

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

**Executive Director**  
**Douglas Hendry**



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3 April 2013

## **NOTICE OF MEETING**

A meeting of the **OBAN LORN & THE ISLES AREA COMMITTEE** will be held in the **CORRAN HALLS, OBAN** on **WEDNESDAY, 10 APRIL 2013** at **11:30 AM**, which you are requested to attend.

### **BUSINESS**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
  - (a) **MINUTES OF THE OBAN, LORN AND THE ISLES AREA COMMITTEE HELD ON 13 FEBRUARY 2013 (Pages 1 - 8)**
  - (b) **MINUTES OF THE OBAN, LORN AND THE ISLES AREA COMMITTEE HELD ON 12 MARCH 2013 (Pages 9 - 10)**
  - (c) **MINUTES OF THE OBAN COMMON GOOD FUND MEETING ON 13 FEBRUARY 2013 (FOR NOTING) (Pages 11 - 16)**
  - (d) **MINUTES OF THE SPECIAL COMMON GOOD FUND MEETING ON 1 MARCH 2013 (FOR NOTING) (Pages 17 - 20)**
  - (e) **MINUTES OF THE OBAN, LORN AND THE ISLES COMMUNITY SAFETY FORUM HELD ON 11 FEBRUARY 2013 (FOR NOTING) (Pages 21 - 26)**
4. **ROADS RECONSTRUCTION PROGRAMME 2012-15**  
Report by Contracts Manager (Pages 27 - 32)
5. **OBAN CHORD UPDATE**  
Report by Head of Economic Development and Strategic Transportation (Pages 33 -

36)

- 6. NEW OBAN HIGH SCHOOL**  
Report by Head of Facility Services (Pages 37 - 48)
- 7. MARINE ISSUES**  
Report by Marine Operations Manager (Pages 49 - 50)
- 8. PASSENGER ACCESS SYSTEM**  
Report by Marine Operations Manager (Pages 51 - 56)
- 9. GLENFORSA**  
Report by Strategic Transportation Officer (Pages 57 - 78)
- 10. ARGYLL AND BUTE ADULT PROTECTION COMMITTEE - BIENNIAL**  
Report by Area Manager – Adult Protection (Pages 79 - 130)
- 11. FAIRTRADE FORTNIGHT**  
Verbal update by Councillor Louise Glen-Lee
- 12. AREA SCORECARD**  
Report by IOD Programme Manager (Pages 131 - 134)
- 13. THIRD SECTOR GRANTS FOR APPROVAL**  
Report by Community Development Officer (Pages 135 - 178)
- 14. AREA COMMUNITY PLANNING - REVIEW OF COUNCILLOR REPRESENTATION**  
Report by Area Governance Manager (Pages 179 - 182)

Councillor Mary-Jean Devon

Councillor Fred Hall

Councillor Alistair MacDougall

Councillor Roderick McCuish (Chair)

Councillor Louise Glen-Lee

Councillor Iain MacDonald

Councillor Duncan MacIntyre

Councillor Elaine Robertson (Vice-Chair)

Contact: Danielle Finlay, Area Governance Assistant - 01631 567945

**MINUTES of MEETING of OBAN LORN & THE ISLES AREA COMMITTEE held in the CORRAN HALLS, OBAN on WEDNESDAY, 13 FEBRUARY 2013**

**Present:** Councillor Louise Glen-Lee (Chair)

Councillor Mary-Jean Devon                      Councillor Roderick McCuish  
Councillor Fred Hall                                Councillor Duncan MacIntyre  
Councillor Iain Angus MacDonald              Councillor Elaine Robertson  
Councillor Alistair MacDougall

**Also Present:** Sandy Mactaggart, Executive Director of Development and Infrastructure  
Iain Jackson, Governance Manager  
Martin Gorringe, Marine Operations Manager  
Shaun Paul Davidson, Area Manager – Adult Care  
Neil Mitchell, Glencruitten Hostel  
Moya Ingram, Strategic Transportation Manager  
Alan Morrison, Regulatory Services Manager  
Tara Pollock, Oban Hockey Club  
Rita Campbell, Press and Journal  
Faith Orr, Oban Times

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

The Chair ruled and the Committee agreed, in terms of Standing Order 3.2.2 that a report regarding the Iona 2013 Celebrations, dealt with at item 16 of this Minute, be taken as a matter of urgency due to the event being held in May 2013 and the need for Members to be advised of the current position.

**2. DECLARATIONS OF INTEREST**

None.

**3. MINUTES**

**(a) MINUTES OF THE MEETING HELD ON 12 DECEMBER 2012**

The Minutes of the meeting of 12<sup>th</sup> December were approved as a correct record subject to the amendments on page 2 at item 2, to indicate that Councillor Elaine Robertson declared a non financial interest in Shopmobility and on page 8 at item 20, to indicate that Oban Ganavan Cycle Way was not discussed but referred to the Area Community Planning meeting taking place later that day.

(b) **MINUTE OF THE SPECIAL MEETING HELD ON 16 JANUARY 2013**

The Minutes of the meeting of 16<sup>th</sup> January were approved as a correct record subject to the amendment on page 11 at item 3 Third Sector Grants - Dunollie, to reflect the fact that Councillor Duncan MacIntyre had asked for his concerns to be noted in relation to the decision reached by the Area Committee.

**4. PUBLIC QUESTION TIME**

(a) **FEEDBACK FROM PREVIOUS PUBLIC QUESTION TIME**

- (i) Councillor Hall responded to a question raised by a member of the public about what assistance would be given to members of the public who could be affected by the changes to the Housing Benefit changes coming into effect in April 2013.

He gave an overview of the legislation and a brief description of who it could affect and the exemptions. He stated that £5.4m had been made available by the Scottish Government to assist social housing landlords and other relevant organisations train their staff in order that they can best advise claimants who feel they could be affected by the legislation and to produce documentation to assist the public in understanding the legislation.

He advised members of the committee and the public present at the meeting that this was a complex piece of legislation and if they feel it may impact on them to contact their landlord as soon as possible for advice. He added that he was reassured that the housing associations in Oban were on top of the issue and would be able to advise tenants appropriately, as would the Department of Works and Pensions.

- (ii) It was agreed that Shaun Paul Davidson would respond to Mr Leddy's question as part of his presentation at item 9 of this Minute.

(b) **PUBLIC QUESTION TIME**

Neil MacIntyre asked a question in relation to the Council's budget. He asked if Community Grants were still getting £400K a year and if it was the largest grant the Council paid out? Councillor McCuish advised that this was not a grant and that it was a Service Level Agreement, he then explained the difference between them.

Mr Larry Nugent asked the Committee if members of the public were on the Monitoring Team. Shaun Paul Davison confirmed there are no members of the public in the Team but advised that it was something which would be considered.

Mr Bob Allan asked if the Council Officers who provide Care Services on the Islands are subject to the same monitoring as outside providers? It was

agreed that Shaun Paul Davidson would speak to Mr Allan at the end of the meeting.

**5. OBAN HOCKEY CLUB**

Tara Pollock from Oban Hockey Club gave a presentation on the clubs history, progress to date and asked for the Committees support for their future plans .

**Decision**

The Committee congratulated Tara on her informative presentation.

**6. GLENCRUITTEN HOSTEL**

A report summarising Glencruitten Hostel's history, including the recent audit and the corrective action, was considered. The report also comments on the quality of care and support as well as the close working relationship with Oban High School.

**Decision**

The Committee noted the report and congratulated the Hostel Manager for all the good feedback.

(Ref: Report by Hostel Manager and Service Manager dated 13<sup>th</sup> February 2013, submitted).

**7. CHILDRENS CHAMPIONS**

A report outlining recommendations to develop the role of Children's Champions across Argyll and Bute, was considered together with a recommendation from the Council following their meeting on 24 January 2013 to make appointment of a Children's Champion for Oban, Lorn and the Isles.

**Decision**

The Committee agreed to appoint Councillor Elaine Robertson as the new Children's Champion for Oban, Lorn and the Isles.

(Ref: Report by Executive Director of Community Services dated 26<sup>th</sup> November 2012, submitted).

**8. NEW OBAN HIGH SCHOOL**

A report providing a brief update on the progress that is being achieved in relation to the Oban High School replacement project, was considered.

**Decision**

The Committee noted the current position.

(Ref: Report by Executive Director of Customer Services dated 24<sup>th</sup> January 2013, submitted).

**9. QUALITY ASSURANCE AND CONTRACT MONITORING ARRANGEMENTS - CARE AT HOME**

A report setting out a framework to delivering quality assurance and contract management following the outcome of the recent tender, was before the Committee for consideration.

**Decision**

The Committee:-

- i. Noted that following implementation of the Framework, for Care at Home Services to Older People, the majority of services will be delivered by the independent sector which would result in a significantly increased level of provision being under contract with a potentially greater number of external providers in the short to medium term.
- ii. Agreed that this matter continue to be reported to the Area Committee, on a quarterly basis, for a 1 year period.

(Ref: Report on Older Peoples Care at Home: Quality Assurance and Contract Management, submitted).

**10. FERRIES PLAN**

A report providing a review of the recently published Ferries Plan and how it impinges on the Oban, Lorn and the Isles area was considered.

**Decision**

The Committee agreed to note the contents of the report and that a further report will be presented to the Council in March which will set out the Council's proposed position in regard to the Ferries Plan and associated actions.

(Ref: Report by Marine Operations Manager dated 18<sup>th</sup> January 2013, submitted).

**11. PASSENGER ACCESS SYSTEM**

Issues relating to the future replacement of the current Passenger Access System (PAS) at Craignure, following the publication of the Scottish Ferries Plan in December 2012, were outlined in a report by the Marine Operations Manager.

**Decision**

The Committee:-

- i. Noted the report and the partnership between Argyll and Bute Council and CMAL to develop a business case and communications plan; and
- ii. Agreed that a progress report will be brought to the Area Committee in April 2013 together with an indicative procurement timetable.

(Ref: Report by Marine Operations Manager dated 13<sup>th</sup> February 2013, submitted).

## 12. DE-CRIMINALISATION OF PARKING

Arrangements in hand to prepare a business case for presentation to Council in April 2013 were outlined together with advice that Strathclyde Police would continue to provide enforcement through the busier months until DPE (Decriminalised Parking Enforcement) was introduced.

### Decision

The Committee:-

- i. Noted the report; and
- ii. Agreed a further report should come to the March Business Day.

(Ref: Report by Head of Roads and Amenity Services dated 13<sup>th</sup> February 2013, submitted).

## 13. LOCAL ACHIEVEMENTS

The Committee were invited to consider recommendations from the Short Life Working Group on Local Achievements.

### Decision

The Committee agreed the recommendations from the Short Life Working Group as follows:-

1. The proposed Lorn medals are not required given the existing mechanisms to recognise achievement or voluntary service.
2. Quaichs should be issued to deserving individuals and that the following process is noted
  - i. Proposals intimated to the Council be held pending a Chatham house discussion in September each year to consider nominations;
  - ii. That discussion will consider if an alternate route should be looked at i.e. BEM submission;
  - iii. A recipient will not normally be eligible for doing the 'day job';
  - iv. If there is public speculation around an award for an individual that may be a factor that will mitigate against an award being made;
  - v. No Member should engage in discussion or express support for any proposal publically until the award has been presented;
  - vi. Members should have regard to previous award justification in ensuring the Quaich remains highly valued by a recipient;
  - vii. The award would be made on the basis of either;
    - actions that have promoted Oban Lorn and the Isles beyond the authority area; and
    - voluntary service to the community and that service are drawing to an end.
3. Clubs and organisations who have achieved significant national or international success or where they have achieved a landmark in their chosen

area of participation will be eligible for a Quaich or plaque and the same process and timeline will be followed as for individual awards unless there are exceptional circumstances.

4. The Area Committee will seek to agree such awards by consensus as worthy recipients should engender a wide degree of support. The Area Committee will consider whether the scoring mechanism used by third sector grants assessment process might be helpful.

#### **14. CAPITAL RECEIPTS**

A report updating the Committee on the current position in regard to capital receipts for the purpose of forward planning the use and allocation of this funding, was considered.

##### **Decision**

The Committee:-

- i. Noted the updated detail of this report subject to the amendment on page 42 at item 3 (3.2) to show that the Tear Recycling Group had contributed 50% of the total amount indicated in the report.
- ii. Agreed that the previously agreed allocations which have not yet been spent, which are detailed at 3.2 of this report, are not likely to be required and are therefore removed, and note that when free funds become available they must be used in accordance with the conditions outlined within paragraphs 3.5 to 3.7 of the submitted report.

(Ref: Report by Area Governance Manager dated 24<sup>th</sup> January 2013, submitted).

#### **15. TIREE HIGH SCHOOL - PERFORMANCE REPORT**

The Committee agreed to continue this item to the April Area Committee as the Headteacher of Tiree High School could not be present due to adverse weather conditions.

(Ref: Report by Headteacher of Tiree High School dated 13<sup>th</sup> February 2013, submitted).

#### **16. IONA 2013 CELEBRATIONS UPDATE**

An urgent report setting out the background to the Iona 2013 Celebrations, and the key role the Council is playing in assisting stakeholders in preparing for this event, of national importance, was considered.

##### **Decision**

The Committee noted the report.

(Ref: Report by Senior Development Officer dated 13<sup>th</sup> February 2013, submitted).



The Committee resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the public for the following 2 items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs **6 and 6 and 9** respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

A member of the public sought to challenge the application of Local Government Scotland Act 1973 in relation to the report on Glenforsa. The Governance Officer advised Members due to the content of the report, the application of Local Government Scotland Act was correct. The Committee accepted this advice and subsequently the press and public were required to withdraw from the meeting.

### **17. BRIDGE OF ORCHY WATER SUPPLY**

A report documenting progress in relation to the private water supply was submitted for consideration.

#### **Decision**

The Committee agreed to note the current position and endorse the progress the Council has made to date.

(Ref: Joint report by Directors of Customer Services and Development and Infrastructure dated 24 January 2013, submitted).

### **18. GLENFORSA**

A report summarising a review carried out on the operations at Glenforsa Airfield was considered.

#### **Decision**

The Committee agreed:-

- i. The recommendation at 2.1 in the report;
- ii. To amend the recommendation at 2.2 in the report as follows, further analysis of the strategic and economic importance of Glenforsa airfield will require to be carried out, including consultation, prior to making a considered decision on whether model 4 could be taken forward in the long term to secure a safe and sustainable future.
- iii. That a further report come to both the March Business Day and April Area Committee providing updates on progress.

(Ref: Report by Strategic Transportation Manager dated 13<sup>th</sup> February 2013, submitted).

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**MINUTES of the SPECIAL MEETING of OBAN LORN & THE ISLES AREA COMMITTEE held in  
the CORRAN HALLS, OBAN  
on TUESDAY, 12 MARCH 2013**

**Present:** Councillor Louise Glen-Lee (Chair)

Councillor Alistair MacDougall  
Councillor Fred Hall  
Councillor Elaine Robertson  
Councillor Duncan MacIntyre  
Councillor Roddy McCuish  
Trisha O'Neill, Central Governance Manager  
Jim Smith, Head of Roads and Amenity Services

**1. APOLOGIES**

Apologies for absence were received from Councillors Devon and MacDonald.

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

None.

**3. PENNYGHAEL BRIDGE**

A report detailing the current position in regard to Pennyghael Bridge and follow up to the report presented to the October Area Committee and November Business Day was considered.

**Decision**

The Committee noted the report.

(Ref: Report by Head of Roads and Amenity Services dated 12<sup>th</sup> March 2013, submitted).

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**MINUTES of MEETING of OBAN COMMON GOOD FUND held in the CORRAN HALLS, OBAN  
on WEDNESDAY, 13 FEBRUARY 2013**

**Present:** Councillor Elaine Robertson (Chair)

Councillor Fred Hall  
Councillor Alistair MacDougall  
Councillor Iain A MacDonald  
Iain Jackson, Governance Manager  
Andy Newiss, Associate Member ( R A Clements)  
Marri Malloy, Oban Community Council

**1. WELCOME AND INTRODUCTIONS**

The Chair welcomed and introduced Marri Malloy from Oban Community Council to the meeting.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Rev Dougald Cameron.

The Chair ruled and the Group agreed, in terms of Standing Order 3.2.2 that an application regarding the Highlands and Islands Music and Dance Festival, dealt with at item 8g of this Minute and a report regarding the investment activity at item 10 of this Minute, be taken as a matter of urgency due to the event being held in July 2013.

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

Marri Malloy declared a non financial interest in relation to the application on Soroba Community Enterprise which is dealt with at item 7(a) of this Minute because she is a member of the Management Committee.

Councillor Elaine Robertson declared a non financial interest in relation to the application on Oban and District Disability Forum and Access Panel, which is dealt with at item 7(e) of this Minute because she is a member of the Management Committee.

**4. MINUTES OF PREVIOUS MEETING - 15TH NOVEMBER 2012**

The Minutes of the previous meeting held on 15<sup>th</sup> November 2012 were approved as a correct record.

**5. DISTRIBUTION POLICY**

A report on the revised Distribution Policy and Criteria, was considered.

**Decision**

The trustees approved the report subject to the following amendments to item 10 on page 11 and the second sentence of item 2 on page 12 – The general rule that the Common Good Fund is a fund of last resort shall not apply where a funding request is for a sum of no more than £500.

(Ref: Report by Governance Manager dated 13<sup>th</sup> February 2013, submitted).

**6. REPORT ON ACTUAL INCOME AND EXPENDITURE**

A report was presented by Andy Newiss as independent advisor and the Committee noted the current financial position and outstanding commitments.

Discussion took place in relation to future predicted income and associated expenditure.

**Decision**

The trustees agreed that Andy Newiss is to prepare a forecast of predicted income and potential limits to expenditure which may be necessary during the financial years up to 2016/17.

**7. OUTSTANDING COMMITMENTS**

A list of outstanding commitments was considered.

**Decision**

The Committee noted the position.

Marri Malloy, having declared a non financial interest in item 7(a), left the meeting and took no part in the discussion of this item.

**(a) SOROBA COMMUNITY ENTERPRISE**

The trustees considered an application from Soroba Community Enterprises.

**Decision**

The Group agreed to disperse the £5,000, being the third year of a three year grant.

**(b) LORN AND OBAN HEALTHY OPTIONS**

The trustees considered an update provided by Lorn and Oban Healthy Options Ltd.

**Decision**

The trustees agreed to disperse the £5,000 previously awarded to them on the basis that they were content with the progress of the Group.

**(c) ARGYLLSHIRE GATHERING**

The trustees had a discussion about the Argyllshire Gathering noting that a letter had been issued on 27<sup>th</sup> November 2012 Requesting confirmation from the Group as to whether the sum previously underwritten for the current financial year would be required and that confirmation of this should be submitted no later than 15 March

2013.

**Decision**

The trustees agreed that a further letter should be sent to the Group seeking confirmation as to whether they intended to apply for the sum of £5,000.

The trustees also agreed that should Argyllshire Gathering require to make an application, the decision as to the release said funds would be delegated to the Clerk in consultation with the Chair noting that Andy Newiss is to be informed if they reply before 15<sup>th</sup> March.

(d) **SCOTTISH OCEAN EXPLORER CENTRE**

The trustees considered a request from the Scottish Ocean Explorer Centre with confirmation that they have all funding in place to enable their project to proceed.

**Decision**

The trustees agreed to disperse £15,000 the Scottish Ocean Explorer Centre.

Councillor Elaine Robertson, having declared a non financial interest in item 7(e), left the meeting and took no part in the discussion of this item. Councillor Fred Hall took Chair of the meeting for this item.

(e) **OBAN AND DISTRICT DISABILITY FORUM AND ACCESS PANEL**

The trustees considered a request from Oban and District Disability Forum and Access Panel that part of the grant of £500 previously approved by the trustees be applied to the cost of a new door.

**Decision**

The Group agreed to disperse the amount of £199.75 plus vat from the £500 previously earmarked for the alarm system and refused their request that the remainder of the award could be applied to the cost of new door. It was agreed to advise them that they would have to make a new application for assistance with funding for the door.

**8. NEW APPLICATIONS**

(a) **OBAN CELTIC UNDER 14'S SHINTY CLUB**

The trustees considered a letter from Oban Celtic Shinty Under 14's.

**Decision**

The trustees requested that Oban Celtic Shinty Under 14's be requested to submit a formal application for funding.

(b) **OBAN CINEMA**

The trustees considered an application from Oban Cinema requesting a grant for refurbishment work.

**Decision**

The trustees agreed that Oban Cinema had not made a valid application and asked that they be requested to submit the necessary information in order to allow the application to be considered at a Special Common Good Fund meeting.

(c) **R MACINTYRE**

The trustees considered an application from Robert MacIntyre of Glencruitten Golf Club.

**Decision**

The trustees declined this application as it did not meet the criteria for a grant from the Common Good Fund as he is an individual. It was agreed that the Clerk would contact the applicant advising of other avenues of funding which could be pursued.

(d) **OBAN GAELIC CHOIR**

The trustees considered an application from Oban Gaelic Choir for a grant of £4,000.

**Decision**

The trustees agreed to disperse £1,500 to the choir.

(e) **GLENCRUITTEN GOLF CLUB**

The trustees considered an application from Glencruitten Golf Club for a grant of £15,000 over a 3 year period.

**Decision**

The trustees refused the application as they had previously awarded funding to r Glencruitten Golf Club during the current financial year.. The trustees requested that the golf club be asked to submit an application containing further information on the proposed use of any grant funding in the new financial year.

(f) **SCOTTISH CHAMBER ORCHESTRA**

The trustees considered an application from the Scottish Chamber Orchestra for a grant for accommodation.

**Decision**

The Group agreed to disperse £1,000 to the Scottish Chamber Orchestra to cover cost of the venue in Oban.

(g) **HIGHLANDS AND ISLANDS MUSIC AND DANCE FESTIVAL**

The trustees considered an application from Highlands and Islands Music and Dance Festival which is taking place in July this year.



**Decision**

The trustees agreed that Highlands and Islands Music and Dance Festival had not made a valid application and asked that they be requested to submit the necessary information in order to allow the application to be considered at a Special Common Good Fund meeting.

**9. INVESTMENT ACTIVITY**

A report outlining details of investment management costs and the trend in investment valuations for the years to 30<sup>th</sup> September 2011 and September 2012, was considered.

**Decision**

The Group agreed to go back to the Head of Strategic Finance and request a further report.

(Ref: Report by Head of Strategic Finance dated 13<sup>th</sup> February 2013, tabled).



**MINUTES of MEETING of OBAN COMMON GOOD FUND held in the MUNICIPAL BUILDINGS,  
OBAN  
on FRIDAY, 1 MARCH 2013**

**Present:** Councillor Elaine Robertson (Chair)

Councillor Iain Angus MacDonald  
Councillor Fred Hall  
Councillor Alistair MacDougall  
Iain Jackson, Governance Manager  
Andy Newis, Associate Member (R A Clements)  
Marri Malloy, Oban Community Council

**1. WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the Special Meeting to discuss two applications which had previously been submitted to the previous meeting on 13<sup>th</sup> February.

**2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

None.

**4. CORRESPONDENCE**

**(a) OBAN AND LORN PIPE BAND ASSOCIATION**

A letter was received from Oban and Lorn Pipe Band Association thanking the Oban Common Good Fund for their extremely generous donation.

**Decision**

Noted.

**5. NEW APPLICATIONS**

**(a) OBAN CINEMA**

The Trustees noted that the application was to enable the applicants to match fund a grant of £49660 from Creative Scotland. They also noted from the application that the applicants had received awards and other resources totalling £31000, and were awaiting decisions on applications totalling £10661.

The Trustees agreed in principle to award a grant of up to a

maximum of £6000 subject to confirmation from the applicants that they had been awarded grants in respect of the £10661 detailed above. The grant will be paid on receipt of evidence of the grants being awarded to the applicants and to delegate the decision to release the monies to the Area Governance Manager in consultation with the Chair.

**(b) HIGHLANDS AND ISLANDS MUSIC AND DANCE FESTIVAL**

The Trustees considered a valid application from Highlands and Islands Music and Dance Festival which is taking place in July this year.

**Decision**

The Trustees agreed in principle to grant an award of up to a maximum of £2,000 in respect of the travelling costs of the pipe bands attending the event, subject to the applicants providing information on the number of bands, together with details of the actual travelling costs for each individual band. The grant will be paid on receipt of this information and to delegate the decision to release the monies to the Area Governance Manager in consultation with the Chair. They also agreed to award a grant of £500 to pay for the catering for all the bands attending the event.



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**MINUTES of MEETING of OBAN LORN & THE ISLES COMMUNITY SAFETY FORUM held in the THE LECTURE ROOM, OBAN COMMUNITY FIRE STATION, SOROBA ROAD, OBAN on MONDAY, 11 FEBRUARY 2013**

**Present:** Iain MacKinnon (Chair) ABC

Stephen Doogan, Area Governance Officer, ABC  
Councillor Alistair MacDougall  
Sue Stefek, Environmental Health Officer, ABC  
Inspector Julie McLeish, Strathclyde Police  
Martin Hill, Strathclyde Fire and Rescue  
Murray Humphries, Loch Watch, Loch Awe  
Mandy Sheridan, Team Leader, ABC

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from:-

Councillor Louise Glen-Lee  
Brian Murphy – ACHA  
John Heron - A&B Council  
Carol Keeley, Argyll and Bute Council  
Christine Dairon – NHS  
Robert Cowper, A&B Council

**2. MINUTES OF THE PREVIOUS MEETING - 22 AUGUST 2012**

The Minutes of the previous meeting were approved as a correct record.

Strathclyde Fire and Rescue gave an update on the Kerrera exercise response and advised that they were looking into arranging for everyone on the Islands to have a home fire safety visit. Iain advised the forum that the intention was to continue to encourage people to volunteer for home visits and through this, and other individualised advice, minimise the fire risks facing islanders. Martin indicated that he would update the forum at a future meeting.

**3. LOCHWATCH LOCH AWE**

Murray Humphries advised that the fishing season is finished at the moment so the loch has been quiet but the season will begin to pick up again in 2 weeks time.

He also advised that Lochwatch Loch Awe are currently looking at a new boat for the loch and it is a 27 ft cabin boat that can be used in all weather conditions. Murray is currently looking at fundraising promotions for the boat, pontoons and fishing points.

The Area Governance Officer asked Murray if the other Argyll and bute community safety Forums could use his organisation as a source for life

jackets and expertise for their own local water safety issues Murray was more than happy for this to happen and told the forum he still had life jackets left and they were £30 each.

#### **4. PARTNERSHIP UPDATES**

##### **(a) STRATHCLYDE POLICE**

Inspector Julie McLeish reported to the forum on the upcoming move on 1<sup>st</sup> April 2013 to a single force. She advised there would be no change on the ground and that this appeared to be a positive and well managed way forward. She also advised the forum that a new Community Investigations Unit had been created in OLI and this would tackle more local issues and Liaise with the ASB group.

The Area Governance Officer queried if it was likely that there would be any change to the Police or Fire Service involvement in the Community Safety Forum with the advent of the single services and Julie advised that the commitment is still there and she is unaware of any change.

Councillor Alistair MacDougall asked if the new Mobile Police Unit was working well and Julie explained to the forum that it was successful and they hoping to do mobile surgeries in the future and that joint surgeries will also happen with other services.

##### **(b) STRATHCLYDE FIRE AND RESCUE**

Strathclyde Fire and Rescue updated the forum on the success of the Bonfire night campaign as they had no casualties and that the winter festival was also a success.

Martin Hill advised that a pilot project had been run with Tesco with fire safety home visit leaflets now going out with each Tesco home delivery order to publicise the service. It is hoped that this will be rolled out nationally.

Strathclyde Fire and Rescue sponsored the Shinty Cup Final in Oban in September 2012 and the Hogmanay Dance in the Corran Halls.

The Oban Times recently ran an article advising that Strathclyde Fire and Rescue were shortly going to be charging for fire calls and Martin Hill told the forum this was inaccurate information and that there were no such intentions.

Martin advised that as of 1<sup>st</sup> April 2013 SFR would , like the police, become part of a new National Fire service.

##### **(c) ARGYLL AND BUTE COUNCIL**

The Area Governance Officer updated the forum on the relationship between the OLI Community Planning Group and Community Safety Forum and that he would be putting a highlight/exceptions report to



each Community Planning Group updating them on the work of each of the local Community Safety Forums. He explained that each CSF can be seen as a sub group for the Community Planning Group and that we both provide information to them and ask for and respond to specific tasks which they request.

**5. UPDATE FROM SUB-GROUPS**

**(a) ANTI SOCIAL BEHAVIOUR**

Inspector Julie McLeish advised the forum that the Anti Social Behaviour Subgroup continues to function and that the last meeting of this was very positive allowing several cases to be closed. Julie to liaise with Robert Cowper to bring appropriate statistics to the next Community Safety meeting.

**(b) VULNERABLE PEOPLE**

Julie advised that this is ongoing business and took down this item as an action.

Martin Hill agreed to Liaise with Mandy Sheridan to ensure social work staff are able to refer clients and promote the fire safety visit appropriately.

**(c) ENVIRONMENT SAFETY**

Iain spoke to Councillor Glen-Lee regarding environment safety and he advised that more information would be brought to the next meeting.

Water Safety

The Area Governance Officer advised that it had been suggested at another CSF that the recent increase in popularity of kayaking and canoeing had meant that there was potentially a corresponding increase in the number of less experienced participants and that this could result in an increase in the risks.

He indicated to the forum that the MAKI forum had put adverts round campsites last year because it was seen as successful, were doing this again at the beginning of the season It was suggested that the OLI forum could put posters/leaflets around schools, local clubs and similar, and it was agreed that any relevant information be passed on to each of the forum members to distribute to the groups with whom each is in contact in order to raise awareness.

**6. EMERGENCY PLANNING EXERCISE UPDATE**

Carol Keeley submitted an email update to the forum advising the main outcomes of the Easdale event on Tuesday 15<sup>th</sup> January 2013.

Overall this event was seen as a success however, an issue arose re the

Ambulance Service and service provision. It is understood that this issue has now been resolved by Ambulance service management and should not reoccur. The event was well attended and the Islanders now have a better idea of what response to expect from the mainland.

## 7. REGULATORY SERVICES

Sue Stefek updated the forum on recent safety initiatives.

Regulatory services are currently running a campaign re gas safety both on campsites and elsewhere etc. She has sent out letters to local stores that sell barbeques to try and raise awareness of how dangerous carbon monoxide can be in enclosed spaces such as tents. Food hygiene assessments are also being done in commercial businesses and in tandem with this safety inspections of the commercial gas installations are taking place. As in other areas, the number of engineers qualified to remedy faults found remains an issue.

## 8. OIL THEFTS IN OBAN

The Area Governance Officer gave an update on oil thefts in Oban. He advised that he had been in telephone contact with Pitt Street and awareness had been raised through the Council website and at the other local Forums. Julie told the forum that this is an ongoing issue and it has been publicised locally.

## 9. ARGYLL AND BUTE RAPE CRISIS

Alison Black submitted a report (attached) advising the forum on the Tessa Programme that was now in schools. And the support provided to victims by Rape Crisis. It is a useful and positive report and they have funding for another two years.

## 10. ANY OTHER BUSINESS

### Kerely Court

Strathclyde Police and Fire and Rescue both received a letter from the residents of Kereley Court. They are unhappy with the parking issue for dropping off and collecting children from school. Julie asked the group for a joined up approach in replying to the residents of Kerely Court and speak to the school and West Highland Housing also. It was agreed that the Police and SFR would undertake an assessment of what action was needed and address it appropriately.

### Police Activity

Julie advised that the 1<sup>st</sup> two weeks in March the Police are going to be looking at everything in the Oban area and working with other forces. They will tackling all issues and Julie told the forum if they had any suggestions, to let her know.

### **Oban Hogmanay Party**

Gary McPherson of the Garden Centre reported to the forum on the proposed Oban Hogmanay Party and asked for the Forums support their support. He advised that the predecessor committees had previously held the party in Tesco car park as a free event, with live music but that in the current economic climate, no funding is to be had. He told the forum how successful the 2007 and 2008 were when he held this event and that everything would be certificated and done safely and professionally. It is currently proposed that this year's event take place down at the sea front, beside Mackays and Semi Chem and that the local Pubs would stay open even possibly organising a "single ticket" allowing entry to all participating pubs,

His aim is to make this event run year on year noting that it is one of the busiest times of the year.

The event would take place from 8pm to 12:30am, finishing off with a firework display. He advised that businesses would help fund the fireworks and shops etc would be fenced off to ensure public safety.

Mandy Sheridan asked if the event would still go ahead weather permitted and Gary advised her that the only thing that would prevent it from going ahead would be the wind. She also asked if there would be an area set out for people with mobility problems and Gary assured her there would be a platform put in place so it was accessible for them also.

Councillor MacDougall asked why funding had been turned down for this event in previous years. Gary told the forum that funding was turned down because in 2009 the Hogmanay event got cancelled a week before and Events Scotland will only fund an event if it has been successful the previous year.

Julie raised a concern regarding the event, the residents that live around the area and also the control in numbers. Gary advised that the noise level would be checked off with meter readings.

Gary is to come to a future meeting of the Community Safety Forum to give more details of the event.

The Chair highlighted that there were a number of issues which would require to be considered and resolved such as necessary road closures, and that the event organisers would be asked to work with the Multi – agency Events planning group comprising appropriate police SFR and council officers who would be able to provide advice re the necessary but vital detail which this event will undoubtedly need .

### **11. DATE OF NEXT MEETING**

The date of the next meeting is on 22<sup>nd</sup> April at 2pm.

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ARGYLL &amp; BUTE COUNCIL

Oban, Lorn and the Isles Area Committee

DEVELOPMENT AND INFRASTRUCTURE SERVICES

10<sup>th</sup> APRIL 2013**ROADS RECONSTRUCTION PROGRAMME 2012 - 15****1. SUMMARY**

- 1.1 This report advises Members of the progress being made with regard to the delivery of the overall Roads Reconstruction Programme 2012 - 15. This report reviews the works carried out in Year 1, 2012-13 and the proposed programme for year 2, 2013-14.
- 1.2 In 2011, the Council decided to increase investment in upgrading its road network following successive poor winters, and subsequently delivered a £7M programme of works which made an immediate and positive impact on the Council's roads network. In February 2012, the Council approved a further £21M investment in roads reconstruction for 2012-15.

**2. RECOMMENDATION**

- 2.1 That Committee notes the progress of the Roads Reconstruction Programme for 2012-13 and the proposals for 2013-14 within the £21M works

**3 DETAIL**

- 3.1 The focus of the roads reconstruction programme has been to recover the network through the delivery of a mix of carriageway resurfacing schemes, patching/surface dressing and insitu road surface recycling, which follow the principles set out within the proposed Roads Asset Management and Maintenance Strategy.
- 3.2 The summary table below highlights the positive and visible impact of the works undertaken to date. By March 2013 the Council had upgraded over a quarter of its "A" class roads and almost 300km of roads in total, within the last 24 months, as indicated below.

Table 3.2

Road category	Treatment % 2011/12	Treatment % 2012/13	Total Treatment Length	Total Treatment as a % of network length 2011-13
A	55.76 km = 10%	93.37 km = 17%	149.13 km	27%
B	26.846 km = 4%	58.912 km = 10%	87.76 km	14%
C	12.374 km = 3%	4.008km = 1%	16.38 km	4%
U	18.860 km = 3%	17.553 km = 2%	36.41 km	5%
			289.68km	

- 3.3 The current 3 year capital investment programme will allow the Council to upgrade over 50% of its class A roads and 30% of its class B roads by 2015, which will make a significant and positive impact upon the local economy, connectivity and the quality of life of our communities.

- 3.4 The Roads Reconstruction Programme has been delivered by a mixed economy model with the Council's in house team delivering carriageway resurfacing and patching works across the Council area. In Mull, Islay, Jura and Kintyre resurfacing and patching works have been delivered by the Council's contractual partner Breedon and their locally based sub-contractors. Unit cost for surfacing carried out by the Councils in-house teams compare favourably with unit costs from Breedon's. Surfacing dressing has been delivered by Kiely Brothers who were awarded the contract for the Council wide area.
- 3.5 The Capital budget was accelerated in Year 1 of the £21M budget to achieve an early benefit to road condition and partly as preparation for future year's operations. A record of the impact on the Capital budget, scheme by scheme in the OLI Area for Year 1 is attached in **Appendix 1a&b**
- 3.6 The above service delivery model will be used in the Year 2 programme for the Council network as indicated in the Schemes List for the OLI Area as detailed in **Appendix 2**. At present the Budget allocation is based on the re-profiled sum remaining in the £21M programme, distributed approximately equally over the remaining year 2 and 3.
- 3.7 Recently announced additional funding from the Scottish Executive which the Council has allocated to additional Roads schemes are at present being assessed. A future paper will detail these schemes and how they may affect the sequence of operations. Where operational efficiency dictates, the present sequence of schemes will be adjusted, which may result in some sites commencing at earlier or later dates.

#### 4 CONCLUSION

- 4.1 This report updates Members on the progress being made to upgrade the Council's road network through the delivery of the Roads Reconstruction Programme 2012-15.
- 4.2 The accompanying scheme programme gives an indication of the sequence which individual sites will be improved and the likely duration of lane occupation. At present all operations are likely to be carried out under single file traffic control under either traffic lights or convoy vehicle. No official road closures are considered necessary to deliver any scheme in the current programme.

#### 5 IMPLICATIONS

- |     |           |   |
|-----|-----------|---|
| 5.1 | Policy    | <i>Works assessed and carried out under the current Roads Asset Management and Maintenance Plan</i>   |
| 5.2 | Financial | <i>Programme based on capital allocation for years 2012 – 2015. ( Excluding additional contribution agreed March 2013 , pending further scheme selection process)</i>                   |
| 5.3 | Personnel | <i>Reconstruction works delivered by a combination of in-house Roads Operations team, Partnership Contractor and specialist contractors for surface dressing and in-situ recycling.</i> |

- |     |                              |   |
|-----|------------------------------|---|
| 5.4 | Equalities Impact Assessment | <i>None</i>   |
| 5.5 | Legal                        | <i>None</i>   |
| 5.6 | Risk                         | <i>Completed works will reduce requirement to repair and maintain existing carriageway deterioration.</i> |
| 5.7 | Customer Service             | <i>Overall improvement in travel time and quality of driven and walking journeys.</i>                     |

## **6. APPENDICES**

- 6.1 Capital schemes list from Year 1 (2012-1) impact on £21M Capital budget (2 pages)
- 6.2 Capital schemes list, Year 2 proposals and estimated value of works.
- 6.3 Scheme programme Gantt Chart, under separate cover, indicating site durations.

Sandy Mactaggart  
**Executive Director of Development & Infrastructure**  
28<sup>th</sup> March 2013

**For further information contact:** Jim Smith, Head of Roads & Amenity Services,  
Tel: 01546 604324.

## ROADS CAPITAL RECONSTRUCTION PROGRAMME 2012 - 2015

## Year 1 review - Capital Budget Impact 2012-13

## LORN

Route	Location	Scheme Details	Provisional Scheme Cost Estimate (£5m Budget)	Budget (£7m/yr Allocation)
A816	Loch nan Druimnean	Edge Strengthening , drainage & Resurfacing	£375,000	£275,000
A816	Kilniniver to Kilmore	Surface Dressing	£181,000	£170,000
A819	A85 to Kilchum Castle View	Edge Stregthening Regulate and Resurfacing	£360,000	£240,000
U117	Oban McCaig Rd	Resurfacing	£34,000	£35,000
U55	Oban Crannag a Mhinsteir	Resurfacing	£100,000	£105,000
A819	Inveraray to Stronmagachan	Surface Dressing		£235,000
A816	Soroba Road Oban	Regulating and Resurfacing		£50,000
A819	Cladich Area	Safety Barrier Repairs		£37,500
A816	Kilmore	New Footway & Safety Barrier		£40,000
A819	Inverary	Visibility & Drainage Improvements		£25,000
A819	Inverary Arches	Resurfacing		£52,000
				£1,264,500

CAPITAL EST.

Yr 1 Actual Capital Budget Spend	Comments on variations from estimated cost to Capital budget
£248,183	
£124,473	less preparitory treatment required
£328,631	Additional costs due to extent of rock excavations in side slopes.
£41,940	
£102,870	
£208,260	less preparitory treatment required
£44,150	Maintenanace work pending CHORD
£37,503	
£76,676	£40,000 Cap contribution. Balance from CWSS and Traffic Safety budgets.
£25,000	Contribution to felling operation, future years re-alignment project
£40,604	
£1,278,290	YEAR 1 , 2012-13

VALUE ADDED  
TO NETWORK



## ROADS CAPITAL RECONSTRUCTION PROGRAMME 2012 - 2015

## Year 1 review - Capital Budget Impact 2012-13

## MULL

Route	Location	Scheme Details	Provisional Scheme Cost Estimate (£5m Budget)	Budget (£7m/yr Allocation)
A848	Aros South	Regulating and carriageway resurfacing	£145,000	£190,000
A849	Pennygown - Glenforsa	Regulating and carriageway resurfacing	£130,000	£120,000
A849	Salen	Regulating and carriageway resurfacing	£70,000	£60,000
A849	Loch Don	Regulating and carriageway resurfacing	£100,000	£60,000
A849	Torosay to Woodside Cottage	Regulating and carriageway resurfacing	£80,000	£70,000
A849	Pennygael	Regulating and carriageway resurfacing	£25,000	£40,000
A849	Suidh	Regulating and carriageway resurfacing	£150,000	£80,000
A848	Tobermory to Aros	Surface Dressing		£180,000
	Ardtun Loop	Surface Dressing (Fibredec)		£100,000
	Caliach Rd	Unbound (Planings)		£35,000
				£935,000

CAPITAL EST.

Yr 1 Actual Capital Budget Spend	Comments on variations from estimated cost to Capital budget
£247,231	Increase specification due to deterioration in surface
£128,455	
£59,765	
£70,355	
£55,891	
£38,203	
£85,270	
£211,168	treatment between overlay sites
£68,829	Saving through in-house delivery
£0	Deferred , now larger Yr2 scheme
£965,167	YEAR 1 , 2012-13

VALUE ADDED  
TO NETWORK

**OLI**

<b>£2,107,000</b>	<b>Provisional Budget Allocation for 2013/14</b>
<b>£2,120,000</b>	<b>Current OLI Total Programme Estimate</b>

**LORN**

<b>WDM Scheme Number*</b>	<b>Route</b>	<b>Location**</b>	<b>Estimated Value</b>	<b>Proposed Scheme Details***</b>
808	A819	Accurrach (Claddich)	£217,000	Resurfacing
789	A816	Auction Mart	£154,000	Overlay
536 to 540, 585 to 588, 760, 761, 591 to 595	C27, U42, U44, U37	Appin	£278,000	Surface Dressing incl pre Surface Dressing patching
613	U53	Oban Glenmore Rd	£100,000	Resurfacing
534	-	Oban Ardconnel Rd & Terr	£124,000	Resurface
813, 814	A819	A85 junction to Kilchurn	£302,000	Widen, edge strengthen regulate and overlay
<b>Area Total</b>			<b>£1,175,000</b>	

**MULL**

<b>WDM Scheme Number*</b>	<b>Route</b>	<b>Location**</b>	<b>Estimated Value</b>	<b>Proposed Scheme Details***</b>
Footways	U83	Salen - Jarvis Field	£16,000	Footway resurfacing
Structural	A994	Fishnish Junction	£19,000	RS, Overlay, Structural
192	A848	Mull - Glenaros Cottage	£308,000	Overlay & drainage imp.
116, 115, 114,	A849	Pennycross area	£93,000	Overlay
154	A849	Craignure to Lochdon	£58,000	resurfacing
158	A849	Mull Craignure south	£68,000	resurfacing
011, 012, 013, 014	C47	Glengorm Road	£15,000	resurfacing preparation
-	C 50	Iona - Ferry Mustering area	£27,000	Overlay
161, 162, 163	U70	Caliach Road	£141,000	resurfacing preparation
-	B8070	Coll - Airport Access rd	£200,000	Resurfacing
<b>Area Total</b>			<b>£945,000</b>	

ARGYLL AND BUTE COUNCIL

OBAN, LORN &amp; ISLES AREA COMMITTEE

Development and Infrastructure Services

10<sup>TH</sup> APRIL 2013**CHORD PROGRAMME AND CHORD OBAN UPDATE****1.0 SUMMARY**

- 1.1 The purpose of this paper is to update Oban, Lorn and the Isles Area Committee on the delivery timescales for the CHORD projects, in particular Oban CHORD, and on the new three year CHORD Consultancy Framework.

**2.0 RECOMMENDATIONS**

- 2.1 That the Oban, Lorn and the Isles Area Committee note the contents of this paper.

**3.0 DETAIL**

- 3.1 Details of the projected delivery timescales for all CHORD projects are outlined in Table 1 below.

**Target timescales update:**

		PID approved	FBC complete	Proposed Implementation date	Target Completion
Campbeltown	THI	n/a	Apr '09	Sep '09	Sep '14
	Berthing Facility	June '09	May '13	Jun '13	Apr' 14
	Kinloch Road Regeneration	June '09	Apr '10	Nov '10	May '13
Helensburgh	Town Centre and West Bay	June '09	Sep '11	April '13	June '14
Oban	Bay / Harbour	April '11	<i>*Oban IBC completed Jan'12 FBCs being developed.</i>	Oct '13	Apr '15
Rothesay	THI	June '09	May '10	Apr '11	Apr '16
	*Pavilion	June '09	Mar '11	July '15	Dec '16
Dunoon	Queens Halls Phase 1	June '10	Apr '12	March '14	Jun '15

**Footnotes:** \* Timespan between Rothesay Pavilion FBC and Implementation date is due to progressing HLF application: securing HLF Stage 1, progressing to Stage 2 (decision July 14) and securing funding from Creative Scotland etc.

- 3.2 Oban CHORD has a funding allocation of £6.9 million. An Interim Business Case for the release of £1.84 million was approved by the CHORD Programme Board and Council in early 2012. In addition, £195,000 was approved for additional revenue funding.
- 3.3 At the Oban CHORD Project Board meeting on the 27 March 2013, the Board instructed officers to progress discrete business cases in order that the drawdown of the remaining Oban CHORD monies, £4.865 million, can be approved by the CHORD Programme Board and Council.
- 3.4 Table 2 below outlines the proposed utilisation of the Oban CHORD Capital budget allocation of £6.9m.

**Table 2 - Proposed breakdown of the £6.9m**

Oban Bay Public Realm	North Pier Quarter	Lighting Strategy	South Pier	Project Manager	Allocated to Revenue	Total
£2.6m	£3.5m	£0.1m	£0.36m	£0.145m	£0.195m	£6.9m

- 3.5 The intention is to deliver the above four projects by the following dates:

Oban Bay Public Realm	November 2014
North Pier Quarter	April 2015
Oban Bay Lighting	November 2013
South Pier EFF	To be advised, following decision on funding application.

- 3.6 The procurement of the new three year CHORD Consultancy Framework, anticipated potential value of £1.8m, has now been completed. The top three tenders were Parsons Brinckerhoff, Amey and Capita. The purpose of this Framework is to augment the capabilities and expertise of the CHORD Programme Office and the various project teams already established, in order to deliver the works contained in the Business Cases. It will also allow the Programme Office to cope with increases and peaks in workload, and retain flexibility of resources. Having the Framework in place gives the Programme Office the opportunity to effectively and efficiently drawdown professional services where the Council does not have the skills or capacity in house. The Council has given no guarantee as to the nature or value of work to be awarded to the appointed Consultants under the Consultancy Framework Agreement. The CHORD Programme Board has been kept informed of this process and the outcome.
- 3.7 The Consultancy Framework Agreement shall encompass a wide range of multi-disciplinary functions and activities and includes: Project Management; Architectural and Surveying services; Civil and Structural Engineering; CDM-C (Construction Design and Management).

In terms of specific project requirements, this will include design team services for the Queens Hall project in Dunoon and the Oban Bay Public Realm projects.

## **4.0 IMPLICATIONS**

- |     |                   |  |
|-----|-------------------|--|
| 4.1 | <b>POLICY</b>     | The delivery of the CHORD programme fits with the Council's Corporate Plan, Single Outcome Agreement and approved Development Plan policy for town centre regeneration. The economic outcomes from these projects will contribute to the Government's Economic Strategy. |
| 4.2 | <b>FINANCIAL</b>  | The funding has been allocated to progress the CHORD Projects.   |
| 4.3 | <b>LEGAL</b>      | Each of the CHORD projects require differing levels of legal resources to ensure their timely delivery. Resources have been allocated to each project as per the approved Project Initiation Documents.  |
| 4.4 | <b>HR</b>         | The resources have been allocated to progress the CHORD Programme.   |
| 4.5 | <b>EQUALITIES</b> | There are no equal opportunities implications.   |

Robert Pollock  
Development and Infrastructure Services, Head of Economic Development and Strategic  
Transportation  
2 April 2013

For further information - please contact Helen Ford, CHORD Programme Manager,  
Development and Infrastructure Services, Economic Development and Strategic  
Transportation 01436 658839.

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ARGYLL AND BUTE COUNCIL

OBAN LORN AND THE  
ISLES AREA COMMITTEE

CUSTOMER SERVICES  
COMMUNITY SERVICES

10<sup>TH</sup> APRIL 2013

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NEW OBAN HIGH SCHOOL – SITE SELECTION

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**1. SUMMARY**

- 1.1 This report sets out the proposed approach and methodology for identifying the preferred site for the location of the new Oban High School (OHS). It identifies the approach to long listing of sites and the criteria for shortlisting and identifying the preferred site(s) to be taken forward for Council approval and public consultation. The report also sets out a proposed process for engaging with the public in respect of the preferred site(s).

**2. RECOMMENDATION**

- 2.1 It is recommended the Area Committee agree that:

2.1.1 – The option appraisal methodology set out in paragraphs 3.2 to 3.6 of this report, and the attached Appendix 1, should be applied, by Council staff, to determine which of the long listed sites, identified in Appendix 1, should be taken forward for public consultation as the preferred sites;

2.1.2 – The Area Committee should undertake a public consultation, in respect of the preferred sites identified in 2.1.1, in accordance with the methodology set out in paragraphs 3.7 to 3.14 of this report; the detailed arrangements for the consultation to be delegated to the Executive Director of Community Services in consultation with the Lead Councillor for Education and Lifelong Learning; and

2.1.3 – The processes identified above should be undertaken in accordance with the timescale set out in Appendix 2 of this report.

**3. BACKGROUND**

- 3.1 Following an invitation from the Scottish Government a bid was made for funding in July 2012, under the third phase of the Scotlands Schools For The Future Programme. In September of 2012 the government announced its list of schools which is to be included in this 3<sup>rd</sup> phase. This included the replacement of Oban High. An Initial Business Case (IBC) for the development of the new OHS has been prepared and informed the budget submission that was agreed by the Council on 14 February 2013.

- 3.2 As part of the development of the new OHS proposal a process requires to be undertaken to identify the preferred site for the new school. In 2012 a process of site appraisal and public consultation was implemented successfully for the new Campbelltown Grammar School resulting in a selection of the site by the Council in January 2013. It is proposed that a similar process should be followed for the new OHS this is set out below. The intention would be to have close collaboration and liaison with Development and Infrastructure Services in regard to their proposed Master planning exercise in Oban South. This would ensure the Council captures synergies from both processes.

The consultation process will run alongside the development of the Education and Technical Brief which will be utilised to develop the design of the new school. This will be developed by Education and Facility Services with an introduction meeting being held with all school staff, proposed for 18 April 2013. This would involve an early closure for the school on that afternoon to allow a presentation to staff followed by a discussion and formation of a champions group to help develop the brief and promote the project. The champions group will be developed by Facility Services and the management of Oban High school to comprise representation from pupils, staff and parents.

#### Proposed Site Appraisal Methodology

- 3.3 As part of this process the Council is looking at possible sites in and around Oban for the proposed construction of the school. The intention is to pursue a site options appraisal process that will identify the optimum site having regard to a number of factors which include: Educational benefit; Community access; Affordability relating to the potential costs associated with each site and; Deliverability taking into account the complexity of delivering the project on any given site.
- 3.4 The detail of the option appraisal process is set out in Appendix 1 attached and would encompass two phases. These are broadly described as:
1. Long listing – This is the process of identifying the long list of potential sites that may be considered for the location of the new school. Facility Services staff would consult a number of stakeholders and it is intended that these stakeholders should include Local Members, the Council's Legal and Estates Services, Roads, Planning and Education Services. This process would generate a long list of potential sites that would be subjected to detailed option appraisal.
  2. Appraisal – It is intended that this process would be divided into two parts:



- a) Short listing – This would involve applying simple ‘pass/fail’ criteria to the sites to determine whether any sites are simply unfeasible for construction (see para 2.4 of Appendix 1) resulting in a short list of sites.
- b) Detailed Appraisal - the short list of options would be evaluated against criteria which should reflect the broad objectives of the project itself. The proposed approach is set out in para 2.7 of the attached Appendix 1.

- 3.5 It is intended that the Council officers would undertake the above option appraisal in a workshop format with contributions from the relevant Council stakeholders including Education, Finance, Legal, Planning, Community and Culture, Leisure and Transport. The result of the shortlisting process will be reported to Council for approval to take to public consultation.
- 3.6 Following the public consultation the options appraisal process identifying the preferred site for the new school would be expected to be completed and the results reported to the Council. A broad timescale for this process is set out in Appendix 2 of this report.

#### Proposed Public Consultation Methodology

- 3.7 It is expected that the Council will wish to seek as broad and deep a view on any preferred sites as possible. Oban High School management have expressed a clear wish for the school to lead the process of public consultation with assistance from other Council staff. In this way the School would be, and be seen to be, the owners of and drivers of the process.
- 3.8 The principal objectives in consulting on the preferred sites would be to:
- 1. Provide contextual information in relation to the sites and the considerations the Council has had in identifying these as preferred sites;
  - 2. Obtain the view of the public, against the contextual information provided, regarding which site is considered the most appropriate.

#### *Contextual Information*

- 3.9 To achieve the objectives above, the Council would intend to provide contextual information in relation to the long list of options, how this was reduced to the short list of preferred sites, the considerations in relation to each in respect of such matters as educational benefit, community access together with the likely affordability and deliverability position.
- 3.10 It will be made clear to the public that the outcome of the consultation will be a material consideration which will inform the debate on the final selection of the

site to be taken by the Council. The clear message would be a positive one that the Council is proposing to provide a new OHS. The choice of the site is one where the Council wants to obtain the optimal site that will bring the most benefit to Oban, having regard to a range of determining factors. While the Council requires to balance considerations such as cost and affordability it wishes the public to contribute their view to help inform the Council's thinking. This would allow the public to form a reasoned opinion in relation to the preference for any site.

### *Proposed Process*

#### 3.11 Information required in support of the consultation:

Identification of initial long list of potential sites, including location maps to be utilised from the site selection process.

Description and explanation of site options appraisal undertaken to move from long list to short list of sites based on 'pass/fail' criteria. Information to be provided on each site for the public to understand the process used to arrive at short list of sites.

#### 3.12 Short listed sites:

Public asked for their views based on the information above for the optimum site. The public view would, as with the other factors listed, be one of the factors taken into account when considering the optimum site.

### *Public Consultation Period*

#### 3.13 A number of factors will determine the timing of the consultation period.

- Overall project timescale
- Approval gained to consult (Council)
- Time to produce information required for displays, website creation, response forms
- Availability of facilities for open events
- School holidays. Consultation should not fall during the holiday period and/or not to start or end within the holiday period.
- Time to collate and analyse responses
- Date to report back to Project Board and Council.

Key features:

#### 3.14 Oban High School to host initial meeting. An evening event is proposed.

This meeting to focus on:

- The good news story for Oban
- Background to funding, timescale of new school development
- Site selection process
- Consultation process

3.15 This meeting would provide also the first opportunity for the public to view the detailed site information as listed above. Thereafter, during a 3 week consultation period, the same site information is available in the following ways:

- School and Council websites
- In addition, Public viewing of the site information would be available over two and a half open days hosted by the school (Champions Group) but not held within the school in order to avoid disruption to school activities. The detailed site information would be available for viewing within a convenient Town Centre location
- At the same time continued publication of the consultation process would take place through websites, school newsletters (secondary and primary), text reminders, Twitter, local press and radio, displays in OHS and local primary schools
- During the suggested 3 week period opportunity will also be taken to meet with focus groups to discuss the site selection. The focus groups would encompass the participants including ACHA, Strathclyde Fire and Rescue, Argyll and the Isles Enterprise, Argyll College, CHORD, and private sector businesses, in addition to staff from roads, planning, and education.

### *Consultation Responses*

3.16 Consultation responses to be made through links on school/council websites, a dedicated e-mail to OHS, hard copies received by post to the High School or handed into local schools (primary and secondary).

3.17 It is proposed that the consultation process may be assisted by an independent third party, such as Architecture and Design Scotland, who could assist in mediating focus groups and the open days.

3.18 It is considered that the consultation process could run for a period of three weeks, in accordance with the dates set out in Appendix 2, and with the results of the consultation process being collated and reported as soon as possible thereafter. A proposed timescale for the entire process is set out in Appendix 2 to this report.

3.19 At the end of the consultation period the School, assisted by the Project Team, would collate the results of the consultation responses in relation to the preferred options. This would then be reported in the first instance to the

Project Board and then to the Council in the context of the considerations in relation to impact, affordability, deliverability and risk. This would allow the Council to determine which would be the preferred site for the new school.

*Relationship to other projects*

- 3.20 The Scottish Futures Trust (SFT), on behalf of the Scottish Government, have previously expressed a preference for the new Oban High School to be delivered in conjunction with the improved Campbeltown Grammar, Dunoon, Kirn and St Muns Primaries in Dunoon as a single project. The possibilities for the future improvement of the Dunoon schools are currently being reviewed, as previously reported in June 2012, and the results will be reported to the Council.

**4. CONCLUSION**

- 4.1 In September 2012, the Scottish Government included the Council's proposal for a new Oban High School in its third phase of the Scottish Schools for the Future programme. This means that the Council has now been provisionally allocated support for a new schools in Campbeltown and Dunoon, as well as Oban, as part of this programme. A preferred site has been chosen for the new Campbeltown Grammar School and a process is in place to identify a site(s) for the improved Dunoon schools. The implementation of the process set out in this report will provide a transparent and robust methodology for selecting a preferred site for the new Oban High School.

**5. IMPLICATIONS**

- |     |                   |   |
|-----|-------------------|---|
| 5.1 | Policy:           | Agreement of this report would be in line with capital programme agreed by the Council on 14 February 2013.   |
| 5.2 | Financial:        | It is anticipated these measures can be implemented within existing departmental budgets.   |
| 5.3 | Legal:            | None  |
| 5.4 | HR:               | None  |
| 5.5 | Equalities:       | None  |
| 5.6 | Risk:             | If the Council do not have a clear and transparent process for site selection and consultation it is less likely that effective engagement will happen. |
| 5.7 | Customer Service: | Implementation of these measures will enable the community engagement in the selection of the site of the new Oban High School.                         |

Douglas Hendry  
Executive Director of Customer Services

Cleland Sneddon  
Executive Director of Community Services

2013

## APPENDIX 1

### ***Option Appraisal Brief Oban High School Development Site Selection***

#### 1. Introduction

1.1 As part of the development of the new Oban High School the selection of the site will be of considerable importance in delivering the project objectives. The practice followed in other Council reviews has been to undertake an appraisal of the various options available in order to determine the optimum 'preferred' option.

1.2 The option appraisal process would be carried out in two phases, firstly to identify a list of potential sites for the construction of the new school and, secondly, to assess each of the potential sites against agreed criteria.

#### 2. Appraisal Process

##### ***Stage 1 Long listing***

2.1 This is the process of identifying the long list of potential sites that may be considered for the location of the new school. Facility Services staff would consult a number of stakeholders and it is intended that these stakeholders should include Local Members, the Council's Legal and Estates Services, Roads, Planning and Education Services. This process would generate a long list of potential sites that would be subjected to detailed option appraisal.

2.2 This list will be issued to internal Council stakeholders for initial comment and consideration prior to commencement of the formal appraisal process. The comments received will be incorporated into the overall appraisal report.

**Stage 2a - Shortlisting**

2.3 Before undertaking a detailed appraisal of the options a sifting process will be undertaken to determine the sites where it is considered that it would be impossible or unfeasible to construct the new High school within the existing scope of the project.

2.4 The criteria below will be assessed by the design team on a site by site basis:

- Is there any site specific factor that would make it impossible or unfeasible for development?
- Is the site of a sufficient size to accommodate the required facilities?
- Would existing, operational Council buildings, which are currently located on the site, require to be replaced elsewhere if the High school is located at the site?

2.5 By applying the above provisions a short list of sites will be identified and these will be taken to detailed appraisal as described below.

**Stage 2b - Detailed Option Appraisal**

2.6 In order to generate the preferred options the short list of options requires to be assessed or evaluated against criteria which should reflect the broad objectives of the project itself. The criteria selected may also not be of equal importance to the Council in its determination. As such, suggested 'weightings' have been assigned to the criteria in order to reflect their relative importance to the Council.

2.7 The proposed assessment criteria are:

- **Impact** – The capacity of the site to maximise the potential educational and community benefit of the development. This would be considered the most significant criterion for determining the appropriate site for construction. Factors to consider may include:
  1. *Educational Benefit* – This will be a narrative consideration by the Education Service of the potential for the site to contribute to Educational aims and objectives and would consider, amongst other things;
    - a. Flexibility / size of the usable space on the site
    - b. proximity to other local educational resources (eg. Libraries, sports facilities, Further Education),
    - c. scope for accommodating changing educational needs in future
    - d. Safer routes to school
  2. *Community Access* –
    - a. Accessibility of site to the community,
    - b. Distance from population centres.
  3. *Planning Policy* – This would determine how consistent the site is with current planning / development policy in the area.

- **Affordability** – This would assess the scale of the potential costs associated with each site beyond those of the basic construction. Factors to consider may include:
  1. Land remediation – particularly dealing with possible contamination and poor ground conditions;
  2. Land acquisition costs
  3. Demolition of existing buildings;
  4. Flood risk alleviation;
  5. Utility diversions;
  6. School transport costs; and
  7. Potential reduction in costs from proximity to existing facilities
  
- **Deliverability** – This takes account of the complexity of delivering the project on a given site and the likelihood that the building project can be successfully implemented in a timely manner on the site. Considerations may include:
  1. Ground contamination;
  2. Flood risk;
  3. Utilities;
  4. Planning considerations;
  5. Health and safety considerations (eg. Gas safety zone);
  6. Site ownership and other legal considerations;
  7. Roads / transport / safer routes to school implications.
  
- **Risk** – An assessment of the factors that might affect risk to deliverability of the project and also to impact and affordability. Assessment to be undertaken when Impact, Affordability and Deliverability have been reviewed.

2.9 A suggested scoring system, outlined below, would score the options out of 20 for each criterion with a score of 20 being the highest. The agreed weighting, shown below, would then be applied to arrive at the final score for the option.

<b>Option X</b>				
Criteria	Max Score	Score	Weighting	Weighted Score
Impact:				
1. Education Benefit	9		45%	
2. Community Access	6			
3. Planning Policy	5			
Impact Total	20			
Affordability:				
1. Land Remediation	4		25%	
2. Site acquisition costs	3			
3. Demolition of existing buildings	4			
4. Flood risk alleviation	4			
5. Utility diversion / connection	2			
6. School transport costs	2			
7. Savings from proximity to existing facilities	1			
Affordability Total	20			
Deliverability:			15%	

<b>Option X</b>				
Criteria	Max Score	Score	Weighting	Weighted Score
1. Ground contamination	4			
2. Flood Risk	3			
3. Utilities	2			
4. Planning considerations	4			
5. HSE Considerations	2			
6. Site ownership	3			
7. Roads / Transport considerations	2			
Deliverability Total	20			
Risk:				
1. Impact	7		15%	
2. Affordability	7			
3. Deliverability	6			
Risk Total	20			
Total	80		100%	

2.10 It is intended that the Council officers would undertake the above option appraisal in a workshop format with contributions from the relevant Council stakeholders including Education, Finance, Legal, Planning, Community and Culture, Leisure and Transport. The results of this process would be to identify the preferred sites that could be taken forward for public consultation.

2.11 It is expected that this option appraisal process will produce the short list of sites that will form the basis on which the public will be asked to submit their views on which site is the optimum site for the new school.



## APPENDIX 2

**Proposed Timescale**

<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
Agreement of process by Area Committee	Community Services / SPT	10 April 2013
Reported to Council	Community Services / SPT	25 April 2013
Long listing process – Local members, internal council stakeholders, community councils, LACPG members	Facility Services / Education	11 April 2013 – 10 May 2013
Site commentary by internal council stakeholders complete	Facility Services / Education / Planning / Legal / Roads / Community Education / SPT	24 May 2013
Shortlisting process complete	Facility Services / SPT / Education / Internal Council Stakeholders	31 May 2013
Site technical investigations complete	Facility Services	23 August 2013
Ranked shortlist complete (shortlisting workshop)	SPT / Facility Services / Education / Internal Council Stakeholders	6 September 2013

Public Consultation commences	Education / Facility Services / Communications	23 September 2013
Open Days x 2.5	Education / Facility Services	26,27,28 September 2013
Focus group meeting	Education / Facility Services	Week beginning 7 October 2013
Public Consultation concludes	Education / Facility Services / Communications	11 October 2013
Collation of consultation results complete	Education / Facility Services / SPT	18 October 2013
Report to Council with recommended preferred site	Education / Facility Services / SPT	31 October 2013

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**ARGYLL AND BUTE COUNCIL****OBAN LORN AND THE ISLES AREA  
COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE SERVICES****APRIL 2013****MARINE SERVICES UPDATE**

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**1.0 SUMMARY****1.1**

This report provides an update on current issues in the Oban Lorn and the Isles area.

**2.0 RECOMMENDATIONS****2.1**

That Members note the contents of this report.

**3.0 DETAIL****3.1 Cuan – Luig ferry waiting room**

The new waiting room is now in place and operational. A second phone line has been installed which allows members of the public the opportunity to contact the ferry crew if a booking is required.

**3.2 Step ashore facility- North Pier**

The consultant appointed to undertake a study for the pontoons has produced a final report that represents an accord with the interested parties. There is a paper being presented to the CHORD Board that proposes options for this facility and will be taken forward by the CHORD project. Members are invited to note the details contained in the report on this matter that appears elsewhere on the agenda.

**3.3 Cruise ship developments**

The number of cruise ships that have booked for the 2013 season currently stands at 29 vessels with a further 27 calls booked for Lord of the Glens. Arrangements are in hand to meet the Inverclyde Tourist Association to permit an exchange of ideas that may be successfully applied in Oban. The intention to dedicate an area within the North pier car park for coach parking will be considered by the departmental management team.

In relation to cruise ships, Members should be aware that the Council are audited by the Department for Transport officials who monitor UK ports for compliance with the International Ship and port facility security code. To date, since inception in 2004 the Council have passed audit. We have approved plans for a number of ports within Argyll and Bute and it is these that give the Government the confidence that appropriate measures are in place to combat the threat of terrorism.

### **3.4 Craignure Passenger Access Systems**

This is subject to a separate report.

## **4.0 IMPLICATIONS**

4.1 Policy: No implications.

4.2 Financial: No implications

4.3 Legal: None

4.4 HR: none

4.5 Equalities: No implications

4.6 Risk: None

4.7 Customer Service: none

**Executive Director of Development and Infrastructure Services**

26 March 2013

**For further information contact:** M. Gorringe Marine Operations Manager  
(01546 604656)

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**ARGYLL AND BUTE COUNCIL**
**OBAN LORN AND THE ISLES**


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**AREA COMMITTEE**


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**10 April 2013**


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**CRAIGNURE PASSENGER ACCESS SYSTEM -UPDATE**


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**1. SUMMARY**

This report provides an update on the issues relating to the future replacement of the current Passenger Access System (PAS) at Craignure in line with the report to council on 21 March 2013.

**2. RECOMMENDATIONS**

- 2.1 That Members note this report

**3. UPDATE**
**3.1**

The development of the port planning exercise and business case in partnership with CMAL has yet to have firm dates established since the key contact within CMAL is currently on leave. However, I have compiled an indicative timeframe for the essential steps:

<b>Element</b>	<b>Date for completion</b>
Port planning	June 2013
Outline business case	July 2013
Approval by departmental management team(DMT)	August 2013
Approval by Senior management team (SMT)	August 2013
Final business case	October 2013
Approval by DMT	November 2013
Approval by SMT	November 2013
Design modifications and tender documentation	February 2014
Tender issue	March 2014
Tender award	June 2014
Contract start	October 2014
Contract completion	April 2015

The Business Case should be reflective of CMAL and the future ferry operator's plans for the deployment of ferry vessels on the Oban –

Craignure route, for the period beyond the next Clyde Hebrides Ferry Services tender due in 2016.

The Business Case should consider how each of these options will configure with current or future passenger handling and accommodation arrangements; to ensure that any new provision improves the passenger experience.

In respect of the communications plan which will involve community meetings, these will be scheduled to coincide with the major milestones within the development plan proposed.

#### **4. CONCLUSION**

- 4.1 The publication of the Scottish Ferries Plan provides the opportunity to plan for the “right” PAS and shore side infrastructure at Craignure, which will be fully compatible with future ferry operator requirements, which will improve vehicular & passenger travelling experience and will put customer requirements first.

#### **5.0 IMPLICATIONS**

Policy

Current Council policy is that as CMAL own the PAS and are responsible for its maintenance, that CMAL should be responsible for its ongoing safety and operational reliability and the provision and funding of any replacement structure.

Any consideration with regard to the Council adopting ownership and responsibility for the PAS and/or funding its replacement will require Council approval

Financial

The Council considers capital expenditure decisions based upon a Business Case approach. The Marine Service has had no locus to date in terms of the development of a Business Case for the provision of a replacement PAS, as the PAS is not a Council asset.

The proposed partnership approach with CMAL towards the required port planning and business case for shoreside infrastructure and PAS replacement will allow the “right” solution to be established. As part of the business case development process consideration will be given to funding options; e.g. the funding model for the completion of port infrastructure upgrade works for the Tayinloan Gigha ferry service is through

prudential borrowing funded in full through increased berthing charges applied to the ferry operator.

Personnel Legal	None The legal position remains that the Council do not have a responsibility to replace this asset
Equal Opportunities	The requirement for CMAL to make reasonable DDA provision in terms of PAS design and embarkation/disembarkation provision
Risk Customer Service	Financial & reputational risk to Council The lack (or perception) of a reliable PAS will impact adversely on the Island of Mull. Uncertainty regarding the future of the current PAS and the timetable for its replacement may impact upon customer service.

For further information please contact Martin Gorringer, Marine Operations Manager  
(01546604656)

Development and Infrastructure Services  
26 March 2013

### **Summary Briefing Note – September 2012 – Responsibility for the Craignure PAS**

The Council is the Harbour Authority at Craignure and has confirmed on a number of occasions with CMAL that their Passenger Access System is safe. CMAL have confirmed that it holds all necessary test certification for the PAS and that it is subject to regular inspection and maintenance routines in accordance with CMAL's maintenance programme.

The Passenger Access System (PAS) at Craignure was procured 20 years ago by CFL and was inspected and maintained by CFL until its transfer to CMAL. CMAL have confirmed that following agreement between CMAL, CFL and Scottish Government that harbour maintenance responsibilities previously undertaken by CFL under the Harbour Access and Operating Agreement (HAOA) and the Property and Equipment Licence (PEL) would rest with CMAL from 01 October 2009.

The transfer from CFL to CMAL of responsibility for the provision, inspection and maintenance of Passenger Access Systems was undertaken not only at Craignure, but at other ferry port facilities where CMAL is not the Harbour Authority such as Stornoway, Ullapool, Ardrrossan and at Port Askaig. At Port Askaig, where Argyll & Bute Council is the Harbour Authority, in the last 12 months CMAL have procured the new PAS to accommodate safe passenger access for the new **MV Finlaggan** and retain responsibility for all necessary inspection, testing and maintenance requirements.

There are sound legal and operational reasons for this arrangement. The Merchant Shipping (Means of Access) Regulations 1988 provide that the primary responsibility for ensuring that there is a safe means of access between the ship and the quay lies with the ship's master and the employer of the ship's master (not the Harbour Authority). The logic for formerly CFL, and latterly CMAL, having responsibility for the Passenger Access Systems across the network is, that given the operational requirement from time to time to deploy different ferries on different routes, responsibility for ensuring safe passenger access should sit with the Master of the vessel (CFL - the Operator) and the Asset Manager (CMAL - the Client); which would appear to be consistent with the Regulations and the contractual arrangements between CMAL and CFL to ensure unrestricted operation.

CMAL currently has responsibility to ensure that the current PAS at Craignure is maintained in a safe and reliable condition until such times as a replacement PAS is procured. It was commonly understood until the final quarter of 2011 that CMAL was replacing the PAS.

The Council does not consider that there is any specific statutory duty incumbent on the Council to provide vessel specific embarkation facilities,



particularly when, as a matter of practice, these have been provided by CMAL and its predecessor for a number of years.

In relation to berthing charges made by the Council at Craignure, Argyll & Bute has a strong record of supporting its fragile island and coastal communities through its commitment to life line ferry services and its record of investment in its piers and harbours. As by way of example, the Council has just completed (August 2012) a £3M upgrade of harbour upgrade works at Tayinloan to improve the Gigha life line ferry service. The Council uses the revenues it raises from its portfolio of operational piers and harbours to support these key infrastructure assets, which are critical to the economy and sustainability of our communities.

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**ARGYLL & BUTE COUNCIL****OBAN, LORN AND THE ISLES  
AREA COMMITTEE****10 April 2013**

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**Progress on re-opening of Glenforsa**

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**1.0 SUMMARY**

The following is a short summary of progress in the reopening of Glenforsa airfield for Easter 2013.

**2.0 RECOMMENDATION**

That Councillors note the progress detailed within this paper in relation to the new operation of Glenforsa airfield.

**3.0 BACKGROUND**

Following an aircraft incident on the airfield which took place on the 23 September 2012 an internal investigation was carried out to ascertain what lessons could be learned and how Safety Management Systems at the airfield could be improved. Following this investigation it was agreed that consideration be given to a short term model that would allow for Glenforsa to be opened in Easter 2013. The short term model includes the implementation of Glenforsa aerodrome handbook and the introduction of formal recording procedures in place for noting hazards. Self help fire fighting media in the form of fire extinguishers along with a first aid kit will be installed at the airfield.

Further analysis of the strategic and economic importance of Glenforsa airfield will require to be carried out, including consultation, prior to making a considered decision on whether a leasing model could be taken forward in the long term to secure a safe and sustainable future.

**4.0 DETAIL**

The Station Manager and Crew Commander from Oban Airport will be visiting Glenforsa airfield this month to carry out training with Council Employees on airfield inspections and to construct an emergency point adjacent to the airfield.

A full airfield check of the grass strip will also be carried out as per normal prior to the full spring/summer opening. Seven Argyll and Bute Council staff based on the island of Mull will be trained in total. Training will also be provided to a number of private parties whom have also expressed an interest in receiving training. **Appendix A** details the training that will be provided.

The day to day inspections are not anticipated to raise any issues with staff as they work at present within the vicinity of the airfield on a regular basis. The staff will work on a rota basis to carry out inspections and this will provide cover for annual leave etc.

All staff trained on airfield inspections have access to a mobile and work station and will relay ground conditions on a daily basis to Oban airport. All prior permission requests from pilots to land at Glenforsa will be taken via Oban airport.

Self help fire fighting media will also be installed adjacent to the grass strip.

**5.0 CONCLUSION**

The short term model for reopening Glenforsa airfield at Easter 2013 is underway and the airfield will effectively operate as normal. Following reasonable bedding in period for the above model consideration can be given to advertising the post of Glenforsa attendant if required.

Further analysis of the strategic and economic importance of Glenforsa airfield will require to be carried out, including consultation, prior to making a considered decision on whether a leasing model could be taken forward in the long term to secure a safe and sustainable future. It is anticipated that consultation with the general aviation sector and community on Mull can be carried out during the summer months of 2013 with views also sought internally from Council officers in relation to legal implications.

The above will assist on how a lease can be structured to secure a safe and sustainable future for Glenforsa airfield.

For further information and clarification contact Moya Ingram Strategic Transportation Manager, Manse Brae 01546 604190.

# GLENFORSA AIRFIELD INSPECTIONS

Oban Airport

## Aim

- To provide an accurate report on the condition and serviceability of the aerodrome surfaces, and equipment provided, for the safe and secure purposes of flights authorised to use the facility.
- To provide improved Safety Management and reporting/removal of any hazards found.

# Glenforsa Airfield



# Inspections

- Walk the Runway and check the Surface.
- Inspect the Windsleeves
- Check the area for Aircraft Parking
- Check the Signs, the Cabin and equipment
- Check the Fence-line and Bird Activity
- Check for other hazards (rabbit holes etc)
- Position cones adjacent to runway near areas of poor condition and/or poor drainage of water.
- Report results to Oban Airport



# Walk the Runway

- Walk the runway and observe for the following;
  - Foreign Objects (collect/remove)
  - Areas of standing water or poor drainage (mark with cones but not on runway)
  - Ruts across the runway width (roll them out)
  - Ruts in line with the runway (roll them out)
  - Grass length (cut if greater than 4" or 10cm)
  - Any other potential hazards

# Heel Check

- In order to check the ground condition, the Runway must first be walked to avoid creating ruts with a vehicle.
- Checks are done initially using the heel of an average person.

As a Comparison, the average person will exert approximately 0.55bar (8psi) and an average family car 2.06bar (30psi).

The average family car weighs around 1200kg whilst a C172 aircraft weighs 767kg empty and up to 1111kg full



# Heel Check

## FIRM

Heel barely makes an imprint on grass at all



## SOFT

Heel makes a Marked imprint on grass



## VERY SOFT

Heel makes a significant imprint on grass and ground is displaced at sides



# Vehicle Check

- If the ground is deemed as firm under foot, then a **car sized** vehicle may be driven on the runway at a speed of 30mph.
- Drive the vehicle down one side and back up the other
- This will deem the runway fit for use by most aircraft types wishing to use Glenforsa.

**NOTE:** Do not exceed the speed and cease if ruts are being created by the vehicle. Exit the runway at a suitable location.

# Avoidance Areas

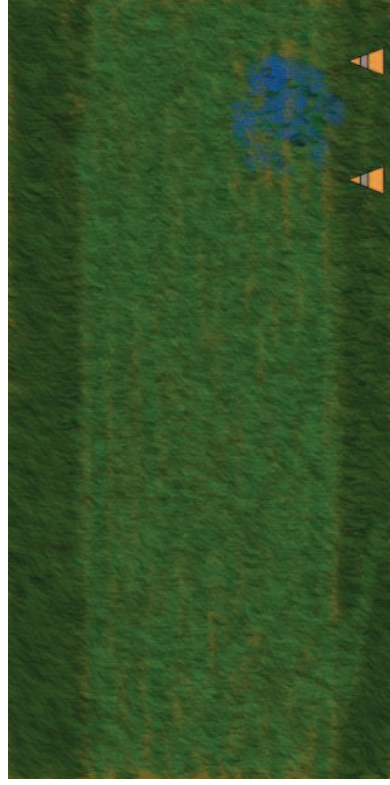
Areas of poor drainage or standing water



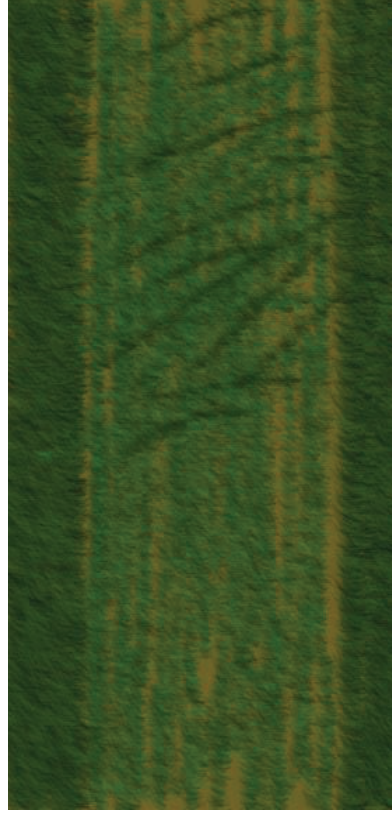
Ruts in line with Runway length  
(depends on depth)



Marking Areas of poor drainage or standing water OFF RUNWAY



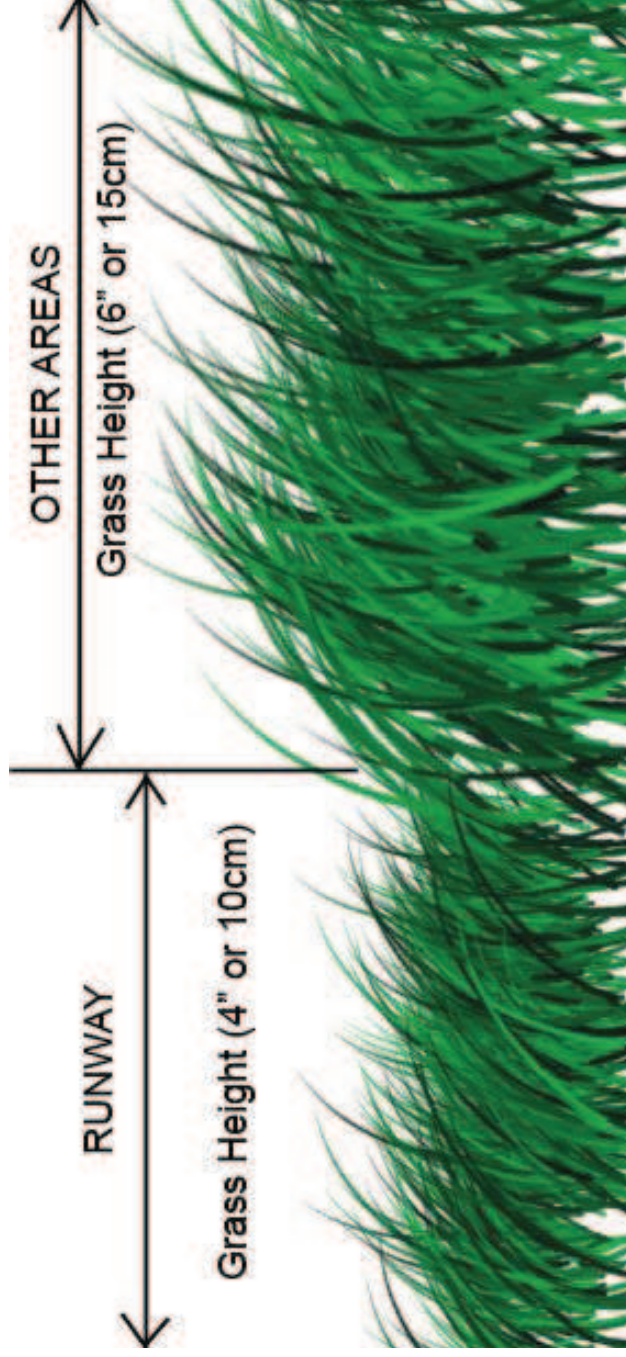
Ruts across Runway width are particularly hazardous





# Grass Length

- The image below shows the maximum grass length of the airfield area. Keeping the grass slightly longer away from the runway is good for bird control.



# Surface Water

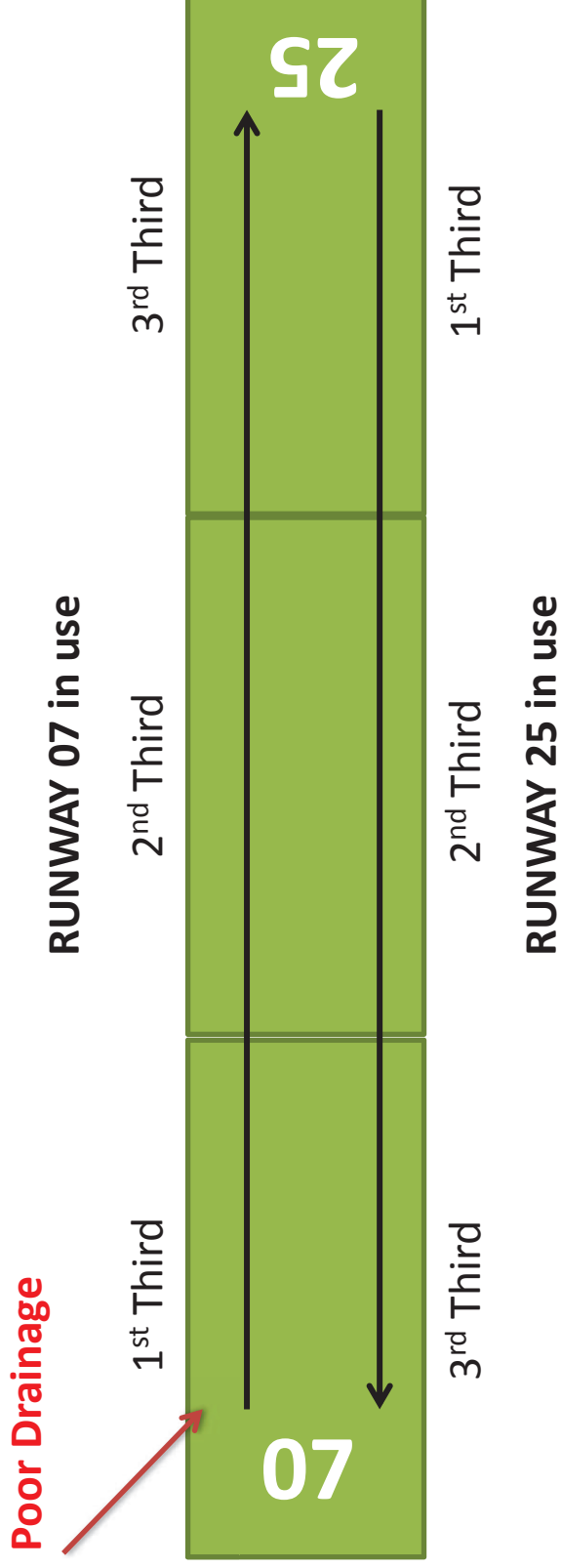
A check of the surface water must also be carried out. Use the descriptions below.

- **Dry** – No moisture is present
- **Damp** – Bare patches may show change in colour
- **Wet** – Surface is significantly soaked but no standing water
- **Very Wet** – Surface is soaked over large areas
- **Water Patches** – Standing water is visible

**NOTE:** To ascertain the overall condition, split the runway into thirds as is shown on the next page.

# Runway Thirds

- Using this system, the Runway overall condition may be determined.

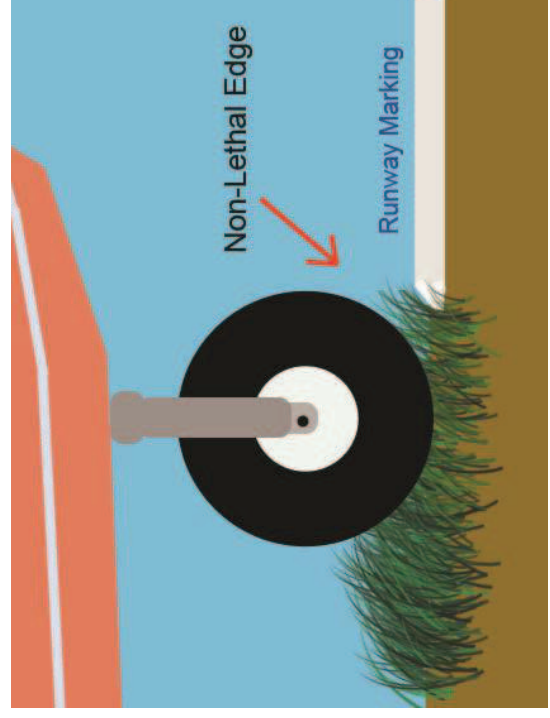
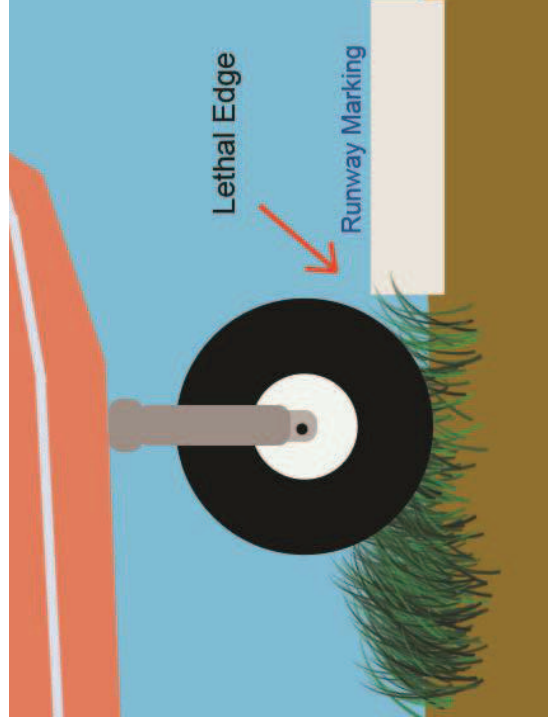
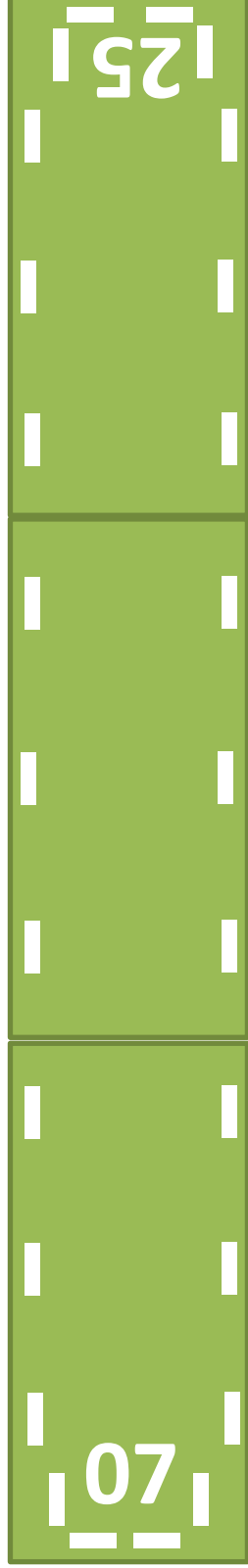


**NOTE:** If 2/3 of the Runway are not suitable for use by aircraft, the Airfield is likely to be closed. Glenforra has a tradition of poor drainage at the 07 NW area and aircraft are advised to land on the high side (see arrow above).



# Runway Markings

- Check the Runway Markings (white) and Runway Numbers, Paying particular attention for lethal edges.



# Aircraft Parking

- Aircraft are parked on the high side – southern part of the airfield away from the Runway. Taxi to this point is normally done via the area near the centre-point of the Runway. This area is also to be well maintained and preferably no longer than 4” or 10cm grass length. (See plan below)



# Windsleeves

- Check condition of windsleeves (x2) and ensure they are not damaged and move freely on pole.
- Windsleeves located near each end of Runway
- Note: Scottish Air Ambulance have a small one located centrally.



# Perimeter Fence

- Check Perimeter Fence and gates to ensure the security of the airfield boundary.
- The fence is a stock-type with various gates at certain locations. The gates must be closed at all times when not in use.
- Certain parts of the fence are older than others, look for gaps where sheep from adjacent land may be able to get in.

# Bird Hazard

- Check for signs of Bird Activity.  
And flocking birds are a particular hazard such as Geese and Gulls. Scare them away if possible but if not – report it.
- Hand clapping, vehicle horns and use of a bird distress unit has proven successful methods of dispersal. Alternate between each.



# Other Equipment Checks

- Emergency Point checks
  - Fire Extinguishers and First Aid
- Signage Checks
  - Warning signs (particularly at pedestrian places)
- Radio/Weather Equipment
  - Ensure equipment turns on/off in case of immediate use. (check weather reading and report findings to Oban Airport)

# Recording/Reporting

- Using The form provided, record your findings and report them to Oban Airport as soon as complete but preferably before 09:00 on 01631 527910
- Any minor defects that can be rectified immediately should be done so but still reported.



GLENFORSA AERODROME HANDBOOK



Appendix 1

Daily Inspection Record for Glenforssa Aerodrome

Runway Surface Condition	Firm – Surface is resistant when foot heel is dug into ground Soft – Digging heel into ground makes marked impression Very Soft – Digging heel into ground makes marked impression and displaces soft ground around it Frozen – Surface is solid Dry – No Moisture is present Damp – Bare patches may show a change in colour Grass is moist to touch Wet – Surface is significantly soaked but without standing water Very Wet – Surface is significantly soaked over large areas Water Patches – Whenever significant patches of standing water are visible	<input type="checkbox"/> Firm <input type="checkbox"/> Soft <input type="checkbox"/> Very Soft <input type="checkbox"/> Frozen <input type="checkbox"/> Dry <input type="checkbox"/> Damp <input type="checkbox"/> Wet <input type="checkbox"/> Very Wet <input type="checkbox"/> Water Patches
General Runway Condition	Serviceable	<input type="checkbox"/> Serviceable <input type="checkbox"/> Unserviceable
Windsleaves	Serviceable	<input type="checkbox"/> Serviceable <input type="checkbox"/> Unserviceable
Perimeter Fence	Serviceable	<input type="checkbox"/> Serviceable <input type="checkbox"/> Unserviceable
Bird Hazard	Present	<input type="checkbox"/> Present <input type="checkbox"/> Not Present
If Bird Hazard Present, indicate what type and how many.		
Bird Hazard Removed	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Radio, Weather Equipment checks.	Serviceable	<input type="checkbox"/> Serviceable <input type="checkbox"/> Unserviceable
Any other Hazards		

DATE OF INSPECTION: 19 Oct 2012 NAME: SIGN: Page 16

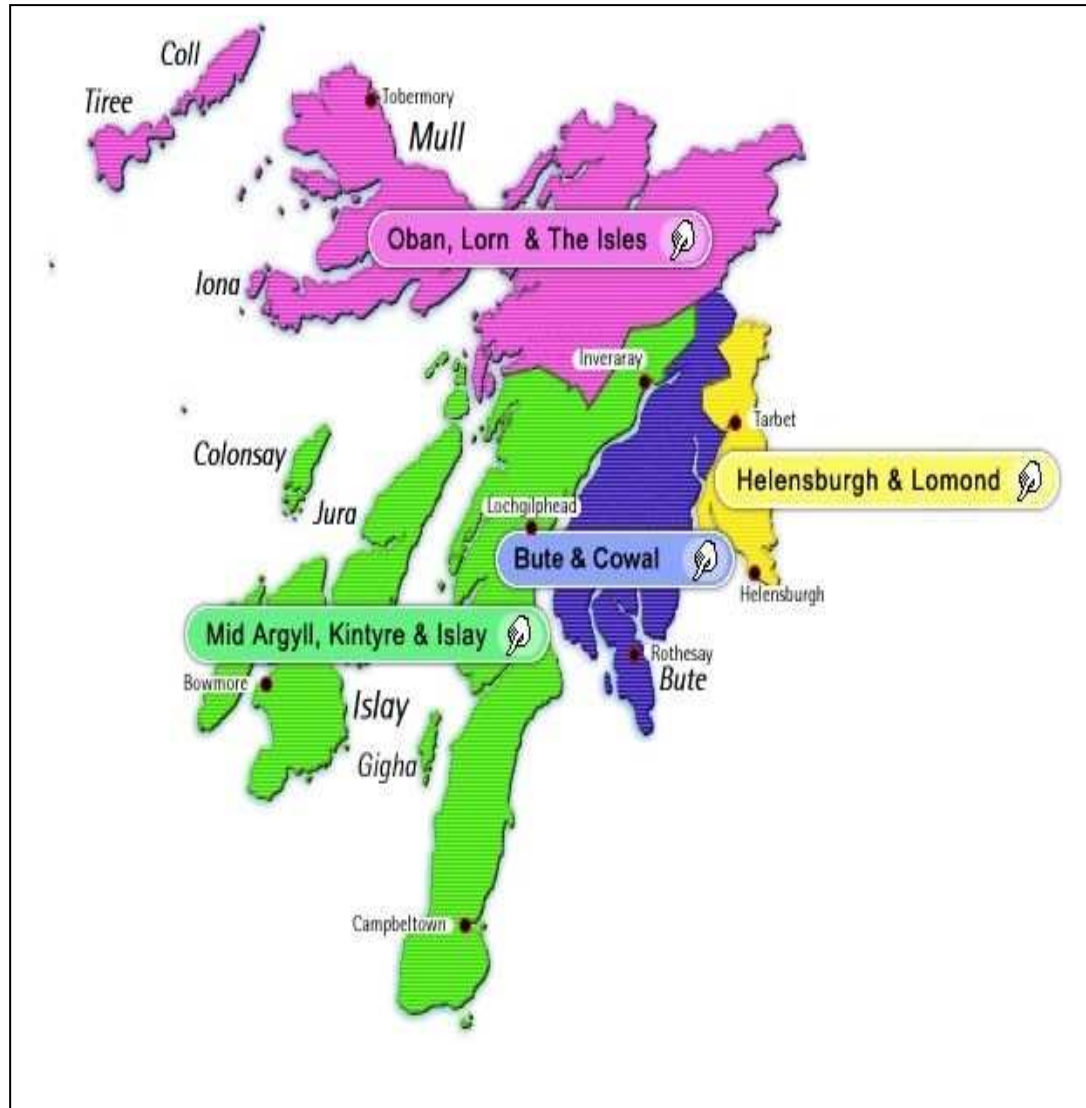
**Glenforsa Inspections**

**Any Questions?**



**Act  
against  
harm**

Argyll and Bute Adult Protection Committee



**Argyll and Bute Adult Protection Committee - Biennial Report April 2010 – March 2012**



## CHAIRMAN'S FOREWORD

This is my second Biennial Report as the Independent Chairman of the Argyll and Bute Adult Protection Committee. My first report covered the period from April 2008 to March, 2010. This report covers the period from April 2010 to March 2012.

My message in my first report was essentially, "We are started". My message of this report is more complex. It is, "We are established; we have made much progress but we know there is more progress still to be made." Delivering robust protection to all adults at risk of harm in Argyll and Bute is still to some extent "work in progress"; it probably always will be!

### Referrals

Procedures for identifying and referring adults at risk of harm and for dealing with them when they are referred have been developed. These procedures are often being well observed within the Statutory and non-Statutory Agencies. This is not to say that implementation is perfect but the weaknesses are identified and there are plans to improve implementation. The full implementation of these procedures in all parts of all the agencies will require some considerable behavioural change by some. The Committee will be monitoring the achievement of that change closely.

However, I have concerns that there are many adults in Argyll and Bute who are at risk of harm but who are not referred.

I am concerned that the number of referrals coming from most non-Police sources is less than I would have expected.

I am also concerned that referrals from our islands and very remote mainland areas are very low indeed. In these close communities, it is very difficult for professionals to fulfil their responsibilities and refer adults who are at risk; they may well be a close friend or neighbour of the victim – or even of the perpetrator – but they owe it to all to allow their professionalism to shine through. The Committee will be monitoring this position closely.

The majority of referrals have come from Strathclyde Police. Most result in no further action under Adult Support and Protection (ASP) legislation. However, very importantly, these referrals mean that many vulnerable adults are "brought into the system" and are offered support from one agency or another, even although it is not under ASP legislation. Strathclyde Police are to be congratulated on how they have embraced the legislation.

Importantly referrals are increasing rapidly. This is good news. Unless adults at risk are referred, help cannot be offered.

## **Awareness**

Clearly there is a way to go yet in getting the message about the provisions of The Act across not just to the general public but also to professionals who see vulnerable adults in the course of their work. We have now provided training, at various levels, to 1386 people in Argyll and Bute. I believe that the organisations in which these people work need to reinforce the notion that it is the responsibility of all professionals in all the agencies to identify adults at risk of harm and also to follow the procedures for referring these adults at risk.

We have also taken a number of initiatives to make sure that the 90,000 or so people who live in Argyll and Bute are aware of the provisions of the Act. There are posters and handbills around. We have also asked the many local newspapers in Argyll and Bute to help us get the message across. I am grateful to them for their ready co-operation.

Delivering the message to the public locally is very inefficient. It would be much more efficient – and much more effective if this was done nationally. I therefore encourage the Scottish Government act to raise awareness of the provisions of The Act with the public. I was very pleased that we were able to join together with a number of other APCs mostly in the West of Scotland, under the leadership of East Renfrewshire APC, to commission an advertising campaign on STV to significant effect. Such initiatives, however, do not compensate for the lack of national awareness raising campaigns using all the appropriate media.

## **Argyll & Bute Council**

Argyll and Bute Council is the lead Agency for the implementation of the legislation. I am glad that the Council has maintained the budget allocation for Adult Protection. “It is important to note, however, that this is not the only resource committed to Adult Protection in Argyll and Bute. Many front line Social Work staff commit a lot of time to Adult Protection. There is a huge amount of Police time devoted to Adult Protection. Likewise NHS Highland commits substantial resources to Adult Protection – as do many non-Statutory agencies.” However, as the numbers of adults referred continues to rise, the time will come when it will not be possible to deliver adult support and protection within the current modest resources.

As Chair of the APC, I am a member of Argyll and Bute Council’s Child and Adult Protection Chief Officer Group – CAPCOG. I am grateful to my colleagues on CAPCOG for their encouragement and for their well-prepared challenge; their encouragement and challenge help my Committee ensure provisions are in place for adults in Argyll and Bute who are at risk to be offered support and protection.

## **Appreciation of those who deliver**

Importantly, I am grateful to the hundreds of professionals across Argyll and Bute who have reacted to the Act's provisions. Because of their reactions, hundreds of adults in Argyll and Bute who were at risk are now not at risk.

My Committee holds its meeting all around Argyll and Bute, which is only right in such a massive geographical area. My thanks go to my Committee colleagues for undertaking yet more long journeys – even although long journeys are the stuff of working in Argyll and Bute. After each meeting, the Committee meets with local staff to understand how adult protection is being addressed on the ground and to understand how the agencies are working together at the local level. I have been extremely impressed at how professionals from the various agencies work enthusiastically and closely together. I would be happier if their close co-operation was better documented.

## **Ronnie McIlquham**

Since 2009, Ronnie McIlquham, Area Manager, Adult Protection has made a huge contribution to Adult Support and Protection in Argyll and Bute – its introduction, development and operation. He retires in August, 2012. He has inspired hundreds of people to embrace the agenda and, very importantly, has set out clear plans for the way forward now that we have not just “started the journey” (as reported in my last report) but have “identified the issues we need to address” as set out in this report. I am very grateful to Ronnie for the huge contribution he has made.

He will be a very hard act to follow. The Committee and I acknowledge his huge contribution.



Bill Brackenridge

Independent Chair

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## 1. The Argyll & Bute Adult Protection Committee

**'Each Council must establish a committee'** S42 (1) ASP(S)A 2007

The Members of the Argyll & Bute Adult Protection Committee are:

Bill Brackenridge		Independent Chair	Chairman
Ronnie McIlquham	Area Manager Adult Protection	Argyll & Bute Council	Member
John Dreghorn	Project Director (Mental Health Modernisation)	NHS Highland	Member
Barry McEwan	Superintendent	Strathclyde Police	Member
Anne-Lise Dickie	Professional Lead Learning Disability	NHS Highland	Member
Jim Robb	Head of Adult Care	Argyll & Bute Council	Member
Jim Littlejohn	Service Manager Operations	Argyll & Bute Council	Member
Allen Stevenson	Service Development Manager/ Lead Officer	Argyll & Bute Council	Member
Katrina Sayer	Project Co-ordinator	Argyll Voluntary Action	Member
Jon Belton	Service Manager – Criminal Justice	Argyll and Bute Council	Member
Douglas Whyte	Service Officer Homelessness	Argyll & Bute Council	In Attendance
Scott Rorison	Advocacy Manager	Lomond & Argyll Advocacy Service	In Attendance
Peter Robertson	Senior Solicitor	Argyll & Bute Council	In Attendance

There is a standing invitation to the Procurator Fiscal Service, The Public Guardian's Office, the Care Inspectorate and The Mental Welfare Commission for Scotland to attend meetings of the Argyll & Bute APC.

The APC wishes to offer their thanks to the following members who left the committee during this reporting period : Supt Raymond Park (Strathclyde Police), DI David Tassie (Strathclyde Police) and Anne Helstrip (NHS Highland).

## 2. Introduction:

The Argyll and Bute Adult Protection Committee (APC) continues to meet on a quarterly basis to deal with the many and varied challenges of taking forward the adult protection agenda in Argyll and Bute. As noted in my first biennial report the Committee continues to strive for a consistent approach to adult protection across the extended geography in Argyll and Bute and the islands.

To allow the APC and its work to be visible to staff throughout the area the Committee now holds its quarterly meetings across Argyll and Bute. Thus the Committee holds its meetings, on a rotating basis, in Oban, Lochgilphead, Dunoon and Helensburgh.

The Committee conducts its business in the morning and then meets with local staff in the afternoon of the same day. These afternoon meetings have become a key interface with staff allowing the Committee to share key aspects of its deliberations and plans under discussion. Thereafter the meeting is opened to staff comment on their experience of 'the front line' and debate local issues and demands facing front line staff. Feedback from participants at the meetings indicates that they are welcomed by staff and the Committee has appreciated the direct feedback from staff on the challenges facing them in dealing with the complexities of the follow up of adult protection concerns.

To further develop adult protection, the Committee, following its last self-evaluation day, decided to set up a more localised system for the development and management of adult protection. Arrangements are underway to set up Adult Protection Development Forums in Oban Lorne and the Isles, in Mid-Argyll Kintyre and Islay, in Cowal and Bute and in Helensburgh and Lomond. These Groups, initially convened by Area Managers from Social Work will have representation from local managers from the key partners and will take forward the agenda in ways that are more responsive to local needs. The Chair of each Forum will be 'in attendance' at the APC meeting convened in their area/locality and the Agenda for that meeting will, as a primary agenda item, address issues arising from the report of the local Forum. It is the committee's expectation that through such mechanisms the challenge of developing a consistent approach across Argyll and Bute will be addressed.

The Committee has one sub group the Training and Policy sub group which meets on a quarterly basis. With the change in arrangements noted above the role of this group will change to be involved in the development of integrated training plans for the public sector agencies with locality training needs/developments being followed up within the development Forums in localities.

The Committee continues to receive the critical support of the Argyll and Bute Child and Adult Protection Chief Officers Group (CAPCOG) who bring commitment to the development of joint working arrangements between public and third sector partners in addressing the challenges of adult protection. CAPCOG meets on a quarterly basis and it also meets with local managers after

convening its business session. Furthermore, through CAPCOG, the Adult Protection Committee has developed useful links to the Child Protection Committee and to the Alcohol and Drugs Partnership.

The Committee is confident that in our approach to the follow up of adult protection concerns that the 'adult' is at the heart of decision making and where the 'adult' lacks capacity that any 'proxy' is involved in deliberations and decision making. These arrangements, and with the provision of advocacy, leads us to the view that the principles of the Act are complied with.

The Committee is clear that, with the consent of the 'adult', that carers and other representatives are involved in the process of decision making about adult protection responses.

The Committee continues to seek other ways of consulting with service users and carers about the development of adult protection. The independent service user evaluation carried out by the Lomond and Argyll Advocacy Service (Page 10) also gives key information on the 'adult's' experience as subject of adult protection referrals which has been critical to the development of our service in Argyll and Bute.

A recent consultation with adults with learning disabilities has led to the development of a proactive 'STAY SAFE' project being taken forward within the learning disabled communities in Argyll and Bute.

This being noted the Committee continues to identify the need for improvement in this area but is clear that involvement to be meaningful has to be within structures which enable understanding of the issues by users and carers and that this may be best developed within the Development Forum responsibilities.



### 3. Users and Carers

*A public body must have regard to  
and  
‘any views of’*

*‘the adult’s ascertainable wishes and feelings’  
‘the adult’s nearest relative...’  
‘any primary carer, guardian or attorney...’*

S2 (b) & (c) ASP(S) A 2007

In the Minister’s letter following the publication of the 2008 – 2010 biennial report the issue of engagement of service users and carers was identified as an on-going challenge. In the intervening period the Committee has continued to wrestle with the challenges of developing the meaningful involvement of, and dialogue with, service users and also with their carers.

#### **Inquiries**

Our self-assessments lead the Committee to believe that in our approach to inquiring into adult protection concerns, the ‘adult’ is at the heart of decision making and where the ‘adult’ lacks capacity that any ‘proxy’ is involved in deliberations and decision making.

The operational guidance for Argyll and Bute provides for a default to the ‘adult’ being present at case conferences and that where the adult is not present that the reason for this noted. Where necessary arrangements are made to maximise the contribution of the adult identified as being ‘at risk of harm’. Case Conference chairs have responsibility for ensuring that service user involvement in case conferences is maximised. The APC’s ability to report on the effectiveness of this guidance will be improved following the upgrading of electronic reporting systems adopted in April 2012.

The Argyll and Bute guidance also provides for the default that advocacy is offered to all service users who are followed up through adult protection investigations and any reason for non-involvement is noted. Again this will be reported in detail in the 2012 – 2013 Annual Report and thereafter in the biennial report for 2012 - 2014.

The Committee is clear that, with the consent of the ‘adult’, carers and any other representatives the adult may choose are involved appropriately in the process of adult protection case conferences.

### **Service user evaluation**

Following discussion with West Dunbartonshire Council and the Lomond and Argyll Advocacy Service (LAAS) a service user evaluation survey was designed and carried out with 'adults' who had been the subject of adult protection investigations which went to Case Conferences. There follows a report by the Manager of LAAS into the outcomes noted from this survey – thereafter comment by the APC.

### **Independent Advocacy**

Section 6 of The Adult Support & Protection (Scotland) Act (2007) places a duty on the local authority, if it considers that it needs to intervene in order to protect an adult at risk of harm, to consider the provision of appropriate services, including independent advocacy services, to the adult concerned. Independent advocacy services in Argyll and Bute are provided by Lomond and Argyll Advocacy Service (LAAS). The Adult Protection Committee has provided some additional investment to ensure that all adults subject to interventions under the Act are able to access independent advocacy should they require it. During the period covered by the report 18 of the 44 adults who were the subject of an initial case conference received support from an independent advocate, representing an uptake rate of approximately 40%.

### **Service User Evaluation**

Following discussion with West Dunbartonshire Council and Lomond and Argyll Advocacy Service, which operates across both local authority areas, a service user evaluation survey was designed. The evaluation survey aims to offer an opportunity for people who have been subject to adult protection interventions to share their feelings and experiences of the process. The service user evaluation surveys have been facilitated by independent advocates. All of the 18 individuals who received support from an independent advocate in relation to adult protection processes were invited to participate in the service user evaluation. Eleven people accepted the offer to participate and were supported to do so. Over recent months efforts have been made to engage with those individuals, subject to adult protection interventions, who had declined the offer of an independent advocate. Two people who fell into this category have subsequently completed the service user evaluation.

To date a total of 21 people have been invited to participate in the evaluation, with 13 taking up the offer.

Feedback from the service user evaluation shows: (the categories below being drawn from the Scottish Government guidance of 2008)

- **68% of people “felt confident about the process”**
- **64% of people “feel safer because of the process”**
- **85% of people “feel better protected as a result of the process”**
- **67% of people “felt listened to throughout the process”**
- **79% of people “felt well informed throughout the process”**
- **82% of people “were able to access independent advocacy”**
- **100% of people who accessed advocacy “found it helpful”**
- **77% of people “had all the support they needed during the process”**
- **69% of people felt that things are “better” because of the support offered**

Fuller detail of this work can be access though the following link:

[Link to full report](#)

The Adult Protection Committee recognises the importance of getting independent feedback on the service user experiences of adult protection interventions and is committed to continuing this work in coming years.

Whilst the information above gives a sense of the outcomes of the work carried out the detailed comments made by service users (see full report) present particular insights into the widely varying views of the adults, from the person who speaks clearly about the value of the support offered to the woman who felt totally disempowered by the interventions she experienced. This key learning from the service user survey has been taken into training for staff and gives very clear messages to staff and the Committee about our need to seek to improve the knowledge experience and practice of those from all sectors who work with ‘adults at risk’.

## **Consultation**

The Committee continues to develop ways of consulting with service users and carers about the development of adult protection.

A recent consultation with adults with learning disabilities at their Service Development Conference has led to the development of a proactive 'STAY SAFE' project being taken forward within the learning disabled communities in Argyll and Bute. This project was launched in March 2012.

The APC Chair and Adult Protection Area Manager have consulted with each of the four Area Committees in Argyll and Bute at their meetings in Campbeltown, Rothesay, Helensburgh and Oban. These meetings allowed the Chair and Adult Protection Area Manager to raise the profile of Adult Protection with key opinion formers significantly. It is the intention that such engagement will continue on an annual basis, linked to our developing annual reporting structure

The Committee continues to identify the need for improvement in this area but is clear that involvement to be meaningful has to be within structures which enable understanding of the issues by users and carers and that this may be best developed within the Local Adult Protection Development Forum responsibilities with its focus on local issues and communication.

## 4. Management Information

Set out over the next few pages is some important management information about adult protection in Argyll and Bute. A vast suite of data is collected by staff and brought to the Committee for consideration. The information set out here is but a small part of the total.

The Committee analyses all this information closely to identify how volumes are changing over time and how there is variety of practice across Argyll and Bute. The primary purpose is to redirect resources that we might ensure that all adults who are indeed at risk are identified and protected.

While analysis of the position within Argyll and Bute is possible and valuable, it is disappointing not to be able to make robust comparisons with the position in other Authorities or indeed with the position all across Scotland. The Act is silent on what data should be collected and Government Guidelines on the implementation of the Act are also silent on the issue. As a result, each Authority has determined the data it will collect. Not surprisingly, practices vary considerably making accurate or detailed comparisons impossible. Broad comparisons are possible – and these would suggest that the issues in Argyll and Bute are not very different from those elsewhere.

Because of the lack of a National Data Set, APC Conveners, as a group, decided to establish a data set so that robust benchmarking across Scotland might be possible. Unfortunately, the initiative was not a success; authorities have developed their own definitions and ways of collecting data and the initiative's definitions and methods of collection proved to be too different. Therefore, there is still no reliable means to quantify accurately how the position in Argyll and Bute differs from the position elsewhere – or nationally. I am delighted that the Scottish Government will now be taking on the role of collecting a standard set of data. Being able to benchmark is critical to knowing where to direct resources to best effect.

Our data tells an interesting picture of Adult Protection in Argyll and Bute.

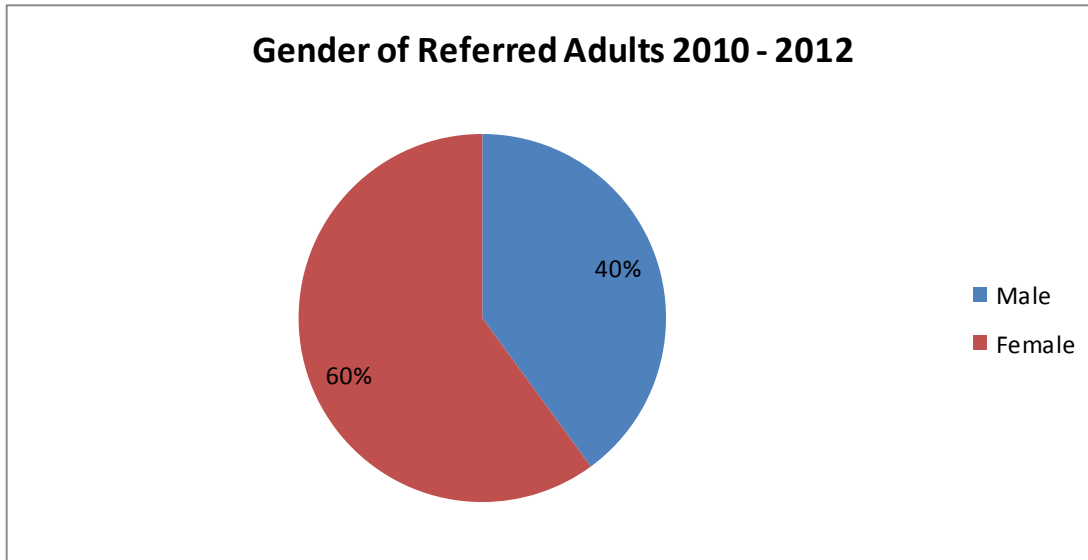
- The total number of referrals continues to rise and to rise fast. Until March 2010, there were just 172 referrals. Since then there have been 721 referrals – 274 in 2010-11 and 447 in 2011-12. In 2011-12 (the second year covered by this report) there were 63% more referrals than in the previous year.
- Almost 20% more women than men have been referred in the two years covered by this report.
- Age appears not be a major factor in determining referral.
- However, those with mental health problems are the most significant group referred – by a wide margin. The main other groups, other than age, are those addicted to drugs or alcohol and those with learning disabilities.

- Self-harm is by far the greatest risk to which those who are referred are exposed, followed by emotional or psychological harm and physical harm.
- Only 6% of those referred had the risk of financial harm as the principal reason for referral. However, professionals of the ground report anecdotally to the APC that there is financial harm element about half the cases referred. The APC is taking steps to investigate this issue further to ensure that vulnerable adults in Argyll and Bute at risk of financial harm are identified and protected. I am pleased that the Scottish Government is undertaking a major study to understand financial harm better.
- The vast majority of referrals in the two year period came from the police. These referrals are most welcome. They identify adults who might be at risk of harm; these adults can then be offered support, whether or not it is ASP support. However, Strathclyde Police are changing their procedures significantly; they will make more detailed assessments of individuals within the force and refer those whom they believe do not meet the criteria for an ASP intervention directly to an agency that can provide the support these vulnerable adults need. This will have the effect of reducing formal police referrals in all probability. This development is to be welcomed. I appreciate Strathclyde Police going to greater lengths to ensure that only adults at risk (as defined by the Act) are referred under the Act's provisions.
- I am surprised that over the two years covered by this report, there have only been 37 referrals from the NHS. This reflects experience all across Scotland. The APC is taking steps to ensure adults at risk in NHS settings are and are all referred.
- Likewise, it is surprising that only 73 referrals have come through Social Work staff, although this reflects practice all across Scotland. Again the APC is redoubling its efforts to make sure those adults identified with a Social Work setting as being at risk are indeed referred.
- It is also surprising that only eleven members of the public have made a referral in the two years. This clearly underlines the need for there to be a powerful national communications campaign to raise awareness of adult protection substantially.
- Less than 15% of referrals result in an ASP case conference being convened. This is not to say that the vast majority of referrals were wrong. About 75% of referrals resulted in some non-ASP intervention. More than 500 people in Argyll and Bute, who would have "fallen through the net" were it not for the ASP Act, received some kind of help and support. That is a huge achievement.
- Throughout the period, about ten people have been subject to Support Plans. It is interesting that this number has not risen in line with referrals.



### iii) Referrals by Gender

Male	Female
288	433



Figures for 2008 – 2010

54% Female

46% Male

### iv) Ethnicity

99% of all referrals were adults who are of White British origin.

<b>White British</b>	713
<b>White - Other</b>	3
<b>African - Caribbean</b>	1
<b>Mixed Race</b>	3
<b>Asian</b>	1

Argyll and Bute population

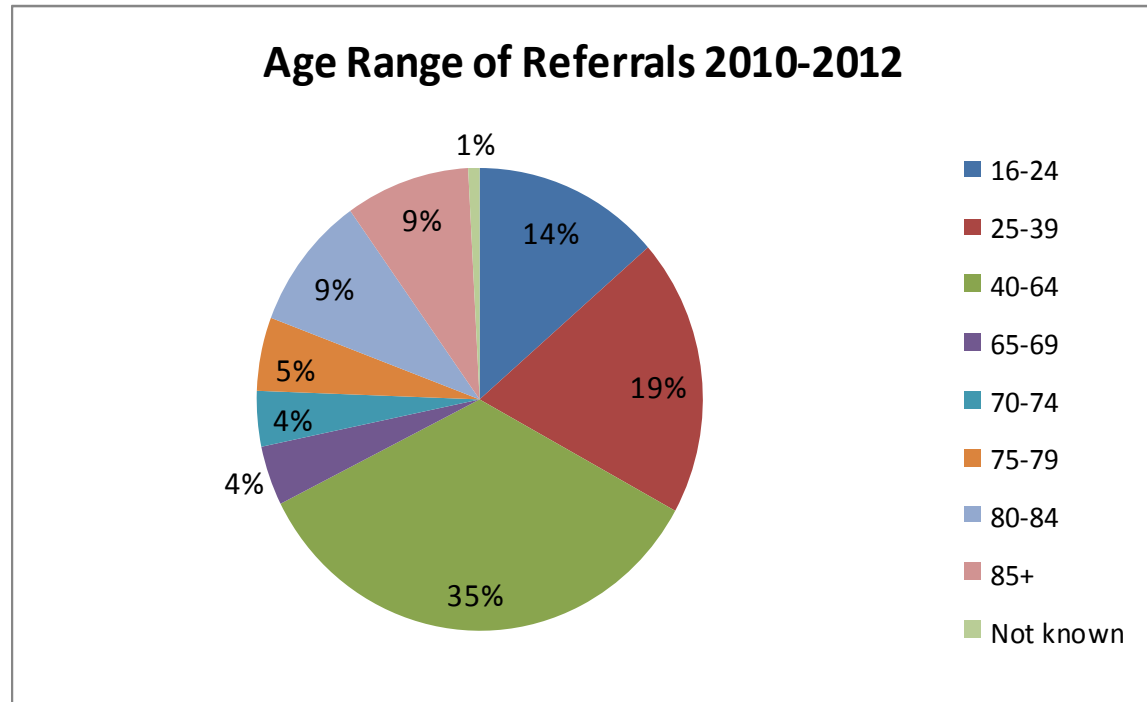
96.88% of population are of White British origin (Census 2001)



## v) Referrals by Age

### Age Range

AGE RANGE	TOTALS
16-24	98
25-39	140
40-64	249
65-69	30
70-74	28
75-79	37
80-84	68
85+	65
Not known	6
	721

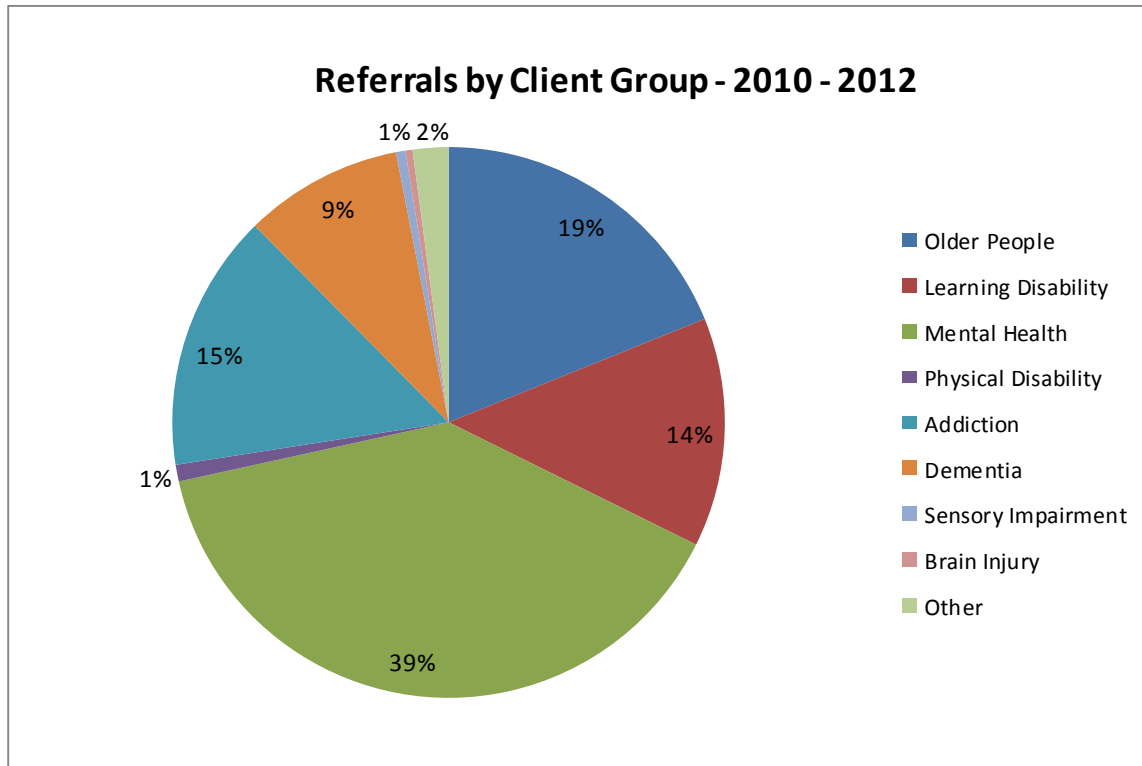


The figures for 2010 – 2012 are categorised differently from those reported in the 2008 – 2010 report and thus direct comparisons are problematic.

Referral rates vary very little indeed with age. Those just past retirement age are a little less likely to be referred than the norm; those over 85 are more likely to be referred.

vi) Referrals by Client Group

Older People	Learning Disability	Mental Health	Physical Disability	Addiction	Dementia	Sensory Impairment	Brain Injury	Other	Total
136	97	283	7	109	67	4	3	15	721



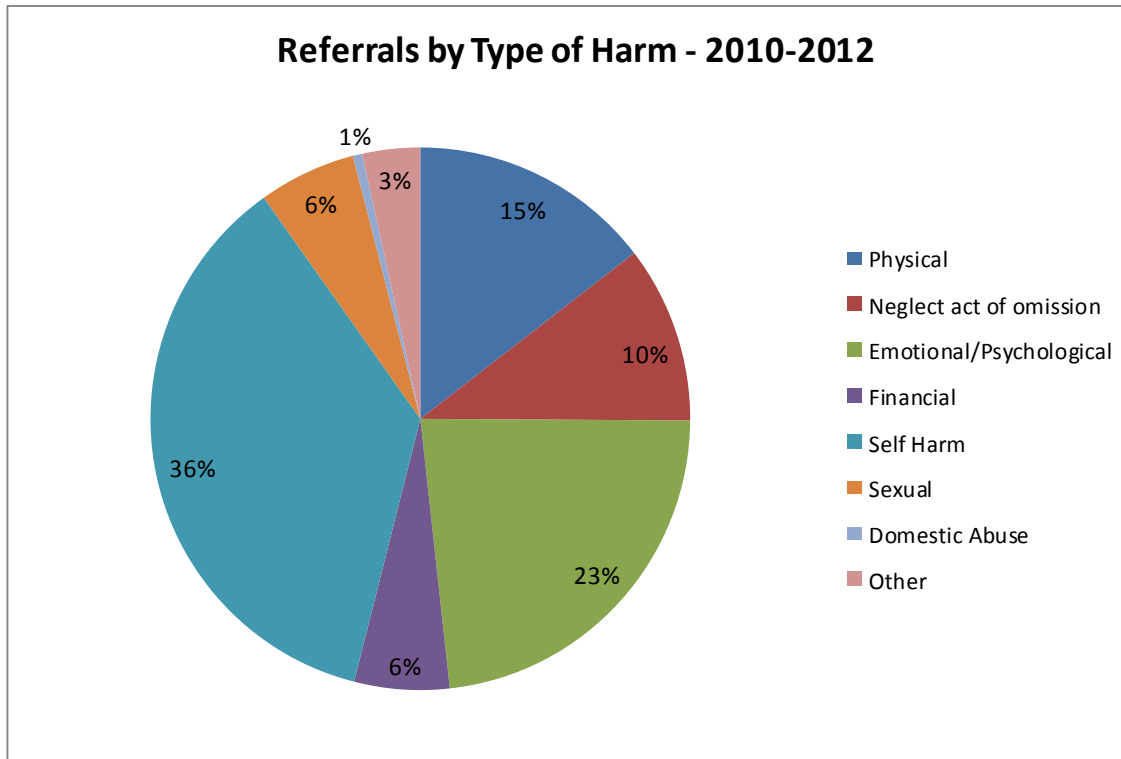
This information reports on the “Client Group” of those referred under the Act. The largest group comprises those identified by the referrer as having mental illness. It should be noted that many of these referrals are of adults already supported by mental health services or those who have no diagnosed mental disorder. Those in this Group are often offered advice re follow up of their health issues through primary care.

Older people and those with dementia comprise 28% of all referrals – up from 24% in 2008 – 2010.

Referrals of those with Learning Disabilities have declined from 20% to 14% in the same period.

## vii) Referrals by Type of Harm

Physical	Neglect act of omission	Emotional/Psychological	Financial	Self Harm	Sexual	Domestic Abuse	Other	Total
105	76	167	41	261	42	4	25	721



The reporting of self-harm incidents remains the biggest category – by far.

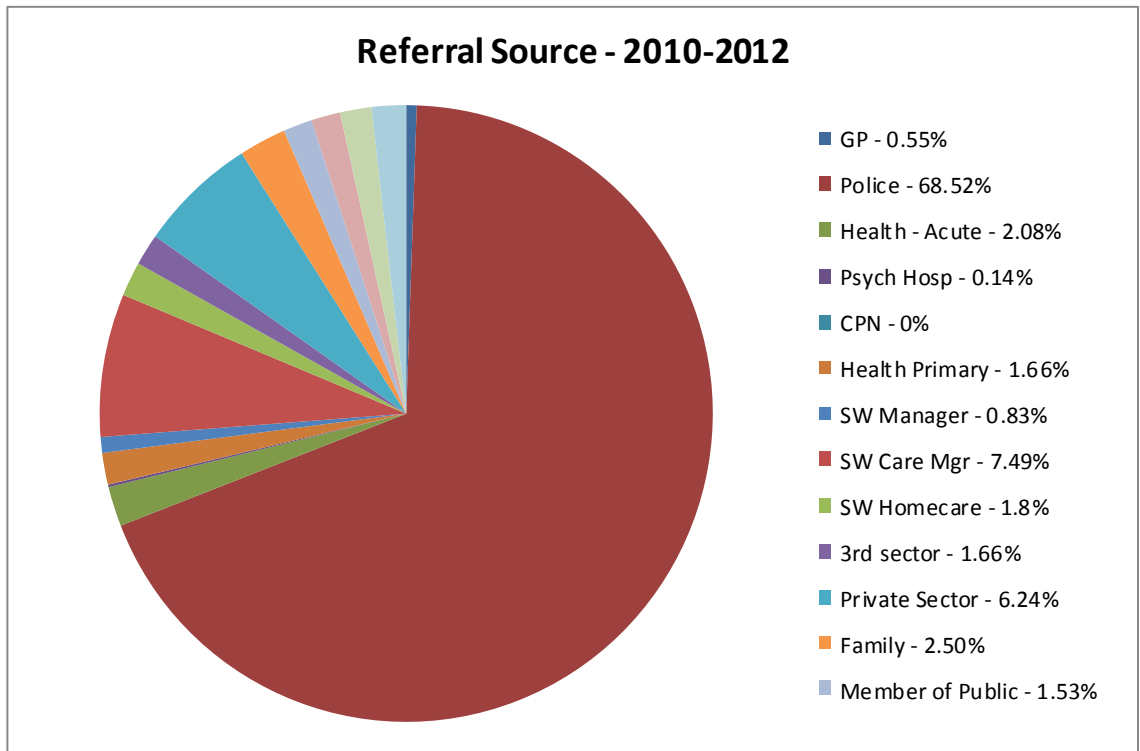
The identification of emotional harm by referrers is also significant and in many cases is linked to intoxication and concerns about mental health.

Concern in relation to neglect has risen from the previous reporting period

Referrals in relation to allegations of financial harm now feature in our referrals – none being recorded in the 2008 – 2010 period.

viii) Referral Source

GP	Police	Health - Acute	Psych Hosp	CPN	Health Primary	SW Manager	SW Care Mgr	SW Homecare	3rd sector	Private Sector	Family	Member of Public	Self	Homeless/ Housing	Care Inspectorate	Other
4	494	15	1	0	12	6	54	13	12	45	18	11	11	12	0	13



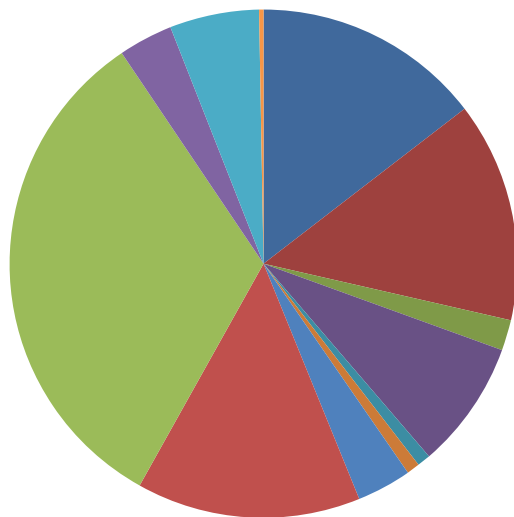
Police referrals continue to dominate however with the change in referral systems agreed by the APC this area may be significantly altered whilst noting that the overall referral rate, inclusive of 'adults at risk' and of 'vulnerable persons' may remain similar to that currently reported.

Several sources of referral are much lighter than was expected when the Act was introduced suggesting that those at risk of harm may not be being noticed and also that, even if noticed, they are not referred. This must be the biggest concern about Adult Protection in Argyll and Bute.

## ix) Outcome of Referrals

Case Conf./ Discussion	Community Mental Health Team	NHS	AWI/ MH ACT Act	Criminal Justice Services	Residential Care Assessment	Refusal	Addictions Team	Community Care/ Social Work	Childrens Services	No Further Action	Other	Total
105	101	14	59	6	6	25	103	234	25	41	2	721

### Outcome of Referrals 2010 - 2012



- Case Conference/ Discussion - 14.56%
- Community Mental Health Team - 14.01%
- NHS - 1.94%
- AWI/ MH ACT Act - 8.18%
- Criminal Justice Services - 0.83%
- Residential Care Assessment - 0.83%
- Refusal - 3.47%
- Addictions Team - 14.29%
- Community Care/ Social Work - 32.45%
- Childrens Services - 3.47%
- No Further Action - 5.69%
- Other - 0.28%

The range of responses to referrals continues to evidence a tailored response to 'adults at risk' and 'vulnerable persons'.

The number of referrals where no action was taken has fallen from 16% to 5.69%. This probably indicates a rise in the quality of referrals.

14.56% of referrals resulted in a case conference being convened this being a rise from 11% in the previous reporting period.

Those refusing to accept support again has fallen from 5% of referrals to 3.47%

In a single case an application was granted for a banning order.

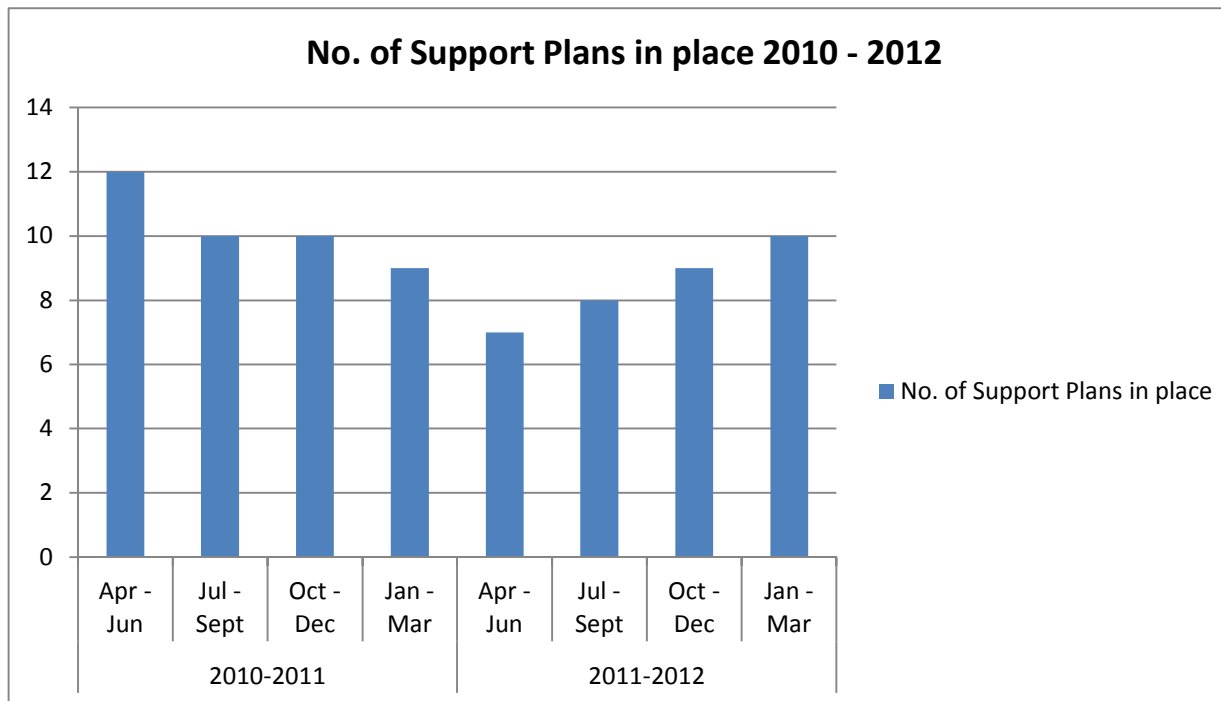
x) Number of Adult Protection Case Conferences

	2010-2011				Total	2011-2012				Total
	Apr - Jun	Jul - Sept	Oct - Dec	Jan - Mar	2010-2011	Apr - Jun	Jul - Sept	Oct - Dec	Jan - Mar	2011-2012
<b>Initial Case Conference</b>	5	8	4	4	<b>21</b>	1	6	6	10	<b>23</b>
<b>Review Case Conference</b>	5	4	5	7	<b>21</b>	8	7	4	10	<b>29</b>
<b>Total</b>	10	12	9	11	<b>42</b>	9	13	10	20	<b>52</b>

Case conferences and reviews held during 2010 – 2012 have amounted to 94.  
 The number of Case Conferences held in 2009-2010 was 47.

xi) Support Plans

	2010-2011				2011-2012			
	Apr - Jun	Jul - Sept	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec	Jan - Mar
No. of Support Plans in place	12	10	10	9	7	8	9	10



Total Number of People Supported in 2010 - 2011	<b>20</b>
Total Number of People Supported in 2011 - 2012	<b>17</b>
<p>Support Plans run for variable periods often covering several quarters thus the numbers of adults supported does not directly co-relate to the totals on the bar graph.</p>	

## 5. Serious Case Reviews:

The Committee approved its Serious Case Review Procedure at its meeting on 28<sup>th</sup> July 2011.

During this biennial reporting period the Committee has not held a Serious Case Review.

However, in response to an adult protection referral in July 2011 relating to the treatment of a resident of a care home, the following actions are on-going:

- The specific concern was subject to a police investigation and report to the Procurator Fiscal, currently under consideration. A Multi-Agency Liaison Group was established to ensure that the health and welfare needs of all the residents within the Care Home are being met effectively.
- The Multi-Agency Liaison Group, under the chairmanship of the Residential Services Manager, has co-ordinated the work of all the agencies involved in the monitoring of provision of health and of social care support to all the residents of the care home. This has been undertaken - including contract compliance, registration and inspection – in the context of ongoing police and Procurator Fiscal investigations. This approach has been formalised through the approval by the APC of the Argyll and Bute Multi-Agency Liaison Protocol which will be applied to any similar concerns which arise in any similar future cases.
- Through the implementation and review of a Multi-Agency Action Plan, the APC has reported to the Argyll and Bute Child and Adult Protection Chief Officers Group (CAPCOG) on the range of interventions by Health Services, Care Management, the Care Inspectorate and the Commissioning Team. Its proactive monitoring and inspection of this service has led to improvements in the quality of health and social care provision in this service.
- The APC will consider the establishment of a Serious Case Review at the point when there is clarity as to the actions planned by the Procurator Fiscal Service.
- In following up the concerns within this care home the Multi-Agency Liaison Group identified the need for a reconsideration of the structure of reviews within the care home sector. Following a period of consultation a new review structure has been designed which, through the active involvement of health colleagues, ensures that where complex health concerns are present these are reviewed by health staff. While only at the stage of running a pilot, there is confidence that the effective



review of complex health needs will result in a preventative approach to health care management which will reduce risk to this vulnerable population.

## 6. Public Information

Initially the APC adapted the Scottish Government's 'Act Against Harm' publicity information for use in Argyll and Bute with local contact points identified on materials. The Act Against Harm logo remains the identifier for the work of the APC in Argyll and Bute.

In partnership with other West of Scotland Adult Protection Committees and the support of the Renfrewshire Council Media Team the APC supported the development of a series of TV adverts which ran on commercial channels from 2011 onwards. This together with 'stills' from the adverts have now been adopted for publicity throughout Argyll and Bute.

The Committee has developed a range of posters, and information leaflets which have been distributed throughout Argyll and Bute and these alongside the development of a single contact centre number for council services has improved our ability to more effectively respond to inquiries.

We have also had the support of local press and radio in taking the adult protection message forward. With radio stations and 16 local newspapers servicing Argyll and Bute their support is a valued channel of communication with residents of this remote, rural and sparsely populated area.

The committee recognises the complexity of seeking to deliver effective communications across such a wide area.

The issue is to open the 90,000 pairs of eyes and the 90,000 pairs of ears of the people of Argyll and Bute to the issue of adult protection and to have them looking out for their friends, neighbours and relations – even just the people they pass by in the street. For this to happen they need to be aware of the provisions of the ASP Act. While the APC is working to raise awareness in Argyll and Bute, it is something that can be done so more effectively and so much more efficiently if it is undertaken nationally. The APC hope the Scottish Government will embark on another campaign to further raise awareness. It believes that this will be the best approach to ensuring that those at risk are identified and referred. If we are really going to protect all those at risk, we need to have more than just 11 referrals from members of the public in two years.

## 7. Management of Services and Staff

In response to our last report the Minister recognised the appropriateness of our particular response to the deployment of staff resources to cover the increased operational pressures resulting from the implementation of the Act. I am happy to report that staffing resources funded from the adult protection allocation have been maintained in spite of the ongoing financial pressures facing Argyll and Bute Council.

The assessment of adult protection referrals continues to be overseen by operational managers in each of the four service delivery areas of Argyll and Bute, with the duty of inquiry and investigation being carried by all Council Officers based in that area. Currently referrals are allocated to a council officer with the most appropriate experience and knowledge of the area of concern. Thus workers from learning disabilities, mental health, sensory impairment, addictions and operations teams follow up inquiries within their sphere of operation. In recognition of the limited availability of staff there is flexibility built into this system to meet the operational pressures particularly experienced by teams with limited staffing.

The work of adult protection continues to be overseen by the Area Manager, (Adult Protection). He is supported by a dedicated adult protection administrative officer.

It would be remiss if it was not recorded that adult protection in Argyll and Bute benefits from the commitment of a wide range of officers from both public and private sectors. The support of the legal team, training section, finance and staffing sections of the council; the CHP Management Team and operational staff throughout the NHS services and front line officers and managers of Strathclyde Police all give willingly of their time to take forward the protective work in relation to 'adults at risk'.

Recruitment and retention of qualified and experienced staff can be problematic in the more remote parts of Argyll and Bute, however all four Adult Protection funded posts remain filled and will continued to be so following the ongoing restructuring of social work services in Argyll and Bute.

## 8. Communication and Cooperation between Agencies

The Argyll and Bute Adult Protection Committee works within the West of Scotland Network. Links with other APCs, locally and nationally, are supported and there is a commitment to working both within the 'West of Scotland Group' and nationally to address issues covering policy development, audit, training and practice needs.

Having adopted the 'West of Scotland Inter Agency Guidance' the Committee has welcomed the recent update of this guidance which takes into account more recent enactments of legislation and developments in national guidance.

The Argyll and Bute Area Manager for Adult Protection continues to support the West of Scotland Coordinators group which provides a forum for lead officers and co-ordinators to share and learn from developments throughout the area. The APC also welcomed the setting up of the ADSW Adult Protection Sub Group.

Through the reporting period the support and co-operation of statutory and voluntary agencies has been welcomed. We are pleased to have representation from the Argyll and Bute 3<sup>rd</sup> Sector Partnership on the APC this filling a clear gap identified at the time of our last biennial report.

The APC now has appropriate representation from all statutory agencies (membership of the Committee is noted earlier in this report). Continuity of representation at the APC, however, is critical if there is to be the development of a fully effective partnership to take forward the duties placed on the Adult Protection Committee. The level of engagement of partners in relation to the joint planning and delivery of "support and protection" activity will be monitored to ensure that the Committee's functions under the Act are achieved.

This report notes the joint delivery of 'Awareness' training to staff throughout Argyll and Bute. The delivery and uptake of joint training is being monitored to ensure appropriate involvement from all agencies. The commitment to, and uptake of, joint training opportunities is recognised as being at the heart of the development of effective responses to reports of 'adults at risk'. Nevertheless, it has been disappointing at how often people have had to pull out of training at short notice "for operational reasons". The Committee recognises that in the current financial climate, operational priorities may conflict in relation to the uptake of training but the APC is clear that the risk associated with poor understanding of the Act and duties conferred by the Act is one which must be addressed. The Committee hopes that a higher priority will be given to the important issue of training by all agencies.

The development of local Adult Protection Forums is the next key development in building up of strong partnerships between all public, 3<sup>rd</sup> sector and Independent agencies with is at the core of best practice in the following up of reports of 'adults at risk'.

The involvement of the Housing/Homelessness Services in the Committee has been critical to dealing with some of the most vulnerable households in the area. The involvement of the housing sector ensures that housing services know how to access support for 'adults at risk' through use of the single referral process.

The Committee recognises the major challenge it faces in relation to developing effective communications with, and engagement of, the 'Community' in its work. Whilst we are able to report that all remote and Island communities have access training and publicity input within the last two years that this remains a significant challenge especially when there are limited resources available within island communities to 'champion' this area of development.

## 9. Training and Workforce Development:

*'... Making arrangements for improving the skills and knowledge of officers.. of public bodies'* S42(1)(c) ASP(S)A 2007

The APC through the work of its Policy and Training sub group has continued to address the needs of delivering a wide range of training across Argyll and Bute. The training framework and training plan are depicted on the pages following.

In taking forward the training agenda throughout Argyll and Bute the Training and Policy Sub Group recognise the key role of the training team who have delivered a high quality awareness training programme throughout the area.

### Awareness Training

In the period 2010 – 2012 awareness training has been delivered to 874 attendees from both public and private sectors. Awareness training was initially delivered in the training suite in Lochgilphead but in recognition of the time and travel costs of this approach this is now delivered in service areas. During the reporting period awareness training has been delivered in the following places; Helensburgh, Dunoon, Rothesay, Lochgilphead, Campbeltown, Islay, Oban, Mull, Colonsay and Tiree. Whilst the Training and Policy Sub Group and the Training team recognise the value of delivering this training to multi-agency groups there is also recognition of the challenge for smaller agencies in freeing staff for such sessions. In recognition of this training is also delivered in work settings. In the reporting period training has been delivered in Care Homes, Hospital settings, GP Practices, to community groups, community nursing teams and to voluntary agencies.

As we move into the 2012 – 2014 reporting period we can report that the trainers Group has updated/refreshed our Awareness training pack, this to ensure the continued commitment to maintaining active involvement of staff throughout Argyll and Bute.

### Council Officer Training

Council Officer Training is mandatory training for qualified staff and is delivered over 5 days.

This training consists of a one day briefing which focusses on the presentation and discussion of the legislative framework of adult protection, the Code of Practice and Inter Agency Guidance. Thereafter Council Officers complete 2 days Investigative Interviewing training and a further 2 days Risk Assessment and Protection Planning training (JIT Model). This training is delivered

by local staff and by an external trainer. This training is ongoing with the expectation that refresher training will be developed during the next 12 months for those who completed their council officer training some years ago.

At this stage Argyll and Bute Council recognises that with its decision to set up its own Standby system in 2013 that there will be additional challenges to be met to ensure that all professional staff who respond to Standby referrals are suitably trained and experienced in the follow up of adult protection referrals. The APC will take forward arrangements to ensure that any deficits in this area are addressed with an initial introduction to this area being addressed in the ***Adult Protection/Child Protection – Initial Responses*** being delivered in spring 2012.

### **Managing Inquiries**

This training, run as a pilot in 2011 sought to provide a forum for front line Managers who assess and lead on initial adult protection inquiries to share experiences and learning gained during the period following the introduction of the Act. This session was planned and led by our external trainer. Whilst there was positive feedback on this session it was clear that future sessions would benefit from the attendance of the Adult Protection Manager as the identification of operational issues and interpretation of local guidance had to be addressed following this session. Whilst the questions raised at this session were followed up at a later stage it would have been more beneficial to have taken them forward in this key staff grouping.

With the restructuring of operational management of services in Argyll and Bute Council this training will become a priority as new managers take up their new responsibilities.

### **Minute Taking**

This course builds upon the standard training in minute taking in order to prepare minute takers for the technical skills required for this task as well as the potential emotional challenges of listening to reports of adults and children who have been harmed.

This training is assessed by the trainee completing an adult or child protection minute which is reviewed by the case conference chair. Future training of this type may be extended to include the minutes of AWI case conferences.

### **Chronologies**

Following the introduction of the SWIA guidance on 'Chronologies' a training pack relating to this was developed and training delivered to care and case managers in spring 2012. The effectiveness of this training will be assessed in the multi-agency audit of case files.

## Forced Marriage

Following the introduction of legislation and guidance on Forced Marriage a training pack was prepared and this delivered to front line staff in Spring 2012

## Case File (Peer) Audit

Argyll and Bute Council welcomed the support of our Care Inspectorate Lead Inspector who took managers through the process of Case File audit using the SWIA audit guidance and audit tool.

This training was well received and again will be monitored through our Multi-Agency Case File audit process now to be held annually in May of each year.

## Adult and Child Protection – Call Centre Staff

Following the development and launch of an area wide central call management system the call centre staff accessed training on responding to calls about adult and/or child protection.

In addition to the above the following training was delivered:

- On-going development and consultation with Case Conference Chairs.
- Sessions for the Continued Professional Development for G.P. practices (3 sessions), community groups (3 sessions) and specialist services (3 sessions).

## Training for Learning Disabilities Support Staff

- In recognising the specific challenges facing staff that support adults with learning disabilities a specific training programme was prepared and delivered to staff groups throughout Argyll and Bute. This training, which was well received, recognises the challenges facing staff who support adult with learning disabilities as they seek to encourage them to access mainstream community services whilst supporting them to STAY SAFE! This training is now linked to the STAY SAFE! Programme launched on 29<sup>th</sup> March 2012 which seeks to take a consistent and proactive





approach to developing the skills of the service users to be aware of, and to report risks/harmful action they face in their everyday life. This programme will be reported on more fully in the 3<sup>rd</sup> biennial report.

Inter-agency training is and will remain a primary priority going forward. The delivery of training within the four localities is designed to encourage participation by smaller agencies and local groups by reducing time and travel commitments significantly.

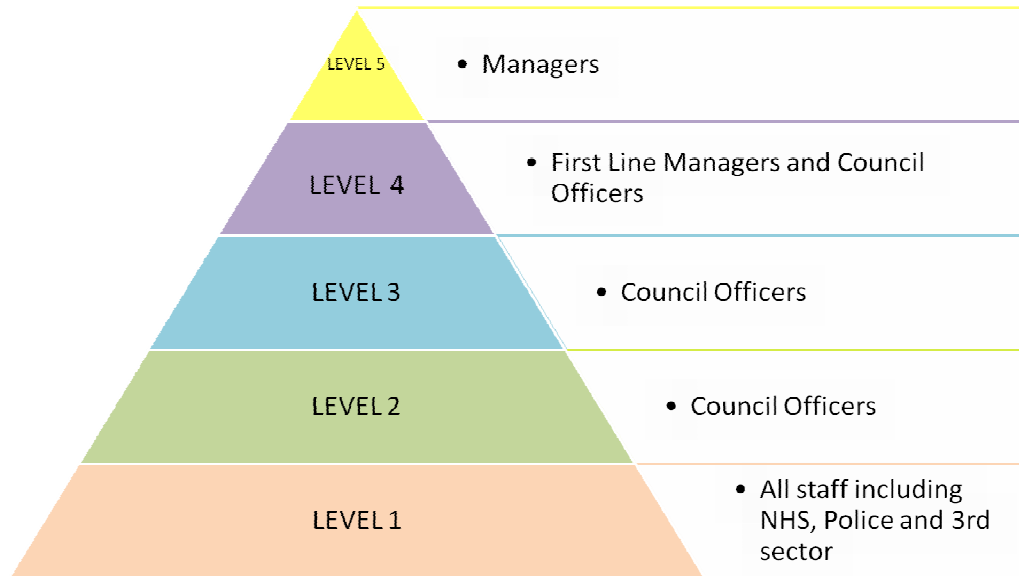
The Training and Policy sub group has identified its initial training/development plan which is outlined in tabular form below. The training needs of staff throughout Argyll and Bute is and will remain a continuing priority over coming years.

<b>Training Course Title</b>	<b>Course Level</b>	<b>Number of courses 2010 - 2012</b>	<b>Total Number of Attendees</b>	<b>Evaluation</b>
Adult Protection Awareness Training	1	56	874	4.37
Awareness – Learning Disabilities Support Staff	1	4	55	4.51
Council Officer Training - Briefing	4	10	118	4.00
Council Officer Training – Investigative Interviewing	4	6	70	4.00
Council Officer Training – Risk Assessment/Management	4	6	60	4.00
Adult Protection/Child Protection – Initial Responses	3	3	84	3.66
Managing Inquiries	5	1	10	4.00
Adult Protection/Child Protection – Minute Taking	1	1	21 (18 assessed competent)	4.27
Chronologies	3	6	67	4.05

<b>Training Course Title</b>	<b>Course Level</b>	<b>Number of courses 2010 - 2012</b>	<b>Total Number of Attendees</b>	<b>Evaluation</b>
Call Centre staff	1	2	12	N/A
Case File Audit – (Peer training)	4/5	4	15	3.91
Case Conference Chairs Briefings	5	4	7	N/A

Total Training attendances      1386

**Figure 1 Adult Protection Training Framework**



The redesign of management structures in Argyll and Bute Council in 2012 will require the revisiting of some aspects of training with new and promoted staff. Additionally the attention of the training groups will turn to 'refreshing' aspects of training to ensure staff and the public remain engaged with the adult protection agenda.

**Figure 2 Training Plan**

LEVEL	DESCRIPTION	OUTCOME SOUGHT	TARGET GROUP	MANDATORY	NOTES
Level 5	Adult Protection Inquiry Management	Managers training in overseeing responses to referrals, managing inquiries and decision making in relation to AS&P referrals.	Service Managers Area managers Team Managers	Yes (PRD)	Other Managers NHS
	Case Conference Chairing	Chairing of formal Adult Support and Protection Case Conferences and Reviews	Service Managers Lead Professionals NHS Area Managers Team Managers	Yes (PRD)	Social Services NHS
Level 5	Case File Audit Multi-Agency Audit	Skill development for managers involved in Multi-Agency Audit	Social Services NHS File Auditors Police Auditors	Essential requirement to be involved in annual Multi-Agency Case File Audit	Commencing Spring 2013
Level 4	Chairing Core Groups/ Case Discussions	Training for Chairs of Case discussions/ core groups. Chairs aware of task/outcome focus of these groups.	First Line managers/ Council Officers (PRD)	PRD	Commencing 2012 - 2013
Level 4	Investigative Interviewing	Practice development in relation carrying out investigative visits and interviews	Council Officers NHS Professional Staff	Yes As Agreed	
Level 4	Risk Assessment and Management	Practice training in relation to Risk Assessment and Protection Planning	Council Officers NHS Professionals 3 <sup>rd</sup> Sector Managers	Yes On requested On request	Open to all applicants 2012 - 2013
Level 3	Ethical and effective recording	To ensure Council Officers are aware of standards of record keeping and that records are fit for purpose.	Council officers NHS Professional staff	On basis of identified need (PRD) On request	To be developed
Level 3	Chronologies	To develop skill level in relation to this key task	Social services staff NHS Staff 3 <sup>rd</sup> Sector staff	No Mandatory – Identified through PRD	Ongoing
Level 2	Council Officer Briefing	To ensure that Council Officers are fully aware of the Act, the duties of the Council and role and responsibilities of the 'Council Officer.'	All qualified social workers, nurses and OT's employed by Argyll and Bute Council.	Yes	This will be opened to other agencies following initial briefings of qualified Council staff.
Level 2	1st Line Managers in	Awareness of key role of first line	1st Line Managers in all	To be decided	2012 – 2013 onwards

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LEVEL	DESCRIPTION	OUTCOME SOUGHT	TARGET GROUP	MANDATORY	NOTES
	Care Homes	manager in supporting staff through AP and ensuring effective reporting of concerns	Care Homes throughout Argyll and Bute.		
Level 1	Awareness Raising**	To enable staff to recognise and report adult protection concerns, and thereafter to support service users who have experienced abusive situations.	All staff in public, private and 3 <sup>rd</sup> sector who deliver services to adults and children.	All social work staff. Council staff from other departments as per PRD	Open to NHS, Police and 3 <sup>rd</sup> Sector staff.
	Protecting 'Adults at Risk'	Staff supporting 'AAR' to be aware of their role in protection planning.	Support /care staff	Developmental – from PRD	Open to all agencies.
	Core Group Participation	To be developed	Support staff	Developmental – from PRD	Open to all agencies
	Minute taking	Effective minute taking	Minute takers of AP case conferences	All admin staff in partnership with the CPC	Not at this point
Level 1	Awareness LD staff	To enable staff to recognise and report adult protection concerns, and thereafter to support service users who have experienced abusive situations.	Staff working with LD clients. May be developed further for service users (AP Champions)	Opened to all agencies on request	Delivered on request

## 10. Workforce Issues

For the period of this report, the workforce has been remarkably stable. Staff turnover has been minimal. Those recruited to help implement the Act have been well integrated into local teams.

However the demands imposed by Argyll and Bute having many islands and remote and rural mainland locations are substantial. This makes the provision of training much more difficult. It also adds challenges in the undertaking of adult protection inquiries, especially on the islands with no resident Council Officers. Given the huge size of Argyll and Bute, providing cover when staff are absent, off for training or undertaking inquiries presents challenges in maintaining services, and maintained they must be.

Whilst this remains a challenge and impacts upon services the APC is pleased to report that delays in carrying out inquiries has been kept to a minimum. Nevertheless the Committee has accepted the pragmatic judgement that case conferences, inquiries and investigations are best done well, rather than undertaken at a time when all those who ought to be there cannot be present. The Committee, however, monitors the timeliness of action to ensure that action is never delayed without good reason.

All the agencies – statutory and non- statutory – are under huge financial pressures. No doubt, changes will be forthcoming. The Committee hopes that all the agencies will maintain the resources required to provide the necessary level of support. Furthermore, the Committee hopes that agencies will do everything possible to maintain the continuity of staff deployed on ASP duties.

## 11. Formal Evaluation

### Service User Evaluation

As reported on page 7/8 the Lomond and Argyll Advocacy Service (LAAS) undertakes independent service user evaluation and reports to the APC. The APC believes that this reporting lies at the heart of our learning about the impact, intended and unintended, of interventions carried out under adult protection legislation and guidance.

It is our intention to continue with the key action however we do recognise the resource implications of this work on the advocacy service. The APC will continue to seek to prioritise this work however in recognition of the current financial climate may not, as we would wish, be able to extend this work further to gain the views of those whose referrals do not proceed to the Case Conference stage.

### Training

As can be seen from the table of training on page 26 of this report, every course is evaluated by participants. This recording covers key areas of planning, content, participation and 8 other factors. Each aspect is scored on a numerical basis from;- 1 – Poor to 5 – Excellent. As will be seen from the table the average over all courses is 4.07 – this being ‘good’ with a number of courses nearing the excellent standard. The Training and Policy sub group now has the challenge of retaining this standard as we move into the new reporting period.

The APC records its appreciation of the work carried out by the training team and our external trainer in delivering AP training to this high standard.

### Self Evaluation

On an annual basis the APC has convened a self-evaluation event. At these events managers and front line staff from across Argyll and Bute, including those from the island communities, come together to evaluate the effectiveness of the partnership in addressing the needs of ‘adults at risk’. The events are also attended by all the members of the APC and by the Argyll and Bute Lead Inspector from the Care Inspectorate.

On the basis of these discussions areas for improvement are identified and plans for address them developed. Following the most recent event held during November 2011, the APC made the key strategic decision to move from an Argyll and Bute- wide approach to Adult Protection to the development of a more local focus. This key outcome of the self-evaluation event led to the formation of four Adult Protection Area Development Forums. These forums will be convened in Helensburgh and Lomond, in Bute and Cowal, in Mid-Argyll, Kintyre and Islay and in Oban, Lorn and the Isles. They will concentrate on the particular needs of these areas and will develop the necessary partnerships to address the priorities within their areas. The formation of the Forums is agreed in the context of the APC recognising its key role in ensuring the development of consistent practice throughout Argyll and Bute.



## 12. Future Plans

In my introduction to this Biennial Report I indicated that fully implementing the provisions of the ASP Legislation in Argyll and Bute is still “work in progress”. However, I believe that we now have enough experience of the legislation to have robust plans for the coming years.

The [2012-14 Improvement Plan](#) is an important document for Adult Protection in Argyll and Bute. It aims to be a simple and clear plan which sets out what has to be done, and by whom, to achieve success. The Committee will monitor its implementation closely and expect any delays to be made up quickly.

It has two over-riding themes:

1. Making sure that all “Adults at Risk” are identified and referred.
2. Making sure that all those referred are dealt with in line with established procedures.

The plan comprises six core initiatives. These are:

1. To improve the effectiveness of initial responses to “Adults at Risk”.
2. To ensure “Adults at Risk” receive a person centred response.
3. To ensure “Adults at Risk” and their families and carers are involved in all ASP processes.
4. To ensure Adult Protection policies and processes are fully implemented.
5. To ensure there is clear leadership from the Committee and Senior Managers in all Agencies.
6. To ensure we build on our successes and work on our areas for improvement.

Some of the more important specific actions that are part of the plan and some of the cross cutting actions that will ensure we achieve the improvement we seek are worth highlighting:

- Ensuring that all adults who are indeed at risk are identified and referred
  - This will involve training yet more people in all the Agencies.
  - It will involve the APC ensuring each and every Agency – both statutory and non-statutory – makes sure that all their staff look out for Adults at Risk and know how to refer them.
  - It will involve more information going to those 90,000 pairs of eyes and 90,000 pairs of ears in Argyll and Bute about Adult Support and Protection.
  - It will, hopefully, involve the Scottish Government commission a significant public awareness campaign.

- An annual Multi-agency case file audit
  - We have already undertaken one and come to learn how difficult it is.
  - We have now developed a procedure which will first be implemented in May 2013.
- Service User Evaluation
  - We have some modest experience of soliciting the opinion of service users.
  - Offering advocacy is already a default position but we will ensure that the default never fails.
  - We will seek to obtain much more information from service users.
- An annual Self Evaluation
  - We have already held two self-evaluation events.
  - Future self-evaluation events will aim to be significantly more robust.
- The full development of Local Area Development Forums
  - We believe these forums to be a key element to the delivery of the ASP provisions.
  - We will develop a standard agenda and operating procedures.
- Developing the Adult Protection Committee
  - The Committee will review its Standing Orders in the light of the expected revised Guidance from the Scottish Government on the implementation of the Act.
  - The Committee will review its membership to ensure that all those agencies which impact upon Adult Protection are at least connected to the Committee.
  - The Committee will continue to support national, as opposed to local, initiatives where that approach produces economies of scale.

These plans are substantial. They are devised from a now considerable understanding the challenges to fully implement the legislation in Argyll and Bute. The Committee is confident that will move implementation significantly further on. It is, however, utterly critical that *all* the agencies – both statutory and non-statutory – understand and accept their responsibilities under the legislation. They *all* need to look out for adults at risk of harm vigilantly and they *all* need to refer these adults promptly and in line with the established process.

However, it is not just the agencies that need to be looking out and referring. Everyone in Argyll and Bute needs to be involved. To fully engage the 90,000 pairs of eyes and ears, awareness of the Act needs to be raised. The Adult Protection Committee has significant raising awareness initiatives in the Improvement Plan. However, this issue would be best addressed at a national level; it would be both more efficient and more effective. I hope the Scottish Government will take steps to raise awareness in the population at large of the provisions of the Act.

# **Argyll and Bute Adult Protection Committee Biennial Report**

**Bill Brackenridge, Independent Chair**

**Rebecca Barr, Area Manager Adult Protection**

**Act  
against  
harm** |

## Adult Support and Protection (Scotland) Act 2007

- Made the council the lead agency for making inquiries if it believes an adult may be at risk of harm
- Places a duty on many public bodies
  - To report to the council
  - To co-operate with the council
- Gives the council new legal powers to intervene where necessary



## The Act also created multi-agency Adult Protection Committees

- The APC has an independent Chair
- The Chair is responsible for the Biennial Report that goes to the Scottish Government
- Nationally the agenda for adult protection is led by multi-agency policy forum

**Act  
against  
harm** |

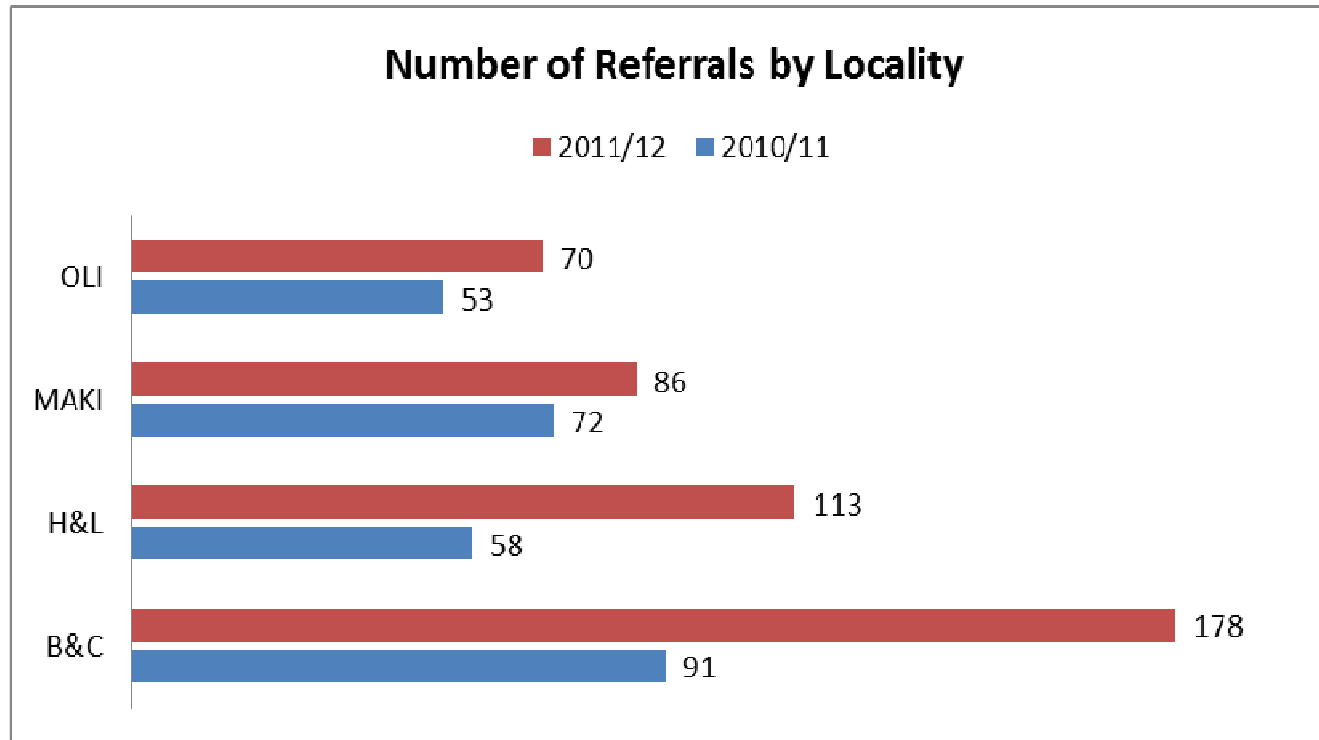
## Who is an adult at risk?

Anyone 16 or over who meets all of the following 3 points:

- They are unable to safeguard their own well-being, property, rights or other interests
- They are at risk of harm (from another person or self-harm)
- They have a disability, mental disorder, illness or physical or mental infirmity that makes them more vulnerable to being harmed than people without such a condition

**Act  
against  
harm** |

# Since the implementation of the Act Argyll and Bute have deal with over 1000 referrals



**Act  
against  
harm** |

## The number of referrals in OLI is rising:

- The referral rate remains low compared with the rest of Argyll and Bute
- Not all are not taken forward under adult protection procedures
- Last quarter 39% of referrals were for self-harm (overall for Argyll and Bute it was 24%)

**Act  
against  
harm** |



## Who is making referrals in OLI?

- The Police are the highest referrer: 54% last quarter (64% overall in A&B)
- 3 referrals from NHS staff
- 5 from care and support providers
- None from adults themselves, neighbours or the public, just 1 from a family member

**Act  
against  
harm** |

## There are currently 5 national priorities:

- Financial harm
- Harm in residential care settings
- The development of a national dataset
- The engagement of NHS staff in adult protection
- Service user engagement

**Act  
against  
harm** |

## What can you do to help?

- Be aware that harm to adults can happen
- Help us to publicise adult support and protection: do you have links with the press?
- Talk to people about adult support and protection when you meet them

**Act  
against  
harm** |



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ARGYLL AND BUTE COUNCIL

OBAN, LORN AND THE  
ISLES AREA COMMITTEE

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CHIEF EXECUTIVE'S UNIT

9<sup>th</sup> APRIL 2013

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**AREA SCORECARD FQ3 2012-13**

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**1 Background**

- 1.1 This paper presents the Area Scorecard exceptional performance for financial quarter 3 2012-13 (October to December 2012).

**2 Recommendations**

- 2.1 It is recommended that the Area Committee notes the exceptional performance presented on the Scorecard.

Jane Fowler  
Head of Improvement and HR

For further information, please contact:

David Clements  
Improvement and Organisational Development Programme Manager  
(Planning and Performance Management)  
01465 604205

Streetscene	Target	OL&I	Council
Car Parking income to date - OL&I	£ 500,611	£ 357,648 <b>R</b> ↓	£ 624,821
Dog fouling - number of complaints LORN		6 ↓	
Dog fouling - number of complaints MULL		0 ↓	
Dog fouling - number of fines issued LORN	0	0 →	
Dog fouling - number of fines issued MULL	0	0 →	
LEAMS - OL&I Lorn	73	69 <b>R</b> ↓	76
LEAMS - OL&I Mull	73	74 <b>G</b> ↓	
No of Complaints ref Waste Collection - OL&I Lorn		30 ↓	101
No of Complaints ref Waste Collection - OL&I Mull		2 ↓	
Dark street lamps – number of dark-lamp-nights * no data currently *			

Housing and Planning	Target	OL&I	Council
CC1 Affordable social sector new builds - OL&I	0	12 <b>G</b> ↓	12
* ACHA - currently no ACHA data in Pyramid *			
% of ALL Planning Apps Processed within timescale in OL&I	68.0 %	79.7 % <b>G</b> ↓	75.1 %
% of Major Planning Apps Processed in 4 months in OL&I	55.0 %	100.0 % <b>G</b> →	0.0 %
% of Building Warrants Apps responded to within 20 days - OL&I	80.0 %	94.6 % <b>G</b> ↓	97.6 %

Adult Care	Target	OL&I	Council
OL&I - No of DP Clients		27 ↓	107
OL&I - No of People Awaiting FPC within their Homes	0	0 <b>G</b> →	0
Colonsay - % of Older People receiving Care in the Community - In Year	80.0 %	100.0 % <b>G</b> →	
Mull & Iona - % of Older People receiving Care in the Community - In Year	80.0 %	90.9 % <b>G</b> ↓	74.8 %
Oban - % of Older People receiving Care in the Community - In Year	80.0 %	55.7 % <b>R</b> ↓	
Tiree & Coll - % of Older People receiving Care in the Community - In Year	80.0 %	0.0 % <b>R</b> →	

Children & Families	Target	OL&I	Council
CA12 OL&I - Total No LAAC		32 ↓	123
CA25 OL&I - % Reviews of LAAC Convened within Timescales	100 %	50 % <b>R</b> ↓	82 %
CP16 OL&I % of Children on CPR with a completed CP plan	100 %	100 % <b>G</b>	97 %

Schools	Target	OL&I	Council
HMIE positive School Evaluations - OL&I	75 %	100 % <b>G</b> ↓	88 %
% Positive destinations ACY 12/13	86.0 %	Currently no OL&I data	89.1 %
% 5+ SCQF level 6 (Oban High)	12.60 %	12.14 % <b>R</b> ↓	
% 5+ SCQF level 6 (Tiree High School)	12.60 %	30.00 % <b>G</b> ↓	11 %
% 5+ SCQF level 6 (Tobermory High)	12.60 %	6.67 % <b>R</b> ↓	
School % unauthorised absence (Oban High)		2.0 % ↓	
School % unauthorised absence (Tiree High School)		3.8 % ↓	1.3 %
School % unauthorised absence (Tobermory High)		0.8 % ↓	

Roads	Target	OL&I	Council
% road area resurfaced/reconstructed - OL&I	FY 12/13 1.13 %	1.15 % <b>G</b> ↓	1.88 %
% road area surface treated - OL&I	FY 12/13 2.87 %	2.73 % <b>R</b> ↓	4.45 %
% Cat 1 road defects repaired by end of next working day - OLI	90 %	100 % <b>G</b> →	94.3 %

Community Resilience	Target	OL&I	Council
OL&I % community councils with emergency plan	0 %		
OL&I % community councils developing an emergency plan			

**Streetscene**

	FQ2	FQ3	Target FQ3
Car Parking income to date - OL&I	£ 272,460 <b>R</b> ↑	£ 357,648 <b>R</b> ↑	£ 500,611
LEAMS - OL&I Mull	72 <b>R</b> ↑	74 <b>G</b> ↑	73
LEAMS - OL&I Lorn	78 <b>G</b> ↑	69 <b>R</b> ↓	73

**Roads**

	FY 11/12	FY 12/13	Target FY 12/13
% road area surface treated - OL&I	4.24 % <b>G</b> ↑	2.73 % <b>R</b> ↓	2.87 %

**Children & Families**

	FQ2	FQ3	Target FQ3
CA25 OL&I - % Reviews of LAAC Convened within Timescales	45 % <b>R</b> ↓	50 % <b>R</b> ↑	100 %

**Adult Care**

Oban - % of Older People receiving Care in the Community - In Year	68.2 % <b>R</b> ↓	55.7 % <b>R</b> ↓	80.0 %
Tiree & Coll - % of Older People receiving Care in the Community - In Year	0.0 % <b>R</b> ↓	0.0 % <b>R</b> →	80.0 %

**Schools**

HMIE positive School Evaluations - OL&I	71 % <b>R</b> ↓	100 % <b>G</b> ↑	75 %
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	School year 2010-11	School year 2011-12	Target for 2011-12
% 5+ SCQF level 6 (Oban High)	12.38 % <b>G</b> ↑	12.14 % <b>R</b> ↓	12.60 %
% 5+ SCQF level 6 (Tobermory High)	13.33 % <b>G</b> ↑	6.67 % <b>R</b> ↓	12.60 %

**Streetscene**

	Target	OL&I	Council	
No of Complaints ref Waste Collection - OL&I Lorn		30 <b>U</b>	101	<b>!</b> Complaints continue to increase

**Schools**

% 5+ SCQF level 6 (Tiree High School)	12.60 %	30.00 % <b>G</b> ↑	11 %	<b>✓</b> Results well above the national average
School % unauthorised absence (Tiree High School)		3.8 % <b>U</b>	1.2 %	<b>!</b> Absence in excess of average

**Housing and Planning**

% of ALL Planning Apps Processed within timescale in OL&I	68.0 %	79.7 % <b>G</b> ↑	75.1 %	<b>✓</b> Results show excellent improvement
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**Roads**

% Cat 1 road defects repaired by end of next working day - OLI	90 %	100 % <b>G</b> →	94.3 %	<b>✓</b> In spite of increased defects, greatly improved performance
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**ARGYLL AND BUTE COUNCIL****OBAN, LORN AND THE  
ISLES AREA COMMITTEE****COMMUNITY SERVICES****10 APRIL 2013**

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**THIRD SECTOR GRANTS 2013/14**

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**1.0 SUMMARY**

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for Oban, Lorn and the Isles.
- 1.2 Applications are considered twice yearly in April and August. This is intended to avoid allocation of the full budget at one meeting and enable activities held later in the year to be funded.
- 1.3 The total Third Sector Grant budget made available by the Council for allocation in Oban, Lorn and the Isles for 2013/14 is £35,000.
- 1.4 The Area Committee agreed to an upper limit of £4,000 to any one organisation in any one financial period, unless there are exceptional circumstances.
- 1.5 A minimum of £5,000 should be carried forward for allocation at the Area Committee meeting in August.
- 1.6 Nineteen applications have been received, 5 of which are for Events and Festivals.

**2.0 RECOMMENDATIONS**

- 2.1 The 19 organisations listed below are awarded funding from the Third Sector Grants budget, as per the table below.
- 2.2 Those organisations that have received funding for two years or more should not be awarded more than the amount they received in 2012/13 unless increased developmental aspects are detailed in the application.
- 2.3 Where possible, and if appropriate, new applicants should receive all or most of the amount requested (up to 50% total project costs), unless a very large amount of funding is sought.
- 2.4 Grants will only be awarded pending receipt of the correct paperwork; an approved financial check; and an End of Project monitoring form (if a grant was awarded in previous year).

2.5 That Oban Community Sensory Garden be allowed to accrue £220 forward for spend by the end of April 2013 to accommodate their rescheduled study trip to another garden project.

2.6 That Bridge of Orchy Community Association be allowed to accrue £425.55 for spend by the end of April 2013 to accommodate project delays caused by weather.

Ref No	Organisation	Grant Award 11/12	Grant Award 12/13	Total Project Costs	Amount Requested	Recommendation
3.1	1st Tobermory Guides/Tobermory Scout Hall	N/A	N/A	£2,710	£2,460	£1,016
3.2	Argyll and Bute Youth Forum *	N/A	N/A	£4,000	£1,000	£250
3.3	Coisir Ghaidhlig Taigh an Uillt - Taynuilt Gaelic Choir/mixed choir and ladies choir	N/A	N/A	£600	£300	£135
3.4	Comann Eachdraidh Lios Mor (CELM) The Lismore Historical Society	£1,500	£3,100	£11,750	£750	£750
3.5	Craignure Village Hall	N/A	N/A	£7,937	£1,437	£1,347
3.6	Hebridean Whale and Dolphin Trust (HWDT)	N/A	N/A	£5,300	£2,650	£2,650
3.7	Highlands and Islands Music and Dance Festival *	£1,600	£2,000	£44,154	£9,000	£4,000
3.8	Loch Awe Improvement Association	N/A	N/A	£14,881	£7,381	£3,600
3.9	Lorn Agricultural Society *	N/A	£1,000	£11,265	£3,000	NIL
3.10	Mull and Iona Schools Pipers	N/A	N/A	£1,490	£745	£522
3.11	New Start Oban	N/A	Nil (£0)	£750	£650	£206
3.12	North Argyll Youth Forum	£1,500	N/A	£13,575	£600	£480 (underwrite)
3.13	OASIS	N/A	Nil (£0)	£7,000	£3,500	£1,575
3.14	Oban Phoenix Cinema	£1,955	£1,000	£45,000	£5,000	£2,750
3.15	Oban Winter Festival *	N/A	£5,000	£31,100	£15,500	£4,000
3.16	Oban Youth Cafe	N/A	N/A	£4,025	£2,000	£450
3.17	Sound of Mull Radio	N/A	N/A	£5,862	£2,862	£2862
3.18	Tiree Music Festival CIC *	N/A	N/A	£8,990	£4,450	£1,200
3.19	Tiree Resource Club	N/A	N/A	£3,829	£3,329	£1,233
				<b>Total Recommended</b>		£29,026
				<b>Balance</b>		£5,974

\*Events and Festivals

## 3.0 DETAIL

	Organisation	Rationale for grant allocation
3.1	1st Tobermory Guides/Tobermory Scout Hall	The hall is used by the Guides and Scouts, as well as a number of other clubs. The kitchen equipment is serviceable but in poor condition and volunteers generally bring crockery etc. from their own homes and businesses when they hold fundraisers and coffee mornings. They have secured other funding to undertake structural work in their kitchen area - this grant would enable the group to upgrade their existing equipment, meet health and safety requirements for cooking with young people and add some equipment that would increase the range of food based activities they can carry out.
3.2	Argyll and Bute Youth Forum	This event will support and celebrate the achievements of young people involved in a variety of community activities, bringing them together from across Argyll and Bute for a themed awards event. The awards committee itself comprises a number of young people with support staff – although the event is being organised by the Argyll and Bute Youth Forum, award nominations will be advertised and circulated through schools, youth organisations and partner agencies and open to all young people. An award of £250 per administrative area is recommended.
3.3	Coisir Ghaidhlig Taigh an Uillt - Taynuilt Gaelic Choir/mixed choir and ladies choir	This activity aims to increase the skills of participants, bringing tutors in from outside the area for workshops to benefit choir members.
3.4	Comann Eachdraidh Lios Mor (CELM) The Lismore Historical Society	This project provides the opportunity for island memories and its Gaelic traditions and history to be recorded on DVD and CD for the benefit of Lismore and Argyllshire history – the DVDs will also add provision to the Lismore Museum, which is one of the visitor attractions on the island. Local volunteers will also work on the project, increasing their social history recording skills. They have managed to attract other external funding and the third sector grant funding would make up the shortfall.
3.5	Craignure Village Hall	This is a well-used hall in a central location on the island which has inherited a long-term problem with their water meter and which had a considerable emergency outlay last year which has made the hall financially vulnerable. This is not the first incident with their water supply, but this outlay was significantly higher because they have replaced their piping the full length from the main road down as a preventative measure. This grant is being sought as a one-off emergency payment to secure the hall and allow them to get back on a sure footing.
3.6	Hebridean Whale and Dolphin Trust (HWDT)	The project has evidenced positive feedback from previous years and combines community, youth and environmental benefits. The organisation fund their work through a variety of funding streams each year and are not in receipt of any other council funding at this time.
3.7	Highlands and Islands Music and Dance	Using an economic impact calculation model, this applicant has assessed the event brings an economic benefit to the area of around £1million – the event has potential for growth but needs to address its infrastructure to support this. They have been in discussion with the Cowal Games to learn from their experiences and have obtained quotes for developing an online registration, ticketing, payment and seat allocation system. This development would make succession planning

		easier and free up volunteer time to allow a greater focus on community involvement activities. Recommendation is that the award be split equally between the delivery of the festival and the development of online registering etc.,
3.8	Loch Awe Improvement Association	The fish stock enhancement programme restocks a popular fishing loch, contributing to local environmental improvement plans. The organisation itself assists with lochside improvements including litter cleanup and uplift and has been involved in community initiatives around the Loch Awe and Dalavich area, including Loch Watch. The organisation still has reasonable reserves however feels it is prudent to seek assistance now and implement developments that can be phased over the next few years.
3.9	Lorn Agricultural Society	The applicant received funding for the same purpose in the previous financial year and has sufficient reserves to be able to fund their advertising themselves. No award recommended. This application also included capital costs which, although advantageous, are not eligible costs under this grant stream and have been removed.
3.10	Mull and Iona Schools Pipers	The piping equipment would be owned by the group and allow a number of young people to learn piping without having to purchase their own pipes initially. This increases the opportunities for young people to participate in traditional music.
3.11	New Start Oban	This organisation provides starter packs for homeless people moving into secure tenancies – referrals are made by support agencies. The organisation finances itself mainly through donations and is aiming to increase its profile and methods of gathering donations by creating a website.
3.12	North Argyll Youth Forum	Exchange visits between youth organisations are beneficial both to the young people themselves and to their organisations. This group is working to raise funds for their exchange trip and it is hoped they will eventually be able to bring in all of the required funding themselves. An underwrite is therefore recommended that will only be drawn down if required.
3.13	OASIS	This project offers the opportunity for the organisation to record service users experiences on DVD. Although this organisation receive Council funding, this project is outwith their core funded activities and a contribution towards the project is recommended.
3.14	Oban Phoenix Cinema	This project will modernise the service and increase provision for local people to improve the project's sustainability.
3.15	Oban Winter Festival	This event takes place over several days and offers activities that the local community and visitors can participate in. The organisation gathers feedback from participants to inform their future planning and works with local charities to ensure community benefit as well. However, this festival received a high award in 2012/13 and the amount sought this year is substantially over the maximum amount agreed by the committee and higher than the amount earmarked for all events and festivals.
3.16	Oban Youth Cafe	Argyll and Bute Council work with the youth cafe and other partners to support transitional activities which aim to offer opportunities for children moving from Primary to secondary to mix. However, there are benefits to young people being able to mix socially and access activities outwith their own community and young people from this area face additional

		travel challenges.
3.17	Sound of Mull Radio	This is an ambitious project that would benefit from initial support to help it establish, but which would benefit a remote island community if achieved.
3.18	Tiree Music Festival CIC	This festival brings significant social and economic benefit to Tiree – the fencing would be removed and stored at the end of the Festival and available for use at other events and would be an asset available for the whole island. This application also included capital costs which, although advantageous, are not eligible costs under this grant stream and have been removed.
3.19	Tiree Resource Club	Singing for the Brain groups have been developing across some of the OLI communities and Tiree Resource Club have investigated the benefits the group can bring. This activity will be aimed primarily at people with Alzheimers but will be open to other members of the community, contributing to Scottish targets for involvement in wider community activities post-diagnosis. Start-up costs for other groups have proved beneficial in establishing demand – the group can then use this evidence to lever in external funding.

#### 4.0 CONCLUSION

4.1 All organisations have been contacted and grant applications assessed.

#### 5.0 IMPLICATIONS

- 5.1 Policy: None
- 5.2 Financial: As per area budget allocation.
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities Consistent with the Equal Opportunities policy of Argyll and Bute Council.
- 5.6 Risk: Monitoring of the process will minimise any risk to the Council
- 5.7 Customer Service: None

#### 6.0 APPENDICES

6.1 Officer assessment reports submitted.

**Margaret Fyfe**  
**Community Development Manager**

**02/04/2013**

**For further information contact:** Laura Macdonald, Community Development Officer for Oban, Lorn and the Isles. Tel No 01631 567944.

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n/a

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	na		
e)	How many people overall will benefit from this grant?			
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	√	No
b)	Clear recruitment policies	Yes		No
c)	Ongoing training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes		No √
e)	A Code of Good Practice	Yes		No √
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes		No √
h)	Grievance Procedure for staff and volunteers	Yes	√	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	√	No

Comments :

Governed by the Scout associations' policies and documents



**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****2 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Argyll and Bute Youth Forum	
Contact Person in Organisation	Kayleigh Campbell	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull		Designation: Youth Services Manager
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£4,000	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£2,000	
f) Grant Recommendation	£250 from each area	
Reason for grant:	<i>Venue costs for Youth Achievement Event for young people across Argyll and Bute.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This event will support and celebrate the achievements of young people involved in a variety of community activities, bringing them together from across Argyll and Bute for a themed awards event. The awards committee itself comprises a number of young people with support staff – although the event is being organised by the Argyll and Bute Youth Forum, award nominations will be advertised and circulated through schools, youth organisations and partner agencies and open to all young people. An award of £250 per administrative area is recommended.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>				
g)	A viable business plan	Yes	√	No
h)	A marketing plan for the activity	Yes	√	No
i)	A previous event budget	Yes		No √
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	√	No
k)	Evidence of appropriate insurance coverage	Yes	√	No
l)	Compliance with all relevant legal and licensing requirements	Yes	√	No
m)	Letters of support from other funders or local organisations	Yes		No √

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	150 direct beneficiaries		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	√	No
b)	Clear recruitment policies	Yes		No
c)	Ongoing training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes	√	No
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes		No √
h)	Grievance Procedure for staff and volunteers	Yes		No √
i)	A Disciplinary Procedure for staff and volunteers	Yes		No √
Comments :				

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****3 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Taynuilt Gaelic Choir	
Contact Person in Organisation	June Raven	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£300	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£600	
d) How much coming from own resources?	£200	
e) How much coming from other agencies?	£100	
f) Grant Recommendation	£135	
Reason for grant:	<i>Contribution towards Gaelic workshop for choir.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This activity aims to increase the skills of participants, bringing tutors in from outside the area to benefit choir members.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

n/a

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	✓	No
b)	Fully constituted	Yes	✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes		No
e)	Within 50% of the costs for the project/activity	Yes	✓	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	✓	No
b)	Is the project consistent with Council objectives?	Yes	✓	No
c)	Does the project have open membership?	Yes	✓	No
d)	Have sponsorship agreements been checked?	Yes	✓	No
e)	How many people overall will benefit from this grant?	26		
f)	Is the organisation well established?	Yes	✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No ✓
h)	Does the organisation have volunteer training in place?	Yes	✓	No
i)	Have you confidence in their ability to deliver a service?	Yes	✓	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	n/a		
b)	Clear recruitment policies	Yes		No ✓
c)	Ongoing training and support for volunteers	Yes	✓	No
d)	A code of conduct for staff and volunteers	Yes		No ✓
e)	A Code of Good Practice	Yes		No ✓
f)	An Equal Opportunities Policy	Yes		No ✓
g)	A Policy for Managing Confidential Information	Yes		No ✓
h)	Grievance Procedure for staff and volunteers	Yes		No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes		No ✓

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**4 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Comunn Eachdraidh Lios Mor	
Contact Person in Organisation	Robert Hay	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Library and Culture Development Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£750	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£11,750	
d) How much coming from own resources?	£2,000	
e) How much coming from other agencies?	£9,000	
f) Grant Recommendation	£750	
Reason for grant:	<i>Lismore memories – project to record on DVD and CD, the memories of native Gaelic speakers on Lismore which would then be shown in the Heritage Centre.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This project provides the opportunity for island memories and its Gaelic traditions and history to be recorded on DVD and CD for the benefit of Lismore and Argyllshire history – the DVDs will also add provision to the Lismore Museum, which is one of the visitor attractions on the island. Local volunteers will also work on the project, increasing their social history recording skills.		

**If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?**

n/a

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	✓	No
b)	Fully constituted	Yes	✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	✓	No
e)	Within 50% of the costs for the project/activity	Yes	✓	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	✓	No
b)	Is the project consistent with Council objectives?	Yes	✓	No
c)	Does the project have open membership?	Yes	✓	No
d)	Have sponsorship agreements been checked?	Yes	✓	No
e)	How many people overall will benefit from this grant?	180		
f)	Is the organisation well established?	Yes	✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No ✓
h)	Does the organisation have volunteer training in place?	Yes	✓	No
i)	Have you confidence in their ability to deliver a service?	Yes	✓	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	n/a		
b)	Clear recruitment policies	Yes	✓	No
c)	Ongoing training and support for volunteers	Yes	✓	No
d)	A code of conduct for staff and volunteers	Yes	✓	No
e)	A Code of Good Practice	Yes	✓	No
f)	An Equal Opportunities Policy	Yes	✓	No
g)	A Policy for Managing Confidential Information	Yes	✓	No
h)	Grievance Procedure for staff and volunteers	Yes	✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	✓	No

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****5 Details**

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Craignure Village Hall	
<b>Contact Person in Organisation</b>	Andrew Robertson	
<b>Have you contacted/visited the organisation to assess this application?</b>		<b>Contacted Visited</b>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
<b>a) Grant requested from A &amp; B Council?</b>	<b>£1,437.54</b>	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	<b>£7,937.54</b>	
<b>d) How much coming from own resources?</b>	£6,500	
<b>e) How much coming from other agencies?</b>	£0	
<b>f) Grant Recommendation</b>	£1,347	
<b>Reason for grant:</b>	<i>Contribution to revenue costs due to unforeseen emergency expenditure which has depleted reserves.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	✓
c)	Community Capacity Building	✓
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	✓
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
<b>Have you received an end of project report for the previous grant award? n/a</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
<p>This is a well-used hall in a central location on the island which has inherited a long-term problem with their water meter and which had a considerable emergency outlay last year which has made the hall financially vulnerable. This is not the first incident with their water supply, but this outlay was significantly higher because they have replaced their piping the full length from the main road down as a preventative measure. This grant is being sought as a one-off emergency payment to secure the hall and allow them to get back on a sure footing. An award of £1,347 is recommended as a one-off.</p>		

**If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?**

n/a

## **2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	✓	No
b)	Fully constituted	Yes	✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	✓	No
e)	Within 50% of the costs for the project/activity	Yes	✓	No

## **3 General Criteria**

a)	Is the activity non-political?	Yes	✓	No
b)	Is the project consistent with Council objectives?	Yes	✓	No
c)	Does the project have open membership?	Yes	✓	No
d)	Have sponsorship agreements been checked?	Yes	✓	No
e)	How many people overall will benefit from this grant?			
f)	Is the organisation well established?	Yes	✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No ✓
h)	Does the organisation have volunteer training in place?	Yes		No ✓
i)	Have you confidence in their ability to deliver a service?	Yes	✓	No

## **4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	n/a		
b)	Clear recruitment policies	Yes	✓	No
c)	Ongoing training and support for volunteers	Yes		No ✓
d)	A code of conduct for staff and volunteers	Yes		No ✓
e)	A Code of Good Practice	Yes		No ✓
f)	An Equal Opportunities Policy	Yes	✓	No
g)	A Policy for Managing Confidential Information	Yes		No ✓
h)	Grievance Procedure for staff and volunteers	Yes	✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	✓	No

Comments :

Group have received samples of wording that Argyll and Bute Community Centres and halls use on their letting forms to advise users of their responsibility to ensure they are PVG compliant.



**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****6 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Hebridean Whale and Dolphin Trust	
Contact Person in Organisation	Gemma Paterson	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Marina Curran-Couthart      Designation: Biodiversity Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,650	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,300	
d) How much coming from own resources?	£650	
e) How much coming from other agencies?	£2,000	
f) Grant Recommendation	£2,650	
Reason for grant:	<i>5 day educational programme aboard Silurian (floating classroom) – 2 or 3 schools workshops and one community event held each day.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The project has evidenced positive feedback from previous years and combines community, youth and environmental benefits. The organisation fund their work through a variety of funding streams each year and are not in receipt of any other council funding at this time.		

**If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?**

n/a

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	✓	No
b)	Fully constituted	Yes	✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	✓	No
e)	Within 50% of the costs for the project/activity	Yes	✓	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	✓	No
b)	Is the project consistent with Council objectives?	Yes	✓	No
c)	Does the project have open membership?	Yes	✓	No
d)	Have sponsorship agreements been checked?	Yes	✓	No
e)	How many people overall will benefit from this grant?			
f)	Is the organisation well established?	Yes	✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No ✓
h)	Does the organisation have volunteer training in place?	Yes		No ✓
i)	Have you confidence in their ability to deliver a service?	Yes	✓	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	✓	No
b)	Clear recruitment policies	Yes	✓	No
c)	Ongoing training and support for volunteers	Yes		No ✓
d)	A code of conduct for staff and volunteers	Yes	✓	No
e)	A Code of Good Practice	Yes	✓	No
f)	An Equal Opportunities Policy	Yes	✓	No
g)	A Policy for Managing Confidential Information	Yes	✓	No
h)	Grievance Procedure for staff and volunteers	Yes	✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	✓	No

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**7 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Highlands and Islands Music and Dance Festival	
Contact Person in Organisation	Margaret Farmer	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker                      Designation: Library and Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£9,000	
b) Grant awarded last year?	£2,000	
c) Total Project cost?	£44,154	
d) How much coming from own resources?	£26,454	
e) How much coming from other agencies?	£8,700	
f) Grant Recommendation	£4,000	
Reason for grant:	<i>Contribution towards 30<sup>th</sup> annual Highlands and Islands Music and Dance Festival and costs towards developing the capacity of the organisation.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
Using an economic impact calculation model, this applicant has assessed the event brings an economic benefit to the area of around £1million – the event has potential for growth but needs to address its infrastructure to support this. They have been in discussion with the Cowal Games to learn from their experiences and have obtained quotes for developing an online registration, ticketing, payment and seat allocation system. This development would make succession planning easier and free up volunteer time to allow a greater focus on community involvement activities. Recommendation is that the award be split equally between the delivery of the festival and the development of online registering etc.,		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

Event is grant dependant and third sector funding has to be slowly withdrawn to support the organisation to slowly be able to sustain itself without council funding. Infrastructure developments are a new and one-off cost.

## **2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	✓	No
b)	Fully constituted	Yes	✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	✓	No
e)	Within 50% of the costs for the project/activity	Yes	✓	No

### **Additionally, for Events and Festivals, have you checked the Organisation has:**

g)	A viable business plan	Yes	✓	No
h)	A marketing plan for the activity	Yes	✓	No
i)	A previous event budget	Yes	✓	No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	✓	No
k)	Evidence of appropriate insurance coverage	Yes	✓	No
l)	Compliance with all relevant legal and licensing requirements	Yes	✓	No
m)	Letters of support from other funders or local organisations	Yes	✓	No

## **3 General Criteria**

a)	Is the activity non-political?	Yes	✓	No
b)	Is the project consistent with Council objectives?	Yes	✓	No
c)	Does the project have open membership?	Yes	✓	No
d)	Have sponsorship agreements been checked?	Yes	✓	No
e)	How many people overall will benefit from this grant?	1000+ competitors 3000 visitors		
f)	Is the organisation well established?	Yes	✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No ✓
h)	Does the organisation have volunteer training in place?	Yes		No ✓
i)	Have you confidence in their ability to deliver a service?	Yes	✓	No

## **4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	✓	No
b)	Clear recruitment policies	Yes		No ✓
c)	Ongoing training and support for volunteers	Yes		No ✓
d)	A code of conduct for staff and volunteers	Yes		No ✓
e)	A Code of Good Practice	Yes		No ✓
f)	An Equal Opportunities Policy	Yes		No ✓
g)	A Policy for Managing Confidential Information	Yes		No ✓
h)	Grievance Procedure for staff and volunteers	Yes		No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes		No ✓

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS**  
**Assessment form Third Sector Grants including Events and Festivals**

8 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Loch Awe Improvement Association	
Contact Person in Organisation	Richard McKenzie	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Marina Curran-Coulthart		Designation: Biodiversity Officer
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£7,381	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£14,881	
d) How much coming from own resources?	£7,500	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£3,600	
Reason for grant:	<i>Running costs for the fish stock enhancement programme which is based at the Loch Awe Improvement Association hatchery at Loch Awe side.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The fish stock enhancement programme restocks a popular fishing loch, contributing to local environmental improvement plans. The organisation itself assists with lochside improvements including litter cleanup and uplift and has been involved in community initiatives around the Loch Awe and Dalavich area, including Loch Watch. The organisation still has reasonable reserves however feels it is prudent to seek assistance now and implement developments that can be phased over the next few years.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

**3 General Criteria**

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	n/a	
e)	How many people overall will benefit from this grant?		
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	n/a	
b)	Clear recruitment policies	Yes ✓	No
c)	Ongoing training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes	No ✓
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**9 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Lorn Agricultural Show	
Contact Person in Organisation	Christine Smith	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£860	
b) Grant awarded last year?	£1,000	
c) Total Project cost?	£1920	
d) How much coming from own resources?	£860	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	nil	
Reason for grant:	<i>Advertising costs for the agricultural show</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes No <input checked="" type="checkbox"/>		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The applicant received funding for the same purpose in the previous financial year and has sufficient reserves to be able to fund their advertising themselves. No award recommended.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	✓	No
b)	Fully constituted	Yes	✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	✓	No
e)	Within 50% of the costs for the project/activity	Yes	✓	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	✓	No
b)	Is the project consistent with Council objectives?	Yes	✓	No
c)	Does the project have open membership?	Yes	✓	No
d)	Have sponsorship agreements been checked?	Yes	✓	No
e)	How many people overall will benefit from this grant?	1050 - 2000		
f)	Is the organisation well established?	Yes	✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No ✓
h)	Does the organisation have volunteer training in place?	Yes		No ✓
i)	Have you confidence in their ability to deliver a service?	Yes	✓	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	n/a		
b)	Clear recruitment policies	Yes	No	✓
c)	On-going training and support for volunteers	Yes	No	✓
d)	A code of conduct for staff and volunteers	Yes	No	✓
e)	A Code of Good Practice	Yes	No	✓
f)	An Equal Opportunities Policy	Yes	No	✓
g)	A Policy for Managing Confidential Information	Yes	No	✓
h)	Grievance Procedure for staff and volunteers	Yes	No	✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	✓

Comments :



**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**10 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Mull and Iona Schools Pipe Band	
Contact Person in Organisation	Neil MacCallum	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£	
b) Grant awarded last year?	£0	
c) Total Project cost?	£1490	
d) How much coming from own resources?	£745	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£522	
Reason for grant:	<i>Purchase of practise pipes and 1 set of McCallum pipes to support increased membership of pipe band.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The equipment would be owned by the group and allow a number of young people to learn piping without having to purchase their own pipes initially. This increases the opportunities for young people to participate in traditional music.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>				
g)	A viable business plan	Yes		No
h)	A marketing plan for the activity	Yes		No
i)	A previous event budget	Yes		No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes		No
k)	Evidence of appropriate insurance coverage	Yes		No
l)	Compliance with all relevant legal and licensing requirements	Yes		No
m)	Letters of support from other funders or local organisations	Yes		No

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes		No na
e)	How many people overall will benefit from this grant?	15 annually		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	√	No
b)	Clear recruitment policies	Yes		No √
c)	Ongoing training and support for volunteers	Yes		No √
d)	A code of conduct for staff and volunteers	Yes		No √
e)	A Code of Good Practice	Yes		No √
f)	An Equal Opportunities Policy	Yes		No √
g)	A Policy for Managing Confidential Information	Yes		No √
h)	Grievance Procedure for staff and volunteers	Yes		No √
i)	A Disciplinary Procedure for staff and volunteers	Yes		No √

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**11 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	North Argyll Youth Forum	
Contact Person in Organisation	Kayleigh Campbell	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull		Designation: Youth Services Manager
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£600	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£13,575	
d) How much coming from own resources?	£1,100	
e) How much coming from other agencies?	£11,875	
f) Grant Recommendation	£480 (underwrite)	
Reason for grant:	<i>Youth Leadership International Exchange</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes No</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
Exchange visits between youth organisations are beneficial both to the young people themselves and to their organisations. This group are working to raise funds for their exchange trip and it is hoped they will eventually be able to bring in all of the required funding themselves. An underwrite is therefore recommended that will only be drawn down if required.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	No
b)	Is the project consistent with Council objectives?	Yes	No
c)	Does the project have open membership?	Yes	No
d)	Have sponsorship agreements been checked?	Yes	No
e)	How many people overall will benefit from this grant?	15	
f)	Is the organisation well established?	Yes	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No
h)	Does the organisation have volunteer training in place?	Yes	No
i)	Have you confidence in their ability to deliver a service?	Yes	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**12 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	New Start Oban	
Contact Person in Organisation	David James	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£375	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£750	
d) How much coming from own resources?	£375	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£206	
Reason for grant:	<i>Contribution towards publicity and insurance costs</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This organisation provides starter packs for homeless people moving into secure tenancies – referrals are made by support agencies. The organisation finances itself mainly through donations and is aiming to increase its profile and methods of gathering donations by creating a website.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	n/a		
e)	How many people overall will benefit from this grant?	30 households annually		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	√	No
b)	Clear recruitment policies	Yes		No √
c)	Ongoing training and support for volunteers	Yes		No √
d)	A code of conduct for staff and volunteers	Yes		No √
e)	A Code of Good Practice	Yes		No √
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	√	No
h)	Grievance Procedure for staff and volunteers	Yes		No √
i)	A Disciplinary Procedure for staff and volunteers	Yes		No √

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**13 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Phoenix Cinema	
Contact Person in Organisation	Fiona Shaw	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker                      Designation: Arts and Culture Development Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£5,000	
b) Grant awarded last year?	£1,955	
c) Total Project cost?	£45,000	
d) How much coming from own resources?	£8,000	
e) How much coming from other agencies?	£32,000	
f) Grant Recommendation	£2,750	
Reason for grant:	<i>Contribution towards digital projector for community cinema project</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This project will modernise the service and increase provision for local people and improve the project's sustainability.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

This project would enable the organisation to develop their service and increase its sustainability

## 2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

## 3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	8,000+	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

## 4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes ✓	No
b)	Clear recruitment policies	Yes ✓	No
c)	Ongoing training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :



**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**14 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Winter Festival	
Contact Person in Organisation	Pamela Lockhart	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker                      Designation: Library and Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£15,550	
b) Grant awarded last year?	£5,000	
c) Total Project cost?	£31,100	
d) How much coming from own resources?	£2,600	
e) How much coming from other agencies?	£12,950	
f) Grant Recommendation	£4,000	
Reason for grant:	<i>Contribution towards provision of Oban Winter Festival 2013.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This event takes place over several days and offers activities that the local community and visitors can participate in. The organisation gathers feedback from participants to inform their future planning and works with local charities to ensure community benefit as well. However, this festival received a high award in 2012/13 and should be encouraged to identify other sources of funding to prevent a dependency on the Third Sector Grants.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
Organisation has only received funding one previous year in its current form – in 2010 the Ready Steady Christmas group received funding to market co-ordinated winter activities.		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>				
g)	A viable business plan	Yes	√	No
h)	A marketing plan for the activity	Yes	√	No
i)	A previous event budget	Yes	√	No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	√	No
k)	Evidence of appropriate insurance coverage	Yes		No √
l)	Compliance with all relevant legal and licensing requirements	Yes		No √
m)	Letters of support from other funders or local organisations	Yes	√	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?			
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	n/a		
b)	Clear recruitment policies	Yes		No √
c)	Ongoing training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes	√	No
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes		No √
h)	Grievance Procedure for staff and volunteers	Yes		No √
i)	A Disciplinary Procedure for staff and volunteers	Yes		No √
Comments :				

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**15 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Youth Cafe	
Contact Person in Organisation	Kenneth MacCorquodale	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull	Designation: Youth Services Manager	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,000	
b) Grant awarded last year?	nil	
c) Total Project cost?	£4,025	
d) How much coming from own resources?	£2,025	
e) How much coming from other agencies?		
f) Grant Recommendation	£450	
Reason for grant:	<i>Contribution to Summer programme activities</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Argyll and Bute Council work with the youth cafe and other partners to support transitional activities which aim to offer opportunities for children moving from Primary to secondary to mix. However, there are benefits to young people being able to mix socially and access activities outwith their own community and young people from this area face additional travel challenges.		

**If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?**

n/a

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

**3 General Criteria**

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	53	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes ✓	No
b)	Clear recruitment policies	Yes ✓	No
c)	Ongoing training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**1 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Sound of Mull Radio	
Contact Person in Organisation	Moray Finch	
Have you contacted/visited the organisation to assess this application?	Contacted Visited ✓	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,862	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,862	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£3,000	
f) Grant Recommendation	£2,862	
Reason for grant:	6 months staffing and revenue costs, as well as purchase of domain name to establish Sound of Mull Radio	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	✓
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	✓
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is an ambitious project that would benefit from initial support to help it establish, but which would benefit a remote island community if achieved.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

**3 General Criteria**

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	3,000	
f)	Is the organisation well established?	Yes	No ✓
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	PVG procedures will be put in place	
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No ✓
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****2 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Taynuilt Gaelic Choir	
Contact Person in Organisation	June Raven	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£300	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£600	
d) How much coming from own resources?	£200	
e) How much coming from other agencies?	£100	
f) Grant Recommendation	£135	
Reason for grant:	<i>Contribution towards Gaelic workshop for choir.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This activity aims to increase the skills of participants, bringing tutors in from outside the area to benefit choir members.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

n/a

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

**3 General Criteria**

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	26	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	n/a		
b)	Clear recruitment policies	Yes	No	✓
c)	Ongoing training and support for volunteers	Yes ✓	No	
d)	A code of conduct for staff and volunteers	Yes	No	✓
e)	A Code of Good Practice	Yes	No	✓
f)	An Equal Opportunities Policy	Yes	No	✓
g)	A Policy for Managing Confidential Information	Yes	No	✓
h)	Grievance Procedure for staff and volunteers	Yes	No	✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	✓

Comments :



**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****3 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Tiree Music Festival	
Contact Person in Organisation	Daniel Gillespie	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker                      Designation: Library and Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,200	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£2,400	
d) How much coming from own resources?	£1,200	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£1,200	
Reason for grant:	<i>Contribution towards temporary fencing and fireworks display at Tiree Music Festival</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/></b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This festival brings significant social and economic benefit to Tiree – the fencing would be removed and stored at the end of the Festival and available for use at other events and would be an asset available for the whole island. This application also included capital costs which, although advantageous, are not eligible costs under this grant stream and have been removed.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
Group had funding in 2010 and 2011 but did not apply for assistance in 2012		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>				
g)	A viable business plan	Yes	√	No
h)	A marketing plan for the activity	Yes	√	No
i)	A previous event budget	Yes	√	No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	√	No
k)	Evidence of appropriate insurance coverage	Yes	√	No
l)	Compliance with all relevant legal and licensing requirements	Yes	√	No
	Letters of support from other funders or local organisations	Yes	√	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	1,820		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	√	No
b)	Clear recruitment policies	Yes	√	No
c)	Ongoing training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes		No √
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes		No √
h)	Grievance Procedure for staff and volunteers	Yes	√	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	√	No
Comments :				

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**4 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Tiree Resource Club	
Contact Person in Organisation	Kathryn MacCallum	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1664.50	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£3329	
d) How much coming from own resources?	£1664.50	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£1,233	
Reason for grant:	<i>Start-up costs for a Singing for the Brain Group in Tiree</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Singing for the Brain groups have been developing across some of the OLI communities and Tiree Resource Club have investigated the benefits the group can bring. This activity will be aimed primarily at people with Alzheimers but will be open to other members of the community, contributing to Scottish targets for involvement in wider community activities post-diagnosis. Start-up costs for other groups have proved beneficial in establishing demand – the group can then use this evidence to lever in external funding.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	No
b)	Is the project consistent with Council objectives?	Yes	No
c)	Does the project have open membership?	Yes	No
d)	Have sponsorship agreements been checked?	Yes	No
e)	How many people overall will benefit from this grant?	10 - 15	
f)	Is the organisation well established?	Yes	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No
h)	Does the organisation have volunteer training in place?	Yes	No
i)	Have you confidence in their ability to deliver a service?	Yes	No

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Comments :

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**ARGYLL AND BUTE COUNCIL****OBAN LORN AND THE ISLES AREA  
COMMITTEE****CUSTOMER SERVICES****10<sup>TH</sup> APRIL 2013**

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**MEMBERS ATTENDANCE AT AREA COMMUNITY PLANNING GROUP  
MEETINGS**

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**1.0 SUMMARY**

- 1.1 This report updates Members on recent changes which have been made to the attendance of elected Members at Oban Lorn and the Isles Community Planning Group meetings.

**2.0 RECOMMENDATION**

- 2.1 Members are asked to note this update on recent changes to Member's attendance at Community Planning Group meetings, and consider whether they wish these arrangements to continue.

**3.0 DETAIL**

- 3.1 In response to a desire to increase community participation in the Oban, Lorn and the Isles Community Planning Group a Short Life Working Group was set up to discuss ways of taking this forward. The SLWG reported to the September meeting of the CPG, and made a number of suggestions for agreement and implementation.
- 3.2 One of the suggestions made was that the group at that time felt "Councillor heavy", and it was discussed that this should be addressed by the Area Committee discussing and agreeing a process for representation at future meetings, to take effect at the meeting scheduled for 12<sup>th</sup> December 2012. It was further agreed that all of the new community engagement arrangements would be reviewed after 4 meetings had taken place to ensure that they are working well, and to allow any required amendments to those arrangements to be made.
- 3.3. At the Area Committee meeting held in October 2012 Members discussed the concerns which had been raised by the Short Life Working Group and agreed to elect Councillors MacDougall and MacDonald

along with Councillor Glen Lee as Lead Councillor to attend the next 2 Community Planning group meetings, with a review of attendance to be considered at the April 2013 Area Committee.

- 3.4. The meetings of the CPG held since this Member attendance was agreed have been lively and effective meetings, with discussion taking place on a variety of issues which have been of both a strategic and local nature. The December meeting took place in the evening and was very well attended with community representatives and Community Councillors and the March meeting was also well attended by Community Councillors. Councillor Glen Lee has chaired both meetings, and Councillors Hall and MacIntyre attended the March meeting.
- 3.5. As noted at 3.2 above, the Community Planning Group will be reviewing all of the new community engagement arrangements for the group after 4 meetings have taken place, i.e. at the meeting due to take place in December 2013. Members however asked to consider the matter of Members attendance at the CPG meetings in April 2013
- 3.6. The effectiveness of the Community Planning Group continues to improve, with much of the focus in the Oban Lorn and the Isles area now being on matters raised by Community Council and community representatives, and a fair amount of business also brought forward by the Council and other core partners. No analysis or discussion has taken place within the group as to the impact which reduced attendance by elected Members has had on the group.
- 3.7. To ensure that all elected Members are kept up to date with the issues which the Community Planning Group is discussing and considering the agenda for the meeting is included for consideration at the Area Committee business meeting immediately prior to the scheduled CPG, ie at the business meetings taking place in November , March, May and September. This appears to be working well, and enabled Councillors Hall and MacIntyre to decide to attend the March meeting.

#### **4.0 CONCLUSIONS**

- 4.1 The reduced attendance by elected Members at CPG meetings does not appear to have had any negative impact on the meetings, though this will not be formally discussed and considered by the group until December 2013. Members may wish to consider continuation of the current arrangements until that time in order to fully assess the arrangements in light of the overall changes which have been made by the group to improve community engagement in the OLI area.

**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

For further information contact: Shirley MacLeod, Area Governance Manager 01369 707134

Date: 20<sup>th</sup> March 2013

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