5.6 Risk - None
- 5.7 Customer Service - None

6.0 APPENDICES

- 6.1 Research into the PRS in Argyll & Bute: Briefing Paper

Executive Director of Community Services

30th August 2013

For further information contact: Allan Brandie, Research & Development Officer, Housing Services, Dunoon (01369 70 8679). allan.brandie@argyll-bute.gov.uk

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1.1 RESEARCH INTO THE PRIVATE RENTED SECTOR

In October 2012, Argyll and Bute Council commissioned Arneil Johnston to perform an extensive research study into the current and future role of the private rented sector. As well as detailed desk-based analysis and consultation with local stakeholders; a comprehensive landlord and tenant survey was carried out.

The aim of this survey was to build sound intelligence on the population profile of private tenants, the private rented sector housing stock, the profile of landlords operating in the sector and the quality of both tenancy management and physical condition. A census of private tenants was held, with all registered addresses receiving a postal survey to complete. In total, 968 private tenants responded providing detailed information on their households, homes and future intentions. In addition, 350 local landlords completed a 30 minute telephone interview on their property portfolio. This level of response has enabled the Council to build a robust evidence base to inform decision making at a local level on how the growth and improvement of the private rented sector can be supported.

This briefing paper sets out the key research findings and strategy actions the Council and its partners will take forward as an outcome of the research.

1.2 What did the Survey Outcomes Tell us about the Sector

The survey outcomes provide an interesting profile of the population of private tenants who live in the sector:

What did we already know about the sector?

- 4,885 households live in registered private tenancies
- 10% of all local households live in the sector
- 2/3 private rented homes need urgent repairs
- Fuel poverty is a problem (52% PRS tenants fuel poor)
- 25% of PRS tenants claim local housing allowance (71% in social housing)
- 21% of homeless applicants are private tenants

- 46% are single people
- 21% are over 65 years
- 27% have long term illness or disability
- 44% not economically active
- 42% in full time work
- 33% claiming benefits
- 59% earn less than £25,000 per year
- 44% like/need to move in next 2 years
- 60% see sector as 2nd or only option

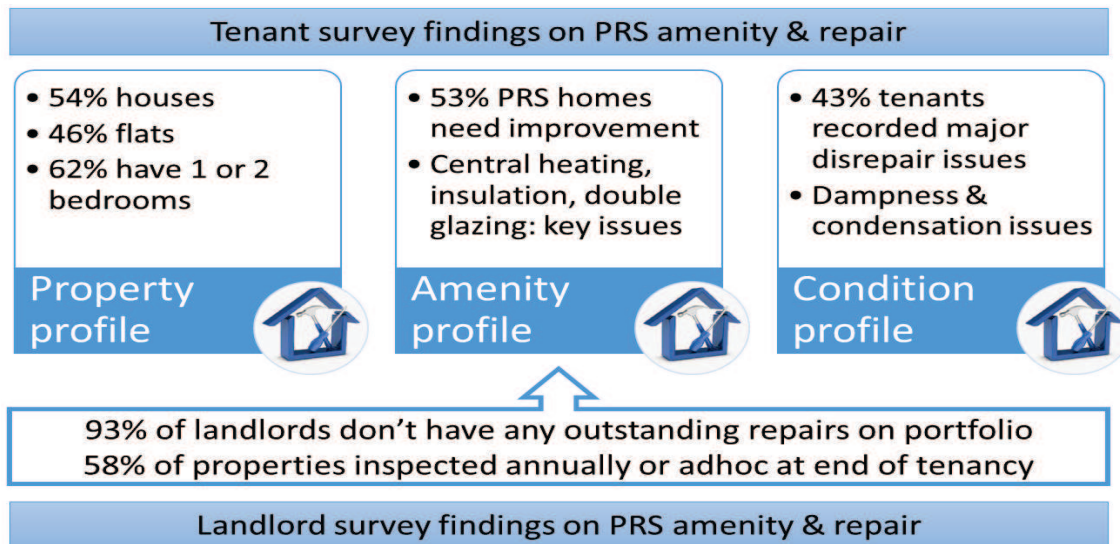
PRS population in Argyll & Bute



With 10% of all local households living in the sector, the private rented sector plays an instrumental role in meeting housing need in Argyll & Bute. The size and influence of the sector is consistent across each housing market area. The population in private rented accommodation is focused on single people (46%) and all adult households (29%); with a fifth of all households over 65. A notable proportion of households (44%) are not economically active, with 33% claiming benefits. Despite, the low income profile in the sector, there is evidence of limited benefit up-take which is likely to exacerbate housing affordability problems.

There is strong evidence that the sector accommodates a significant proportion of households whose housing options are otherwise limited. On this basis, over 40% of current tenants would like or need to move home in the next 2 years.

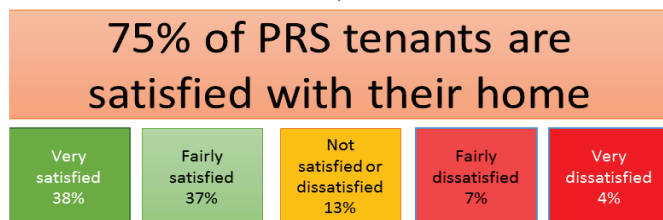
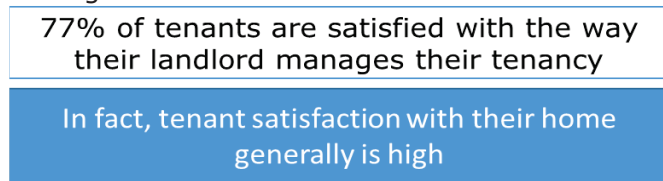
Survey outcomes provide a detailed and interesting profile of private rented sector stock by property type, size, amenity and condition. The sector predominately provides smaller accommodation (62% are 1 or 2 bedroom homes) with a relatively even profile between flats (44%) and houses (56%). There are clearly very different perceptions regarding the condition and quality of the housing stock from a landlord and tenant perspective. However, landlord intelligence on property disrepair tends to be based on an infrequent and ad-hoc approach to maintenance inspections.



1.3 What do we know about Landlords?

The majority of private landlords have a single property to let and almost 50% are letting by default as 'accidental landlords' who cannot currently sell their property.

Whilst there are clearly gaps in the skills and knowledge of local landlords (29% would benefit from training on tenancy law), there are high levels of tenant satisfaction with tenancy management.



Who is a typical private landlord?

- 81% have 1 property
- 48% 'accidental landlords'
- 35% are pension investors
- 9% landlord by profession
- 31% use an agent
- 25% want to leave PRS in 5 years
- 23% of leavers will do so given poor rate of return
- 36% won't take tenants on LHA

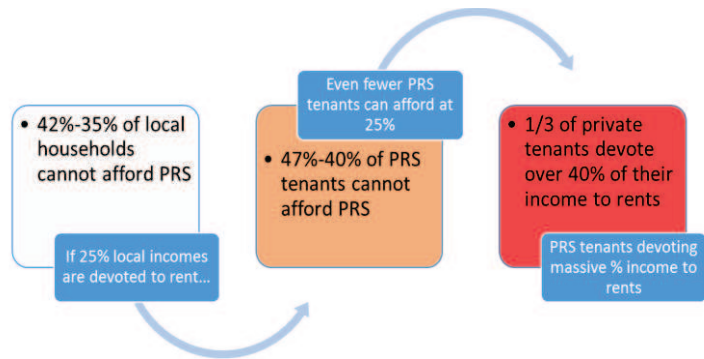
Whilst, demand for private rented accommodation is locally strong (85% of landlords report "no problems finding tenants"); there is evidence of a low commercial rate of return in sector, which may be linked to the structure of local incomes particularly in rural areas. 23% of landlords who want to leave the sector are motivated by a poor return on investment.

1.4 What do PRS Rents Costs & How Affordable is This?

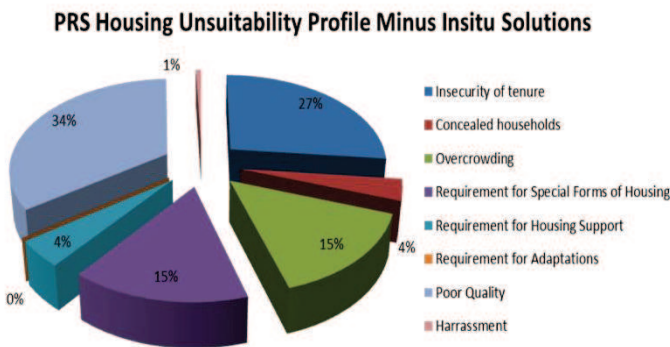
The study also examined the affordability of private rents across Argyll & Bute. Housing affordability was tested by benchmarking local incomes to rental costs.

The average monthly rent for a private tenancy in Argyll & Bute is **£436 per calendar month**. Average rental values are highest in Helensburgh & Lomond at £509 per month (17% higher than average) and considerably lower in Mid Argyll, Kintyre and Islay at £383 per month (12% lower than average)

An important aspect of assessing housing affordability is to look at the proportion of household income devoted to rent or mortgage costs. A sustainable 'rent to income ratio' for tenants would be in the region of 25%. This was tested on the profile of local private tenants in Argyll & Bute producing the following results.



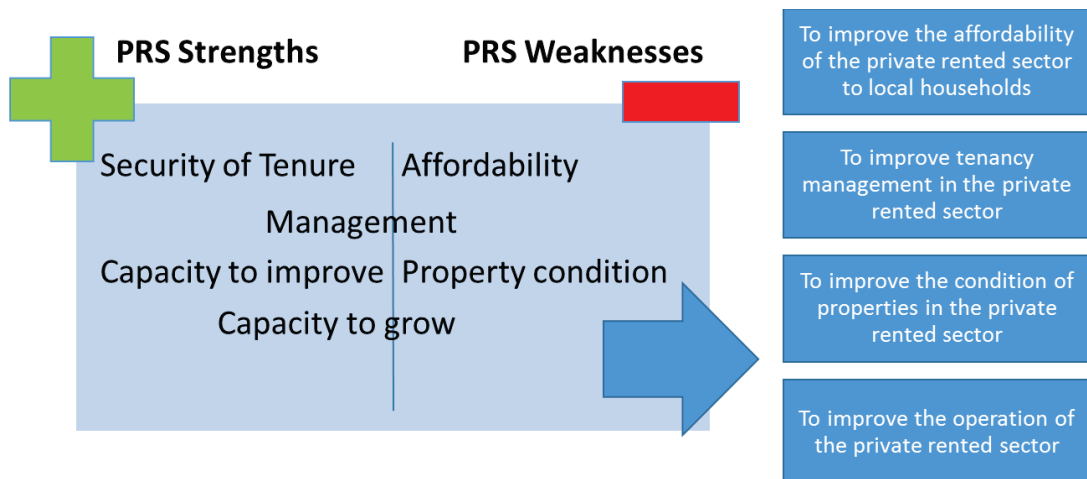
1.5 Is the PRS Effective in Meeting Housing Need?



Analysis was performed to assess the extent to which private tenants were accommodated in homes that are unsuitable for their needs. Survey results suggest that roughly 40% of private tenants (2,000) are in unsuitable accommodation, with the main problems relating to poor condition (34%), insecure tenure (27%), overcrowding (15%) and special needs (15%).

1.6 What Are our Priorities for the PRS Moving Forward?

Informed by an assessment of strengths and weaknesses in the operation of the sector, stakeholders defined four strategic objectives that the Council and partners should pursue through the LHS framework to promote the growth and operation on the sector locally.



1.7 Mid Argyll, Kintyre & Islay: PRS Research Profile

The research findings provide an interesting profile of the private rented sector and the role that it plays at a local area level. The following findings have been prepared specifically for the private rented sector in Mid Argyll, Kintyre & Islay.

The profile of the PRS housing stock in Mid Argyll, Kintyre & Islay is very different to the wider PRS sector in Argyll & Bute. There are less 1-2 bedroom homes (57%) than in the wider PRS (62%) and considerably less flatted accommodation (25%) than the wider stock (46%).

- 1,290 properties (26% PRS stock)
- 11% of MAKI housing stock
- 75% houses/25% flats
- 57% are 1 or 2 bedroom properties
- 48% of tenants report no major problems with house condition
- 58% PRS tenants feel amenity of their home needs improved
- Condition profile dominated by dampness (38%) & condensation (27%)

PRS Stock Profile



Tenant feedback would suggest that the PRS stock in Mid Argyll, Kintyre & Islay has a relatively similar profile of condition & amenity to the wider PRS:

- 47% of homes in Mid Argyll, Kintyre & Islay have major problems with property condition (in comparison to 43% of homes in the wider PRS)
- 58% of homes require amenities to be upgraded, improved or replaced in comparison to 53% (Argyll & Bute)

The private tenant population in Mid Argyll, Kintyre & Islay is more typical of the sector than other locality areas in Argyll & Bute:

- Similar proportion of single people (47%) as Argyll & Bute PRS (46%)
- Similar levels of limiting illness & disability (25%) as Argyll & Bute (27%)
- Less households not economically active (37%) than Argyll & Bute (44%)
- More households in full-time employment (43%) than wider PRS population (42%)
- Slightly lower income profile (55% earn less than £25K) than Argyll & Bute (59%)
- Lower % of tenants claiming LHA (27%) than Argyll & Bute (34%)



PRS Tenant Profile

- 47% single people
- 17% families with children
- 25% with limiting illness or disability
- 37% retired/not working
- 55% earn less than £25k
- 27% in receipt of LHA
- 38% want or need to move

The lower income profile and limited up-take of housing related benefits could make rental affordability challenging for some households. However, there are less private tenants who want to move home in MAKI (38%) than elsewhere in the PRS (44%).

Average monthly rent levels in Mid Argyll, Kintyre & Islay are £383 which is 12% lower than average rents in Argyll & Bute (£436)

30% income spent on rents

26% of PRS tenants in MAKI can't afford
35% of PRS tenants in Argyll & Bute can't afford

Perhaps driven by lower rental values than anywhere else in the Argyll & Bute, PRS housing is most affordable in Mid Argyll, Kintyre & Islay.

PRS tenant satisfaction with their home in Mid Argyll, Kintyre & Islay (75%) is similar to Argyll & Bute (76%)

Satisfaction with the way their landlord manages their tenancy (75%) is slightly lower (77%)

ARGYLL AND BUTE COUNCIL

MID ARGYLL, KINTYRE AND
THE ISLANDS AREA
COMMITTEE

COMMUNITY SERVICES: EDUCATION

2 OCTOBER 2013

SKIPNESS PRIMARY SCHOOL REPORT

1.0 SUMMARY

1.1 Education Scotland inspected Skipness Primary School in June, 2013 and the Report was published on 20 August, 2013.

2.0 RECOMMENDATIONS

2.1 The Area Committee is asked to note the report and action plan related to the recent Education Scotland inspection of Skipness Primary School.

3.0 DETAIL

3.1 *Key Strengths and Improvement Actions from Education Scotland report should be detailed within this paragraph.*

3.2 See attached Education Scotland Report.

4.0 CONCLUSION

4.1 Skipness Primary School have implemented all the actions in line with the recent Education Scotland Report on the school.

5.0 IMPLICATIONS

5.1 Policy - None

5.2 Financial - None

5.3 Legal - None

5.4 HR - None

5.5 Equalities - None

5.6 Risk - None

5.7 Customer Service - None

6.0 APPENDICES

6.1 Education Scotland Inspection Report for xxxxx School

6.2 Action Plan

Executive Director of Community Services

Date

For further information contact:

20 August 2013

Dear Parent/Carer

**Skipness Primary School
Argyll and Bute Council**

Recently, as you may know, I inspected your child's school. During my visit, I talked to parents and children and worked closely with the headteacher and staff. I wanted to find out how well children are learning and achieving and how well the school supports children to do their best. The headteacher shared with me the school's successes and priorities for improvement. I looked at some particular aspects of the school's recent work, including how the school provides progression and challenge in children's learning, the impact of outdoor learning and how the school supports staff to take forward new developments. As a result, I was able to find out how good the school is at improving children's education.

How well do children learn and achieve?

The school provides a welcoming and caring environment. Children enjoy coming to school and are enthusiastic learners. Due to the very small numbers at the school, there are limited opportunities for varied pair and group working. The headteacher has introduced shared learning days with Clachan Primary School where children work well together in pairs and groups. Children respond well when given opportunities to take responsibility for their learning such as developing their understanding of environmental issues. Teachers should extend this good practice to other areas of the curriculum. I have asked teachers to discuss children's learning with them more to help them know their strengths as learners and what they need to do to improve. By P6, children use information and communications technology (ICT) well for a range of purposes, including carrying out research and publishing the school newspaper. The school provides regular opportunities for children to learn outdoors in the school garden and playground and on the nearby beach. This is allowing children to learn and apply skills in literacy, numeracy and science in relevant and real-life contexts.

Across the school, children are making good progress in their literacy and numeracy skills. They are capable of progressing at a faster pace. Children's listening and talking skills are developing well and they are confident when presenting talks in class and at school shows in the village hall. Children read with confidence and can discuss their favourite authors. The school recognises the need to improve children's writing. New approaches to developing children's writing skills are beginning to have a positive impact. In mathematics, all children are successful in written calculations. They successfully applied their knowledge and understanding of volume and finance to determine how much it cost to fill a plant pot to enable them to sell plants for a profit at

the school fair. Overall, children are developing good problem-solving skills. They would benefit from more opportunities to apply these skills in challenging, real-life contexts. Children have a sound understanding of environmental issues and healthy lifestyles. Their skills in music, French and ICT are developing well. Children are taking responsibility for their learning through their 'forest school' work and are learning how to 'risk take' safely. The school is aware of the need to track children's progress in their learning and achievements more efficiently to ensure that all children are doing as well as they can.

How well does the school support children to develop and learn?

Staff know children and their families well. Children feel safe and well cared for in school. Shared learning days with Clachan Primary School support children's social and emotional needs well through enabling them to work collaboratively in a range of group settings and socialise with children of their own age. I have asked the school to ensure a brisker pace in children's learning. Teachers give clear explanations but need to develop their questioning skills further to challenge children's thinking. Staff are reviewing how they plan children's learning. They need to develop their understanding of Curriculum for Excellence and use this to develop the curriculum. They are developing interdisciplinary learning to ensure children are making links in their learning across appropriate curricular areas. Staff make effective use of the local environment for learning. The school now needs to review courses and programmes in a number of areas including health and wellbeing, science and technologies. The school has effective arrangements to support children when they enter P1 and when they transfer to Tarbert Academy.

How well does the school improve the quality of its work?

The headteacher has quickly and accurately identified key areas of the school's work which require to be developed. She has a clear plan to bring about improvement. She has won the trust of staff, parents and children and is proving herself to be a strong leader. The school is now seeking and responding to the views of children and their parents. Staff are aware there is scope to strengthen further the school's approaches to evaluating its work. More remains to be done to develop approaches used to assess and track children's attainment and progress in learning. Staff and children are beginning to evaluate teaching and learning. With the leadership of the headteacher, staff are keen to work together as a team and all are committed to improving outcomes for children.

This inspection found the following key strengths.

- Happy, confident and articulate children who are proud of their school.
- Very positive relationships between staff and children.
- The leadership of the headteacher and the commitment of staff to securing school improvement.

I discussed with staff and the education authority how they might continue to improve the school. This is what I agreed with them.

- Develop further methods of assessing, tracking and monitoring children's progress.
- Improve the quality of the curriculum taking full account of Curriculum for Excellence guidance.
- Further develop self-evaluation to ensure continuing improvement in children's experiences and achievements.

What happens at the end of the inspection?

We are satisfied with the overall quality of provision. We are confident that most of the school's self-evaluation processes are leading to improvements. With support from the local authority the school will be able to make the necessary improvements. Our Area Lead Officer along with the local authority will discuss the most appropriate support in order to build capacity for improvement and will maintain contact to monitor progress. Parents will be informed of the extent to which the school has improved.

Peter Gollogly
HM Inspector

Additional inspection evidence, such as details of the quality indicator evaluations, for your school can be found on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/SkipnessPrimarySchoolArgyll.asp>.

If you would like to receive this letter in a different format, for example, in a translation please contact the administration team on the above telephone number.

If you want to give us feedback or make a complaint about our work, please contact us by telephone on 0141 282 5000, or e-mail: complaints@educationscotland.gsi.gov.uk or write to us addressing your letter to the Complaints Manager, Denholm House, Almondvale Business Park, Livingston EH54 6GA.

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Quality indicators help schools, education authorities and inspectors to judge what is good and what needs to be improved in the work of the school. You can find these quality indicators in the publication *How good is our school?*¹. Following the inspection of each school, the Scottish Government gathers evaluations of three important quality indicators to keep track of how well all Scottish schools are doing.

Here are the evaluations for Skipness Primary School.

Improvements in performance	good
Learners' experiences	good
Meeting learning needs	good

We also evaluated the following aspects of the work of the school.

The curriculum	satisfactory
Improvement through self-evaluation	satisfactory

A copy of the full letter is available on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/SkipnessPrimarySchoolArgyll.asp>.

¹ *How good is our school? The Journey to Excellence: part 3*, HM Inspectorate of Education, 2007, http://www.educationscotland.gov.uk/Images/HowgoodisourschoolJtEpart3_tcm4-684258.pdf

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ARGYLL AND BUTE COUNCIL

MID ARGYLL, KINTYRE AND
THE ISLANDS AREA
COMMITTEE

COMMUNITY SERVICES: EDUCATION

2 OCTOBER 2013

**RHUNAHAORINE PRIMARY SCHOOL AND NURSERY CLASS SCHOOL
REPORT**

1.0 SUMMARY

- 1.1 Education Scotland inspected Rhunahaorine Primary School and Nursery Class in October, 2012 and the Report was published on 30 October, 2012.

2.0 RECOMMENDATIONS

- 2.1 The Area Committee is asked to note the report and action plan related to the recent Education Scotland inspection of Rhunahaorine Primary School and Nursery Class.

3.0 DETAIL

- 3.1 *Key Strengths and Improvement Actions from Education Scotland report should be detailed within this paragraph.*
- 3.2 See attached Education Scotland Report.

4.0 CONCLUSION

- 4.1 Rhunahaorine Primary School and Nursery Class have implemented all the actions in line with the recent Education Scotland Report on the school.

5.0 IMPLICATIONS

- 5.1 Policy - None
- 5.2 Financial - None
- 5.3 Legal - None
- 5.4 HR - None
- 5.5 Equalities - None
- 5.6 Risk - None

5.7 Customer Service - None

6.0 APPENDICES

6.1 Education Scotland Inspection Report for xxxxx School

6.2 Action Plan

Executive Director of Community Services

Date

For further information contact:

30 October 2012

Dear Parent/Carer

Rhunahaorine Primary School and Nursery Class Argyll and Bute Council

Recently, as you may know, I inspected your child's school. During the inspection, I talked to parents and children and I worked closely with the headteacher and staff. I wanted to find out how well children are learning and achieving and how well the school supports children to do their best. The headteacher shared the school's successes and priorities for improvement. I looked at some particular aspects of the school's recent work, including the way the school improves children's learning, teamwork and partnerships with parents. As a result, I was able to find out how good the school is at improving children's education.

How well do children learn and achieve?

Children in the nursery and the school enjoy learning. They benefit most from the varied outdoor learning activities at the beach, in the forest and the wider community. Children are growing in confidence and they feel safe and secure in the welcoming learning environment. Children in the nursery class were motivated by a visitor who brought a range of small animals and 'mini beasts'. A few felt confident enough to touch the giant snail. Most children were able to make and sustain choices during play sessions. A few children would benefit from having a longer time for free play. I found the children in the primary class to be enthusiastic and keen to learn. They can talk knowledgeably about how well they are achieving. They now need to plan in more detail with their teachers and parents their future learning and set themselves more challenging targets. Children are kind, very well behaved and respectful. Older children support younger children very well both in and out of the classroom.

In the nursery class, children are making satisfactory progress in developing their literacy and numeracy skills. The majority can talk confidently about their ideas and experiences. They do not always listen closely to each other and adults in group activities. They enjoy making marks on paper and they can identify their own name in print. Most show a keen interest in traditional stories, rhymes and singing games. In play activities, most children use numbers appropriately. They are beginning to develop their early mathematical skills in counting, measure and shape. In the primary class, children are making good progress in English language and mathematics. Children are capable of progressing at a faster pace. In mathematics, most children can carry out mental and written calculations accurately. A few would benefit from adopting a wider range of problem-solving strategies and using mental calculation. They learn best when they work in contexts which are meaningful. They

used their literacy and numeracy skills effectively during forest schools activities, successfully designing and describing the home they had built for a small animal to live in safely. In language, most children listen well to each other and to adults. They confidently express their ideas and opinions. Children's progress in reading and writing has improved recently. Children enjoy being read to but they could show greater interest in reading for pleasure. They write some interesting stories and factual accounts. New teaching approaches are helping children to improve the quality of their writing. They now need to write for a wider range of purposes and at length. The presentation of children's written work is improving. Children are making strong progress in other areas of the curriculum. They have a sound understanding of sustainability and healthy lifestyles. Their skills in music, art and Gaelic are developing well.

How well does the school support children to develop and learn?

Nursery staff know children and their families well. They respond sensitively to children's individual social and emotional needs. Staff work closely with other agencies and the staff in the primary school to ensure children with additional support needs receive the right kind of support. Staff use the principles of Curriculum for Excellence well to plan children's learning. They make effective use of the local environment for learning. Staff work increasingly well as a team. Across the nursery and the school, children who need extra help with learning receive well planned support from support staff and visiting professionals. Nursery and primary children are very proud of their learning folders which contain examples of their achievements. There is scope to develop these further to include what children will learn next. Nursery staff need to plan activities and provide resources which challenge and extend children's thinking more effectively. In the primary class, the tasks and activities which teachers plan for children are almost always set at the right level of difficulty. Children benefit considerably from their regular involvement with others locally in the village and nationally through their work to support charities. Parents value highly the school's inclusive ethos and feel their views and opinions are acted upon.

How well does the school improve the quality of its work?

I am confident that the school will continue to improve the quality of its work and with the continued support from the education authority has the capacity to secure further improvement. The headteacher since her appointment has worked successfully with staff to improve children's learning experiences, the curriculum and partnerships through more effective teamwork. More remains to be done to improve the approaches used to assess and track children's attainment and progress in learning. Staff also need to have a shared understanding of how they contribute to monitoring the quality of learning and teaching and the further development of the curriculum.

This inspection of your school and nursery class found the following key strengths.

- Happy, confident children.
- Children's learning experiences outdoors.
- Relationships with parents.
- The impact of improved teamwork on the ethos of the nursery and school.

I discussed with staff and the education authority how they might continue to improve the school and nursery class. This is what I agreed with them.

- Continue to improve children's attainment and achievement in the nursery class.
- Develop further methods of assessing and tracking children's progress in learning.
- Improve self-evaluation to bring about consistently high quality learning, teaching and curriculum development.

What happens at the end of the inspection?

On behalf of Education Scotland, I am satisfied with the overall quality of provision. I am confident that with the continued support of the education authority, the school's self-evaluation processes will secure further improvement. As a result, we will make no further visits in connection with this inspection. The local authority will inform parents about the school's progress as part of the authority's arrangements for reporting to parents on the quality of its schools.

Marion Burns
HM Inspector

Additional inspection evidence, such as details of the quality indicator evaluations, for your school can be found on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/RhunahaorinePrimarySchoolArgyllandBute.asp>

Please contact us if you want to know how to get the report in a different format, for example, in a translation. You can contact us at enquiries@educationscotland.gsi.gov.uk or write to us at BMCT, Education Scotland, Denholm House, Almondvale Business Park, Almondvale Way, Livingston EH54 6GA.

If you want to give us feedback or make a complaint about our work, please contact 01506 600200, or write to us at the above address or e-mail: feedback@educationscotland.gsi.gov.uk.

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Quality indicators help schools, education authorities and inspectors to judge what is good and what needs to be improved in the work of the school. You can find these quality indicators in the publication *How good is our school?*¹. Following the inspection of each school, the Scottish Government gathers evaluations of three important quality indicators to keep track of how well all Scottish schools are doing.

Here are the evaluations for Rhunahaorine Primary School.

Improvements in performance	good
Learners' experiences	very good
Meeting learning needs	very good

Nursery class

Improvements in performance	satisfactory
Children's experiences	good
Meeting learning needs	good

We also evaluated the following aspects of the work of the school and nursery class.

The curriculum	good
Improvement through self-evaluation	satisfactory

A copy of the full letter is available on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/RhunahaorinePrimarySchoolArgyllandBute.asp>.

¹ *How good is our school? The Journey to Excellence: part 3*, HM Inspectorate of Education, 2007, http://www.educationscotland.gov.uk/Images/HowgoodisourschoolJtEpart3_tcm4-684258.pdf

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ARGYLL AND BUTE COUNCIL

MID ARGYLL, KINTYRE AND
THE ISLANDS AREA
COMMITTEE

COMMUNITY SERVICES: EDUCATION

2 OCTOBER 2013

SOUTHEND PRIMARY SCHOOL AND PRE-5 UNIT REPORT

1.0 SUMMARY

1.1 Education Scotland inspected Southend Primary School and Pre-5 Unit in June, 2013 and the Report was published on 20 August, 2013.

2.0 RECOMMENDATIONS

2.1 The Area Committee is asked to note the report and action plan related to the recent Education Scotland inspection of Southend Primary School and Pre-5 Unit.

3.0 DETAIL

3.1 *Key Strengths and Improvement Actions from Education Scotland report should be detailed within this paragraph.*

3.2 See attached Education Scotland Report.

4.0 CONCLUSION

4.1 Southend Primary School and Pre-5 Unit have implemented all the actions in line with the recent Education Scotland Report on the school.

5.0 IMPLICATIONS

5.1 Policy - None

5.2 Financial - None

5.3 Legal - None

5.4 HR - None

5.5 Equalities - None

5.6 Risk - None

5.7 Customer Service - None

6.0 APPENDICES

6.1 Education Scotland Inspection Report for xxxxx School

6.2 Action Plan

Executive Director of Community Services

Date

For further information contact:

20 August 2013

Dear Parent/Carer

Southend Primary School and Pre-5 Unit Argyll and Bute Council

Recently, as you may know, I inspected your child's school. During my visit, I talked to parents and children and worked closely with the headteacher and staff. I wanted to find out how well children are learning and achieving and how well the school supports children to do their best. The headteacher shared with me the school's successes and priorities for improvement. I looked at some particular aspects of the school's recent work, including outdoor learning, developing approaches to active learning, children's voice and relationships. As a result, I was able to find out how good the school is at improving children's education.

How well do children learn and achieve?

Children learn and achieve well. Children in the pre-5 unit are happy and settled. They enjoy following their own interests and staff have begun to use children's views to help inform planning. I have asked staff to continue to develop these approaches in order to motivate and engage the children fully. Children in P1-P3 are motivated by their topic work and enjoy practical opportunities to develop their skills in more active ways. Children are interested and concentrate well when they learn in this way. Their imagination is stimulated through the excitement of finding out about, for example, knights and castles. Children in P4-P7 engage well with their peers and enjoy lessons best when they are relevant to real-life situations. They were eager to explore the local caves and try 'Ogham' writing as part of their current focus on the life and times of St Columba. Several children are contributing to the local community celebrations. Children are clear about setting and reviewing a personal and academic target on a termly basis. They are confident reflecting on their achievements and take a pride in recording and sharing them. Children say they learn best when they have quality feedback on what they need to do to improve. This needs to become a more consistent feature of children's learning. Older children are developing leadership skills through participation in pupil council and eco-committee. The school recognises that there is scope to increase these opportunities to include all children and make the focus more challenging. Children are developing confidence in presenting their learning to a range of audiences through a variety of activities including music and drama performances, special lunches and community events. Children say they feel relationships could at times be better and need help to develop skills to resolve conflict when it arises.

Children in the pre-5 unit are making satisfactory progress in their early language and mathematics. They listen and follow instructions well. They enjoy singing with the primary school children during music lessons. They enjoy looking at books and listening to stories. Children need more opportunities to count during their play and to

develop their skills in a range of mathematical situations, including collecting and handling simple data. Children at the primary stages are making good progress in literacy and numeracy. Almost all in P1 know and apply their phonic skills well to try and read unfamiliar words. By P3 they are reading well, with fluency and expression. Children continue to develop more advanced higher-order reading skills as they progress through the school. There has been a focus on writing in school and children are able to write for a variety of purposes. A few children could progress at a faster pace. Across the school, children are confident in written calculations but need to become faster at mental calculations. A few children need to develop a wider range of strategies to solve mathematical problems. By P5-P7 children are eager to apply their skills and understanding of mathematics to new and unfamiliar situations, for example, using scale to make models of the 'Curragh' that will be used in the upcoming pageant. Children understand the importance of exercise in keeping them fit and healthy. Older children participate in a range of clubs to develop skills and interest in sport provided by Active Schools. Children are proud of their Eco-Schools Scotland green flags and their work in the school garden. They plant and harvest vegetables that they use in school or sell, with the proceeds going to charity.

How well does the school support children to develop and learn?

Staff know children and their families well. Staff working with children in the pre-5 unit keep an interesting book of photographs with details of the activities children enjoy, and share these with parents. Staff now need to use their observations of learning more effectively to monitor children's progress. At times children in the pre-5 unit would benefit from greater levels of challenge in their learning by taking better account of what children can already do. Across the primary stages, staff regularly review and refresh the curriculum to take account of Curriculum for Excellence. They plan a broad range of learning experiences, often through interdisciplinary topics, that relate well to children's interests or local community life. Staff consult children about what they know, build increasingly well on their prior learning and involve them in planning assessments. This allows children to learn in creative and interesting ways. Staff plan opportunities for children to apply their literacy and numeracy skills through these topics. They recognise that in moving forward, they need to ensure children continue to make suitable progress in all subject areas. They know they need to review the health and wellbeing programme. Children would benefit from using a wider range of information and communications technology more effectively and regularly to support their learning. All children benefit from high-quality singing lessons and the school choirs achieve well in local competitions, for example, the Kintyre music festival. Parents run the weekly youth club and help increase children's outdoor experiences by raising funds for Forest Schools projects. Staff meet the learning needs of primary children well. They take good account of potential barriers to learning, and work well to ensure children learn in a way that best suits their needs. Staff identify children who need additional support in their learning and work effectively with other agencies to provide help and challenge as required. They involve parents and children in reviewing specific plans. There is scope to improve how these targets are developed and shared with children. Children moving into the pre-5 unit are supported well in making the transition. Pre-school children begin to visit and work with P1 before moving and are enthusiastic participants in a weekly music session with P1-P3 children. Children moving to secondary have a good range of opportunities to meet other children and develop friendships through a range of sporting and residential

experiences. Staff share information regarding children's progress and learning needs.

How well does the school improve the quality of its work?

Argyll and Bute Council has been supportive in providing a recent review to help the school evaluate its work. As a result, the headteacher is fully aware of the strengths and needs of the school. The headteacher has worked well with staff to develop approaches to tracking children's progress in aspects of language and mathematics. Staff have been encouraged to share assessment standards with teachers in neighbouring schools. Developments in assessment this year have been guided through the work of the teacher learning community. The headteacher consults all stakeholders about identifying aspects for improvements. The recently established playgroup session in school provides play opportunities for children under five. This is well received by parents. Children were very happy to have their views taken into account and can talk about the changes made as a result, including more learning outdoors. The headteacher recognises that now is the time to revisit the vision for the school given its changing roll. She is eager to involve children and parents fully in developing new approaches to the life and ethos of the school. With continued support from the authority for the pre-5 unit, the school has the capacity to continue to improve.

This inspection found the following key strengths.

- Polite, confident children who want to learn.
- Children's achievements in expressive arts.
- The warm and welcoming ethos of the school.
- Commitment of the headteacher to develop partnerships with the local community to enhance children's learning experiences.

I discussed with staff and the education authority how they might continue to improve the school and nursery class. This is what I agreed with them.

- Develop more challenging learning experiences for children in the pre-5 unit.
- Develop consistent approaches to providing quality feedback for children in order that they know what they need to do to improve.
- Continue as planned to develop children more in making decisions about learning and the life of the school.

What happens at the end of the inspection?

We are satisfied with the overall quality of provision. We are confident that the school's self-evaluation processes are leading to improvements. As a result, we will make no further visits in connection with this inspection. The local authority will inform parents about the school's progress as part of the authority's arrangements for reporting to parents on the quality of its schools.

Mary Ann Hagan
HM Inspector

Additional inspection evidence, such as details of the quality indicator evaluations, for your school can be found on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/SouthendPrimarySchoolArgyllandBute.asp>

If you would like to receive this letter in a different format, for example, in a translation please contact the administration team on the above telephone number.

If you want to give us feedback or make a complaint about our work, please contact us by telephone on 0141 282 5000, or e-mail: complaints@educationscotland.gsi.gov.uk or write to us addressing your letter to the Complaints Manager, Denholm House, Almondvale Business Park, Livingston EH54 6GA.

Quality indicators help schools, education authorities and inspectors to judge what is good and what needs to be improved in the work of the school. You can find these quality indicators in the publication *How good is our school?*¹. Following the inspection of each school, the Scottish Government gathers evaluations of three important quality indicators to keep track of how well all Scottish schools are doing.

Here are the evaluations for Southend Primary School.

Improvements in performance	good
Learners' experiences	good
Meeting learning needs	good

Pre-5 Unit.

Improvements in performance	satisfactory
Children's experiences	satisfactory
Meeting learning needs	satisfactory

We also evaluated the following aspects of the work of the school and pre-5 unit.

The curriculum	good
Improvement through self-evaluation	very good

A copy of the full letter is available on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/SouthendPrimarySchoolArgyllandBute.asp>

¹ *How good is our school? The Journey to Excellence: part 3*, HM Inspectorate of Education, 2007, http://www.educationscotland.gov.uk/Images/HowgoodisourschoolJtEpart3_tcm4-684258.pdf

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ARGYLL AND BUTE COUNCIL
COMMUNITY SERVICES: EDUCATION

MID ARGYLL, KINTYRE AND ISLAY
AREA COMMITTEE
2nd OCTOBER 2013

SCHOOL HOLIDAYS AND IN SERVICE DAYS: 2013/2014

1. SUMMARY

- 1.1 The Executive at its meeting on 2 February 2012 agreed the framework of main holiday dates for schools in 2013/2014
- 1.2 These dates were then circulated to schools to consider the remaining inservice days and occasional days.
- 1.3 Mid Argyll Schools inadvertently identified 6 School Holidays instead of 5. These 6 days were transferred onto the paper submitted to Area Committee on 3rd October 2012 and subsequently approved. (Appendix 1)
- 1.4 Mid Argyll Schools were asked to retract 1 of the 6 days selected.

2. RECOMMENDATIONS

- 2.1 Members are asked to endorse the new patterns of school holidays and inservice days for all schools in Mid Argyll as outlined in Appendix 2.

3. DETAIL

- 3.1 The Executive at its meeting on 2 February 2012 agreed the main framework of school holiday dates for Session 2013/2014.
- 3.2 This framework was circulated to all schools. Head teachers/campus principals were consulted about the five inservice days and the five occasional day's holidays which were to be incorporated into the agreed framework of holiday dates.
- 3.4 Following this consultation, responses from head teachers/campus principals were submitted to Argyll House and the final patterns of inservice days and school holidays were collated for consideration and endorsement by local committees.

- 3.5 Mid Argyll Schools inadvertently identified 6 School Holidays instead of 5. These 6 days were transferred onto the paper submitted to Area Committee on 3rd October 2012 and subsequently approved.
- 3.6 This error came to light in July 2013 and Mid Argyll Schools were subsequently asked to retract 1 of the 6 days selected. After consultation the Mid Argyll School's preferred day to be retracted is 2nd May 2014.
- 3.7 The new patterns of inservice days and school holidays for all schools in Mid Argyll for school session 2013/2014 are outlined in Appendices 2 attached to this paper.

4. CONCLUSION

- 4.1 Mid Argyll School Holidays, session 2013/14 were originally agreed at Area Committee on 3rd October 2012.
- 4.2 6 School Holidays were inadvertently put forward for approval to the above committee, only giving 189 pupil days at school.
- 4.3 Mid Argyll Schools have now retracted 1 of those days, allowing 190 pupils days as required and Area Committee is asked to endorse this.

5. IMPLICATIONS

- | | |
|----------------------|--|
| 5.1 Policy | None |
| 5.2 Financial | None |
| 5.3 Legal | None |
| 5.4 HR | None |
| 5.5 Equalities | None |
| 5.6 Risk | None |
| 5.7 Customer Service | Customers/Clients need to know school holiday dates in advance for planning purposes |

6.0 APPENDICES

6.1 Approved School Holidays (Mid Argyll) 2013/14

6.2 Amended School Holidays (Mid Argyll) 2013/14

Cleland Sneddon
Executive Director, Community Services
August 2013

For further information contact: Carol Evans, Head of Education, Oban Education Office, Dalintart Drive, Oban, Argyll PA34 4EF. Tel: 01631 564908

**COMMUNITY SERVICES: EDUCATION
SCHOOL HOLIDAYS AND IN SERVICE DAYS 2013/2014**

MAKI (Mid Argyll)

**Lochgilphead Joint Campus
(Lochgilphead High School,
Lochgilphead Primary School and
White Gates Learning Centre)
Achahoish Primary School
Ardrishaig Primary School
Ashfield Primary School**

**Craignish Primary School
Furnace Primary School
Glassary Primary School
Inveraray Primary School
Kilmartin Primary School
Minard Primary School
Tayvallich Primary School**

TERM 1	
13 and 14 August 2013	In-service days
15 August 2013	Pupils return
11 October 2013	School closes
23 October 2013	In-service day
24 October 2013	School re-opens
21 November 2013	School closes
25 November 2013	In-service day
26 November 2013	School re-opens
20 December 2013	School closes

TERM 2	
06 January 2014	School re-opens
12 February 2014	School closes
19 February 2014	In-service day
20 February 2014	School re-opens
04 April 2014 Easter Holidays	School closes

TERM 3	
22 April 2014	School re-opens
01 May 2014	School closes
06 May 2014	School re-opens
27 June 2014	School closes

**COMMUNITY SERVICES: EDUCATION
SCHOOL HOLIDAYS AND IN SERVICE DAYS 2013/2014**

MAKI (Mid Argyll)

**Lochgilphead Joint Campus
(Lochgilphead High School,
Lochgilphead Primary School and
White Gates Learning Centre)
Achahoish Primary School
Ardrishaig Primary School
Ashfield Primary School**

**Craignish Primary School
Furnace Primary School
Glassary Primary School
Inveraray Primary School
Kilmartin Primary School
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25 November 2013	In-service day
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20 December 2013	School closes

TERM 2	
06 January 2014	School re-opens
12 February 2014	School closes
19 February 2014	In-service day
20 February 2014	School re-opens
04 April 2014 Easter Holidays	School closes

TERM 3	
22 April 2014	School re-opens
02 May 2014	School closes
06 May 2014	School re-opens
27 June 2014	School closes

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ARGYLL & BUTE COUNCIL**CUSTOMER SERVICES****MID ARGYLL AND KINTYRE
AREA COMMITTEE
2nd October 2013**

Mid Argyll and Kintyre Area Committee Report

1. SUMMARY

- 1.1 The purpose of this report is to update the Area Committee on the findings of the 1st quarterly evaluation of the Care at Home provision within the Mid Argyll Kintyre & Islay Area. This is following the tendering exercise undertaken by Argyll & Bute Council when the decision was taken by Members not to externalise homecare services within this area. At this time it was also decided that our internal services would be under similar scrutiny to ensure that all care at home services are equally monitored.

This report has been broken down to show the progress and joint working that has been put into place to ensure that a high quality of care is provided as it is recognised that this service is provided to vulnerable individuals, predominately by lone workers, in the home environment.

2. RECOMMENDATIONS

The remit of the Procurement and Commissioning Team together with the Homecare Procurement Officers is to ensure best value, contract compliance, quality of services and customer satisfaction. This will support Community Services to commission quality Care at Home services via the formal procurement and commissioning procedures.

Committee members note that steps are underway to develop the internal homecare service to ensure we have available, flexible, needs-focused and future-proofed workforce.

3. DETAIL**OUTCOME OF TENDER**

Within the Mid Argyll, Kintyre & Islay area over 75% of the services are being provided by our in house homecare provision with the independent sector providing back up services within these areas. The Homecare Procurement Officer within the localities will ensure the robust review/monitoring of the services to ensure a high quality is maintained. Two part time posts are presently being recruited to assist in the monitoring of these services.

A condition of the tendering exercise was that all services would have an electronic call monitoring system to log visits to service users which would minimise missed or late visits and allow the Council to monitor continuity of care. Community Services are in the process of purchasing an electronic call monitoring system for their in house care at home provision to keep them in line with the external providers. This is intended to be implemented within the 2014/2015 financial year.

CARE AT HOME PROVISION

As at 30th June 2013 an approximate total of 2751 hours per week were being provided to 250 service within the Mid Argyll, Kintyre & Islay Area by both in house provision and external providers . A breakdown of the provision is detailed in the table below.

Argyll & Bute Homecare	Number of service users	Weekly hours commissioned
Mid Argyll	68	597
Kintyre	52	569.75
Islay	46	529
External Providers		
Argyll Homecare	22	214
Carr Gomm	10	48
Allied Homecare	28	350
Total paid hours		2311.75
Direct Payments	22	439.25
Total hours		2751

CONTRACT MANAGEMENT PROCESS

Argyll and Bute Council's Procurement and Commissioning team are responsible for the Contract and Supplier management of these services. This is complimented by the service monitoring and review process carried out by Homecare Procurement Officers. The Procurement and Commissioning Team carry out quarterly contract management meetings that determine the risk rating of each contract. All contracts are risk rated using a combination of Care Inspectorate grades, Service concerns and complaints.

A breakdown of the Care Inspectorate grades are detailed in the table below.

Provider	Care Inspection Grades		
	Quality of Care and Support	Quality of Staffing	Quality of Management and Leadership
Internal Homecare Mid Argyll, Kintyre & Islay	5	4	4
Allied*			
Argyll Homecare	5	5	5
Carr Gomm	6	5	6

*This provider has recently registered individually for each area and there has not been a care inspectorate inspection as yet.

MONITORING ARRANGEMENTS

An ongoing training schedule has been implemented by the Homecare Procurement Officers and a robust monitoring programme has been put in place with both the Procurement and Commissioning Monitoring Officer and Homecare Procurement Officers having close contact with the external providers and service users. Case Managers/care co-ordinators review all service users cases on a six monthly basis and any issues identified are raised as a service concern if required.

A detailed list of contact with Service users and providers for the 1st quarter is detailed below. The spot checks and monitoring visits will be part of the ½ post Homecare Procurement Officer's duties and it is envisaged that this will be a much higher figure in future.

Contact	Total number carried out between 1/04/2013 and 30/06/2013	Council Officer involved
Review of care needs with service users, family and provider	77	Homecare Organiser and/or Care Manager
Spot Checks/Monitoring visits carried out in service user's homes	4	Monitoring Officers, Procurement and Commissioning Team
Quarterly Contract and Supplier Meetings with Providers in line with the Scottish Government Guidance on the	3	Procurement and Commissioning Team / Social Work

Commissioning of Care and Support Services		
Provider Forums, meetings set up for networking to share good practice and training opportunities.	1	Procurement and Commissioning Team/Social Work/NHS

SERVICE CONCERNS

There is a clear service concern process in place and in the period 1st April to 30th June, 2013 there has been 3 service concerns received. All of these concerns have been fully investigated and the appropriate action has been taken to ensure that these issues are addressed by the providers.

<u>Provider</u>	Number of Concerns	Details of Concern	Upheld/Not Upheld
Provider A	1	Concerns re carer not carrying out tasks as per care plan	upheld
Provider B	2	Missed visits, late visits and lack of motivation by staff	upheld

COMPLAINTS

No complaints have been received for the quarter for Care at Home services delivered by these providers.

RECRUITMENT/RETENTION

There have been ongoing problems with attracting and retaining staff with the required skills, knowledge and experience within the care at home sector. This is true for both in-house and external providers. The procurement and Commissioning Team has been working with the independent providers to identify possible solutions. Part of this work involved collating high level detail on current pay levels. This activity was undertaken out with the formal contract and supplier management process with the cooperation of the providers. A number of the respondents requested that their individual information would not be released into the public domain. The results in terms of hourly rates paid compared favourably with industry standards. All providers who responded confirmed that they comply with national minimum wage standards. The providers at the lower end of the scale all confirmed they also paid travel time and mileage where appropriate, in addition to this.

4. CONCLUSION

It is clear from the information gathered and service users and families input that in general the care at home is being provided in an appropriate manner. There have been some issues identified within this reporting period, and with the intensive support of the Procurement and Commissioning Team together with the Homecare Procurement Officers these have been addressed and the services are continuing to improve. Ongoing evaluation and monitoring will ensure good practice and customer satisfaction.

Concern still remains with regards to shortages of staff which results in providers being unable to take on packages at short notice. The private providers are actively looking at innovative ways of attracting staff especially within the rural areas.

Problems with recruiting staff are also evident within the internal homecare service. Revision to job description requires to be negotiated to ensure the service can provide medication support service users require. Plans are underway to offer existing staff guaranteed hours commensurate with a proportion of their historical pattern of work.

5. IMPLICATIONS

5.1	Policy	Consistent with Best Value and National Policy on Re-Shaping Older People's Services
5.2	Financial	None
5.3	Personnel	None
5.4	Equalities Impact Assessment	None.
5.5	Legal	None

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

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ARGYLL & BUTE COUNCIL**MID ARGYLL, KINTYRE & THE ISLANDS AREA
COMMITTEE****DEVELOPMENT &
INFRASTRUCTURE SERVICES****WEDNESDAY 2 OCTOBER 2013**

TITLE: ROADS UPDATE

1. SUMMARY

This report provides an update on outstanding and on-going roads - related issues in Mid Argyll, Kintyre and Islay.

2. RECOMMENDATIONS

It is recommended that Members note this report.

3. DETAILS**3.1 2013 / 2014 Capital Programme –**

Work is progressing on this year's roads reconstruction capital programme. Details are attached in the appendix to this report. The current situation is as follows:-

- Mid Argyll – Works at the A816 Meadows are nearing completion – drainage and white-lining to be completed – thereafter, works to continue on the A816 north of the Ardfern Road junction. Works on the B8024 Kilberry Road and B840 Loch Aweside Road are on-going – both of these schemes will be partly funded by Forestry.
- Kintyre – Most schemes are now nearing completion, excepting 'Re-tread' work on the Moss Road and footway/carriageway structural patching.
- Islay – Further structural patching work will be carried out on Islay during October – works on the Lower Killeyan Road will follow-on thereafter. Legal arrangements will be entered into with frontagers on the Kiells Road on Jura prior to commencement of works on the unadopted section of road.

3.2 Revenue works –

Grass-cutting is complete. General safety-related work is on-going. The jet-patching machine is currently operating in the MAKI Area.

3.3 Winter Maintenance –

Winter maintenance stand-by commences on Friday 1st November 2013.

4. CONCLUSION

4.1 This report provides an update to Members on roads issues in Mid Argyll, Kintyre and the Islands.

5. IMPLICATIONS

5.1	Policy	Works assessed and carried out under the current Roads Asset Management and Maintenance Plan
5.2	Financial	Capital programme based on the capital allocation for years 2012 to 2015.
5.3	Legal	None
5.4	HR	None
5.5	Equalities	None
5.6	Risk	Completed works will reduce requirement to repair and maintain existing carriageway
5.7	Customer Services	None

For further information, please contact:
Stewart Clark, Roads Performance Manager, West (Tel: 01546 604893)

Jim Smith
Head of Service Roads and Amenity
9 September 2013

MID ARGYLL, KINTYRE AND ISLAY
ROADS RECONSTRUCTION CAPITAL PROGRAMME 2013 TO 2014
PROGRESS UPDATE FOR AREA COMMITTEE
WEDNESDAY 2 OCTOBER 2013

MID ARGYLL

Route	Location**	Proposed Scheme Details***	Estimated Value	Comments
A816	The Meadows	Edge strengthen + overlay	£300,000	Substantially Complete
A816	Rhudle Mill	Preparation and surface dressing	£50,000	Complete
B8024	Inverneill	Resurfacing	£100,000	In Progress
B840	Loch Awe - Ford	Resurfacing	£125,000	In Progress
A816	North of Ardfern Junction	Retexturing	£10,000	In Progress
UC25	School Road	Overlay	£40,000	Complete
<u>Area Total</u>			<u>£625,000</u>	

Route	Location**	Proposed Scheme Details***	Estimated Value	Comments
A816	Hillpark to BT exchange	Edge strengthening and widening	£15,000	In Progress
	Bridgend	Resurfacing	£10,000	Complete
B8002	Ardfern	Resurfacing	£15,000	Complete
	Tayvallich	Resurfacing	£15,000	Complete
	Kilmory Ind. Estate, Lochgilphead	Resurfacing	£30,000	Complete
	Bishopton Road, Lochgilphead	Resurfacing	£45,000	Complete
<u>Area Total</u>			<u>£130,000</u>	

KINTYRE

Route	Location**	Proposed Scheme Details***	Estimated Value	Comments
Various	Campbeltown Footways	Structural footway repairs	£10,000	Autumn'13
Various	Selected locations on an as-needs basis across area	Structural Patching	£25,000	Autumn'13
A83	Drum	Resurfacing, patching and drainage	£180,000	In Progress
B842	Oatfield	Preparation and surface dressing	£95,000	Complete
B842	Moy	Pre-surface dressing patching	£95,000	Substantially Complete
B842	Carradale	Preparation and surface dressing	£75,000	Complete
UC30	Kinloch Rd - Campbeltown	Resurfacing	£30,000	Complete
C 59	Clachan Loop Rd	Drainage improvement and carriageway resurfacing	£50,000	Substantially Complete
A83	Glenbarr	Surface Dressing preparation	£65,000	Complete
Area Total			£625,000	

Route	Location**	Proposed Scheme Details***	Estimated Value	Comments
B842	Carradale Road	Structural Patching	£25,000	Complete
B8001	Skipness Road	Structural Patching	£40,000	Complete
	Moss Road	Retread	£30,000	Planned start mid September
	Mull of Kintyre Road	Structural Patching	£30,000	Complete
Area Total			£125,000	

ISLAY

Route	Location**	Proposed Scheme Details***	Estimated Value	Comments
n/a	Selected locations on an as-needs basis across area	Structural Carriageway Repair Programme	£25,000	In-House - Sept / Oct
A846	Jura Tarbert south	Re-tread	£125,000	Complete
A846	Jura Leargybreck	Re-tread	£15,000	Complete
A846	Islay Low Road	Overlay	£100,000	Complete
B8016	Islay High Road	Overlay	£50,000	Complete
A846	Islay Ballygrant north	Overlay	£150,000	Complete
Various	Islay Portnahaven to Kilchiaran road; Ardnave road, Glenn Road to Avonvogie jct	Pre-Surface Dressing preparation	£25,000	Complete
C17	Lower Killeyan	Unbound Type 1 roadsurface	£25,000	In-House - Oct / Nov
Various	Islay Portnahaven to Kilchiaran road	Surface Dressing	£120,000	Complete
<u>Area Total</u>			<u>£635,000</u>	

Route	Location**	Proposed Scheme Details***	Estimated Value	Comments
n/a	Various Locations	Structural Patching	£58,000	In-House - Sept / Oct
Private	Kiels Road, Jura	Road Reconstruction	£72,000	Frontagers to be formally contacted prior to commencement of works.
<u>Area Total</u>			<u>£130,000</u>	

TITLE: SCHOOL FLASHING LIGHTS MID ARGYLL KINTYRE & THE ISLANDS

1. SUMMARY

1.1 This report provides an update on the issue of the outstanding replacement of the School Flashing (“Twenty’s Plenty”) lights within Mid Argyll Kintyre and the Islands.

2. RECOMMENDATIONS

2.1 It is recommended that Members note this report.

3. DETAIL

The original requirement for the installation of speed restriction signs at schools is included in this report.(Appendix1).

As is stated in this appendix, funding was made available for the original installation for the signs, however no consideration, financial or otherwise, was given to the requirement for the essential on-going maintenance.

Not unlike the Council street lighting apparatus, the inclement weather on the West Coast of Scotland has taken its toll on these signs and almost every one has exceeded its design life.

The street lighting section has been reduced by 60 % over the last 3 years and this lack of available resource and the cost of the specialist materials required for these signs has meant that the necessary up keep has not been possible.

Consideration was given to alternative procurement strategies, including in-house delivery, collaboration with neighbouring local authorities and policy changes. For various reasons, these approaches were not considered to be appropriate and a stand-alone maintenance and repair/replacement Contract was procured.

With this in mind, a Council wide condition survey of these signs was carried out by Consultancy firm Capita Symmonds, with a view to using the information gathered to issue a tender for replacement and maintenance. Their findings are attached in Appendix 2.

The included tender (appendix 3) was issued and the quotations received ranged between £240,000 and £422,000. As the available budget will in no way stretch to cover these costs, a paper is being taken forward as a budget pressure to Strategic Finance requesting funding to allow appointment of the successful company.

As an interim measure, the signs that are situated on high speed roads are being given priority and if not repairable, are being systematically replaced as a matter of urgency. There are 4 such sites within the MAKI Area; Rhunahaorine, Glenbarr, Drumlemble & Southend.

Infrastructure works have been carried out on all 4 sites and all of the new signs should be in situ by the beginning of October. The signs for Southend are programmed to be in place on or around the 11th of September.

All work is being carried out by Imtech, who have a proven track record in dealing with this type of Maintenance, and were assessed as representing best value in the recent invitation to tender exercise.

- 4. Policy:** The street lighting network will be maintained in line with BS5489 & BS 7671 and the 'Road Maintenance & Asset Management Plan' as closely as the available roads maintenance budget will allow.

5. Financial: Increased demand on all work associated with Street Lighting is having a significant impact on the available resources.

6. Personnel: Nil

For further information, please contact:

Ryan McGlynn Technical Officer Street Lighting (01546 604646)

Walter MacArthur
Fleet & Wasted Manager

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SCOTTISH EXECUTIVE

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Transport Division 3

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Edinburgh EH6 6QQ

Director of Roads (or Equivalent)
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Your ref:
Our ref:

28 October 2003

Dear Sir/Madam

TRIAL OF PART TIME TWENTY MPH SPEED LIMITS IN SCOTLAND

Introduction

1. Roads authorities in Scotland will know that a pilot study into low cost twenty mph part-time speed limit signs outside schools has been ongoing since 2001, with the trial period set for 2 years. The pilot involved 5 road authorities (West Lothian, Aberdeenshire, Angus, The City of Edinburgh and Glasgow City Councils).

The sign used (after a range of options were considered) was a form of an activated invariable sign (with no advanced signing or traffic calming specified). The monitoring data for the trial period between 2001 and 2003 has been analysed in a final report prepared for The Society of Chief Officers of Transportation in Scotland (SCOTS) by David Campbell, Lex Harrison and David McGuigan.

Results of Findings

2. The key findings of the report are:

- speeds are seen to be reduced.
- speed reductions seem to be similar across the trial sites.
- no specific characteristics of the trial sites were found to influence speed reduction.

These findings would suggest that location and specific site characteristics would not be barriers to the introduction of similar schemes elsewhere in Scotland. SCOTS are very encouraged by the findings of the report and have recommended to the Scottish Executive that the roll-out of this low-cost signing be extended to all road authorities in Scotland.

Criteria for use/Future Action

3. The purpose of this letter is to invite all Directors of Roads to apply for a blanket authorisation for use of a traffic sign to diagram 670, 600mm diameter with non-standard plate



"when lights flash" on a white panel set on a black backing board with four flashing amber lights. The lights would flash alternately top and bottom when speed limit is in force for use outside schools in their area. There is also an additional sign for use at side streets/ cul de sacs as shown on the attached drawings.

4. The authorisation will permit a 'suite' of different signs as shown on the attached drawings which can be used to accord with circumstances within the individual roads authority area and which shall be erected in tandem with an appropriate Traffic Regulation Order. However, when considering where such signs would be appropriate, roads authorities should bear the following points in mind:

- a. the length of the part-time limit should be kept as short as possible in front of schools so that drivers will identify the lower limit with the school;
- b. single-sided signing will be permitted **for the use of this sign only**;
- c. a 30 mph sign is required on the exit to the part-time 20 zone; and
- d. the variation for side streets is only authorised in conjunction with the main signs, and **not as an alternative to be used on their own.**

Enquiries

5. Any enquiry relating to this letter should be made to Iain Gardiner, Scottish Executive, Transport Division 3, Area 2F, Victoria Quay EH6 6QQ (telephone: 0131 244 0838).

Yours faithfully

FIONA ROBERTSON
Head of Branch
Transport Division 3

Date Recd	31/10/03
Recd by	AR





SCOTTISH EXECUTIVE

Enterprise, Transport & Lifelong Learning Department
Transport Division 3

Victoria Quay
Edinburgh EH6 6QQ

ETLLD Circular No. 1 /2004

To: Chief Executives, Scottish Local Authorities
Chief Officers of Transportation, Scottish Local Authorities
Chief Constables

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Your ref:
Our ref:

26 March 2004



Dear Sir/Madam

20 MPH SPEED LIMITS AROUND SCHOOLS ON ROADS WITH SPEED LIMITS HIGHER THAN 30 MPH

1. This circular provides guidance on the introduction of 20 mph speed limits outside schools on roads with speed limits higher than 30 mph. It supplements the guidance on 20 mph speed limits in SEDD Circular 6/2001 and revises the advice in that Circular on variable (part-time) speed limits.
2. The Executive believes that a 20 mph speed limit should be the norm outside schools. Outside schools on roads subject to a 30 mph speed limit the options described in Circular 6/2001 are available to local authorities.
3. The advice in Circular 6/2001 that variable 20 mph speed limits should not be introduced on roads subject to a speed limit higher than 30 mph no longer applies. In relation to 20 mph speed limits outside schools, roads with existing speed limits higher than 30 mph are generally through routes. The aim is to increase the safety of children walking or cycling to and from school while minimising delays and disruption to through traffic. A permanent 20 mph speed limit is less likely to be appropriate in these circumstances and a mandatory variable 20 mph limit, operating only on school days at times when children are going to or from school, is considered to be the most suitable option.
4. The length of road on which a 20 mph speed limit should apply at individual schools will be determined by a number of factors, including the exact location and access point of the school in relation to adjoining roads; severance from the community; and desire lines taken by pupils. As an example, it may be that the position of existing school warning signs would provide suitable starting/finishing points for the 20 mph limit.
5. As with other speed limit proposals it is important that consultation with the police should take place at an early stage.



SIGNING

6. The Society of Chief Officers of Transportation in Scotland has now completed trials of low cost electronic signs with flashing lights indicating a part-time speed limit. The Executive's letter of 28 October 2003 indicated that it is prepared to give blanket authorisation, on request, for the use of the signs, shown in Appendix 1, in a local authority's area. These low cost signs can be used as an alternative to the signs prescribed in Regulation 58 of the Traffic Signs Regulations and General Directions 2002 (TSRGD).
7. On roads with existing speed limits higher than 30 mph it will be necessary to warn drivers of the existence of a 20 mph speed limit ahead and to achieve the necessary reduction in speeds. It is considered that, in most cases, a single advance warning sign would be appropriate to indicate the operation of a reduced speed limit ahead, while keeping costs and sign clutter to a minimum. A manually operated sign or permanently visible sign would not be appropriate, the former because of health and safety issues, while the latter would be visible outwith the times of operation of the 20 mph limit. A permanent electronic sign linked to or synchronized with the main sign is, therefore, recommended. Advance signs should include diagram 545 with sub-plate 546 of the TSRGD above a legend reading '20 limit ahead', as shown in Appendix 2. The '20 limit ahead' legend will only be visible when the part-time speed limit is in operation. The sign assemblage should normally include flashing amber lights and can be activated by a timer or a combination of a timer plus vehicle approach speeds. Signs without flashing amber lights may be used on low flow roads or sites where the installation is remote or battery powered, where an authority considers that an intermittent sign will attract sufficient attention without flashing lights. The 85th percentile speed on the approach to the proposed starting point of the 20 mph limit should be used to determine the most appropriate location of the advance sign.
8. The Executive will be prepared to issue blanket authorisation, on request, for the use of the advance warning signs by individual local authorities.

PUBLICITY

9. When implementing 20 mph schemes outside schools, particularly those on roads with speed limits higher than 30 mph, it will be important to raise public awareness of the schemes. The aim would be to achieve an understanding that the schemes are being introduced to make the areas round schools safer for children as well as alerting drivers to the likelihood that they will encounter a 20 mph speed limit outside schools in what could be unexpected circumstances. Local authorities may wish to consider how best to generate awareness of the 20 mph speed limit outside schools initiative in their areas.

RESOURCE IMPLICATIONS

10. The Scottish Executive is providing additional resources for local authorities, totalling up to £27 million (£5 million in 2003-04, and £11 million in each of 2004-05 and 2005-06) for the introduction of 20 mph speed limits around schools, including schools on roads with speed limits higher than 30 mph, and related safety projects.

FURTHER INFORMATION

11. For further information about the content of this Circular, or to request additional copies, please contact Ian Robertson, Scottish Executive Enterprise, Transport and Lifelong Learning



Department, Transport Division 3, Area 2-E, Victoria Quay, Edinburgh, EH6 6QQ (telephone 0131 244 0848, e-mail ian.c.robertson@scotland.gsi.gov.uk).

Yours faithfully

A Whatcott

ANN WHATCOTT



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
YES		13	26%		Grid Ref	Road No.	Urb/Rur	ST Lts?	Speed	Type of Sign	Mand/Adv	Functional	Manu'r	Install Date	No of Signs	Timer?	Operation	Last Prog'	Power/Source	Comms	Condition			
NO		9	18%		Eastings	Northings			20	Fixed signs		50%	Siemens	2003	2		Manual	2002	DNO-DIR	none	Sign	Post	Unit/Other	
50%		5	10%				A83	Urban	YES	30	20's plenty	Mandatory	NO	Coeval	4		Site Timer Upload	2003	DNO-FP	unknown	Good	Good	Good	
Unknown		8	16%				A85	Rural	NO	40	Wig-Wags	Advisory	YES	Solagen	6		Remote	2006	MAINS-SL	available	Poor	Poor	Poor	
N/A		15	30%						Unknown	60	PT 20		25%	Signature	unknown	unknown	unknown	Unknown		SOLAR	Gprs	Ave	Ave	Ave
50		50	100%								Unknown		75%	VMS Ltd				UNKNOWN		WIND	BT Line	Damg	Damg	Damg

No.	Area	ID No	School	Type	Address	Post Code																				
1	C&B	001	Dunoon Grammar	SEC	Ardenslate Rd, Dunoon	PA23 8NN	217568	678239	Unknown	URBAN	YES	20	F/T 20 ZONE	Mandatory	N/A	unknown	unknown	4+2	Unknown	N/A	N/A	MAINS-SL	NONE	Good/Poor	Good/Poor	Good
2	C&B	002	Dunoon P. S.	PRIM	Hillfoot St, Dunoon	PA23 7DR	217323	678577	Unknown	URBAN	YES	30	P/T 20+20's PLNT	Man(Advis?)	Unknown	Coeval	unknown	1+1+4	Unknown	Site Timer Upload	Unknown	MAINS-FP	NONE	Ave	Ave	Ave
3	C&B	003	Kirn P. S.	PRIM	Park Rd, Dunoon	PA34 5AU	217519	678027	Unknown	URBAN	YES	30	P/T 20	Mandatory	YES	Coeval	unknown	3+1	Unknown	Site Timer Upload	Unknown	MAINS-SL	None/Av	Ave	Ave	Ave
4	C&B	004	Lochgillhead P.S.	PRIM	Donich Park, Loch'head	PA24 BAQ	219969	701348	B839	URBAN	YES	30	20'S PLENTY	Advisory	N/A	N/A	2006	3+1	Unknown	N/A	N/A	N/A	NEW	Ave	Fixed Poor	
5	C&B	005	North Bute P.S.	PRIM	marine Rd, Bannatyne	PA20 0LT	207033	667295	A889	URBAN	YES	30	P/T 20	Mandatory	NO	SIG & COEV	Unknown	2+2+1	Unknown	Site Timer Upload	Unknown	DNO-FP	NONE	Ave	Good	Poor
6	C&B	006	Rothsay Joint Campus	JOINT	Townhead, Rothsay	PA20 9JH	208503	663368	B881	URBAN	YES	30	P/T 20	Mandatory	YES	Coeval	Unknown	4	Unknown	Site Timer Upload	Unknown	DNO-FP	available	Good	Good	Good
7	C&B	007	Sandbank P.S.	PRIM	High Road, Sandbank	PA23 8PW	216532	679753	A885	URBAN	YES	30	P/T 20	Mandatory	YES	Coeval	Unknown	4+2	Unknown	Site Timer Upload	Unknown	DNO-FP	available	Good	Good	Fixed Poor
8	C&B	008	St Andrews P.S.	PRIM	Gowanfield Terr Rothsay	PA20 0DX	208401	664450	Unknown	URBAN	YES	30	20'S PLENTY	Advisory	N/A	N/A	Unknown	1	Unknown	N/A	N/A	N/A	available	Good	N/A	N/A
9	C&B	009	Strachur P.S.	PRIM	Strachur	PA27 8DQ	209906	700775	A815	RURAL	NO	30	P/T 20	Mandatory	NO	Signature	Unknown	4+2+1	Unknown	Site Timer Upload	Unknown	SOLAR-DNO	unknown	Ave	Ave	Poor
10	C&B	010	Tighnabraich P.S.	PRIM	Tighnabraich	PA21 2BE	197408	672653	A8003	RURAL	YES	30	Fixed Wrn signs	N/A	N/A	N/A	Unknown	2	Unknown	N/A	N/A	N/A	N/A	Ave	Ave	Poor
11	C&B	011	Toward P.S.	PRIM	Toward	PA23 7UG	212638	667555	A816	RURAL	NO	40	P/T 20	Mandatory	NO	Signature	unknown	2+4+2+	Unknown	Site Timer Upload	Unknown	SOLAR	available	Poor	Poor	Poor
12	H&L	001	Arrochar P.S.	PRIME	Tarbet	G83 7DG	232116	704679	A82(T)	RURAL	YES	30	P/T 20	Mandatory	YES	VMS Ltd	unknown	4	Unknown	Site Timer Upload	Unknown	DNO-FP=LC	available	Good	Good	Good
13	H&L	002	Hermitage Academy	SEC	Helensburgh	G84 7LA	231548	681269	A814	URBAN	YES	30	Fixed Wrn signs	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	N/A	Good	Good	Good
14	H&L	003	Hermitage P.S.	PRIME	Helensburgh	G84 7RR	229880	682589	Required	URBAN	YES	30	F/T 20 ZONE	Mandatory	N/A	N/A	N/A	2	N/A	N/A	N/A	N/A	N/A	Good	Good	Good
15	MAKI	001	Achahoish	PRIME	Tighnahoran, Kilberry loop	PA31 BNZ	176122	675497	B8024	RURAL	NO	60	Fixed Wrn signs	N/A	N/A	Unknown	N/A	2	N/A	N/A	N/A	N/A	available	N/A	N/A	N/A
16	MAKI	002	Ardrishig P.S.	PRIME	Glenfyne Park, Ardrishig	PA30 8HF	185062	686177	Unknown	URBAN	YES	30	P/T 20	Mandatory	NO	Signature	2005	5	MullerSC98	Site Timer Upload	Jul-09	MAINS-FP/SL	None	Good	Good	Good
17	MAKI	003	Bowmore P.S.	PRIME	Flora St, Bowmore	PA43 7JX	SEE	ISLAY HS	ENTRY	SAME	SITE	30	20'S PLENTY	Advisory	N/A	N/A	Jun-09	see below	N/A	N/A	N/A	N/A	N/A	see below	see below	see below
18	MAKI	004	Campletown Grammar	SEC	Hutchinson Rd	PA28 6JS	172084	619717	Unknown	URBAN	YES	30	20'S PLENTY	Advisory	N/A	N/A	unknown	8	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	MAKI	005	Carradale P.S.	PRIME	Carradale	PA28 6SD	181565	638492	B879	RURAL	YES	30/60	WigWag	Advisory	Unknown	Gensol	unknown	2	Thebetr641	Site Timer Upload	Jul-09	SOLAR	available	Ave	Ave	Ave
20	MAKI	006	Castlehill P.S.	PRIME	Ralston Rd, Campbeltown	PA28 6LE	171895	620108	Unknown	URBAN	YES	30	P/T 20	Mandatory	Unknown	Coeval	Unknown	2.+1+2	Unknown	Site Timer Upload	Jul-09	MAINS-SL	None	Ave	Ave	Ave
21	MAKI	007	Dalintober P.S.	PRIME	Dalaruan St, Campbeltown	PA28 6HG	171756	621161	Unknown	URBAN	YES	30	P/T 20	Mandatory	Unknown	Coeval	unknown	2	MullerSC98	Site Timer Upload	Jul-09	MAINS	None	Ave	Ave	Ave
22	MAKI	008	Drumieble P.S.	PRIME	Drumieble	PA28 6PN	187185	619795	B843	RURAL	NO	60	P/T 20	Mandatory	NO	Signature	unknown	4	Tallento891	Site Timer Upload	Site Timer Upload	DNO-FP	None	Ave	Ave	Ave
23	MAKI	009	Glassary P.S.	PRIME	Glassary	PA31 8QN	A	WORK	IN	PROGRESS		30	P/T 20	A	WORK	IN	PROGRESS									
24	MAKI	010	Glenbarr P. S.	PRIME	Glenbarr	PA29 6UX	167145	637412	A83	RURAL	NO	60	P/T 20	Mandatory	50%	Signature	2006	4	Tallento891	Site Timer Upload	Jul-09	DNO-FP	available	Ave	Ave	Ave
25	MAKI	011	Islay H.S.	SEC	Flora St, Bowmore	PA43 7LS	130813	659680	Unknown	URBAN	YES	30	20'S PLENTY	Advisory	N/A	N/A	Jun-09	4	N/A	N/A	N/A	N/A	N/A	Good	Good	Good
26	MAKI	012	Keills P.S.	PRIME	Keills, Port Askaig	PA46 7RQ	141776	668675	A846	RURAL	YES	30	Fixed Wrn signs	N/A	N/A	N/A	N/A	4	N/A	N/A	N/A	N/A	N/A	Ave	Poor	N/A
27	MAKI	013	L'ochg'head Jnt Campus	UNKNOWN	Lochgillhead	PA31 8AA	186514	687175	A83T	Urban/Rural	YES	30	P/T 20	Mandatory	YES	VMS/Coeval	unknown	4	MullerSC98	Site Timer Upload	Jul-09	DNO-DIR	None	Ave	Ave	Ave
28	MAKI	014	Minard P.S.	PRIME	Minard	PA32 8YB	197800	696192	A83T	URBAN	YES	40	P/T 20	Mandatory	YES	VMS Ltd	?	6	Unknown	Unknown	Unknown	DNO-FP	None	Good	Good	Good
29	MAKI	015	Port Charlotte P.S.	PRIME	School St, Port Charlotte	PA48 7TW	125160	658284	(A847)	RURAL	YES	30	P/T 20	Mandatory	YES	Coeval	unknown	2+1	MullerSC98	Site Timer Upload	Jul-09	MAINS-SL	available	Good	Good	Good
30	MAKI	016	Port Ellen P.S.	PRIME	Lennox St, Port Ellen	PA42 7BW	136985	645292	A846	URBAN	YES	30	P/T 20	Mandatory	NO	Signature	unknown	2	Tallento891	Site Timer Upload	Jul-09	MAINS-SL	available	Ave	Ave	N/A
31	MAKI	017	Rhunaorine	PRIME	Tayinloan	PA29 6XG	170654	648126	A83	RURAL	NO	60	P/T 20	Mandatory	NO	Signature	Feb-06	2	Tallento891	Site Timer Upload	Jul-09	DNO-FP	None/available	Ave/1 missing	Good	Good-FP
32	MAKI	018	Southend P.S.	PRIME	Southend	PA28 6RQ	169622	609232	B842	RURAL	NO	60	P/T 20	Mandatory	NO	Signature	Feb-06	4	Tallento891	Site Timer Upload	Jul-09	DNO-FP	available	Ave	Ave	N/A
33	MAKI	019	St-Keiran's P.S.	N/A	St-John-St, Campbeltown	PA28 6AU							CLOSED													
34	MAKI	020	Tarbert Academy-JC	SEC	School Rd, Tarbert	PA29 6TE	186485	668459	unknown	URBAN	YES	30	P/T 20	Mandatory	Unknown	Coeval	Unknown	3	MullerSC98	Site Timer Upload	Jul-09	mains-FP	available	Ave	Ave	N/A
35	MAKI	021	Tarbert P.S.-JC	PRIME	School Rd, Tarbert	PA29 6TE	JOINT	CAMPUS	ABOVE	SEE	ABOVE	SEE	SEE ABOVE													
36	MAKI	022	Tayvallich P.S.	PRIME	Tayvallich	PA31 8PW	174025	686740	unknown	RURAL	NO	60	Fixed Wrn signs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
37	MAKI		Whitegates-part of LCHGLPHD	Special	Whitegate Rd, Loch Gphd	PA31 8SY	186538	687566	Unknown	URBAN	YES	30	P/T 20	Mandatory	YES	Signature	2006	4	Tallento892	Site Timer Upload	Jul-09	MAINS-SL	None	Ave	Ave	Ave
38	OLI	001	Achaleven P.S.	PRIME	Achaleven	PA37 1PH	196681	726798	A85T	URBAN	YES	30	P/T 20	Mandatory	Unknown	VMS Ltd	?	2	Unknown	Unknown	Unknown	DNO-FP	GPRS	Good	Good	Good
39	OLI	002	Ardchattan P.S.	PRIME	Bonawe	PA37 1RH	200202	734111	B845	RURAL	NO	60	P/T 20	Mandatory	Unknown	VMS Ltd	Unknown	4	MullerSC98	Site Timer Upload	Jul-09	SOLAR	available	Good	Good	Good
40	OLI	003	Barcaldine P.S.	PRIME	Barcaldine	PA37 1SQ	198419	742177	A828T	RURAL	NO	60	P/T 20	Mandatory	Unknown	Dambach	Unknown	4	Unknown	Unknown	Unknown	DNO-FP	Unknown	Good	Good	Good
41	OLI	004	Bunessan P.S.	PRIME	Island of Mull	PA67 6DJ	139113	722003	A849	RURAL	NO	60	P/T 20	Mandatory	50%	VMS Ltd	Unknown	4	MullerSC98	Site Timer Upload	Jul-09	SOLAR	None	available	available	Poor
42	OLI	005	Dalmally P.S.	PRIME	Dalmally	PA33 1BE	217247	727212	A85T	RURAL	YES	30	Fixed Wrn signs	N/A	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	Poor	Poor	Poor
43	OLI	006	Dervaig P.S.	PRIME	Island of Mull	PA75 6QN	143135	751767	B8073	RURAL	NO	30	P/T 20	Mandatory	YES	Solagen	Nov 2010	4+2	solagen	Remote	2011	SOLAR	GPRS	Excellent	Excellent	Excellent
44	OLI	007	Drummore School	SPEC	Dalintart Drive, Oban	PA34 4JL	listed	as	special	not	found	30														
45	OLI	008	Dunbeg P.S.	PRIME	Etive Rd Oban	PA37 1QF	187815	733276	U class	URBAN	YES	30	20'S PLENTY	Advisory	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	available	available	available	N/A
46	OLI	009	Easdale P. S.	PRIME	Ellenabeich	PA34 4RF	174777	717327	B844	RURAL	NO	60	P/T 20	Mandatory	50%	VMS Ltd	Unknown	4	MullerSC98	Site Timer Upload	Jul-09</					

Additional Information / Comments
(Vegetation/vizibility/installation)

Good Condition 4xExt ill Fixed FT20 signs on WB76 +2xstd school warn signs-poor cond+area T-calmed with 2xzebra
Confused combi-wig wag & PT20 sign+30 Zone ends + 20's PLTY all poorly maintained see site notes
3xPT20+1XWAIWAG 20 WLF C/W 20's 1XDAMAGED
3X20'S PLENTY PLUS 1X 600WARN +SCHOOL SUPP
2X20PL(NEW) 1XNEWER PT20(SIG)1X OLDER PT20 AV-POOR INSTALLATION NOT WORKING -ISSUES water ingress hazard(SEE NOTES)
redundant street furniture incorrect/confusing speed limit signing
4xcoeval PT20 all working mains fed date time correct, comms available, fixed US REM? Veg to cut
Nothing ther really, could become a site
Dangerous site,power lines, sign wrong order no solar working overgrown
2XSTD FIXED WARN SIGNS -OK-POST POOR
2XFixed Std warn+2xAdvance+4 Main PT20-Never worked, unstable no foundations V poor site.
Fully functioning Well maintained site Trunk Rd
Nothing really there but std Fixed signs
Non-lit Permanent 20 Zone signing on yellow Backing board traffic calming 1x corroded WigWag on sinclair st
2xStd Fxd Warning signs both poor 1 bleached white good site for upgrade - power comms available at school - or Solar /GPRS
5xsigns non-operational? One sign re-sited not wired- old post left no caps
see below
New 20's plenty signs
2xsolar powered PT 20+wrn sgn Panel damaged not maintained
2xPT20 on WB+1xWigWag+FxtSgn on WB+2xFxtSgn1on LC+1x76CHS(poor)
2xPT20 signs on too low water ingress FP partially open, ave condition Plus 20's plenty on side streets
4xPT20 signs water ingress,wind damaged, no power school Feeder pilar
Site under construction revisit to assess when complete
4xPT20signs ducted system fed from DNO/school via FP poorly mainatined
combined sites 4x20's plenty on2x76 CHS = 1x std schoolwrn sign
Main Rd Std School Warning signs - Power and comms available
Mixtur e of signing with some damage needs attention
Trunk Rd site signalled shuttle working on narrow rd section plus 4xPT20 school signs
fully functional prone to wind damage(3) BT line available
Part ducted site- off last 2 years-commc available from school
S2xPT20 1No missing+FP(School) Site not working
4xPT20 signs fed via FP from school no comms but available
3xPT20 signs 1x fed from school 2x SL
N/A
1X Std fixed warning signs school v minor rd up hill NTR
Mixtur of signing -needs rationalised
Trunk Rd site 2xPT20 school signs well maintained
4x solar signs plus fixed signs good condition unable to confirm operation
Trunk Rd site 4xPT20 school signs well maintained
4x solar sign partial function intermittent saltwater corrosion comms school?
Village cul de sac 1xfixed Warning sign illuminated on LC
4xNo Solar powered new GPRS monitored PT 20 signs plus original Fixed warning signs
Not found Glencruitten Hostel only thing on Dalintart Drive
School at end of Cul de Sac 20's plenty +Std Warn signs off Road Foot path for pupils
4xSolar power VMS ltd no comms corrosion function unknown
Partial working site 6x Soalr VMS poorly maintained timing wrong
2xPT20 Sign within 30 limit, Good condition* Feeder Pillar door broken siezed shut.
4x working solar PT20 signs, ave cond
4+1 PT20 signs part functional around Oban HS - see doc
Joint campus contains Rockfield Drummore St Columbas and Kerrera which was closed
20's plaenty sign on Long steep hill Cul de sac to school traffic calmed at the school.
Not currently working subject of a variation order?
School off A828T down Cul de sac off minor Rd from trunk
No Site at School 2x Fully working wigwags on A85T
Both combined on one site only fixed signs Potential for new site
Combined witin the above site

**ARGYLL AND BUTE COUNCIL
DEVELOPMENT AND INFRASTRUCTURE SERVICES**



TENDER FOR

FRAMEWORK CONTRACT

**SUPPLY, MAINTENANCE AND REPAIR OF ELECTRONIC
AND VEHICLE ACTIVATED SIGNS**

Tender Ref: DIS/RAS/RMcG/JK/002

Submission Deadline: 5 July 2013 (1200 hours)

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FORM OF TENDER

FRAMEWORK CONTRACT: SUPPLY, MAINTENANCE AND REPAIR OF ELECTRONIC AND VEHICLE ACTIVATED SIGNS

TENDER REF NO: DIS/RAS/RMcG/JK/002

TO: ARGYLL AND BUTE COUNCIL

I/We, having examined the Instructions to Tenderers, General Conditions of Contract, Specification and Pricing Schedule and Tender Assessment and Evaluation for a Framework Contract for the Supply, Maintenance and Repair of Electronic and Vehicle Activated Signs, do hereby offer to execute and complete, in accordance with the said General Conditions of Contract and Specification, the whole of the works described.

I/We agree to indemnify Argyll and Bute Council against all claims to the minimum amount of £5,000,000.00 in respect of any one incident.

I/We further agree to provide Insurance Policies, Certificates of Insurance and receipt for premiums, if required.

I/We agree that this Tender remains open for acceptance for a period of 3 calendar months from the date fixed for lodgement of Tender.

I/We undertake to ensure full confidentiality of all Tender Documents and hereby certify that this a bona fide Tender and that I/we have not communicated with any other company in relation to my/our bid price.

I/We understand that Argyll and Bute Council is not bound to accept the lowest or any particular offer.

I/We agree that, should errors in pricing or errors in arithmetic be discovered before the acceptance of this offer in the Schedule of Rates and Prices submitted by me/us then these offers will be corrected in accordance with Alternative 2 of the Code of Procedure for Single Stage Selective Tendering 1996. The Tenderer will be given details of such errors and will be afforded the opportunity of confirming or amending his offer.

Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this day of

Company

Address

.....

Postcode

Telephone

Signature

Print Name

Witness

Print Name

This tender shall be returned electronically to Jennifer King – Purchasing Officer, Argyll and Bute Council not later than **12.00noon on 5 July 2013.**

PART 1 - INSTRUCTIONS TO TENDERERS

FRAMEWORK CONTRACT – SUPPLY, MAINTENANCE AND REPAIR OF ELECTRONIC AND VEHICLE ACTIVATED SIGNS

1.1 FOREWORD

- 1.1.1 This document has been devised for use by Argyll and Bute Council and its Contractor(s) in the execution of a Contract for Argyll and Bute Council and, subject to the Unfair Contract Terms Act 1977, Argyll and Bute Council will not be liable in any way whatsoever (including but without limitation, negligence on the part of Argyll and Bute Council, its employees or agents) where the document is used for other purposes.
- 1.1.2 Enquiries concerning the Tender are to be submitted to Jennifer King, Purchasing Officer, jennifer.king@argyll-bute.gov.uk, Tel: 01546 604881, strictly via the electronic Tender portal on Public Contracts Scotland.
- 1.1.3 All communication, whether written or oral, in respect of the Tender and any subsequent Contract must be in English language.
- 1.1.4 Tenderers special attention is drawn to Section 2.18, Disclosure of Information.

1.2 INTRODUCTION

- 1.2.1 These Instructions to Tenderers give guidance on Argyll and Bute Council's requirements, its scope and details of the procurement and background information essential for the successful completion of a bid. **It is strongly recommended that these Instructions are read by all of the company personnel involved in the Tender submission.**

1.3 STRUCTURE OF THE TENDER

- 1.3.1 The structure of this Tender reference DIS/RAS/RMcG/JK/002 is indicated below. The Tender documents are supplied electronically.
- 1.3.2 Including the Instructions to Tenderers, this Tender document comprises of 5 Parts:-

Part 1: Instructions to Tenderers

Part 2: General Conditions of Contract

Where the relevant terms and conditions relating to the contract for the supply of goods and services are expressed.

Part 3: Specification and Schedule of Rates and Prices

In which Argyll and Bute Council details the Contractor's responsibilities for the Supply, Maintenance and Repair of Electronic and Vehicle Activated Signs and rates and prices applicable to the Contract.

Part 4: Tender Assessment and Evaluation

In which Argyll and Bute Council describes the procedure it will employ for evaluating the Tenders received. Deals with the quality element of the Tender.

Part 5: Submission Checklist

Offers a checklist of all the information that the Tenderer needs to complete/provide as a minimum to ensure a compliant Tender.

- 1.3.3 In the event of any discrepancy in, or between, any documentation issued in connection with this Tender, the Tenderer should immediately inform, the Purchasing Officer via the Public Contracts Scotland portal.

1.4 SUBMISSION OF DOCUMENTS

- 1.4.1 The Tenderer's attention is drawn to Part 5 of the Tender (Submission Checklist), which provides details of the information that the Tenderer is required to provide to Argyll and Bute Council by way of a response.
- 1.4.2 All Tender responses must be returned electronically via "the post box" on the Public Contracts Scotland website by **12.00 noon, on 5 July 2013**. Any Tender responses received after the deadline specified will be marked as a late Tender and Argyll and Bute Council will not consider them further. It should be noted that submitted attachments must be less than 10Mb in size and if greater will be rejected and will not be added to the submission. In addition, the post-box will not accept any more than 3 individual attachments.
- 1.4.3 Any request for an extension of the period for Tendering must be received at least seven (7) working days before the due date for return, but no undertaking can be given that an extension will be granted. **This procedure is designed to preserve equity between Tenderers by ensuring that no premature disclosure of Tender details can be taken place. Tenderers will be notified of Argyll and Bute Council's decision as early as possible.**
- 1.4.4 Tender documents issued by Argyll and Bute Council are private and confidential and must not be passed on to a third party without the express consent of Argyll and Bute Council.

1.5 SUFFICIENCY OF TENDER

- 1.5.1 Tenderer shall be deemed to have satisfied himself before submitting his Tender as to the correctness and sufficiency of the rates and prices stated by him in his Tender which shall cover all their obligations under the Contract.

- 1.5.2 If Argyll and Bute Council suspects there has been an error in pricing or calculation in a Tender, it reserves the right to seek such clarification as it considers necessary from that Tenderer only. Obvious errors in pricing or arithmetic will be corrected in accordance with Alternative 2 (Scotland) contained in section 6 of the Code of Procedure for Selective Tendering 1996.

1.6 FORM OF TENDER

- 1.6.1 The total of the individual prices for compliant line items in the Schedule of Rates and Prices should be the figure inserted in the Form of Tender certificate.
- 1.6.2 All entries entered by the Tenderer on the Form of Tender, and other submitted information, must be made in black ink or be typewritten (not applicable for electronic Tenders). All prices must be specified in pounds sterling, exclusive of VAT. All Tender Forms must be signed by the Tenderer in a proper manner, by a Director or the Secretary of a Company or an authorised signatory. Evidence of authority must be submitted with the Tender.
- 1.6.3 All Tenderers must ensure the completion (and sign where stated) of the Form of Tender, Schedule of Rates and Prices, Part 4 - Questionnaires 4.5.1 and 4.5.2, Non Collusion Certificate, Equal Opportunity in Employment Certificate, Race Relations Certificate, Documents Received, Form for Proposed Amendments and Tender Compliance Certificate and submit these with the electronic tender.
- 1.6.4 As this Tender is to be submitted electronically, Argyll and Bute Council shall allow these to be submitted with the name of Tenderer's authorised signatory clearly typed instead.

1.9 VALIDITY OF TENDERS

- 1.9.1 All Tenders will remain open for acceptance by Argyll and Bute Council for a minimum period of three (3) calendar months from the date fixed for lodgement of Tender. All Tenders must be submitted on this basis.

1.10 ACCEPTANCE OF TENDERS

- 1.10.1 Argyll and Bute Council is not bound to accept the lowest or any Tender and reserves the right to accept any Tender in whole or in part. The award of Contract will be on the basis of the Tender Assessment and Evaluation in Part 4.
- 1.10.2 Argyll and Bute Council shall in no circumstances be liable for any costs involved in the preparation of a Tender.
- 1.10.3 A Tender shall only be accepted by Argyll and Bute Council by issue of a Letter of Acceptance.

1.11 ALTERNATIVE PROPOSALS - OPTIONAL

- 1.11.1 Tenderers are invited to submit an alternative proposal in addition to Argyll and Bute Council's specification detailed herein, as an addendum to its proposal. Such alternative proposal shall remain subject to the General Conditions of Contract and shall be formatted in such a way as a clear and transparent technical and commercial evaluation may be undertaken by Argyll and Bute Council.

1.12 QUESTIONS/CLARIFICATIONS ARISING FROM THE TENDER

1.12.1 Argyll and Bute Council will endeavour to answer any questions the Tenderer may have regarding the Tender via the Public Contracts Scotland portal. Any questions raised by the Tenderers, will be treated in the following way:-

1.12.1.1 If a question is of a clarification nature, the question asked and answer provided shall be forwarded to all Tenderers, depending on the content.

1.12.1.2 If the question is considered by Argyll and Bute Council to be specific to the Tenderer's Proposal, it will be treated as Commercial in Confidence and will not be forwarded to any other Tenderer. The Tenderer should state when asking the question whether he considers it to be in this category to aid Argyll and Bute Council's decision process. If Argyll and Bute Council considers the question to be of a clarification nature, it will inform the questioner of this prior to answering the question, the Tenderer will then be given the opportunity of withdrawing his question, unanswered.

1.13 TENDER EVALUATION

1.13.1 To preserve equity and confidentiality, all Tenders will be opened by a Tender panel on, or soon after, the designated day for responses and will be duly recorded. No Tenders received after the return date and time for submission shall be considered by Argyll and Bute Council.

Thereafter, an evaluation will be undertaken to assess the information provided by the Tenderer in response to the Tender. In particular:-

1.13.1.1 Price: Argyll and Bute Council will look at the affordability of the response from Tenderers and if this aspect is acceptable, will make a Value for Money judgement based on each Tenderer's response to the Conditions and the Specification and the prices being sought.

1.13.1.2 Quality/Capability: Argyll and Bute Council will be looking for evidence in the Tenderer's response to the questions raised to provide assurance that Tenderer can actually deliver the Contract at the level of performance required by Argyll and Bute Council.

PART 2 - GENERAL CONDITIONS OF CONTRACT

SECTION 1

2.1 Definitions and Interpretation

2.1.1 The definitions in this clause shall apply to both the General Conditions of Contract and the Specification.

2.1.2 The following expressions shall have the meaning given to them hereunder with respect to the interpretation of the Contract except where the context otherwise requires:

- a) "The Contract" means an agreement concluded between Argyll and Bute Council as the contracting authority and the Contractor, including these conditions, any supplementary conditions and all specifications and other documents that are relevant to the Contract.
- b) Conditions means the Conditions referred to in the Contract Documentation and any supplementary Conditions and modification thereof.
- c) "Tender Documents" means the Invitation to Tender, Conditions of Tender and any other accompanying documents submitted by the Tenderer relating to the Contract.
- d) "Tender Specification" means the tender specification that has been sent to prospective tenderers.
- e) "Tenderer" means the person or firm completing the tender document.
- f) The "Goods" means all Goods and materials that the Contractor is required under the Contract to supply or does supply or any services or works that he is required to supply under the Contract.
- g) "Argyll and Bute Council" is a reference to Argyll and Bute Council.
- h) "Council" is a reference to any Councils who are entitled to place orders in terms of the Contract.
- i) The "Contractor" means the person who by the Contract undertakes to supply the goods or to render such other service for Argyll and Bute Council as is provided by the Contract and where the Contractor is an individual or a partnership the expression shall include the personal representatives of that individual or of the partners or either of them as the case may be and the expression shall also include any person to whom the benefit of the Contract may be assigned by the Contractor with the consent of Argyll and Bute Council and where the context permits, includes a person whom Argyll and Bute Council has agreed to allow to participate in the Contract but who is not at the relevant time a party to a Contract.

- j) "Week" means 7 consecutive days starting Monday and ending on the following Sunday.
- k) "Month" means a calendar month.
- l) "Variation" means a variation in the provisions of the Contract made by notice given by Argyll and Bute Council.
- m) "Person" includes a Firm or Company.
- n) Any reference to a "signature" or "signed" includes reference to a signature being signed using electronic means.
- o) "Electronic means" refers to electronic equipment for the processing (including digital compression) and storage of data which is transmitted, conveyed and received by radio, by wire, by optical means or by other electromagnetic means.
- p) "Written" or "in writing" means any expression consisting of words or figures which can be read, reproduced and subsequently communicated. It may include information which is transmitted and stored by electronic means.

2.1.3 The masculine includes the feminine.

2.1.4 The singular includes the plural, and vice versa.

2.1.5 Reference to an enactment, order, regulation, or similar instrument shall be construed as a reference to the enactment, order, regulation or instrument as amended by any subsequent enactment, order, regulation, or instrument.

2.1.6 Any decision act or thing that Argyll and Bute Council is required or authorised to take or do under the Contract may be taken or done by any person so authorised either generally or specially by Argyll and Bute Council.

2.2 Variation of Contract Conditions

The Conditions of Contract which apply to this Tender may only be varied with the written agreement of Argyll and Bute Council. No terms or conditions put forward at any time by Tenderers or Contractors shall form any part of the Contract unless specifically agreed in writing by Argyll and Bute Council. **Refer also section 2.5**

2.3 Capacity to Contract

Tenderers confirm to the best of their knowledge that there are no restrictions of any kind which in any way affect their capacity to contract. If any such restrictions exist or arise, Argyll and Bute Council will have the option to terminate any Contract which purports to have been entered into with the Tenderer. The Tenderer shall indemnify Argyll and Bute Council in full for any resulting loss.

2.4 Submission of Tenders

Tender documents issued to prospective Tenderers may not be passed on to any other party without written permission from Argyll and Bute Council.

Paper Tenders – Not applicable for this Contract.

One complete copy of the Tender with no pages omitted must be submitted signed in ink by the Tenderer or by a person authorised by the Tenderer. If the signatory is not the Tenderer, the Tender must be accompanied by a letter from the Tenderer confirming that person's authority to bind the Tenderer.

Tenders must be sealed in the addressed envelope provided, and returned to the address specified on the Tender to arrive not later than 12 noon on the closing date stated on the envelope and the Tender Document.

Tenderers must not make any mark on the official returning envelope which would identify the Tenderer or disclose any detail of the content of the Tender.

Electronic Tenders

The complete electronic tender with no pages omitted must be submitted signed by the Tenderer or by a person authorised by the Tenderer. If the signatory is not the Tenderer then the Tenderer must provide at time of tendering written confirmation of the signatory's authority to bind the Tenderer.

Completed electronic tenders must be submitted via the e tendering system to arrive not later than 12 noon on the closing date stated on the Invitation to Tender and the Tender document.

LATE OFFERS WILL NOT BE CONSIDERED.

Argyll and Bute Council takes no responsibility for identifying any clerical errors or misunderstanding in any tenders submitted. Tenderers must therefore ensure that the content of any Tender submitted is complete and accurate.

No promotional material or other documentation may be enclosed with any Tender unless required by Argyll and Bute Council in the Specification.

2.5 Entries on the Tender

Paper Tenders

Any clauses, conditions, amendments to specification or other qualifications which a Tenderer wishes to make conditional to an offer **MUST** be entered by the Tenderer on the **FORM FOR PROPOSED AMENDMENTS** of the Tender and not on the Tender document and any clauses, conditions, amendments to specification or other qualifications entered elsewhere on the Tender shall be invalid, unenforceable and shall not form part of any contract which may follow upon this Tender. All entries on the Tender must be electronically generated typewritten or made in ink.

Electronic Tenders

Any clauses, conditions, amendments to specification or other qualifications which a Tenderer wishes to make conditional to an offer **MUST** be entered by the Tenderer on the **FORM FOR PROPOSED AMENDMENTS**. Any clauses, conditions, amendments to specification or other qualifications entered elsewhere on the Tender shall be invalid, unenforceable and shall not form part of any Contract which may follow upon this Tender.

2.6 Argyll and Bute Council Logo

Tenderers must not use the Argyll and Bute Council logo or disclose any details of any relationship with Argyll and Bute Council to any other party without the prior written consent of Argyll and Bute Council.

2.7 Advertising & Marketing Information

Tenderers consent to the receipt of marketing and advertising material by electronic transmission from Argyll and Bute Council and/or its approved agents.

2.8 Use of Recycled Materials

Not applicable to this contract.

2.9 Environmental Policy

Tenderers shall not supply any goods or products which may endanger the health of any person, will cause significant damage to the environment during manufacture, disposal or use, which consume a disproportionate amount of energy during manufacture, use or disposal, which cause unnecessary waste, or which contain materials derived from threatened species or environments.

2.10 Equal Opportunities

Tenderers warrant that, to the best of their knowledge and belief, they have complied with all legislative requirements in respect of ensuring equal opportunity in employment.

2.11 Pricing and Payment

Tenders will be regarded as FIRM PRICE OFFERS from the start of the contract period unless the Tenderer states otherwise on the **FORM FOR PROPOSED AMENDMENTS** of the Tender. Prices quoted on the Tender must be strictly nett prices, exclusive of Value Added Tax. Prices will include an allowance for all matters in respect of safety, health and welfare and the conditions of employment of work people and all matters relating to the satisfactory execution of the contract and for insurance of items against loss or damage by fire or by any other cause and against injury to persons and damage to property arising out of or in the course of or caused by the carrying out of the work involved in this contract.

The agreed credit period will be 30 days. Payment of valid invoices will be made by the appropriate Director of Finance or the Contract Administrator within 30 days of the date of the invoice issued, which is in turn only to be issued in arrears of the delivery of the goods or performance of the service conforming to the terms and conditions of this Contract.

Tenderers offering settlement discounts for prompt payments of invoices must state such terms on the **FORM FOR PROPOSED AMENDMENTS** of the Tender. Any settlement discounts will apply to the nett prices quoted on the Tender.

2.12 Fluctuating Offers

If a fluctuating offer is accepted, Argyll and Bute Council will be given not less than sixty (60) days clear written notice of any proposed increase in the contract prices. No increase in

prices will be made without the written agreement of Argyll and Bute Council. Applications for price increases must comply with any counter-inflation legislation and be accompanied by supporting documentary evidence from an independent source, to the satisfaction of Argyll and Bute Council. Argyll and Bute Council reserves the right to resile from any contract in whole or in part where Argyll and Bute Council considers proposed increases in prices to be unreasonable.

Any decreases in prices must be notified to Argyll and Bute Council and applied immediately.

2.13 Validity Period

All Tenders will remain open for acceptance by Argyll and Bute Council for a minimum period of three (3) calendar months from the date fixed for lodgement of Tender. All Tenders must be submitted on this basis.

2.14 Post Tender Negotiation

After the closing date and time, Tenderers may not supply any unsolicited information. Following evaluation of the Tenders received, Argyll and Bute Council reserves the right, to enter into negotiations, including negotiations on price, with the Tenderer who has submitted the most economically advantageous Tender or where the contract will be awarded on a shared basis with the Tenderers who have submitted the most economically advantageous Tenders.

2.15 Acceptance of Tenders

Argyll and Bute Council is not bound to accept the lowest or any Tender and reserves the right to accept any Tender in whole or in part. Any acceptance will be either by the issue of a letter of acceptance on behalf of Argyll and Bute Council, or via the electronic tendering system (where applicable).

2.16 Estimated Quantities

Any quantities stated in the Tender are approximate and provisional and may be increased or decreased by Argyll and Bute Council without invalidating any Contract.

2.17 Alternatives

If a Tenderer offers alternatives to the requirements specified in this Tender document, it will be the Tenderer's responsibility to demonstrate to Argyll and Bute Council that the alternatives are fit for the purpose for which they are required.

2.18 Disclosure of Information

The Freedom of Information (Scotland) Act 2002, which came into force on 1 January 2005, designates Argyll and Bute Council as a Scottish public authority and therefore subject to the provisions and obligations in that Act. This means that from 1 January 2005, any person who makes a valid request for recorded information held by Argyll and Bute Council will be entitled to receive it, unless all or part of that information can be withheld as a result of the exemptions in that Act.

As part of our responsibility under the Act, Argyll and Bute Council may be required to disclose any information held relating to your response to anyone who makes a request under that Act. Such information may only be withheld if it meets one or more of the exemptions or conditions in that Act. Information held cannot simply be classified as "confidential" or "commercial in confidence" to enable it to be protected from disclosure.

Information may also be requested under the Data Protection Act 1998 and the current and forthcoming Environmental Information Regulations.

2.19 Collusion

Argyll and Bute Council reserves the right not to consider a Tender and to cancel the Contract and recover from the Tenderer the amount of any loss resulting if the Tenderer (or his representative, whether or not with the Tenderer's knowledge) has colluded in tendering for the Contract or in tendering or refraining from tendering for any other contract or has used corrupt or illegal practices either in obtaining or executing the Contract or any other contract with Argyll and Bute Council.

Tenderers must complete the **NON COLLUSION CERTIFICATE** in the Tender Document.

2.20 Prevention of Corruption

Argyll and Bute Council shall be entitled not to consider a Tender and to cancel the Contract and recover from the Tenderer any loss resulting if the Tenderer, or any person employed by or acting on behalf of the Tenderer (whether or not with the Tenderer's knowledge), has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing any action in relation to the obtaining or execution of the Contract or any other contract with Argyll and Bute Council or for showing or refraining from showing favour or disfavour to any person in relation to the contract or any other contract with Argyll and Bute Council, or if in relation to any contract with Argyll and Bute Council, the Tenderer or any person employed by or acting on behalf of the Tenderer has committed an offence under the Prevention of Corruption Acts 1889 to 1916 or shall have given any fee or reward, the receipt of which is an offence under Sub-Section (2) of Section 68 of the Local Government (Scotland) Act 1973.

2.21 Data Protection

Contractor undertakes to comply with the provisions of the Data Protection Act 1998 and in particular, warrant that appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

2.22 Company Profile

Argyll and Bute Council may, at any time, give the Contractor seven (7) days notice in writing requiring the Contractor to provide to Argyll and Bute Council Contractors' Company profile to include a complete list of all companies and organisations affiliated to Contractor.

2.23 Recovery of Sums Due

If under the Contract any sum of money is recoverable from or payable by the Contractor, that sum may be deducted from any sum due to the Contractor under the Contract.

2.24 Unauthorised Supply of Goods or Provision of Services

Contractor shall neither perform any services nor supply or deliver any goods without first receiving an official order for such goods and/or materials or services from an authorised officer of Argyll and Bute Council. Argyll and Bute Council shall not be liable for the cost of any goods and/or materials or services delivered, supplied or performed if the goods and/or materials or services are not covered by the prior issue of an official order.

2.25 Delivery of Goods

Goods and/or materials must be properly packed and secured and shall be delivered by the Contractor at the time and place or places and in the manner specified in the Specification or, if not so specified, as specified in an official order in terms of Condition 2.24 hereof. Any goods and/or materials shall remain at the sole risk of the Contractor until delivered to and accepted by an authorised officer on behalf of Argyll and Bute Council.

No mechanical offloading, lifting, moving or other equipment nor any other form of assistance will be supplied to the Contractor for the purposes of offloading and placing goods in premises.

Every employee of the Contractor and any subcontractor must clearly display an identity card showing the name and address of the Contractor and bearing the name and a photograph of the employee. Identity cards must be shown before access to premises will be permitted.

All goods and/or materials delivered to premises must be accompanied by a receive/delivery note which shall clearly state a description of the goods and/or materials delivered, the quantities of each item and the official order number. Corresponding invoices must also contain this information.

If any of the goods and/or materials are not delivered within the time or times specified in the Special Conditions of Contract or, where not so specified, in an official order, Argyll and Bute Council may, without prejudice to any other remedies, give notice to the Contractor and terminate the Contract either in respect of these goods and/or materials or in respect of all goods and/or materials to which the Contract relates other than those delivered in accordance with the Contract before the date of termination of the Contract.

2.26 Failure to Meet Specification

All goods and/or materials supplied to Argyll and Bute Council must conform to the agreed Specification or may be rejected by Argyll and Bute Council.

Unless the Specification states otherwise, the goods and/or materials shall be strictly in accordance with the latest relevant British Standards Institution or EU Specification where such exists and to the satisfaction of Argyll and Bute Council. Goods and/or materials rejected under this condition shall be removed by the Contractor at their own expense within seven (7) days of the date of receipt of notification of rejection. If the Contractor fails to remove them within this period, Argyll and Bute Council shall be entitled to return the rejected goods and/or materials or any of them at the Contractors' risk, and recover all costs incurred from the Contractor.

Goods and/or materials rejected under this condition will not have been delivered under the Contract and the Contractor shall, within the time for delivery stipulated in the Special Conditions of Contract or official order form or such other time as Argyll and Bute Council may allow, deliver, at the Contractors' expense, satisfactory goods and/or materials in place of those rejected.

Nothing in these conditions, or any amendment agreed thereto, will exclude the terms of the Sale of Goods Act 1979 as amended by the Sale and Supply of Goods Act 1994. If the goods and/or materials or any part thereof are unsatisfactory in the opinion of Argyll and Bute Council, then Argyll and Bute Council may, at its own discretion, determine the Contract as a whole or only in respect of the goods and/or materials which are unsatisfactory.

2.27 Failure to Conform

If the Contractor fails to conform to any terms and conditions of the Contract, Argyll and Bute Council may terminate the contract by giving the Contractor seven (7) days notice in writing and may enter into another contract with some other company, firm or person. All losses, expenses, costs and charges incurred in this connection shall be a debt due by the original Contractor to Argyll and Bute Council and may be deducted from any monies due to the Contractor or may be recoverable by legal action.

2.28 Determination of Contract

If Argyll and Bute Council at any time wishes to determine the contract, notice in writing shall be given to the Contractor and twenty eight (28) days after delivery of such notice, the Contract, shall in all respects cease and determine.

2.29 Replacement of Rejected Goods and/or Materials

Where Argyll and Bute Council has determined the Contract under any condition of contract, without prejudice to any other rights available to it, Argyll and Bute Council may replace all or any of the goods and/or materials in respect of which the contract was so determined. There shall be recoverable from the Contractor the amount by which the cost of replacing these goods and/or materials exceeds the amount which would have been payable to the Contractor in respect of these goods and/or materials if they had been delivered in accordance with the Contract.

2.30 Contractors' Liabilities

Contractor agrees to indemnify Argyll and Bute Council against death of or bodily injury to any person and loss of or damage to any Council or third party property arising through or in consequence of their operations in supplying and delivering goods or performing or providing services to Argyll and Bute Council and as a result of any act of negligence or omission on the part of the Contractor, employees or contractors employed by them.

For the avoidance of doubt, the Contractor's liability is to indemnify Argyll and Bute Council from any claims from employees of the Contractor and any third party as a result of bodily injury, loss of or damage to any property of any nature whatsoever, and includes an indemnity to Argyll and Bute Council in respect of all claims and in respect of costs and expenses reasonably incurred by Argyll and Bute Council in the reinstatement of any property lost or damaged.

2.31 Serving of Notices

Any notice or other communication to be served on the Contractor shall be deemed to be duly served (as and when, unless the contrary is proved, the notice or communication would be delivered or received in the ordinary course of post) if posted in a prepaid letter and addressed to the Contractor at the usual or last known place of abode or of conducting business or to any agent of the Contractor.

2.32 Assignment, Subcontracting etc.

No part of the Contract will be subcontracted or assigned by the Contractor without the prior written consent of Argyll and Bute Council. Any breach hereof shall entitle Argyll and Bute Council to determine the whole Contract or that part to which the breach relates or take any other remedies available. The agreement by Argyll and Bute Council to any assignment or subcontracting of the Contract whether in whole or in part shall not relieve the Contractor of the Contractors' liabilities under the Contract.

If any Contractor wishes to subcontract, assign or otherwise dispose of the benefit or the burden of the Contract or any part thereof, the Contractor shall intimate to Argyll and Bute Council the name of the proposed subcontractor or assignee and shall provide all information that Argyll and Bute Council may need to consider the Contractor's request.

2.33 Insolvency

Without prejudice to any other rights of Argyll and Bute Council, Argyll and Bute Council shall have the right to terminate the Contract by written notice immediately if the Contractor is:-

(a) a company and passes a resolution for winding-up or dissolution (other than for, and followed by an amalgamation or reconstruction), or an administrator, administrative receiver, receiver or manager is appointed by a creditor or by the court, or possession is taken of any of its property under the terms of a floating charge, or the company makes a composition or arrangement with its creditors, or the court makes an administration order or a winding-up order, or;

(b) an individual and is apparently insolvent or a petition is appointed for the Contractor's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Contractor, or makes a composition, conveyance or assignment or any arrangement with or for the benefit of creditors, or a trustee or administrator is appointed to manage his affairs:

or

(c) a firm or a number of persons acting together in any capacity and a petition is presented for the Contractor to be wound up as an unregistered company, or if any of the events in (a) and (b) of this condition occur in respect of the firm or any partner or any of those persons.

2.34 Health and Safety

Contractor must operate health and safety policies and must perform the Contract in accordance with all current Health and Safety legislation.

Argyll and Bute Council must be notified immediately by Contractor of any risks to health or safety which are identified or arise during the Contract including any known misuse of any goods supplied.

2.35 Discrimination

The Contractor shall not discriminate unlawfully and shall take all reasonable steps to ensure that all employees, agents and sub-contractors do not breach any legislation on discrimination.

2.36 Arbitration

All disputes, differences or questions which arise between Argyll and Bute Council and the Contractor relating to the Contract or any matter arising under or out of the Contract, other than any matter or thing that, in terms of the Contract, the decision of Argyll and Bute Council is to be final and conclusive, shall be referred to a single arbiter to be mutually chosen or, failing agreement, the Sheriff of the Sheriffdom of Glasgow and Strathkelvin whose decision shall be final, binding and conclusive. Any reference to arbitration shall be a submission within the meaning of the Arbitration (Scotland) Act 1894.

2.37 Waiver

No failure or delay by Argyll and Bute Council to enforce any right or remedy to which Argyll and Bute Council is entitled, or to require performance by the Contractor of any of the terms of the Conditions of Contract shall be a waiver of any such right or remedy nor shall it in any way affect the right of Argyll and Bute Council to subsequently enforce such provisions.

2.38 Severability of Conditions

If any Condition of Contract to any extent becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining Conditions of Contract shall not in any way be affected.

2.39 Conflict with Specification

In the event of any conflict between these General Conditions of Contract and the Specification, then the terms of the Specification shall prevail.

2.40 Headings

Headings to Conditions of Contract are for convenience and shall not affect their interpretation.

2.41 Law of Scotland

All contracts with Argyll and Bute Council will be governed by the Law of Scotland and subject to the jurisdiction of the Scottish Courts.

Additional General Conditions for Services Contracts

2.42 Contractor's Personnel

Contractor shall provide full particulars as required by Argyll and Bute Council of all persons who are or who may at any time be employed on the Contract. Contractor shall take all reasonable steps to avoid changes of staff performing the Contract and shall provide Argyll

and Bute Council with one (1) month's written notice and full particulars of any proposed additional or replacement staff. At any time, Argyll and Bute Council may give notice to the Contractor that a person is not to be involved further with the performance of the Contract. The decision of Argyll and Bute Council regarding the Contractor's personnel shall be final and conclusive.

Contractor will take all necessary steps to avoid unauthorised persons from gaining access to the premises.

2.43 Duty of Care

Contractor shall perform any services under the Contract with all reasonable skill, care and diligence and in accordance with all relevant legislative and statutory requirements and industry best practice.

All materials and workmanship shall be to the entire satisfaction of Argyll and Bute Council and shall conform with all aspects of the Contract.

2.44 Management of the Service

Contractor shall properly manage and monitor performance of the services and shall inform Argyll and Bute Council immediately if any aspect of the Contract is not or is not capable of being performed.

Contractor shall provide all the necessary facilities, materials and equipment and suitably qualified and experienced personnel to perform the services.

2.45 Mistakes in Information

Contractor shall be responsible for and shall pay any costs which result due to any discrepancies, errors or omissions in drawings, documentation or other information supplied by them, whether or not such information has been approved by Argyll and Bute Council.

2.46 Human Rights Act 1998

Contractor shall at all times comply with the obligations which are incumbent upon Argyll and Bute Council as a "public authority" in terms of the Human Rights Act 1998 ("the 1998 Act") together with any subsequent amendment or re-enactment thereof and of all secondary legislation made under the 1998 Act or any subsequent amendment thereto or re-enactment thereof.

The Contractor shall take all reasonable steps to ensure the observance of this condition by all servants, employees or agents of the Contractor and all Subcontractors engaged by the Contractor.

The Contractor shall indemnify Argyll and Bute Council against all losses, costs, expenses & damages and shall keep Argyll and Bute Council indemnified against all liabilities, demands, claims, actions or proceedings incurred as a result of an alleged breach of this condition by the Contractor.

Argyll and Bute Council may monitor the Contractor's compliance with the 1998 Act at periodic intervals during the performance of the Contract.

Addendum to Clause 2.30 (Part 2 General Conditions of Contract)
Contractor's Liabilities/Insurance Clauses

All contracts with Argyll and Bute Council contain a Contractor's Liabilities Clause, in this Contract, Clause 2.30. This Clause is designed to protect Argyll and Bute Council and member Councils from any act of negligence, error or omission on Contractor's part, or that of employees, agents or any sub contractor employed by Contractor.

Under Clause 2.30 Contractor is required to affect, maintain and evidence it holds the insurances necessary to fulfil Contractor's obligations under this Clause.

For the avoidance of doubt, Clause 2.30 requires you to have affected insurance cover for Employer's Liability insurance and Third Party/Products Liability to a minimum indemnity limit of £5 million (each).

If Contractor does not correctly hold this level of cover, Contractor could arrange additional cover subject to success with the Tender process. In either event, the letter from Contractor's broker or adviser confirming the insurances held/have arranged must be included with the Tender submission.

PART 3 – SPECIFICATION

1. Introduction

- 1.1 Argyll and Bute Council has a requirement for a Contractor to inspect, maintain and repair, as required, its inventory of electronic and vehicle activated signs throughout Argyll and Bute. The Contractor shall also supply, deliver, install and commission new solar powered signs, as requested by Argyll and Bute Council.
- 1.2 An inspection and inventory collection of Argyll and Bute Council's electronic signs installed on the public road network was undertaken in July 2012. The results of this inventory are attached as Appendix A, detailing the Location, Manufacturer, Description, Quantity and Condition of the signs. In summary, however, there are approximately 185 signs varying in terms of both manufacturer and condition.
- 1.3 The Framework Contract period shall be 1 August 2013 to 31 July 2016.

2. Annual Maintenance Inspection

- 2.1 The Contractor shall undertake an annual maintenance inspection of all existing electronic and vehicle activated signs plus any signs purchased post contract award by Argyll and Bute Council.
- 2.2 The annual inspection shall include checking and reporting upon the condition / operation of each sign along with all associated power equipment (batteries, solar panels, control gear etc.), renumbering of the sign (where applicable), cleaning of the sign and pole and undertaken minor repairs under £100 (excluding VAT) per site (parts) in value.
- 2.3 The details of the minor repairs undertaken shall be recorded within an annual report and detailed on any invoices submitted. Where the value of the repair is estimated to be over £100 (excluding VAT) per site (parts) the repair must be referred back to Argyll and Bute Council's Streetlighting Technical Officer (or his delegate) for authorisation. If immediate authorisation cannot be obtained and the Contractor has to return to the site

at a later date, this visit will be made under an unscheduled call out, subject to agreement by the Council's Technical Officer.

- 2.4 As part of the Annual Inspection, the Contractor shall physically number each of the signs and thereafter maintain the numbering system. The identification numbers shall be used to provide an annual report on the condition of each sign and remedial measures which have been resolved at the time of the annual maintenance visit and any other repairs required outwith the normal maintenance schedule.
- 2.5 A programme of inspection visits shall be provided by the Contractor prior to commencement of the annual inspection period. The Contractor shall ensure, within its programme, that the maintenance of signs around schools shall be undertaken during the school holiday periods.

3. Repairs Out-with Annual Maintenance Inspection

- 3.1 The Contractor may be required to undertake further visits to undertake repairs to damaged or non-operating signs out-with the annual maintenance inspection period. Any such requirements shall be instructed by the Streetlighting Technical Officer and shall be undertaken within two weeks of notification.
- 3.2 Where the value of the repair is estimated over £100 (excluding VAT) per site (parts), the repair must be referred back to the Council for authorisation.

4. Decommissioning of Signs

- 4.1 Where operational signs have been identified by Argyll and Bute Council as being redundant/surplus to requirements, the Contractor shall be instructed to disconnect and remove the signs (including associated electrical equipment) to a store identified and provided by the Council. These "stockpiled" signs may subsequently be used to replace non-operational signs or introduced at other appropriate sites in the future.
- 4.2 Where non-operational signs have been identified by Argyll and Bute Council as being beyond economical repair, the Contractor shall be instructed to identify functional parts within the aforementioned signs, to disconnect and remove such parts (including

associated electrical equipment, batteries etc.) to a store identified and provided by the Council. These “stockpiled” signs may subsequently be used to replace non-operational signs or introduced at other appropriate sites in the future. All parts identified as superfluous/beyond economical repair shall be disposed of by the Contractor at no cost to the Council.

5. Supply, Delivery, Installation and Commissioning of Solar Powered Signs

Contractor shall supply, deliver, install and commission new solar powered signs as per the Specification contained in Appendix B, upon instruction by Argyll and Bute Council. Any such instruction shall be formalised by a PECOS Purchase Order. Contractor shall complete any such installations within a maximum period of four weeks from receipt of order.

All new signs shall be supplied with a five year manufacturer’s warranty.

Argyll and Bute Council does not commit to any obligation to replace redundant or non-operational signs with new signs.

6. General

All traffic management is to comply with Chapter 8 of the Traffic Signs Manual 2006.

The Contractor shall undertake risk assessments leading to a safe method of work and ensure that these are made available to all staff.

APPENDIX A

ARGYLL AND BUTE COUNCIL ELECTRONIC SIGNS INVENTORY

APPENDIX B

SPECIFICATION FOR SUPPLY OF SOLAR POWERED SIGNS

Specification – Solar Powered Sign

- Solar powered programmable warning sign, as per attached Drawing.
- Non-reflective vinyl in the centre of an aluminium polyester powder coated sign with flashing amber puk in each corner.
- Capable of being programmed for total of 180 minutes per day up to 3 years in advance.
- Speed limit roundel with red outer circle and non-reflective vinyl.
- Sign shall have the option of utilising a data collection radar, (i.e. the capability of recording speed values, average speed, maximum speed, 30%ile, 50%ile, 85%ile speeds, time and date stamps and other relevant monitoring information which can be subsequently downloaded into a PC). All radars (standard and data recording) shall have detection speeds adjustable in 1mph increments. The data should be able to be downloaded in whole or in specific date ranges.
- Where the sign units have GSM/GPRS communication, the sign should be able to provide an equipment fault monitoring facility i.e. remotely communicating to a mobile phone/laptop pc with details of equipment failure.
- The speed detection radar and control gear should be mounted internally within the sign body, which should be no greater than 50mm in depth.
- The option to have a clear polycarbonate plate mounted in front of the speed display and road safety message LEDs should also be provided to enable easy cleaning of the display screen (especially if vandalised by spray painting). Similarly, the option to have a suitable power cable protective cover box for deterring unauthorised vandalism or damage to plug and socket.
- The Solar panel unit shall comprise a 45 degree angled back plate fitted with aluminium framed waterproof monocrystalline 30 or 60 watt, 12 volt solar panel with built in reverse charge protection and IP rated battery box containing solar regulator, electrical control gear, batteries and pole clip mounting system.
- The sign should be able to be mounted on a single 89mm diameter (upper) large based pole such as to be secure and theft proof but allowing relatively easy demounting/mounting. The sign should therefore have the ability to 'plug and operate' into another compatible/existing pole/power supply without the need for any specialised electrical work.
- Spare parts should be readily available and shall remain so throughout the expected life of the units.

PART 4 - TENDER ASSESSMENT AND EVALUATION

4.1 Evaluation of Tenders

Submitted tenders will be subject to screening, assessment, clarification and ranking by means of a structured process in order to determine the tender, from a suitably qualified business, that offers best value to the Council.

The initial screening phase is for the purposes of validation and if it is apparent that a Tenderer has submitted a fundamentally non-compliant or incomplete tender then the Council reserves the right to reject that tender and continue to assess the other tenders as appropriate.

Tenders who pass this initial screening process will thereafter be subject to further assessment as detailed below.

The evaluation process will be systematic, thorough and fair.

After the initial screening phase, a 2-stage evaluation process will be undertaken:

- 1. Capability (Selection Criteria) – Part 5**
- 2. Quality and Price (Award Criteria) – Part 6**

The **Capability** stage will evaluate Tenderers on the following aspects in 4 separate questionnaires:

- A – Background Information (not scored, but must be completed)
- B – Financial Status – Pass/Fail
- C – Business Probity – Pass/Fail
- D – Experience and Qualifications – Pass/Fail

Only information provided as a direct response to the questionnaires will be evaluated. Information and detail which forms part of general company literature or promotional brochures etc will not form part of the evaluation process. **Marketing material should not be included.**

Supplementary documentation may be attached to the questionnaire. **Such material must be clearly marked with the name of the organisation and the question to which it relates.** All questions must be answered.

Please note that the Council may require clarification of the answers provided or ask for additional information. The response should be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership.

Should the response be found to be erroneous or in any other way incorrect, the Council reserves the right to disqualify the candidate from the tender.

Each of the above Capability stage aspects will be evaluated separately, with a mark of Pass or Fail. Tenderers will be required to pass all aspects in order to achieve an overall Pass for the Capability stage and therefore have their tender further assessed in the final evaluation phase which covers Quality and Price.

Please see **Part 5 – Capability Stage (Selection Criteria)** on p.23 for further details.

The final **Quality and Price** stage of tender evaluation will utilise the evaluation criteria detailed in Section 4.2 below.

4.2 Evaluation Criteria for Quality and Price (Award)

The evaluation of tenders will be based on the following *evaluation/award criteria*:

Award Criteria

<u>Criteria</u>	<u>Sub-Criteria</u>	<u>Max Score</u>	<u>Weighting</u>
Price	N/A	100	40%
Quality	Proposal 1 – Methodology	100	25%
	Proposal 2 – Inspection Programme	100	25%
	Proposal 3 – Contract Management	100	10%
	TOTAL		60%

a. Price – 40%

This will be determined by examination of the **Pricing Schedule** submitted by each Tenderer. The lowest price tendered shall be given a score of 100. The Price Score of the other Tenderers will be calculated by expressing the price as a percentage of the lowest tender. This score shall then be multiplied by 40 to determine the Weighted Price Score.

The price for tender assessment purposes shall be calculated as follows:

Item No	Description	Quantity (over period of contract)	Unit of Measure	Price (£)	Total
1.	Annual Maintenance Inspection of @ 185 Electronic Signs as detailed in Part 3 - Specification	3	Per Annum		
2.	Decommissioning of operational signs (disconnection, removal and storage)	12	Per Site		
3.	Decommissioning of non-operational signs (disconnection, removal, storage and disposal)	12	Per Site		
4.	Emergency/Unscheduled Call Out Fee (inclusive of all costs excl parts)	35	Per Call Out		

5.	Cost per additional site visited under Item 4 above (inclusive of all costs excl parts)	10	Per Site		
6.	Supply, installation and commissioning of Solar Powered Sign as per specification in Appendix B.	100	Ea		
Total for Tender Assessment Purposes					£

The Council is under no obligation to accept the lowest bid or any bid and will not be liable for costs or expenses incurred in connection with the appointment process.

b. Quality – 60%

The quality element will be based on the Tenderer’s completion of three **Proposals**. The Council will consider the content of the responses from each Tenderer and will make a judgement based on each Tenderer’s submission. Please note a minimum score of 65 is required for each proposal.

Quality scoring will be assessed broadly on the basis of the scale below:

% of Max Score Available	
0-20%	A detrimental response/answer/solution – limited or poor evidence of skill/resource sought; high risk that relevant skills/resource will not be available
20%-45%	Less than acceptable response/answer/solution – lacks convincing evidence of skill/resource sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills/resource will not be available
45%-65%	Acceptable response/answer/solution to the particular aspect of our requirement; evidence given of skill/resource sought.
65%-75%	Better than acceptable - response/answer/solution demonstrates real understanding of requirement and evidence of ability/resource required to meet it.
75%-90%	Excellent - response/answer/solution gives real confidence that the supplier will add real value in managing the project and fielding a team with excellent skills
90% - 100%	World Class – unlikely to be bettered. Engenders complete and total confidence in the provision of the services.

Please see **Part 6 – Structure and Format of Proposals** on p.41 for further details on requirements for these Proposals.

PART 5 – RESPONSE SECTION**5.1 CAPABILITY STAGE (Selection Criteria)****QUESTIONNAIRE A – BACKGROUND INFORMATION**

1.	Name of Organisation	
2.	Address for all correspondence	
3.	Contact Name	
4.	Contact Position	
5.	Telephone Number	
6.	Fax Number	
7.	E-mail address	
8.	Website address (if applicable)	
9.	Address of Registered Office (if applicable)	
10.	Nature of Organisation (e.g. Plc, partnership etc).	
11.	Length of time Organisation has been operating	
12.	Names of the Directors or Partners	
13.	Group If the Organisation is a Member of a Group of Companies, please give the name and address of the ultimate parent company.	
14.	Company Registration Number (or alternative EU registration number).	
15.	VAT Registration Number (or alternative EU registration number).	
16.	Is your organisation a member of a relevant professional association? If yes, please provide full details including a copy of relevant certificate(s).	<input type="checkbox"/> YES <input type="checkbox"/> NO
17.	Has your organisation been assessed to an independent pre-qualification standard e.g. Constructionline? If yes, please provide details, including registration number and assessment of your maximum contract value.	<input type="checkbox"/> YES <input type="checkbox"/> NO

18.	<p>Has your organisation previously carried out work for Argyll and Bute Council?</p> <p>If yes, please provide full details.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
19.	Consortia Details (if applicable – please add further rows if required)	
	<p>1. Name and address</p> <p>Identify which part of the service this consortia member will deliver.</p>	
	<p>2. Name and address</p> <p>Identify which part of the service this consortia member will deliver.</p>	
	<p>3. Name and address</p> <p>Identify which part of the service this consortia member will deliver.</p>	
20.	Sub Consultants (if applicable – please add further rows if required)	
	<p>1. Name and address</p> <p>Identify which part of the service this consortia member will deliver.</p>	
	<p>2. Name and address</p> <p>Identify which part of the service this consortia member will deliver.</p>	
	<p>3. Name and address</p> <p>Identify which part of the service this consortia member will deliver.</p>	

QUESTIONNAIRE B – FINANCIAL STATUS

21.	Bank Details	
	Name of Bank: (from which a financial reference may be sought).	
	Address:	
	Telephone Number:	
	Suitable contact name:	
22.	Provide details of the Annual Turnover (in £ Sterling) for: (Note: In order to pass this section, Tenderer will be required to demonstrate an annual turnover of at least £200,000 in both years).	
	Latest Year	
	One year previous	
23.	As part of the contract requirements your organisation will require to provide employer's liability, public liability and professional indemnity insurance	
	<p>Provide details of your current Employer's Liability Insurance including level of cover</p> <p>Please enclose a copy of the insurance certificate or brokers letter as proof you can put required insurance in place.</p> <p>Minimum requirement: £5,000,000 (five million pounds sterling) for any one occurrence.</p>	
	<p>Provide details of your current Public Liability Insurance including level of cover</p> <p>Please enclose a copy of the insurance certificate or brokers letter as proof you can put required insurance in place.</p> <p>Minimum requirement:</p>	

	<p>£5,000,000 (five million pounds sterling) for any one occurrence.</p>	
	<p>Provide details of your current Professional Indemnity Insurance including level of cover</p> <p>Please enclose a copy of the insurance certificate or brokers letter as proof you can put required insurance in place.</p> <p>Minimum requirement: £1,000,000 (one million pounds sterling) for any one occurrence.</p>	

A financial check will be carried out by Argyll and Bute Council. Failure to achieve an Equifax Band D score will not be determinative but may result in exclusion from the tendering exercise. In this circumstance, the Council will require further evidence from the Tenderer that they have the financial capacity for the size of the contract.

QUESTIONNAIRE C – BUSINESS PROBITY

Unless the context indicates otherwise the following questions should be answered as follows:

1. If completing the form on behalf of a sole trader, the questions apply to the sole trader as an individual.
2. If completing the form on behalf of a partnership, the questions apply to the partnership as a whole.
3. If completing on behalf of a Limited Company, the questions apply to the company as a corporate body.

Your tender response will be rejected if the Bidder answers "Yes" to any of the following questions.

Regulation 23 (1) and (4) of Public Contracts (Scotland) Regulations 2012 sets out mandatory and discretionary grounds on which a bidder may be deemed ineligible to tender.

Criminal convictions and business probity - Mandatory Exclusions

Failure to disclose information relevant to this section or serious misrepresentation in relation to the information disclosed will result in your exclusion from this procurement process or the termination of any subsequent contract that may be awarded to you.

Please indicate if the organisation or its directors or any other person(s) having powers of representation, decision or control of the organisation been convicted of any of the following offences.

24.	Have you, any of your Directors or any other person who has powers of representation, decision or control of your business been convicted of any of the following offences:-	
	(a) The common law offence of conspiracy where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Framework Decision 2008/841/JHA or an offence under sections 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010?	YES/NO
	(b) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 where the offence leads to active corruption as defined in Article 3 of the Council Act of 26 May 1997 and Article 3(1) of the Council Joint Action 98/742/JHA??	YES/NO

<p>(c) Bribery or corruption within the meaning of sections 68 and 69 of the Criminal Justice (Scotland) Act 2003 where the offence relates to active corruption or bribery within the meaning of sections 1 or 6 of the Bribery Act 2010?</p>	<p>YES/NO</p>
<p>(d) The common law offence of incitement to commit a crime?</p>	<p>YES/NO</p>
<p>(e) Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of–</p> <ul style="list-style-type: none"> (i) the offence of cheating the Revenue; (ii) the common law offence of fraud; (iii) the common law offence of theft or fraud; (iv) fraudulent trading within the meaning of section 993 of the Companies Act 2006 ; (v) defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994 ; (vi) an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993 ; or (vii) the common law offence of uttering; (viii) the criminal offence at common law of attempting to pervert the course of justice? 	<p>YES/NO</p>
<p>(f) money laundering within the meaning of the Money Laundering Regulations 2007 or an offence in connection with proceeds of drug trafficking within the meaning of section 49 to 51 of the Drug Trafficking Act 1994?</p>	<p>YES/NO</p>

	<p>(g) any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant state?</p> <p>Note: Failure to disclose information relevant to this section may result in your exclusion from this competition or the termination of any contract that may be awarded to you.</p> <p>Criminal convictions and business probity - Discretionary Exclusions</p> <p>Your tender response may be rejected if the Bidder answers "Yes" to any of the following questions and cannot demonstrate that it has taken the appropriate remedial action.</p> <p>The Authority may decide not to select or to treat as ineligible any bidding organisation on one or more of the following grounds.</p>	
<p>25.</p>	<p>(a) (If you are completing this form as a sole trader) are you or have you ever been bankrupt; or have/had a receiving order or administration order made against you; or made any composition or arrangement with or for the benefit of your creditors; or made any conveyance or assignment for the benefit of your creditors; or appear unable to pay, or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors; or become otherwise apparently insolvent, or are the subject of a petition presented under the law of any other state?</p>	<p>YES/NO/Not Applicable</p>

	(b) (If you are completing this form on behalf of a partnership constituted under Scots law) have you granted a trust deed or have become otherwise apparently insolvent, or are the subject of a petition presented for sequestration of its estate?	YES/NO/Not Applicable
	(c) (If you are completing this form on behalf of a company or other entity within the meaning of section 255 of the Enterprise Act 2002) have you passed a resolution or are you the subject of an order by the court for winding up otherwise than for the purposes of bona fide reconstruction or amalgamation; or have you had a receiver, manager or administrator on behalf of a creditor appointed in respect of the your business or any part thereof; or are you or have you been the subject of proceedings for any of the above procedures or are the subject of similar procedures under the law of any other state?	YES/NO/Not Applicable
26.	Have you been convicted of a criminal offence related to the conduct of your business or profession?	YES/NO
27.	Have you committed an act of grave misconduct in the course of your business or profession?	YES/NO
28.	Have you not fulfilled obligations relating to payment of social security contributions under the law of any part of the UK or of the member state in which you are established?	YES/NO
29.	Have you not fulfilled obligations relating to the payment of taxes under the law of any part of the UK or of the member state in which you are established?	YES/NO
30.	Have you been guilty of serious misrepresentation in providing any information required of you under Regulations 23 to 27 of the Public Contracts (Scotland) Regulations 2012 or have not provided such information in response to a request by the contracting authority?	YES/NO
31.	Are you not licensed in the Member State in which you are established or are you not a member of an organisation in that member State when the law of that member State prohibits the provision of the works to be provided under the contract by a person who is not so licensed or who is not such a member?	YES/NO

If you have answered “Yes” to any of the above discretionary exclusions then please state any remedial action you have taken.
Your responses may be considered by the Authority when deciding on the selection process.

QUESTIONNAIRE D – EXPERIENCE AND QUALIFICATIONS

32.	<p>What are the principal business activities of your organisation? Do you provide services for other Local Authorities/ Public Bodies? If so, please provide details relevant to this project.</p>
33.	<p>To demonstrate specific prior experience, submit a list of three Contracts with which your organisation has had significant involvement in the last 5 years.</p> <p>Please Note: The Council reserves the right to contact any of the end users detailed for references, without further reference to you. Therefore we require that you submit the following information for each project: Organisation/End User, Contact Name, Title, Address, Email, Phone Number, Period of Contract, Approximate Value, description of contract and activities undertaken.</p>
34.	<p>Include a statement describing your company’s staff. List details of qualifications held by managers and employees. Please list those personnel and their relevant experience in similar projects.</p> <p>Particular experience of 3 projects of each staff member to be evident from the CVs and expanded further to ensure evidence of the following:</p> <ul style="list-style-type: none"> • Core Competencies • Specialised Competencies • Public Sector Experience
35.	<p>Please provide documentary evidence of your internal quality system/procedures (If applicable, please attach a copy of the relevant quality assurance accreditation.)</p>

Each of the questions in Questionnaire D shall be scored out of 10 points on the basis of the 0-10 scale below:

0-2	<p>Detrimental Response</p> <p>No or poor evidence of the resources, skills and experience needed to deliver the requirement.</p> <p>The tenderer's response does not demonstrate or contains only a poor demonstration of possessing the reliability, efficiency and quality control standards necessary for delivering a contract of this nature.</p>
3-4	<p>Less than acceptable response</p> <p>Partial evidence only of the resources, skills and experience needed to deliver the requirement.</p> <p>The tenderer's response lacks sufficient demonstration of possessing the reliability, efficiency and quality control standards necessary for delivering a contract of this nature.</p>
5-6	<p>Acceptable response (for generic project)</p> <p>Generally acceptable evidence of the resources, skills and experience needed to deliver generic works of this type, but not this specific requirement.</p> <p>The tenderer's response generally demonstrates the reliability, efficiency and quality control standards necessary for delivering contracts of this type generally, but does not meet the standards necessary for delivery of this requirement given the description of the requirement in Part 4.</p>
7	<p>Acceptable response (relative to the nature of this project)</p> <p>Acceptable evidence of the resources, skills and experience needed to deliver the contract to the standard necessary for this specific requirement.</p> <p>The tenderer's response demonstrates the reliability, efficiency and quality control standards necessary to deliver the contract to the standard necessary for this specific requirement given the description of the requirement in Part 4.</p>
8-9	<p>Excellent response</p> <p>Excellent evidence of the resources, skills and experience needed to deliver the contract to the standard necessary for this specific requirement.</p> <p>The tenderer's response demonstrates that the tenderer possesses or exceeds the reliability, efficiency and quality control standards necessary to deliver the contract to</p>

	the standard necessary for this specific requirement leaving no doubt as to the ability of the tenderer to deliver.
10	<p>World class response</p> <p>Faultless evidence of the resources, skills and experience needed to deliver the contract to the standard necessary for this specific requirement.</p> <p>The tenderer's response engenders total confidence that the tenderer possesses or exceeds the requisite reliability, efficiency and quality control standards necessary to deliver the contract to the standard necessary for this specific requirement.</p>

Tenderers must achieve a score of between 7 – 10 for each question to achieve a Pass for Questionnaire D.

PART 6 – STRUCTURE AND FORMAT OF QUALITY AND PRICING PROPOSALS**6.1 INTRODUCTION**

Your response will be used to evaluate and score the different sections of each Proposal received.

It should be noted that the information contained in the Quality submission will be referred to and become part of the Contract.

6.2 QUALITY PROPOSALS

Proposal and Sub Criteria	Scoring	To include details on:
Proposal 1 – Method Statement		
Method Statement	100	Please provide a full method statement for performance of the contract, demonstrating how productivity, timeliness and quality of the operation shall be achieved.
Proposal 2 – Inspection Programme		
Programme	100	Please provide an outline programme for the inspection, repair and maintenance of the existing signs, detailing any constraints, identifying activities/operations, demonstrating a logical sequence and allocating labour and plant resources.
Proposal 3 – Contract Management		
Management and control procedures	60	Overview on proposed procedures to ensure satisfactory management and control of the contract.
Environmental, health and safety matters	40	Overview on ensuring environmental, health and safety requirements are met in a satisfactory manner.

6.2.1 Tenderers are expected to prepare their own quality submissions, no template has been provided. The quality submission should be clear and concise and prepared under the individual headings stated in paragraph 6.2. The quality submission shall contain **no more than 25 pages**. Tenderers are not precluded in their quality submission from discussing the relative individual skills of staff but only in relation to staff members who will be directly involved in the contracts and whose personal attributes will contribute directly to the quality of the outcomes delivered from the contract.

6.3 PRICING PROPOSALS

6.3.1 Preamble

In accordance with Part 2 – General Conditions of Contract, Article 2.11 – Pricing and Payment, the rates and prices detailed herein shall include all costs and fees associated with the performance of the Contract (including but not limited to labour costs, parts, materials, delivery, certification, documentation, taxes, management and reporting costs, expenses, mileage, travel time and travel costs/expenses, insurances, warranties etc.) and shall remain fixed and firm for the duration of the Contract. The rates and prices shall be expressed in pounds sterling (£) and be exclusive of Value Added Tax (VAT).

6.3.2 Schedule of Rates and Prices

Item No	Description	Unit of Measure	Price (£)
1.	Annual Maintenance Inspection of @ 185 Electronic Signs as detailed in Part 3 - Specification	Per Annum	
2.	Decommissioning of operational signs (disconnection, removal and storage)	Per Site	
3.	Decommissioning of non-operational signs (disconnection, removal, storage and disposal)	Per Site	
4.	Emergency/Unscheduled Call Out Fee (inclusive of all costs excl parts)	Per Call Out	
5.	Cost per additional site visited under Item 4 above (inclusive of all costs excl parts)	Per Site	
6.	Supply, installation and commissioning of Solar Powered Sign as per specification in Appendix B.	Ea	

6.3.3 Spare Parts

Contractor shall provide a List of Spares anticipated to be utilised within the potential repair of any signs. These rates and prices shall remain fixed and firm for the duration of the Framework Contract.

Description	Price (£)	Standard Lead Time
		(expand as necessary)

PART 7 - HEALTH, SAFETY & ENVIRONMENT QUESTIONNAIRE

1. Name of the person responsible for Health, Safety, Welfare and Environment within your Company
:

2. How long has this person been employed by you?(years)

3. What Health & Safety Qualifications does this person hold
.....

4. If you use the services of an external Health & Safety Consultant, please provide

Name,

AddressTel.No.....

Qualifications.....

5. Name of the person responsible for Training within your Company:
.....

6. How long has this person been employed by you?(years)

7. Name and designation of the person responsible for the implementation of your Health and Safety Policy?
.....

8. If your Company is required by law to have a Health and Safety Policy, copies of the following documents must be attached:

8.1 Health and Safety Policy

8.2 Health & Safety Training Policy

8.3 Example of Health & Safety Qualifications held by Managers, Supervisors and employees.

8.4 Written Safety Procedures

8.5 Details of the reportable accidents within your company over the past three (3) years.

If you have not provided any of the documents above, please supply the necessary information here to explain the omission.

.....
.....
.....

9. Please indicate the methods that you use to assess your sub-contractor's attitudes and performance with regard to Health and Safety:

.....
.....
.....

10. Does your organization provide Site Induction Training prior to the job commencing
YES / NO

11. Are employees required by your organization to hold a CITB CSCS card
YES / NO

12. Are all employees assessed by you in respect of their competency
YES / NO

13. Please outline your Company's methods of controlling on-site safety performance of :

a) Own Employees

.....
.....

.....
b) Contractors engaged/appointed by your organization
.....
.....
.....

13. Has your company been subjected to any legal actions, HSE enforcement notices (prohibitions or improvements) and/or been involved with any major reportable accidents/incidents during the previous three years?

YES / NO

15. If the answer to question 14 is YES, please supply full details and report any significant actions taken by your Company to resolve these matters:

.....
.....
.....
.....

16. Please provide any further information which you feel may affect the assessment of your Health & Safety capability:

.....
.....

Name : _____
Signature : _____
Designation : _____
Name of Company : _____
Date : _____

ARGYLL AND BUTE COUNCIL

FORM A

NON COLLUSION CERTIFICATE

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the returnable date for this tender any of the following acts:-

- (a) communicating to any person the amount or approximate amount of the tender herewith submitted;
- (b) entering into any agreement or arrangement with any person that he /she shall refrain from tendering or as to the amount of any tender to be submitted; and
- (c) offering or paying or giving or agreeing to pay or give any sum of money or consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and any body or association, corporate or incorporate; and "any agreement or arrangement" includes any such transaction, formal or informal, whether legally binding or not.

I/we acknowledge that Argyll and Bute Council will be entitled to cancel the Contract and to recover from the Contractor, the amount of any loss resulting from such cancellation if the Contractor or his representative (whether with or without the knowledge of the Contractor) shall have practised collusion in tendering for the contract or any other contract with Argyll and Bute Council or shall have employed any corrupt or illegal practices either in the obtaining or execution of this Contract or any other contract with Argyll and Bute Council.

Name :

Signed :

Designation :

On behalf of :

Date :

NOTE : THIS CERTIFICATE MUST BE SIGNED AND COMPLETED BY THE TENDERER AND RETURNED WITH THE TENDER.

ARGYLL AND BUTE COUNCIL
FORM B
EQUAL OPPORTUNITY IN EMPLOYMENT CERTIFICATE

1. In the last three years, has any finding of unlawful discrimination been made against your organisation by any court or industrial tribunal?

YES NO

2. In the last three years, has your organisation been the subject of formal investigation by the Equality and Human Rights Commission on grounds of alleged unlawful discrimination?

YES NO

3. If the answer to question 1 is in the affirmative or, in relation to question 2, the Commission made a finding adverse to your organisation what steps did you take in consequence of that finding?

4. Is your policy on equal opportunities set out - (please tick as appropriate)

(a) in instructions to those concerned with recruitment, training and promotion; YES NO

(b) in documents available to employees, recognised trade unions or other representative groups of employees; YES NO

(c) in recruitment advertisements or other literature? YES NO

5. Do you observe as far as possible the Equality and Human Rights Commission's Equality Act Codes of Practice in relation to equal opportunities in force from time to time?

YES NO

Before entering a contract, Argyll and Bute Council requires confirmation from Contractor, in writing that, to the best of their knowledge and belief, they have complied with all statutory requirements in respect of ensuring equal opportunity in employment.

I/We undertake to comply with the Equality Acts 2006 and 2010 and other relevant or equivalent legislation or any statutory modification or re-enactment thereof and Guidance Notes relating thereto.

I/We hereby confirm my/our compliance with the foregoing.

Name : _____

Signed : _____

Designation : _____

On behalf of : _____

Date : _____

ARGYLL AND BUTE COUNCIL

FORM C

DOCUMENTS RECEIVED

The Tenderer shall indicate below with a tick, that all documents relevant to this contract have been received.

- Form of Tender (Page 3)**
- Part 1: Invitation and Instructions to Tenderers (Page 4-7)
- Part 2: General Conditions of Contract (Page 8-19)
- Part 3: Specification (Page 20-25)
- Part 4: Tender Assessment and Evaluation (Page 26-28)
- Part 5: Response Section (Page 29 – 40)
- Part 6: Structure and Format of Quality & Pricing Proposals (p41 – 43)
- Part 7: HS&E Questionnaire (Page 44 – 46)
- Form A: Non Collusion Certificate (Page 47)
- Form B: Equal Opportunity in Employment Certificate (Page 48)
- Form C: Documents Received (Page 49)
- Form D: Form for Proposed Amendments (Page 50)
- Form E: Tender Compliance Certificate (Page 51)
- Part 8: Submission Checklist (Page 52)
-

Name : _____

Signature : _____

Designation : _____

Name of Company : _____

Date : _____

NOTE : THIS CERTIFICATE MUST BE SIGNED AND COMPLETED BY THE TENDERER AND RETURNED WITH THE TENDER.

ARGYLL AND BUTE COUNCIL

FORM D

FORM FOR PROPOSED AMENDMENTS

In accordance with clause 1.10 of the General Conditions of Contract the Tenderer must enter on this sheet any clause, condition, amendment to specification or any qualification the Tenderer may wish to make conditional to this offer.

If there is insufficient space on this page for all entries the Tenderer would wish to make the Tenderer may submit additional pages as required. Any additional pages must be clearly marked "FORM FOR PROPOSED AMENDMENTS" and must bear the name, schedule number and period of the tender. Further the signing particular, as outlined below, must be included on any additional page.

Name : _____
Signature : _____
Designation : _____
Name of Company : _____
Date : _____

NOTE : THIS CERTIFICATE MUST BE SIGNED AND COMPLETED BY THE TENDERER AND RETURNED WITH THE TENDER.

ARGYLL AND BUTE COUNCIL

FORM E

TENDER COMPLIANCE CERTIFICATE

I/We hereby certify that no alteration, amendment nor qualification to the tender document as issued has been made other than as stipulated in the following FORM FOR PROPOSED AMENDMENTS.

Name : _____
Signature : _____
Designation : _____
Name of Company : _____
Date : _____

NOTE : THIS CERTIFICATE MUST BE SIGNED AND COMPLETED BY THE TENDERER AND RETURNED WITH THE TENDER.

PART 8 – SUBMISSION CHECKLIST**FRAMEWORK CONTRACT: SUPPLY, MAINTENANCE AND REPAIR OF ELECTRONIC AND VEHICLE ACTIVATED SIGNS**

1	<i>Form of Tender</i>
2	<i>Alternative Proposals – Part 1, Article 1.11.1</i>
3	<i>Part 4 – Tender Assessment and Evaluation</i>
4	<i>Part 5 – Response Section</i>
5	<i>Part 6 – Structure and Format of Quality and Pricing Proposals</i>
6	<i>Part 7 – Health, Safety and Environment Questionnaire</i>
7	<i>Form A – Non Collusion Certificate</i>
8	<i>Form B – Equal Opportunity in Employment Certificate</i>
9	<i>Form C – Documents Received</i>
10	<i>Form D – Form for Proposed Amendments</i>
11	<i>Form E – Tender Compliance Certificate</i>

Where insufficient space is provided within the Tender document for a full response to any questions etc, then supplementary sheets/documentation may be attached to the Tender return – such materials must be clearly marked with the name of the organisation and the section of the Tender that it relates to.

The Tenderer should similarly ensure that any separate evidence/information requested is attached and suitably labelled to identify Tenderer.

ARGYLL & BUTE COUNCIL**MID ARGYLL, KINTYRE AND THE ISLANDS
AREA COMMITTEE****CUSTOMER SERVICES****2 OCTOBER 2013**

TRANSPORT SCOTLAND UPDATE

1. SUMMARY

- 1.1 The purpose of this report is to update Members on Transport Scotland's progress to date on the A83 Trunk Road.

2. RECOMMENDATIONS

Members note this report.

3. DETAIL**Argyll and Bute Trunk Roads Liaison Meeting**

Transport Scotland met with Police Scotland, Argyll and Bute Council's Head of Roads and Shadow Spokesperson for Transport and Infrastructure for their 3-monthly Trunk Road Liaison Meeting on the 20th of August 2013. Transport Scotland and the Council shared detail of their current 2013-2014 roads maintenance programmes and continue to work closely to identify opportunities for joint working across the region.

Responses to elected members issues were provided at the meeting, please see the attached copy.

A83 Rest and Be Thankful**Progress**

We are in the process of carrying out the "Red Option" mitigation works. The Red Option contains a range of hazard reduction measures which will be built along the line of the existing road. The works will include additional fencing and debris netting, drainage improvements, enhancement to slope vegetation and culvert improvements.

We are undertaking the works in phases to avoid road closures and reduce the amount and length of delays at this part of the route.

As part of the monitoring process of the slope, we have identified priority sites for mitigation. We will target these areas in order of priority. As a result of monitoring and investigations, the priorities change and we may update our programme to reflect the most current priorities.

Phase 3 and 4

Phase 3 and 4 of landslide protection at the Rest and Be Thankful were completed in April. These works included fencing and netting works and construction of a catch pit capable of retaining 1200 tonnes of material with erosion control matting.

Phase 5 and 6

Phases 5 and 6 of the works will focus on putting risk reduction measures in place at the next highest priority sites as identified through the geotechnical monitoring process which is updated on a regular basis. The works are likely to be similar to those carried out under phase 3 and 4. The procurement of these works is ongoing and we will be working together with the Contractor for the works to implement a suitable solution. The current programme of works for phases 5 and 6 commences 1st July and was complete in August 2013.

Phase 7, 8 and 9

These works are planned to be constructed between September and December 2013 and are currently being procured.

Task Force Meeting

The next Task Force meeting will be held on the 4th of September 2013.

a. A83 Improvements

Following the A83 Route Study, undertaken by Jacobs, Transport Scotland has been working on developing a programme of investigations of works on a number of issues along the route. An update on these is given in the below table.

Programme of works					
	Scheme location/ name	Work due to commence	Planned completion	What we are currently doing	2013/14 expected output
Pedestrian assessments	Ardrishaig	Summer 2013	Summer 2013	We have completed our information gathering stage and are preparing the draft report	Report with recommendations
	Tarbert	Summer 2013	Autumn 2013		Report with recommendations
	Inverary	Summer 2013	Autumn 2013		Report with recommendations
Landslide Mitigation (Red Option)	A83 Cairndow	Summer 2013	Autumn 2013	We have carried out the visual site survey and are in the process of doing the desk study.	Report with recommendations
	A83 Glen Kinglas	Autumn 2013	Autumn 2013		Report with recommendations
	A83 Loch Shira	Summer 2013	Autumn 2013		Report with recommendations
	Rest and Be Thankful woodland planting	Autumn 2013	2015+	We are currently determining the best course of action with the Forestry Commission for planting	Design
	Red Option (Phase 5 and 6)	Complete	Complete	Works complete in August 2013	Construction of debris netting
	Red Option (Phase 7, 8 and 9)	Summer 2013	Spring 2014	We are currently in the process of procuring these works	Procurement, design & Construction
	Red Option (Phase 10)	2014	2014/15		
	Red Option (Phase 11 and 12)	2014/15	2014/15		
	Rest and Be Thankful slope monitoring improvements	Summer 2013	Spring 2014		
Minor improvements	Dunderave Ph1 (Resurfacing)	Summer 2013	2014/2015		Design, procurement process
	Dunderave Ph2 and Ph3	Autumn 2013	2015+		
	Erines	Autumn 2013	2015+		
	Barmore road, Tarbert	Autumn 2013	2015+		
	Strone Point	Autumn 2013	2015+		
Speed Control Measures	Ardrishaig	Summer 2013	Autumn 2013	We are preparing the draft report	Report with recommendations covering all three areas
	Minard	Summer 2013	Autumn 2013		
	Lochgair	Summer 2013	Autumn 2013		

2. Trunking of the A83 from Kennacraig to Campbeltown

The First Minister made announcement on Wednesday that the 51km of A83 between Kennacraig and Campbeltown will be trunked. This builds on significant transport investment in the area and emphasises the Scottish Governments commitment to enhance strategic links to Kintyre region benefitting communities, businesses and tourists

Improving this transport connection ensures local communities and businesses prosper and play their part in sustaining economic growth across the country. Following completion of the trunking process, the route will be maintained to the same high standard applied to the rest of Scotland's Trunk Road network, ensuring that it performs its strategic function of moving people, goods and services efficiently and effectively between our major towns and cities.

Transport Scotland will work with Argyll and Bute Council to discuss how best to take forward the formal transfer of responsibility. This will include undertaking a detailed inspection of the route and discussing the timing of the transfer, maintenance costs and any employment issues arising. The Campbeltown to Kennacraig section of the route will be included in the on-going A83 route study, and an update of the next steps will be provided during the next A83 Taskforce meeting on 4 September.

Taking account of statutory processes, it is expected that the road will be trunked by summer 2014. The exact extent of the section to be trunked will be discussed with Argyll and Bute Council.

4. CONCLUSION

This report provides Members with an update on Trunk Road issues in MAKI.

5. IMPLICATIONS

5.1	Policy	None
5.2	Financial	None
5.3	Personnel	None
5.4	Equalities Impact Assessment	None.
5.5	Legal	None

ARGYLL & BUTE COUNCIL**MID-ARGYLL, KINTYRE & ISLAY
AREA COMMITTEE****DEVELOPMENT
INFRASTRUCTURE****&****OCTOBER 2013**

BOLGAM STREET PUBLIC CONVENIENCES

1. SUMMARY

- 1.1 This report is to update members of the provision of public conveniences within the town of Campbeltown and in relation to the Bolgam Street toilet facility.

2. RECOMMENDATIONS

It is recommended that members note this report.

3. DETAIL

- 3.1 At present the availability of the public conveniences within the town of Campbeltown are, Bolgam Street, seven days per week from 08:30am to 6:00pm and the facility at Pensioners Row, is also available for use seven days per week from 9:00am to 6:00pm.
- 3.2 It is the intention to evaluate what the condition, the location and the operational cleanliness is relating to the local facilities. This is not an attempt to reduce the number of facilities in Campbeltown, but to provide facilities of the best quality and buildings which are maintenance friendly.
- 3.3 Examples of available options are to explore the potential of a modern facility on the quay, and assessing the feasibility of having both the Bolgam Street and the Pensioners Row, public conveniences. Given what the possible renovation costs are relating to the Bolgam Street facility, the Pensioners Row facility which serves pedestrian traffic visiting the local play area and those members of the public who walk the esplanade, could be better placed for upgrading. With the town being serviced by the possibility of a new facility on the quay and also making the toilets in the Aquilibrium building, available to for public use.
- 3.4 Through the on-going service workshops and future consultation meetings, all these possible options will be explored at the public

consultation process as to the requirements and locations of all facilities within the town.

4. CONCLUSION

Amenity Services staff will look at the future public convenience provision through evaluating the current assets, possible partnership options within the local area and what the community aspirations are through the consultation process.

5. IMPLICATIONS

- | | | |
|-----|-------------------------------------|---|
| 5.1 | Policy | None |
| 5.2 | Financial | Possible upgrading costs. Potential for reducing current costs through newer facilities. |
| 5.3 | Personnel | None |
| 5.4 | Equalities Impact Assessment | None. |
| 5.5 | Legal | None at this stage, however, there may be Service Level Agreements or leases through possible partnerships. |

Sandy Mactaggart, Executive Director, Development and Infrastructure
17th September 2013

For further information, please contact Tom Murphy, Streetscene Manager,
Tel: 01436 658908.

ARGYLL & BUTE COUNCIL**AREA COMMITTEES****CUSTOMER SERVICES**

EXTRACT OF MINUTE OF THE COUNCIL MEETING OF 29 AUGUST 2013

7. ARMED FORCES CHAMPION UPDATE

At the Council meeting held on 28 June 2012 the Council appointed Councillor Maurice Corry as the Armed Forces Champion (AFC) to ensure that local service provision was mindful of the needs of Service Veterans.

The report provided an update to Council on the work of the Armed Forces Champion and highlighted a number of initiatives that were underway in Argyll and Bute.

There was also tabled paper "Community Covenant – Groups that applied and amounts requested".

Members noted with appreciation the work carried out by Councillor Corry to date.

Decision

- (a) Noted the progress and activity report associated with the Armed Forces Champion.
- (b) Noted the Community Covenant paper which provided information on the AFCC Grant Funding.
- (c) Agreed to the incorporation of the Highland Reserve and Forces Cadet Association (HRFCA) as a signatory to the Argyll and Bute Armed Forces Community Covenant Partnership.
- (d) Noted the proposal for the establishment of a World War 1 Commemoration Steering Group led by the Royal British Legion and the proposed development of a 4 year commemoration project.
- (e) Agreed to delegate the nomination of a representative elected member from each area to join the steering group to local Area Committees.**
- (f) Agreed that a further report on the establishment of the Argyll and Bute Armed Forces and Community Partnership be submitted to the next meeting of the Council in September 2013.

(Ref: Report by Executive Director – Community Services dated 15 May 2013, submitted and additional paper "Community Covenant – Groups that applied and amounts requested" dated 28 August 2013, tabled)

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ARGYLL AND BUTE COUNCIL**MID ARGYLL, KINTYRE AND THE
ISLANDS AREA COMMITTEE****CUSTOMER SERVICES****2 OCTOBER 2013**

**KINTYRE INITIATIVE WORKING GROUP – ARRANGEMENTS FOR
CHAIRING**

1. SUMMARY

The working arrangements of the Kintyre Initiative Working Group (KIWG) are such that there has been an informal agreement between Ward 1 and Ward 2 Councillors in place since June 2007 (the first meeting of the Group following introduction of multi-member wards) to the effect that only Ward 1 Councillors can chair the meeting.

Representation has been made that it would be entirely appropriate for a Ward 2 Councillor to chair this meeting given Ward 2 represents Kintyre. As the Mid Argyll, Kintyre and the Islands Area Committee appointed all 6 Ward 1&2 Councillors onto the Group, it would be appropriate that the Area Committee take a view on the arrangements for chairing the meeting and in doing so, they may wish to take cognisance of any emerging political management arrangements.

2. RECOMMENDATIONS

2.1 That the Mid Argyll, Kintyre and Islay Area Committee formalise arrangements for chairing the Kintyre Initiative Working Group.

3. DETAIL

3.1 KIWG has been administered and Chaired by Argyll and Bute Council since 1995. Since to the introduction of multi-member wards in 2007, there MAKI Area Committee has appointed all 6 members from Wards 1 and 2 who put in place informal arrangement that Ward 1 Councillors only would chair the Group and that these Councillors would each chair the meeting for an 18 month period.

3.2 The need to revisit the appointments of chair and vice-chair has come up recently and it has become evident that there is interest in revisiting the informal agreement to allow Ward 2 Members to be eligible to chair the meeting although it has not been possible to reach a unanimous view.

- 3.3 As the MAKI Area Committee appointed the 6 Members to the KIWG and in efforts to formalise arrangements for chairing the meeting, there would be benefit in the Area Committee giving consideration to this issue.

4. CONCLUSION

- 4.1 Having taken into consideration the detail set out in this report, the MAKI Area Committee are requested to formalise arrangements for chairing the Group and that in doing so, they may wish to take the emerging Political Management Arrangements into consideration.

5. IMPLICATIONS

Policy -	There is no formal procedure in place regarding chairing the KIWG, this report seeks to address this.
Financial –	None
Legal -	None
HR -	None
Equalities -	Ward 2 Members have, subject to informal agreement, been excluded from chairing the KIWG.
Risk -	None
Customer	None
Service -	

Executive Director of Customer Services
17 September 2013

For further information contact: Melissa Stewart, Area Governance Officer,
Kimory, Lochgilphead (01546 604331)

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

Title of Item	Name of Service/Officer or organisation	Date of Meeting	Action required	Notes
Roads Issues	Stewart Clark/Callum Robertson	Ongoing	Regular attendance at BD/AC with updates	Future regular attendance at MAKI BD/AC meetings
Social Work Issues	Alison Hunter/Brian Reid	7 August 2013	Regular attendance at BD/AC with updates	Adult Care/Learning Disability Services Children Services. Joint Services report – December AC
Care at Home Report	Alison Hunter/Jackie Connelly			Attend MAKI AC October 2013
Telecare Updated report	Alison Hunter	September BD 2013	Updated report on Telecare	November BD 2013
Inspection reports – updates on Ardfenaig and Gortonvogie	Alison Hunter	September BD 2013	Updated reports	November BD 2013
New Campbeltown Grammar School	Michael Casey/Malcolm MacFadyen	7 August 2013	Detail of options and design	Attendance at December AC with detail of options and design
Defence Estates, Machrihanish / Machrihanish Airbase Development	Malcolm MacMillan (MACC Manager)	Regular updates required	Regular attendance at BD/AC with updates	Update to December AC
Bus stop at Minard	Douglas Blades		Meeting with TranServ on 11 th June.	Further update for November 2013 BD
Ardrishaig Regeneration	Stuart Green	5 June 2013		Further report to Area

Masterplan (Capital Receipts)				Committee June 2014
Mobile phone coverage – Southend	Gerry Wilson/Stuart Green	Ongoing		Gerry Wilson to attend & update Dec 2103 Area Committee to include update on availability of new technology and equipment within the Council
Area Scorecard	David Clements	Ongoing	Regular attendance at AC to report on scorecard: April AC – FQ3 June AC – FQ4 August AC – FQ1 December AC – FQ2	Further review and discussion at November BD
Item Tracker	Theresa McLetchie	5 June 2013 AC		Future MAKI ACs for noting and updating
Site Batched – new repair process	Callum Robertson/Stewart Clark	September BD 2013	New repair process – Site Batched	MAKI BD November 2013
Streetscene/Better Neighbourhoods	Shirley MacLeod/Tom Murphy	5 June 2013	Review of Streetscene stats and information on Better Neighbourhoods	Update report to October AC
School Lighting	Ryan McGlynn	September BD 2013	Updated report on Street Lighting	MAKI AC October 2
BEAR	J Smith	June AC	Invite BEAR to give presentation to Members next time meeting held in Campbeltown.	Non Attendance in August – letter to Graham Edmond (Transport Scotland) and Transport Minister, alternative attendance to be confirmed. Email to BEAR requesting attendance at MAKI October (L/Head)
Streetscene Service	J Smith/Tom			November BD and

Review Implementation	Murphy			December AC
MACC/Kintyre Recycling – Bengullion Road	Hugh Blake	September BD		Report to December AC on potential re-siting
Armed Forces Champion				MAKI AC October 2
KIWG – Appointment of Chair				MAKI AC October 2
Bolgam Street Public Conveniences	Tom Murphy	5 September 2012 BD		Proposal for upgrade or alternative facility to MAKI October AC meeting
Primary Schools – Performance and attainment	Kathryn Wilkie	5 June 2013 AC		Next report June 2014 AC
Education Scotland	Head Teachers			Rhunahaorine (December AC) - Primary/Skipness Primary and Southend Primary – reports to October AC for noting
Secondary Schools – Performance and attainment			Scheduled attendance of Head Teachers at Area Committees to provide reports on performance and attainment.	Lochgilphead Joint Campus – October AC Islay H S – December AC Campbeltown GS - December AC Tarbert Academy – February AC
Autism Argyll	Alison Leask (Chairperson)	April 2013		Suggest attend December AC in Campbeltown
Red Cross Patient Transfer	Anne Crerar (Service Manager)	1 May 2013 BD		November BD

COMPLETED ITEMS