

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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30 July 2013

NOTICE OF MEETING

A meeting of the **BUTE AND COWAL AREA COMMITTEE** will be held in the **EAGLESHAM HOUSE, MOUNTPLEASANT ROAD, ROTHESAY** on **TUESDAY, 6 AUGUST 2013** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director - Customer Services

BUSINESS

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
 - (a) Bute and Cowal Area Committee held on 4th June 2013 (Pages 1 - 8)
 - (b) Special Bute and Cowal Area Committee held on 25 June 2013 (Pages 9 - 12)
 - (c) Rothesay CHORD Project Board held on 1 July 2013 (for noting) (Pages 13 - 14)
 - (d) Cowal Community Safety Forum held on 28th June 2013 (for noting) (Pages 15 - 18)
 - (e) Bute Community Safety Forum held on 25 June 2013 (for noting) (Pages 19 - 22)
 - (f) Cowal Transport Forum held on 21 June 2013 (for noting) (Pages 23 - 26)
 - (g) Dunoon CHORD Project Board held on 24 May 2013 (for noting) (Pages 27 - 30)
- 4. ROTHESAY JOINT CAMPUS**
Report by Principal of Campus (Pages 31 - 38)

5. **DUNOON AREA PRIMARY SCHOOLS - OPTION SELECTION**
Report by Executive Director – Community Services (Pages 39 - 44)
6. **UPDATE ON DELIVERY OF REVENUE ROADS BUDGET**
Report by Contracts Manager (Pages 45 - 62)
7. **FOOTPATH AT HQ HOLIDAY VILLAGE**
Report by Contracts Manager (Pages 63 - 66)
8. **STREETSCENE BUDGET SAVINGS**
Report by Head of Roads and Amenity Services (to follow)
9. **DUNOON 5 ASIDE PITCH**
Report by Streetscene Area Manager (to follow)
10. **AREA SCORECARDS**
Report by IOD Programme Manager (Pages 67 - 74)
11. **THIRD SECTOR GRANTS**
Report by Social Economy Development Officer (Pages 75 - 98)
12. **MONITORING OF GRANTS TO THE THIRD SECTOR 2012/13**
Report by Community Development Officer (Pages 99 - 102)
13. **TELEPHONE CALL HANDLING IN POLICE SCOTLAND**
Report by Area Governance Manager (Pages 103 - 106)
14. **OLDER PEOPLES CARE AT HOME SERVICE UPDATE**
Report by Area Manager – Adult Care (Pages 107 - 112)
15. **PUBLIC AND COUNCILLOR QUESTION TIME**

BUTE & COWAL AREA COMMITTEE

Councillor Gordon Blair (Vice-Chair)	Councillor Michael Breslin
Councillor Robert Macintyre (Chair)	Councillor Bruce Marshall
Councillor Alex McNaughton	Councillor James McQueen
Councillor Len Scoullar	Councillor Isobel Strong
Councillor Dick Walsh	

Contact: Shirley MacLeod Tel: 01369 707134

**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held in the CASTLE HOUSE,
CASTLE GARDENS, DUNOON
on TUESDAY, 4 JUNE 2013**

Present: Councillor Robert Macintyre (Chair)

Councillor Gordon Blair	Councillor Bruce Marshall
Councillor Michael Breslin	Councillor Len Scoullar
Councillor Alex McNaughton	Councillor Dick Walsh

Attending: Sandy Mactaggart, Executive Director of Development and Infrastructure Services
Shirley MacLeod, Area Governance Manager
Paul Convery, Planning Development Officer
Gillian Neeson, Head Teacher St Mun's Primary
Fiona Johnston, Quality Improvement Officer
Ann Paterson, Quality Improvement Manager
Jayne Lawrence-Winch, Area Manager, Operations
David Clements, IOD Programme Manager
Graham Whitefield, GIS Manager
Liz Marion, Service Office, Community Regeneration
Audrey Martin, Development Projects & Renewables Manager
Caroline Sheen, Estates Surveyor
Martin Gorringe, Marine Operations Manager
Allan Macdonald, Area Streetscene Manager

Peter Lingard, Chair of Fyne Homes
Elizabeth Ferguson, North Bute Primary
Rennie Kennedy Boyle, North Bute Primary
Susan McKay, North Bute Primary

The Chairman ruled, and the Committee agreed, in terms of Standing Order 3.2.2 that the business dealt with at item 24 of this Minute be taken as a matter of urgency by reason of the need for the Area Committee to make a decision before the next scheduled Area Committee in August.

1. APOLOGIES

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

Councillor J McQueen
Councillor I Strong
John Duncan, Children's Manager

2. DECLARATIONS OF INTEREST (IF ANY)

Councillor G Blair declared a non financial interest in Cowal Fiddle Workshop of item 12 by reason of being a member of the group. He claimed the benefit of the dispensation contained at Section 5.16 of the Standard Commission's Guidance and Dispensations Note dated December 2010 to allow him to speak and vote on this item.

Councillor B Marshall declared a non financial interest in Crossroads (Bute and Cowal) of item 12 by reason of being a member of the group. He claimed the benefit of the dispensation contained at Section 5.16 of the Standard Commission's Guidance and Dispensations Note dated December 2010 to allow him to speak and vote on this item.

3. MINUTES

(a) BUTE AND COWAL AREA COMMITTEE - 2ND APRIL 2013

The Minutes of the Meeting of the Bute and Cowal Area Committee held on 2nd April 2013 were approved as a correct record.

4. SUSTAINABLE DESIGN AWARDS 2012 - PRESENTATION

The Chair of the Area Committee presented the Argyll and Bute Sustainable Design Award 2012 to Peter Lingard, Chair of Fyne Homes for their development at Tigh Na Cladach, Bullwood Road. Councillor Breslin congratulated the builder, John Brown of Strone for the excellent building work.

5. NORTH BUTE PRIMARY - PRESENTATION BY PARENT COUNCIL

Members heard a presentation from Elizabeth Ferguson, Rennie Kennedy Boyle and Susan McKay from North Bute Primary Parent Council. They spoke on an opportunity to pilot a new way of working for the long term future for North Bute Primary. They spoke on the condition of the school and the investment needed, the quality of education and the uniqueness of the school. The Area Governance Manager advised that Members would take the information forward to the Council when the school estate is scheduled for discussion.

6. ST MUN'S EDUCATION SCOTLAND REPORT

Members heard from Gillian Neeson, Head Teacher, St Mun's Primary School and from Anne Paterson, Quality Improvement Manager, on the recent Education Scotland Inspection Report of St Mun's Primary School.

Decision

The Committee noted the information provided and asked for the Pupil Questionnaire Summary to be distributed to Members.

(Reference: Report by the Executive Director of Community Services dated 9th May 2013 – submitted)

7. PRIMARY SCHOOL REPORTING

Members heard an informative presentation from the Quality Improvement Officer on the Primary Schools in Bute and Cowal.

Decision

The Committee noted the contents of the report, and formally congratulated the

Staff and Pupils on their achievements to date.

(Reference: Report by the Executive Director of Community Services – submitted)

8. CARE INSPECTORATE REPORT - ASSIST

Members heard from the Area Manager, Adult Care on the progress of ASIST LD Day Service, Dunoon since the Care Inspection of May 2012 and the inspection of Phoenix LD Day Service, Rothesay in January 2013.

Decision

The Committee:-

1. Noted the contents of the report and the continued progress being made in improvement plans and the more robust management overview being established of Registered Manager and service action plans at area and senior management levels.
2. Agreed that an update would be submitted to the October Area Committee and that the Head of Adult Care and the Managers of ASSIST and the Phoenix attend that meeting.

(Reference: Report by the Head of Adult Care – submitted)

9. ADULT CARE SCORECARD

Members heard from the Area Manager, Adult Care on the exception and performance reporting for Adult Care for financial quarter 3 of 2012 -13.

Decision

The Committee noted the information provided.

10. AREA SCORECARD

Members heard from the Project Office on the Area Scorecard with exceptional performance for financial quarter 4 of 2012 – 2013.

Decision

The Committee noted the exceptional performance presented on the Scorecard and agreed to discuss and further develop the Scorecard at the September Business Day Meeting.

(Reference: report by the Head of Improvement and HR – submitted)

11. POSTCODES REGARDING EMERGENCY SERVICES

Members heard from the GIS Manager on the concerns raised by Strachur residents regarding Emergency Service incidents where the vehicles attended the wrong address.

Decision

The Committee agreed:-

1. To support Strachur community by requesting that Royal Mail remove "Cairndow" as the post town for properties in PA24, PA25 and PA27 and substitute it with Lochgoilhead for PA24 and Strachur for PA25 and PA27.
2. The "Street Naming and Numbering Policy" is consulted on as a key document to inform the public of the street naming and numbering services undertaken by the council and increase awareness of the issues.
3. The Corporate Address Gazetteer team is identified as the main council contact for the emergency services address related cases and will carry out a full investigation into each incident.

(Reference: Report by the Executive Director of Development and Infrastructure Services dated 9th May 2013 – submitted)

12. MONITORING OF GRANTS TO THE THIRD SECTOR 2012/13

Members heard from the Community Development Officer on how the funding from grants to the Third Sector was spent in 2012/13.

Decision

The Committee:-

1. Noted the contents of the report.
2. Agreed organisations that do not submit an end of project monitoring report are not eligible for funding from this grant scheme in future years.
3. Agreed an updated report would be submitted to the August Area Committee.

(Reference: Report by the Community Development Manager dated 28th May 2013)

13. OFFICERS APPROVAL OF THIRD SECTOR GRANTS

Members heard from the Community Development Officer on the implications of delegating decision making for the award of some Third Sector Grants to Council officers.

Decision

The Committee agreed that a report be submitted to all four Area Committees to ensure consistent practice.

(Reference: Report by the Community Development Manager dated 4th June 2013)

14. ARDENTINNY COMMUNITY TRUST - REQUEST FOR PROJECT EXTENSION 2013/14

This item was incorporated within agenda item 12.

15. BUTE, COWAL, HELENSBURGH & LOMOND JOINT LOCALITY MANAGEMENT GROUP

The Area Governance Manager asked the Area Committee to consider appointing 2 representatives to serve as members on the Bute, Cowal, Helensburgh and Lomond Joint Locality Management Group.

Decision

The Committee agreed to appoint Councillor L Scoullar from Bute with Councillor I Strong being substitute and Councillor B Marshall from Cowal with Councillor G Blair as substitute to become members of the Joint Locality Management Group.

(Reference: Report by the Executive Director of Customer Services dated 20th May 2013 – submitted)

16. PARTNERSHIP MINUTES

(a) COWAL TRANSPORT FORUM - 19TH APRIL 2013

The Minutes of the Meeting of the Cowal Transport Forum held on 19th April 2013 were noted.

(b) FORWARD DUNOON AND COWAL - 19TH APRIL 2013

The Minutes of the Meeting of the Forward Dunoon and Cowal group held on 19th April 2013 were noted.

(c) COWAL COMMUNITY SAFETY FORUM - 24TH APRIL 2013

The Minutes of the Meeting of the Cowal Community Safety Forum held on 24th April 2013 were noted.

(d) BUTE COMMUNITY SAFETY FORUM - 26TH APRIL 2013

The Minutes of the Meeting of the Bute Community Safety Forum held on 26th April 2013 were noted.

17. GULDFORD SQUARE ROTHESAY - PARKING CHARGES

Members heard from the Executive Director of Development and Infrastructure Services on the process required to adopt the proposal to alter the charging regime in Guildford Square, Rothesay.

Decision

The Committee agreed in principle to Option 3 contained in the report by the

Head of Roads and Amenity Services and further agreed that the detail of timescales and costs be brought back to a future Area Committee for agreement.

(Reference: Report by the Head of Roads and Amenity Services – submitted)

18. PUBLIC AND COUNCILLOR QUESTION TIME

There were no Public or Councillor questions intimated.

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

19. 15-19 MONTAGUE STREET, ROTHESAY

Members heard from the Estate Surveyor on the sale of 15-19 Montague Street, Rothesay.

Decision

The Committee agreed with the recommendations contained in the report by the Executive Director of Customer Services

(Reference: Executive Director of Customer Services dated 9th May 2013 – submitted)

20. INNELLAN AND TOWARD FAMILY CENTRE

Members heard from the Estate Surveyor on the request from Innellan and Toward Family Centre to lease accommodation within Innellan Primary School.

Decision

The Committee agreed with the recommendations contained in the report by the Executive Director of Customer Services

(Reference: Executive Director of Customer Services dated 9th May 2013 – submitted)

21. 109 ALEXANDER STREET

Members heard from the Estate Surveyor on the offers received in respect of 109 Alexander Street, Dunoon.

Decision

The Committee agreed the Estate Surveyor will negotiate the offer with the prospective purchaser, failing which a further marketing will be carried out.

(Reference: Executive Director of Customer Services dated 7th May 2013 –

submitted)

22. ROTHESAY HARBOUR / MV SEAHORSE

Members heard from the Executive Director of Development and Infrastructure Services on the role as Harbour Authority for Rothesay Harbour of the ABP Mer report “Rothesay Harbour – Navigational Risk Assessment” and the report’s conclusions and recommendations.

Decision

The Committee agreed to continue this item to a Special Area Committee on 25th June 2013.

(Reference: Executive Director Executive Director of Development and Infrastructure Services – submitted)

23. DUNOON FIVE ASIDE PITCH

Members heard from the Area Streetscene Manager on the operation of the five-a-side all weather pitches at Dunoon Stadium.

Decision

The Committee noted the contents of the report by the Executive Director of Development and Infrastructure Services.

(Reference: Report by the Executive Director of Development and Infrastructure Services dated 17th May 2013 – submitted)

24. SHOPS, QUEEN'S HALL, DUNOON

The Members heard from the Estate Surveyor on the various expressions of interest received in respect of vacant shop premises at the Queen’s Hall, Dunoon.

Decision

The Committee agreed to delegate the decision to the Executive Director of Customer Services in consultation with the Chair/Vice Chair and Local Members.

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**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held in THE PAVILION CAFE,
ROTHESAY
on TUESDAY, 25 JUNE 2013**

Present: Councillor Robert E Macintyre (Chair)

Councillor Gordon Blair	Councillor Bruce Marshall
Councillor Michael Breslin	Councillor Len Scoullar
Councillor Alex McNaughton	Councillor Dick Walsh

Attending: Sandy Mactaggart, Executive Director of Development and Infrastructure Services
Shirley MacLeod, Area Governance Manager
Martin Gorringe, Marine Operations Manager
Donnie Kelly, Legal Services Manager

1. APOLOGIES

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

Councillor J McQueen
Councillor I Strong

2. DECLARATIONS OF INTEREST (IF ANY)

There were no declarations of interest intimated.

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

3. ROTHESAY HARBOUR / MV SEAHORSE

Members heard from the Executive Director of Development and Infrastructure Services on the proposed introduction of the Integrated Management System and associated improvement actions, the commencement of the process for the introduction of Bye Laws, and the approval of the Interim Notice to Mariners for Rothesay Harbour. He also gave detailed information in regards the content of the ABP Mer report "Rothesay Harbour – Navigational Risk Assessment" and the report's conclusions and recommendations.

Members asked a number of questions of the Executive Director and the Legal Services Manager relating particularly to the proposed draft byelaws, and specifically the proposed bye law 19(1), that vessels must remain afloat whilst berthed at the Commercial Quay and the inner/outer pontoons. Extensive discussion of these matters took place, at the conclusion of which it as noted that a significant amount of work had been undertaken in preparing the submitted reports, and that the totality of the information which had been provided to

Members enabled decisions on the way forward to be made.

Motion

1. Agree recommendation 2.1.1 and 2.1.3 of the report by the Executive Director of Development and Infrastructure Services of 4th June 2013 ;
2. Agree to defer a decision on recommendation 2.1.2 of the report by the Executive Director of Development and Infrastructure Services of 4th June 2013 to allow the Council to develop business cases for the proposed floating berthing catamaran and the provision of a NAABSA berth if the proposed draft byelaw 19(1) is removed, these business cases to be submitted for consideration by the Harbour Authority in August 2013, prior to progressing to an informal consultation on the proposed draft byelaws;
3. Agree recommendation 2.2 of the Summary Paper by the Executive Director of Development and Infrastructure Services of 24th June 2013.

Proposed: Councillor J R Walsh

Seconded: Councillor L Scoullar

Amendment

1. Agree recommendation 2.1.1 of the report by the Executive Director of Development and Infrastructure Services of 4th June 2013 ;
2. Agree to defer a decision on recommendation 2.1.2 of the report by the Executive Director of Development and Infrastructure Services of 4th June 2013 to allow the Council to develop business cases for the proposed floating berthing catamaran and the provision of a NAABSA berth if the proposed draft byelaw 19(1) is removed, these business cases to be submitted for consideration by the Harbour Authority in August 2013, prior to progressing to an informal consultation on the proposed draft byelaws;
3. Agree recommendation 2.2 of the Summary Paper by the Executive Director of Development and Infrastructure Services of 24th June 2013.
4. In regards recommendation 2.1.3 of the report by the Executive Director of Development and Infrastructure Services, agree the recommendation only on the basis that the condition that vessels must remain afloat is removed from the Interim Notice to Mariners.

Proposed: Councillor M Breslin

Seconded: Councillor R Macintyre

On being put to the vote 3 voted for the amendment and 4 voted for the motion.

Decision

The Committee agreed:-

1. Agree recommendation 2.1.1 and 2.1.3 of the report by the Executive Director of Development and Infrastructure Services of 4th June 2013 ;

2. Agree to defer a decision on recommendation 2.1.2 of the report by the Executive Director of Development and Infrastructure Services of 4th June 2013 to allow the Council to develop business cases for the proposed floating berthing catamaran and the provision of a NAABSA berth if the proposed draft byelaw 19(1) is removed, these business cases to be submitted for consideration by the Harbour Authority in August 2013, prior to progressing to an informal consultation on the proposed draft byelaws;
3. Agree recommendation 2.2 of the Summary Paper by the Executive Director of Development and Infrastructure Services of 24th June 2013.

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

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**MINUTES of MEETING of ROTHESAY CHORD PROJECT BOARD held in ROTHESAY
PAVILION CAFÉ
on MONDAY, 1 JULY 2013**

Present: Councillor R Macintyre (Chair)

Councillor L Scoullar

Councillor I Strong

Attending: Shirley MacLeod, Area Governance Manager
Audrey Martin, Development Projects and Renewables Manager
Lorna Pearce, Project Officer
Peter MacDonald, Project officer, Development and Infrastructure
Donald MacKinnon, Senior Accountant

1. APOLOGIES

There were no apologies intimated.

2. DECLARATIONS OF INTEREST (IF ANY)

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the Rothesay CHORD Project Board of 20th March 2013 were approved as a correct record.

Cllr Scoullar asked for update in regards progression of matters with the Apple Tree Nursery, Audrey Martin agreed to forward this clarification to Board Members.

4. ROTHESAY THI - HIGHLIGHT/PROGRESS REPORT

The Project Manager spoke on the Highlight/Progress Report for the Rothesay THI. She spoke on the building repair grants that will be completed in July and August and the complementary initiatives. She spoke on the key milestones and the funding secured and required.

Decision

The Board noted the information provided.

(Reference: Report by the Development Projects and Renewables Manager dated 24th June 2013 – submitted)

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

5. ROTHESAY TOWNSCAPE HERITAGE INITIATIVE - GRANT RECOMMENDATION OF AWARD REPAIR WORKS TO BUILDINGS IN USE

The Board heard from the CHORD Programme Manager on the Rothesay Townscape Heritage Initiative, Repair Works to Buildings In Use.

Decision

The Board agreed the contents of the reports subject to amendment of the figures at paragraph 2.1 of the first submitted report, and noting the inclusion of the inner component of the west gable wall at paragraph 3.9 of the first submitted report.

(Reference: Reports by the Head of Economic Development dated 24th June 2013 – submitted)

6. ROTHESAY TOWNSCAPE HERITAGE INITIATIVE - SHOP FRONT GRANT RECOMMENDATION OF AWARD

The Board heard from the CHORD Programme Manager on the Rothesay Townscape Heritage Initiative, Shop Front Grant.

Decision

The Board agreed the contents of the report.

(Reference: Report by the Head of Economic Development dated 17th June 2013 – submitted)

MINUTES of MEETING of COWAL COMMUNITY SAFETY FORUM held in the CUSTOMER SERVICES OFFICE, 22 HILL STREET, DUNOON on FRIDAY, 28 JUNE 2013

Present: Councillor B Marshall (Chair)

Shirley MacLeod, Area Governance Manager
Jo Rains, Environmental Health Manager
Julie Thompson, Area Housing Officer, Homeless
Inspector Paul Robertson, Police Scotland
Ailsa Cunningham, Area Streetscene Officer
Andrew McClure, Fire Scotland
Jolyon Gritten, Access Officer via Lync video call
Helen Lambertini, Rape Crisis

1. APOLOGIES

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

Robert Cowper, Anti Social Behaviour Co-ordinator
Heather Jeffrie, ACHA

2. MINUTES

The Minutes of the Cowal Community Safety Forum of 24th April 2013 were approved as a correct record.

3. MATTERS ARISING

(a) COLD CALLING

Councillor Marshall spoke on the concerns raised by the Community Councils on the cold calling initiative. The Group agreed the points raised were valid and discussed the initiative. The Area Governance Manager advised that a letter had been sent to all Community Council's regarding the initiative.

The Group agreed that the Police would keep up the awareness of the Cold Calling Campaign and would not do anything further with regard to the posters.

(b) SAFE AND SOUND EVENT

Councillor Marshall advised that the event was very well organised and the stalls were great but the attendance was very disappointing. The Environmental Health Manager spoke on partnership working and suggested is each partner went out to the community with their own initiatives they could then feed back to the Community Safety Forum. The Area Governance Manager suggested linking into existing groups and partners could attend these groups with their initiatives. It was agreed that the Area Governance Manager would write to the larger groups with a list of scenarios asking if they would

like any of them to come along and give a presentation to their group.

(c) **CCTV CAMERA - DOG FOULING**

The Area Streetscene Officer advised the mobile CCTV camera is now situated on Royal Crescent, and one person received a fixed penalty notice when it was situated on Alexandra Parade. The Group discussed having signs up for the CCTV camera as a deterrent and Julie Thompson said she was advised from Robert Cowper that this was not allowed. Ailsa advised that the CCTV camera is to be moved to the John Street/King Street area and Inspector Robertson said this was a good idea because there had been a spate of sneak thefts in that area. The Group discussed the usage of the camera and Ailsa Cunningham suggested the Community Councils could purchase cameras for their areas, Councillor Marshall suggested they would get funding from Awards for All and it was agreed the Area Governance Manger would investigate the Council insuring the equipment.

4. HUMAN EXCREMENT FROM CAMPERS IN PUBLIC AREA

The Environmental Health Manager gave the background to the problems regarding Wild Campers. The Access Officer gave advice and circulated a Memorandum of Understanding. The Access Officer further advised that this had been a problem within the National Park and they had produced a Bye Law stopping camping, the problems in Cowal are probably displacement from the National Park. The Group discussed the policing of this problem and the best way to tackle it. The Group agreed the Environmental Health Manager would provide hot spot areas for the Memorandum of Understanding and the Access Officer would circulate this via his contacts with the Farmers Union etc, he would also get it put on the Council's website.

5. PRESENTATION ON RAPE CRISIS

The Group heard a very informative presentation from Helen Lambertini on the work Rape Crisis do. She spoke on the support Rape Crisis gives to the victim as well as their families. She advised that Argyll and Bute Rape Crisis deal with men where a lot of other agencies do not. She also advised that they deal with victims that are also having problems with drugs and alcohol. They have had 455 cases where they supported over the phone and 592 face to face. Helen spoke on the TESSA project that deals with children ranging from S1 to S6.

The Group thanks Helen for her presentation and noted the information provided.

6. PARTNER UPDATES

Julie Thompson advised that there was a steady decline in homelessness this is mainly due to the advice and early intervention. They have reduced the number of temporary accommodation. Councillor Marshall asked if there was still a large amount of homeless people coming to Dunoon from the over the water and Julie advised that this had also reduced.

The Area Streetscene Officer spoke on the Clean up Scotland Campaign that had been taken up by many of the schools in the area with a lot of rubbish being removed from the beaches in the area. The Campaign is all year round and Councillor Marshall advised the he felt the area was much clearer. Ailsa advised the cigarettes are then main reason that the LEAMS Figures are not better.

The Environmental Health Manager spoke on the number of noise complaints saying there had been 863 cases in Argyll, this figure is going down. Julie Thompson said she used to received the Noise information and asked for it to be sent to her. Jo further advised that Environmental Health have been very busy recently with all the events.

Inspector Paul Robertson advised that there had been a steady decrease in crime in the area. He advised the ASBO Sub Group was working well and the joint working across partners helps. The Police 5 Aside was well attended and went very well. There has been a spate of sneak thefts in the area and one person has been arrested.

Andrew McClure advised there had been 43 call outs for the local fire service 29 of these were false alarms, Fire Scotland are trying to get the number of false alarms reduced. Fire Scotland had an initiative in the sheltered housing complex on cook safe giving out advice to help stop the false alarms.

7. ANY OTHER COMPETENT BUSINESS

The Area Governance Manager advised that ACHA are receiving complaints with the amount of rubbish being dumped at the Ardenslate Shop. Inspector Robertson said he has patrols in that area but it is a particular problem. It was agreed this would be added to the agenda for the next meeting.

8. DATE OF NEXT MEETING

The Group noted the next Community Safety Forum meeting will be Wednesday 23rd October 2013.

**MINUTES of MEETING of BUTE COMMUNITY SAFETY FORUM held in EAGLESHAM
HOUSE, MOUNTPLEASANT ROAD, ROTHESAY
on TUESDAY, 25 JUNE 2013**

Present: Councillor L Scoullar (Chair)

Shirley MacLeod, Area Governance Manager
Inspector Gordon Anderson, Police Scotland
Russell Byrne, Fire Scotland
Alison Black, TESSA
Rosemary McMillan, ACHA
Donnie MacLeod, Bute Community Council
Ellen Cromack, Elderly Forum
Catherine Davidones

1. APOLOGIES

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

Robert Cowper, Anti Social Behaviour Co-ordinator
John Duncan, Area Childrens Manager
James Ferguson, Area Streetscene Officer
Hugh McCormack, Streetscene Waste Supervision
Heather Lambertini, Rape Crisis

2. MINUTES

The Minutes of the Bute Community Safety Forum of 26th April 2013 were approved as a correct record.

3. MATTERS ARISING

(a) NO COLD CALLING

Donnie MacLeod from Bute Community Council advised that he did not have enough information about the No Cold Calling initiative and it was agreed the Area Governance Manger would get an Officer from Trading Standards to contact him. He also advised that residents were not keen on putting up the no cold calling posters on their front doors.

Inspector Anderson said that although the police had intercepted some potential cold callers the island status meant that not many came to Bute and that people should not worry unduly.

(b) SAFE AND SOUND EVENT

The Chair advised the meeting that the event held in Strachur by the Cowal Community Safety Forum was very well attended by partners and the stalls were very interesting but it was very poorly attended by the public and this group would have to decide if this was the best

use of resources.

The Group discussed having a leaflet campaign and Russell Byrne advised that the Fire Service have done this in the past through the Royal Mail but the only problem was you needed to get the leaflets to Perth. It was agreed the Area Governance Assistant would investigate costs of a leaflet drop by Royal Mail.

4. TESSA

Alison Black advised that TESSA had secured funding for 3 years from Comic Relief to give age appropriate information to S1 to S7 pupils for 10 secondary schools in Argyll and Bute. Alison Black the expressed her concerns that Oban High and Hermitage in Helensburgh have contacted her saying they do not want to participate. Alison is concerned that over 2000 young people who would have participated in these workshops are potentially now at risk. Alison is also concerned that Comic Relief could withdraw the funding because the programme is not going to all 10 schools. Councillor Scoullar asked Alison to write to him with all the information and he would take it forward. It was also agreed a letter would be sent to Carol Walker, Head of Education from the Safety Forum expressing their concerns.

5. PRESENTATION ON RAPE CRISIS

Due to apologies being received from Heather Lambertini this item was postponed to the next meeting.

6. PARTNER UPDATES

Ellen Cromack advised there had been a change in office bearers at the Elderly Forum AGM and the group were a bit concerned about their funding because the no longer get money from the Healthy Living Initiative.

Alison Black advised that the Rape Crisis in Argyll and Bute are very busy especially after the Jimmy Saville incidents, people have been coming forward.

Donnie MacLeod advised the gardens at Montague Street and High Street are nearly finished and asked that the police keep an eye on the area to stop it getting vandalised.

Rosemary McMillan said there had been a rise in the number of unwanted fire alarms in Ferfadd Court and this was due to residents leaving their dinner unattended. Rosemary advised that the Care Commission have a fire safety unit and they will talk to the residents.

Russell Byrne advised that Fire Scotland have attended 27 incidents in the last quarter. He advised that a large amount of these are false alarms which are a large drain on resources. He spoke on the cook safe course the fire brigade carried out in the sheltered accommodation in Dunoon and it was hoped this will be rolled out elsewhere. Russell advised the

Group of the fire safety checks that Fire Scotland carry out in domestic households where they provide advice. Councillor Scoullar suggested Fire Scotland giving a talk to the Bute Forum for Older Voices and it was agreed he would get the group to contact the relevant Officer.

Gordon Anderson said that the Police had attended the cycle proficiency tests at the school and the nursery children had visited the station. The Anti Social Sub Group are steadily dealing with the items on the agenda with cases getting less. Gordon advised he was on Radio Bute discussing road safety and advised that there are not many serious roads safety incidents and that the police are always out with the speed gun. He spoke on online safety advising that this was a massive problem and getting bigger, Officers go into schools to try and raise awareness. The local Police Officers had a football team in the HELP project football tournament.

Ellen Cromack asked about cars parking on the pavement and if the police would book them and Gordon advised that it depended on the size of pavement and if it was causing an obstruction, they have issued tickets in the past. Gordon advised that once the decriminalisation of the parking is agreed it will be up to the Council to issue parking tickets.

7. ANY OTHER COMPETENT BUSINESS

Councillor Scoullar advised the Group that at the Area Committee in the morning the discussion was regarding Bye Laws for Rothesay Harbour and that it was all in connection with safety for boat users.

8. DATE OF NEXT MEETING

The Group noted the next Community Safety Forum meeting will be Friday 25th October 2013.

MINUTES of MEETING of COWAL TRANSPORT FORUM held in the CUSTOMER SERVICES OFFICE, 22 HILL STREET, DUNOON on FRIDAY, 21 JUNE 2013

Present: Councillor A McNaughton (Chair)

Shirley MacLeod, Area Governance Manager
Wendy Bruce, Leadership Support Officer via Lync
Douglas Blades, Public Transport Officer
Rowan Seddon, Community Transport Officer
Gordon Ross, Western Ferries
David Taylor, Argyll Ferries
Alistair Somerville, Transport Scotland
Fulton McInnes, Hunters Quay Community Council
Iain MacInnes, Lochgoil Community Council
Bert Baker, Kilmun Community Council
Max Barr, Dunoon Community Council
Elizabeth MacBride, Kilfinan Community Council

1. APOLOGIES

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

Councillor John Semple
Archie Reid, Strachur Community Council
Eleanor Stevenson, South Cowal Community Council

2. MINUTES

The Minutes of the Cowal Transport Forum of 19th April 2013 were approved as a correct record.

3. MATTERS ARISING

(a) TURNING AREA AT TOP OF REST AND BE THANKFUL

The Public Transport Officer advised that planning permission has been applied for with the National Park asking for some additional items that are not budgeted for, the Public Transport Officer hope these additional items will be paid for by SPT. Iain MacInnes asked about the drawings done by Cowal Design and why these had to be changed and was advised that the bus companies were not happy with the size of the buses in the design and there was a need for two buses to be able to get off the road. Iain MacInnes also asked about the amount of water that is on the road in this vicinity and the Public Transport Officer said that there was work to be carried out on the culvert. Iain MacInnes asked what the timescale for the project was and the Public Transport Officer said it would be completed this financial year and he would get timescales forwarded to Iain.

(b) SIGNAGE AT ARDGARTEN BUS STOP

The Group discussed the bus stop at the Visitor Centre at Ardgarten and Iain MacInnes advised the Police had expressed their concerns over buses pulling out and having to cross onto the other side of the road. Alistair Somerville advised the entrance was a bell mouth and a bus stop at that location would not comply with standards. The Public Transport Officer advised that if there was money left from the Hightrans funding then he would get a consultant to have a look at the area and design a solution. Councillor McNaughton expressed his concerns that this item had been raised at this forum and it would need to be taken forward. It was agreed that the Public Transport Officer would take this forward in consultation with Alistair Somerville and BEAR.

(c) UPDATE REGARDING THE REST AND BE THANKFUL

Councillor McNaughton advised that there was nothing further to add regarding the Rest and Be Thankful at this time. He further advised that a bus and an articulated lorry have tried the alternative route with no problems. Gordon Ross said the signage issue was being dealt with by BEAR and Transport Scotland with them looking at the signage required across the full area. Alistair Somerville advised that there is a report on the A83 works on Transport Scotland's website.

Iain MacInnes asked that the Group works hard to get these signs.

Councillor McNaughton asked that the group receives clarification on the signage to make sure junctions at Strachur Bay and Lochgoilhead are properly signed when the A83 is closed, and it was agreed the Area Governance Manager would take this forward.

(d) UPDATE REGARDING NEW MUSTERING AREA

The Public Transport Officer advised that the issue of cars parking in the bus stops at the new mustering area is being dealt with by the Marine Operations Manager who will be putting up signage and getting new lines painted. It was agreed the Group would write to the Marine Operations Manager regarding their concerns over safety.

4. BUS ISSUES

Council Savings

The Public Transport Office advised that the Council decision was to make a saving from the Strachur route and after looking at the amount of passenger traffic it was decided that they could not take a bus off the weekday service and that the Saturday service is not used as much so the saving is being made there.

Bus Shelters – Glenbranter

The Public Transport Officer advised that the bus shelter in Glenbranter is second hand due to finance and that he was getting the scratched panels replaced. He further advised the platform for the shelter on the North Bound carriageway was carried out while the upgrading work was being carried out and he will provided a shelter when one becomes available.

Ardentinny Bus Service

The Public Transport Officer advised that the Ardentinny school bus turns at Glenfinnart and goes no further up the glen because there are no longer any school children in that area. If a family with children moved into the area then the bus would resume journeys further up the glen. He further advised that he is looking into a service from Ardentinny to Toward but he needs to sort out a bus for Alexandra Parade first.

Argyll Ferries Substitute Bus

It was noted that the substitute bus is in operation when required, and that journeys are only between ferry terminals, no pick ups or drop offs are allowed at any other locations.

5. ANY OTHER COMPETENT BUSINESS

Iain MacInnes asked about the arrangements for emergency vehicles when the A82 is closed south of the Bowling roundabout, and it was agreed the Area Governance Manager would investigate and let Iain know.

Iain MacInnes spoke on walking in the area and the need for buses to drop off tourists and pick them up again. The Area Governance Manager advised that the Community Planning Group in Oban were publicising walks and adding bus timetables to these publications. Max Bar said that group could utilise the Council's mini buses. Councillor McNaughton spoke on the off road biking in the area and Gordon Ross advised that the Forestry operations can't stop people using their land but the private land owners can stop the routes being advertised.

David Taylor advised that the work on the Gourock linkspan should be completed by Saturday and Argyll Ferries would then be back to two ferries.

6. DATE OF NEXT MEETING

The next scheduled meeting of the Transport Forum will be the 18th October 2013 in the Hill Street Office.

MINUTES of MEETING of DUNOON CHORD PROJECT BOARD held in the CUSTOMER SERVICES OFFICE, 22 HILL STREET, DUNOON on FRIDAY, 24 MAY 2013

Present: Councillor J R Walsh (Chair)

Councillor G Blair
Councillor M Breslin
Councillor B Marshall
Robert Pollock, Head of Economic Development – by VC
Shirley MacLeod, Area Governance Manager
Helen Ford, CHORD Project Manger
David Torrance, Project Manager
Pat McCann, Culture and Libraries Manager

1. APOLOGIES

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

Sandra McLindon, Accountant

2. DECLARATIONS OF INTEREST (IF ANY)

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the Dunoon CHORD Project Board of 30th November 2012 were approved as a correct record.

4. DUNOON WATERFRONT - HIGHLIGHT/PROGRESS REPORT

The Board heard from the Project Manager on the Highlight/Progress Report advising that Parsons Brinckerhoff have been appointed as the Design Team. The CHORD Project Manager advised that there has been a series of milestones set up for the Design Team to progress through to enable the Council to monitor progress and spend, updates at each key stage will be brought back to the Board.

The Project Manager spoke on the submission made to the underspent ERDF funding, advising that the initial feedback was not positive. Councillor Walsh was disappointed that Members were not advised of the application to the fund at the beginning and the CHORD Project Manager advised that it had been a very short turn around of about a week. The Board discussed the ERDF funding and the prospect of small business start ups using the pier buildings. The Project Manager said a short term plan for safeguarding the pier was required and a report on this would be submitted to the Board.

Decision

The Board noted the information provided.

(Reference: Report by the Project Manager dated 17th May 2013 - submitted)

5. DUNOON WATERFRONT - LIBRARY UPDATE REPORT

The Project Manager spoke on the background, process, recent feedback and forward actions in terms of the proposed library co-location with the Queen's Hall advising it will be a productive Dynamic Learning and Leisure Facility. Councillor Breslin asked how it would be a Learning Facility and asked the Project Manger to make early contact with Argyll College. The Head of Economic Development advised there have been discussions with Visit Scotland and Skills Development Scotland who are keen to be part of the Queen's Hall development, he advised that Skills Development Scotland have a particularly complex lease with H.I.E.

The Project Manager spoke on the public consultations on the proposed move of the Library and the balance of feedback. He explained Library Staff had concerns over parking and once they had a better understanding of the proposals and benefits he received positive feedback. The Area Librarian said there should have been earlier contact with staff because the public were asking questions that they could not answer. Councillor Blair asked that the information is put on the Council's website and suggested a survey be put along with it.

The Board discussed the parking issue and the need for disabled people to have easy access to the building and Councillor Walsh suggested having a one way system from the Gatehouse. The Board further discussed the entrance and the need for sheltering due to the Queen's Hall being very exposed in bad weather.

Decision

The Board agreed:-

1. The CHORD Project Manager and the Council's Library Manager will continue to work together to develop and maintain strong working relationships between the library team, Library users and the appointed design team through the next stages of design planning and consultation.
2. To continue consultation with local stakeholders, including school groups and those with younger families.
3. To consider the potential interactions and direct links with other services and facilities (soft play, café, Visit Scotland, Skills Development Scotland)
4. To improve communications of project progress and envisaged outcomes including library visualisations.
5. The design team will consider the parking and access issues highlighted and revert to the Project Board should potential changes be identified which are achievable within the current project budget.

(Reference: Report by the Executive Directors of Development and Infrastructure Services and Community Services dated 17th May 2013 – submitted)

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

6. DUNOON WATERFRONT- BUILDING USERS, TENANTS AND OWNERS REPORT

Members heard from the Project Manager on the recent discussions, feedback and forward actions in terms of the proposed uses of the refurbished and extended Queen's Hall.

Members discussed the proposed tenants in the Queen's Hall and the possible linkages to partners regarding the soft play area.

Decision

Members noted the key point of the report and agreed a paper regarding potential options for the café space would come to the next Dunoon CHORD Project Board meeting. It was further agreed the communication plan would be updated and information put on the Council's website and a statement on progress would be given to the press.

(Reference: Report by the Head of Development and Strategic Transport dated 17th May 2013 - submitted)

ARGYLL AND BUTE COUNCIL**BUTE AND COWAL AREA
COMMITTEE****COMMUNITY SERVICES: EDUCATION****6 AUGUST 2013**

ROTHESAY JOINT CAMPUS INSPECTION REPORT

1.0 SUMMARY

- 1.1 Education Scotland inspected Rothesay Joint Campus week commencing 18th March 2013 and the Report was published on 21st May 2013.

2.0 RECOMMENDATIONS

- 2.1 The Area Committee is asked to note the report and action plan related to the recent Education Scotland inspection of Rothesay Joint Campus.

3.0 DETAIL

- 3.1 The inspection found the following key strengths:
- Children's experiences in the nursery.
 - Well-behaved and courteous children and young people.
 - Partnerships that support the involvement of children and young people in the life and work of their community.
 - The care and commitment shown by staff across the campus in building positive relationships with children and young people.

The following improvements were agreed with staff and Argyll and Bute Council:

- Improve the curriculum to raise the achievement of all children and young people.
 - Improve approaches to meeting the needs of all children and young people.
 - Provide appropriately challenging learning opportunities across the curriculum.
 - Continue to develop improvement planning to focus more clearly on outcomes for children and young people.
- 3.2 See attached Education Scotland Report.

4.0 CONCLUSION

- 4.1 Rothesay Joint Campus have prepared and are implementing an Action Plan in line with the recent Education Scotland Report on the school.

5.0 IMPLICATIONS

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

6.0 APPENDICES

- 6.1 Education Scotland Inspection Report for Rothesay Joint Campus
- 6.2 Action Plan

Executive Director of Community Services
23 July 2013

For further information contact:

Wendy Brownlie
Principal of Campus
Rothesay Joint Campus
Email: wendy.brownlie@argyll-bute.gov.uk
Tel: 01700 503227

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

Here are the evaluations for Rothesay Joint Campus.

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

Nursery class

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

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

The curriculum	satisfactory
Improvement through self-evaluation	good

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

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

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21 May 2013

Dear Parent/Carer

**Rothesay Joint Campus
Argyll and Bute Council**

Recently, as you may know, my colleagues and I inspected your child's school. During our visit, we talked to parents, children and young people and worked closely with the headteacher and staff. We wanted to find out how well children and young people are learning and achieving and how well the school supports children and young people to do their best. The headteacher shared with us the school's successes and priorities for improvement. We looked at some particular aspects of the school's recent work, including the ethos of the campus as a learning community with improved behaviour, improving approaches to learning, teaching and assessment and how staff support all children and young people to achieve positive outcomes, including through partnership working. As a result, we were able to find out how good the school is at improving children's and young people's education.

How well do children and young people learn and achieve?

Across the joint campus, children and young people get on well with each other and with staff. Most are well-behaved and courteous and enjoy their learning. In the nursery, children are enthusiastic about taking part in group activities. Staff intervene sensitively and carefully to extend their learning. Children share their 'learning journeys' with key workers and their parents. This is helping children to become more involved in discussing their own learning. At the primary and secondary stages, most children and young people are motivated to learn and respond well to staff. They work well on a range of individual and group tasks. When given the opportunity, children and young people enjoy being independent and taking responsibility for their own learning. They have increasing opportunities to assess their own work, reflect on their learning and how they can make progress. A few teachers provide high-quality feedback to children and young people about their learning and progress. This helps children and young people to have a clearer understanding of their next steps in learning. There is scope to make this effective practice more consistent across the campus. Children and young people's learning experiences are enriched through participation in a wide range of school and community events and through educational visits.

Children in the nursery are achieving well. They take on responsibilities related to the nursery's pupil council and campus eco committee. They are learning about sustainability as they work with a local community enterprise, Bute Produce. The nursery has worked closely with parents and the wider community to provide children

with a stimulating and challenging outdoor learning area. At the primary and secondary stages, children and young people develop their confidence and skills through a wide range of activities in the campus and community. They develop their skills in performance by participating in many music and drama events, both locally and in the wider community. Staff provide many activities for children and young people to be active and engaged as global citizens. This includes strong links with Malawi and fundraising for local and national charities. Children and young people achieve individual and team success through being involved in a wide range of sporting activities. They develop leadership skills through roles such as P7 Young Leaders, Sports Leaders and school captains and house captains.

Almost all children in the nursery are making appropriate progress in their development and learning. They are developing their listening skills and are keen to take part in conversations. They are learning to count and can use numbers in their daily activities. Children are learning to take responsibility when preparing snacks and by taking part in activities. A majority of primary children are making satisfactory progress in reading, writing and mathematics. At S1-S3, teachers are developing approaches to tracking young people's progress across the curriculum. As part of this work, they need to gather a range of evidence to ensure that all children and young people are making appropriate progress. Overall, in S4 to S6 young people perform well in national examinations. There is scope for improvement in some subjects, particularly at Credit level. Young people have also been successful in gaining awards in Skills for Work courses, Award Scheme Development and Accreditation (ASDAN) awards and Personal Development awards. A high proportion of young people progress to higher and further education.

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

Staff in the nursery know children very well as individuals. They are aware of their progress and interests and plan relevant activities for each child. A wide range of indoor and outdoor activities and resources are available to provide appropriately challenging learning. Staff are clear about their responsibilities for identifying and supporting children with additional needs. Across the campus, teachers plan tasks and activities which meet the needs of most children and young people. Teachers need to share consistently higher expectations for what children and young people can achieve. Staff care about children and young people and are committed to improving how they meet their needs. They are knowledgeable about the children and young people they work with and have developed strong relationships to support their learning. All children and young people with more complex needs have individualised educational programmes (IEPs) with targets that are regularly reviewed, updated and shared with parents and carers. There is scope to ensure that targets match identified needs more closely. Guidance and support teachers provide information to staff on individual children and young people. However, more advice on strategies and approaches to support these individuals is required. We have asked the school to take action to ensure that all staff are well supported in meeting the needs of all children and young people.

Across the broad general education from nursery to S3, staff are working together to develop learning opportunities and courses which provide more active and relevant

learning. At the primary stages, programmes in literacy and English and mathematics and numeracy provide children with opportunities to progress in their learning. Teachers are developing programmes in other subject areas as well as opportunities to learn and make links across subjects. At the secondary stages, courses in S1 and S2 have been developed to provide a broad general education. There have been frequent changes in staffing, and difficulties in filling teaching posts in some subject areas. This has adversely affected the development of more innovative approaches to the curriculum. At S3, young people are beginning to specialise in subjects as they move towards the senior phase. The school are aware of the need to review the curriculum to ensure that young people have continued breadth of learning to the end of S3. The curriculum from S4-S6 provides young people with a range of opportunities for developing their skills and gaining appropriate qualifications. The campus engages very well with a wide range of partners who make positive contributions to children's and young people's learning both in and out of school. Staff should continue to plan approaches for developing children's and young people's skills in literacy, numeracy and health and wellbeing across their learning.

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

The campus has a good range of approaches for improving its work. Staff are reflective and keen to develop professionally. Teachers and senior staff regularly visit lessons to observe learning and provide feedback. Across the campus, staff engage in professional dialogue to support improvements. They have opportunities to lead improvements through campus working groups. Reviews at the primary stages and in secondary departments use a range of evaluative activities which lead to improvements in learning and teaching. The majority of parents feel the school takes their views into account. A few parents would like the school to work with them more closely to meet the needs of their children. Children's and young people's views are regularly sought and are beginning to inform improvements. We have asked the school to ensure that the campus improvement plan focuses more clearly and consistently on improving outcomes for children and young people.

Since appointment to the Joint Campus, the headteacher has taken forward the vision for One Community, One Campus, One School. She has met the challenge of bringing staff from different stages together as a learning community and providing them with leadership opportunities. Members of the senior leadership team provide valuable support and encouragement to staff. There is a need to review their roles to ensure that their skills and experience are used more effectively.

This inspection found the following key strengths.

- Children's experiences in the nursery.
- Well-behaved and courteous children and young people.
- Partnerships that support the involvement of children and young people in the life and work of their community.
- The care and commitment shown by staff across the campus in building positive relationships with children and young people.

We discussed with staff and Argyll and Bute Council how they might continue to improve the school and nursery class. This is what we agreed with them.

- Improve the curriculum to raise the achievement of all children and young people.
- Improve approaches to meeting the needs of all children and young people.
- Provide appropriately challenging learning opportunities across the curriculum.
- Continue to develop improvement planning to focus more clearly on outcomes for children and young people.

What happens at the end of the inspection?

We are satisfied with the overall quality of provision. We are confident that most of the school's self-evaluation processes are leading to improvements. With support from Argyll and Bute Council and Education Scotland, the school will be able to make the necessary improvements. Our Area Lead Officer will work with Argyll and Bute Council to build capacity for improvement and will maintain contact to monitor progress. Parents will be informed of the extent to which the school has improved.

Carol McDonald
HM Inspector

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

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

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

ARGYLL AND BUTE COUNCIL

6 AUGUST 2013

COMMUNITY SERVICES

BUTE AND COWAL AREA
COMMITTEE

DUNOON AREA PRIMARY SCHOOLS – OPTION SELECTION

1. SUMMARY

- 1.1 This report sets out the proposed approach and methodology for engaging in consultation with the public in respect of the shortlist of options for the improved Dunoon area primary schools.

2. RECOMMENDATION

- 2.1 It is recommended the Area Committee agree the proposed process for engaging in consultation with the public in respect of the shortlisted options for the improved Dunoon area primary schools in compliance with the delegation to the Executive Director of Community Services in consultation with the Lead Councillor for Education and Lifelong Learning and local Members.

3. BACKGROUND

- 3.1 At its meeting on 23 May 2013, the Council agreed that two options for the improved Dunoon area primary schools and pre 5 provision should be taken forward for detailed appraisal and public consultation. These options were:
1. Formation of a new Kirn PS and nursery on the existing Kirn site by retaining the existing 1881 building and its extension with minimal refurbishment, demolishing the 1950's extension; formation of a new Dunoon PS at the existing Dunoon primary site by retaining the existing primary facade and constructing a new build school behind. St Mun's and Clyde Cottage Pre 5 Establishment to be refurbished. All schools to meet Grade A condition and suitability standards.
 2. The construction of a new build shared campus and Pre-5 provision to replace Dunoon, Kirn and St Mun's primary schools, and the Clyde Cottage nursery, on the site of the existing St Mun's PS, the existing Dunoon library site, part of the Dolphin Hall grounds and the Rose Garden site.
- 3.2 The detailed appraisal process was agreed by the Council at that meeting and the provision of the detailed arrangements for the public consultation was delegated to the Executive Director of Community Services, in consultation with the Lead Councillor for Education and Lifelong Learning and local Members. The paragraphs below set out the proposed approach to the consultation resulting from this process and closely relate to the arrangements

agreed by Council for the newbuild school projects at Campbeltown and Oban.

Proposed Public Consultation Methodology

- 3.3 It is expected that the Council will wish to seek as broad and deep a view on the shortlisted options as possible. The schools' management have expressed a clear wish for the schools to lead the process of public consultation with assistance from other Council staff. In this way the schools would be, and be seen to be, the owners of and drivers of the process.
- 3.4 The principal objectives in consulting on the shortlisted options would be to:
1. Ensure that everyone in the community has an opportunity to contribute to the consultation process;
 2. Provide a sufficient, and clearly defined, period for the process;
 3. Provide contextual information in relation to, and the considerations the Council has had, in identifying these as preferred options.

Contextual Information

- 3.5 To achieve the objectives above, the Council would intend to provide contextual information in relation to the long list of options and the reasons why this was reduced to the short list.
- 3.6 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 improved Dunoon, Kirn and St Mun's primary schools and Clyde Cottage pre 5 provision. The choice is one where the Council wants to obtain the optimal solution that will bring the most benefit to the Dunoon area, 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 one of the options.

Proposed Process

- 3.7 Information required to support the consultation:

Identification of the initial long list of potential options, including location maps that was considered in the option selection process.

Information would also be provided in respect of the short listed options in order to demonstrate their comparative:

- Educational Benefit;

- Deliverability – size, ground and other specific site conditions including any data/commentary from statutory bodies where appropriate;
- Accessibility; and
- Affordability.

3.8 Short listed options:

The Public will be asked for their views based on the information above for the preferred option. The public view would be a material consideration taken into account when considering the preferred option.

Public Consultation Period

3.9 It is proposed that the public consultation will commence on 16 September and conclude on 4 October 2013. Further information on the timing of the consultation can be found in the Appendix of this document and has been influenced by several factors, including:

- Council approval of which options will be subject to consultation
- Time to produce information required for displays, website creation, response forms
- Availability of facilities for open events
- Holiday periods. Consultation should not fall during the holiday periods and/or not to start or end within the holiday period.
- Time to collate and analyse responses
- Date to report back to the Council.

Key features:

3.10 The schools will host the initial meeting in the Queens Hall. An evening event is proposed.

This meeting to focus on:

- The good news story for Dunoon
- Option selection process
- Consultation process
- Background to funding, timescale of new/improved school development.

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

- School and Council websites
- In addition, Public viewing of the option information would be available over two and a half open days hosted by the schools but held within the Queens Hall in order to avoid disruption to school activities. The detailed

option information would be available for viewing within a convenient Town Centre location such as the Queens Hall throughout the consultation period. The Open days are proposed as a Thursday all day from 10am – 8pm, Friday 10am – 4pm and Saturday morning 10am -12 noon. The use of a current empty shop premises to be investigated as a permanent window display during the consultation period, and beyond.

- At the same time continued publication of the consultation process would take place through websites, school newsletters, text reminders, local press and radio, displays in the schools and the Queens Hall, Dolphin Hall and Library.
- During the suggested 3 week period opportunity will also be taken to meet with a focus group to discuss the option selection. The focus group would encompass a selection of the Council's Community Planning Partners as well as other representative community groups.

Consultation Responses

- 3.12 Consultation responses to be made through links on school/council websites, using some form of electronic survey tool, a dedicated e-mail to Education, hard copies received by post to each of the primary schools or handed into the local schools.
- 3.13 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 the focus group and the open days.
- 3.14 At the end of the consultation period the schools, assisted by the Project Team, would collate the results of the consultation responses in relation to the preferred options. This would then be reported 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 option.

Relationship to other projects

- 3.15 As previously reported to the Council, it is expected that the Dunoon area schools will be included in a single project with the new Campbeltown Grammar School and Oban High School in accordance with the request by the Scottish Futures Trust. It is intended that the conclusions of the option selection and subsequent public consultation process for the improved Dunoon area schools will be reported to the Council around the same time as the conclusion of the preferred site selection process for the new Oban High School. The new Campbeltown Grammar School site selection process has been concluded.

4. CONCLUSION

- 4.1 The Council made a decision on 23 May 2013 that the process for consulting with the public in respect of the options of the improved Dunoon area primary schools should be delegated to the Executive Director of Community Services in consultation with the Lead Councillor for Education and Lifelong Learning together with local Members. The proposed process set out above will provide a robust, transparent methodology for engaging with the public to inform the process for arriving at a preferred option.

5. IMPLICATIONS

- 5.1 Policy: The recommendations in this report are in line with the Council's decision of 23 May 2013.
- 5.2 Financial: It is anticipated the costs of the public consultation can be met from within existing departmental budgets.
- 5.3 Legal: None at present
- 5.4 HR: None at present
- 5.5 Equalities: None at present
- 5.6 Risk: If the Council do not have a clear and transparent process for the option 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 preferred option of the improved Dunoon area primaries.

Cleland Sneddon
Executive Director of Community Services

6 August 2013

APPENDIX

Proposed Timescale

Milestone	Timing
Council consideration of shortlist of options to take to public consultation	29 August 2013
Press advert and leaflets ready	9 September 2013
Public Consultation – web-based questionnaire and newspaper advertising	16 September 2013 to 4 October 2013
Consultation commences with launch event at the Queen’s Hall, 7pm to 9pm	16 September 2013 – 7pm to 9pm
Open days at the Queen’s Hall :	19 Sept – 10am - 8pm 20 Sept – 10am – 4pm 21 Sept – 10am – 12pm
Reminder tweets	September/October 2013
Focus group meetings	During above period
Closing date tweet	Late September 2013
Consultation period closes	4 October 2013
Collation of consultation results	October 2013
Report to council with preferred options	31 October 2013
Outcome press announcement	31 October 2013

ARGYLL & BUTE COUNCIL**Bute and Cowal Area Committee****DEVELOPMENT AND INFRASTRUCTURE SERVICES****6 AUGUST 2013**

ROADS REVENUE BUDGET – 1st QUARTER UPDATE

1. SUMMARY

- 1.1 This report follows on from the report presented at the March 2013 Business Meetings, which set out the reduction in road maintenance revenue activities to be delivered in 2013/14 and 2014/15 as a result of a reduced revenue budget provision.
- 1.2 This report details the current level of expenditure of the Roads Operations Revenue Budget.

2. RECOMMENDATION

- 2.1 That the Committee notes this report.

3 DETAIL

- 3.1 As Members are aware, the Roads Operations Budget is proposed in line with the Roads Maintenance and Asset Management Plan (RAMP); this document is based upon a Code of Practice for managing roads maintenance which is used across the UK. The RAMP sets out the level of maintenance that is required, for each different roads maintenance activity, to properly maintain the road network; the three main criteria used for prioritising works are safety, serviceability and sustainability, with safety being the most important. As explained previously at the March Business Meetings, the available revenue budget is currently insufficient to allow all of the required works to be fully undertaken.
- 3.2 Roads revenue expenditure is closely monitored by separating types of work into different 'activities'. This allows for a more planned approach to maintenance, rather than being reactive. More of the budget therefore is put into activities such as right-first-time patching and drainage to avoid reactive spends on potholing and flooding.
- 3.3 Budgetary figures provided in the Appendix to this report represent the current roads revenue annual budget and expenditure for the months of April, May and June i.e. the overall spend for the 1st quarter of the 2013/14 financial year (see Appendix 1a and 1b).
- 3.4 Again, as Members are aware, all financial information is provided by the software system known as 'Total'. The 'WDM' software system is used to provide information relating to works instructions i.e. types of work, quantities, locations etc. By combining information from the Total and WDM systems it will be possible, in due course, to relate actual units of work carried out to actual costs incurred i.e. for patching, this would provide us with the unit rate to patch a square metre of road surface. We will then be able to compare activity rates across Argyll and Bute. Work is being planned to connect both systems in the future.

However, for the time being, this report is based solely upon financial information which has been collated through 'Total'.

- 3.5 In order to show what level of service can be provided for each activity, the unit rate (cost) has been estimated for undertaking units of work i.e. a square metre of patching or a metre of ditch cleaned. In this report – Appendix 1c - the budget spent for each activity has been divided by the estimated unit rate for that activity to give the amount of work that would be expected to have been achieved within that budget spend. Using estimated rates, the overall and annual cost for a service in line with the RAMP can be calculated. The table in Appendix 1c details the targeted quantity as set out in the RAMP and the estimated quantity for the 1st quarter. The table demonstrates the difference between what can be achieved with the available budget and the desired quantity set out in the RAMP.
- 3.6 Appendix 1d shows graphically how some of the main work activities are progressing in financial terms. Budget profiles are set for each budget line and are used to manage actual expenditure against available budget. Appropriate action can then be taken to achieve a level of performance within the available budget. Graphs show 'target' spend versus 'actual and re-profiled' spend.
- 3.7 It has been mentioned that current year budgets are not sufficient to allow works to be completed at the desired frequency set out in the RAMP. It should also be noted that, although the budget profile is set out for the financial year, circumstances may change and it may be necessary to make changes to budgets.

4 CONCLUSION

- 4.1 This report provides Members with a financial update on the roads revenue maintenance budget. Further quarterly reports will be presented to Members at future Area Committees.

5 IMPLICATIONS

- 5.1 Policy Works assessed and carried out under the current Roads Asset Management and Maintenance Plan
- 5.2 Financial The available Roads revenue budget is below that required in terms of the RAMP.
- 5.3 Personnel Roads revenue maintenance works are delivered by both Roads Operations and Amenity Operatives.
- 5.4 Equalities Impact Assessment None
- 5.5 Legal None
- 5.6 Risk Deterioration of road network if budget not spent effectively.
- 5.7 Customer Service Maintains service level commitment set out in Service Plan.

6. APPENDICES

- | | |
|-------------|--|
| Appendix 1a | Roads revenue maintenance budget. |
| Appendix 1b | Revenue maintenance budget for each area and current level of spend. |
| Appendix 1c | 1 st Quarter spend and estimate of percentage of target achieved. |
| Appendix 1d | Graphs of 'spend versus target' on an activity basis. |

Sandy Mactaggart
Executive Director of Development & Infrastructure
17th July 2013

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

APPENDICES

Roads Revenue Maintenance Budget 2013 to 2014

Activity	Activity Description	Mid Argyll	Kintyre	Islay	MAKI	Lorn	Mull	OLI	Bute	Cowal	B&C	H&L	Central	Total
0501	Patching	166,910	166,909	166,909	500,728	288,448	192,298	480,746	109,927	271,164	381,091	270,546		1,633,111.00
0502	Potholing	40,000	40,000	40,000	120,000	72,000	48,000	120,000	27,600	64,400	92,000	68,000		400,000.00
1001	Footways/Kerbs	2,500	2,500	2,500	7,500	4,500	3,000	7,500	1,725	4,025	5,750	4,250		25,000.00
1401	Drainage/Culverts	9,500	9,500	9,500	28,500	17,100	11,400	28,500	6,555	15,295	21,850	16,150		95,000.00
1402	Drainage/Ditches	45,000	45,000	45,000	135,000	81,000	54,000	135,000	31,050	72,450	103,500	76,500		450,000.00
1501	Grass Cutting	24,500	24,500	24,500	73,500	44,100	29,400	73,500	16,905	39,445	56,350	41,650		245,000.00
1503	Weed Spraying	4,000	4,000	4,000	12,000	14,000	6,000	20,000	8,000	4,000	12,000	20,000		64,000.00
1601	Scrub/Tree Maintenance	13,000	13,000	13,000	39,000	23,400	15,600	39,000	8,970	20,930	29,900	22,100		130,000.00
2301	Traffic Signs	6,500	6,500	6,500	19,500	22,165	12,285	34,450			0	11,050		65,000.00
		311,910	311,909	311,909	935,728	566,713	371,983	938,696	210,732	491,709	702,441	530,246	0	3,107,111.00
0000	Unallocated				0			0			0			0.00
0503	Jet Patcher	65,000	65,000	65,000	195,000	117,000	78,000	195,000	44,850	104,650	149,500	110,500		650,000.00
0701	Bridges				0			0			0		225,000	225,000.00
0801	Cattle Grids				0			0			0		30,000	30,000.00
1301	Remedial Earthworks				0			0			0			0.00
1701	Road Markings/Studs	15,000	15,000	15,000	45,000	30,000	15,000	45,000	40,000	10,000	50,000	50,000		190,000.03
1801	Gully Emptying	14,000	14,000	14,000	42,000	25,200	16,800	42,000	9,660	22,540	32,200	23,800		140,000.00
2311	Illuminated Bollards				0			0			0		5,000	5,000.00
2401	Vehicle Safety Fence	1,000	1,000	1,000	3,000	1,800	1,200	3,000	690	1,610	2,300	1,700		10,000.00
2411	Street Name Plates	400	400	400	1,200	720	480	1,200		920	920	680		4,000.00
		95,400	95,400	95,400	286,200	174,720	111,480	286,200	95,200	139,720	234,920	186,680	260,000	1,254,000.03
1002	Cycleway Patching				0			0			0			0.00
2001	Bounday Fences/Walls				0			0			0			0.00
2101	Pedestrian Guardrails				0			0			0			0.00
2201	Traffic Signals				0			0			0		30,000	30,000.00
2501	Sweeping and Cleaning				0			0			0			0.00
3201	Emergency Incidents	4,300	4,300	4,300	12,900	7,740	5,160	12,900		9,890	9,890	7,310		43,000.00
3202	Summer Standby	7,667	7,667	7,666	23,000	7,800	5,200	13,000		14,000	14,000	20,000	13,000	83,000.00
		11,967	11,967	11,966	35,900	15,540	10,360	25,900	0	23,890	23,890	27,310	43,000	156,000.00
		419,277	419,276	419,275	1,257,828	756,973	493,823	1,250,796	305,932	655,319	961,251	744,236	303,000	4,517,111.03

Roads Revenue Maintenance Budget 2013 to 2014

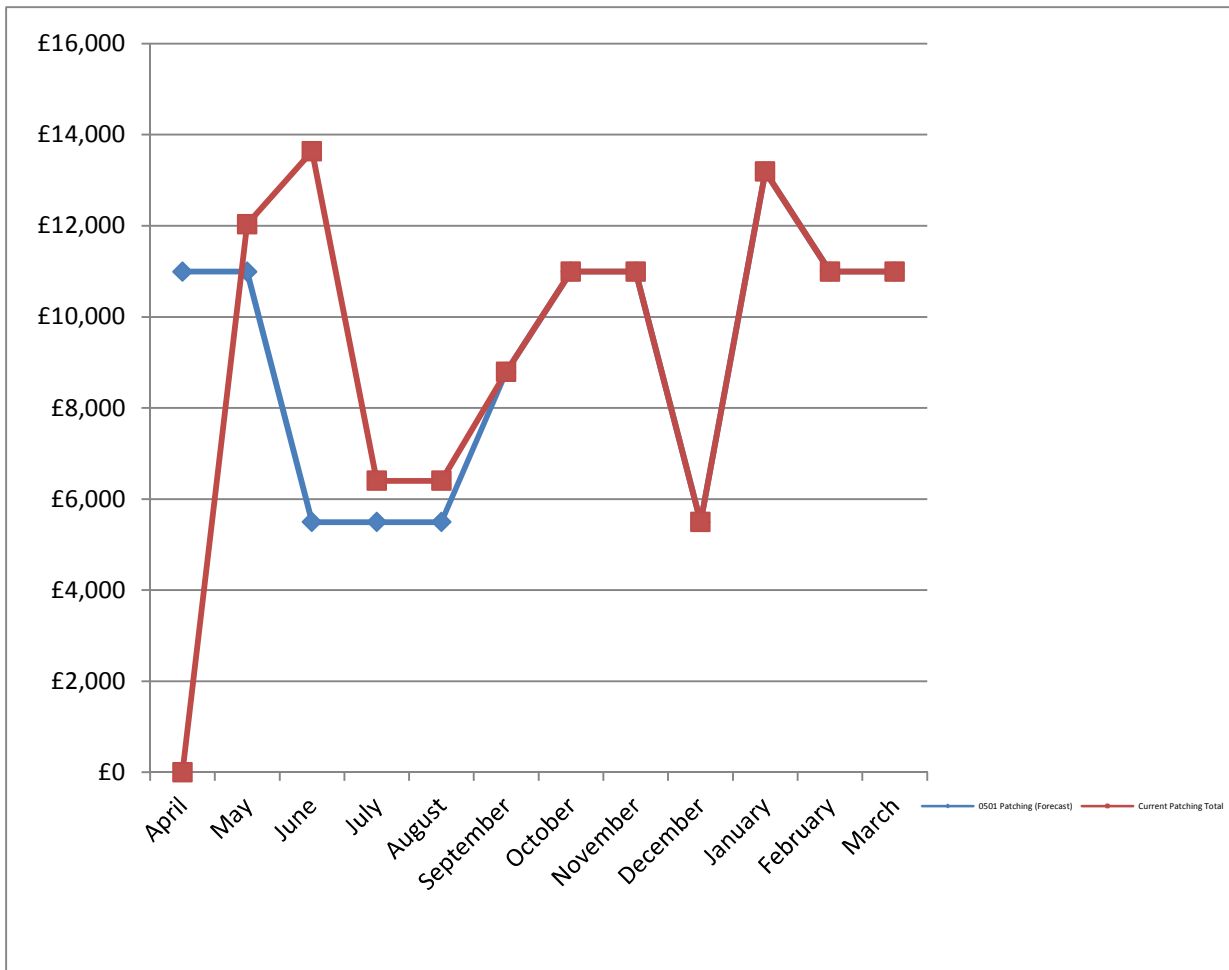
Spend for the 1st Quarter

	Mid Argyll	Kintyre	Islay	MAKI	Lorn	Mull	OLI	Bute	Cowal	B&C	H&L	Central	Total
Area Budget	£311,910	£311,909	£311,909	£935,728	£566,713	£371,983	£938,696	£210,732	£491,709	£702,441	£530,246	£1,410,000	£4,517,111
Actual Spend - 1st Quarter	£75,174	£100,451	£75,211	£250,836	£118,365	£64,997	£183,362	£46,708	£85,465	£132,173	£87,099	£316,888	£970,358
Remaining Budget	£236,736	£211,458	£236,698	£684,892	£448,348	£306,986	£755,334	£164,024	£406,244	£570,268	£443,147	£1,093,112	£3,546,753

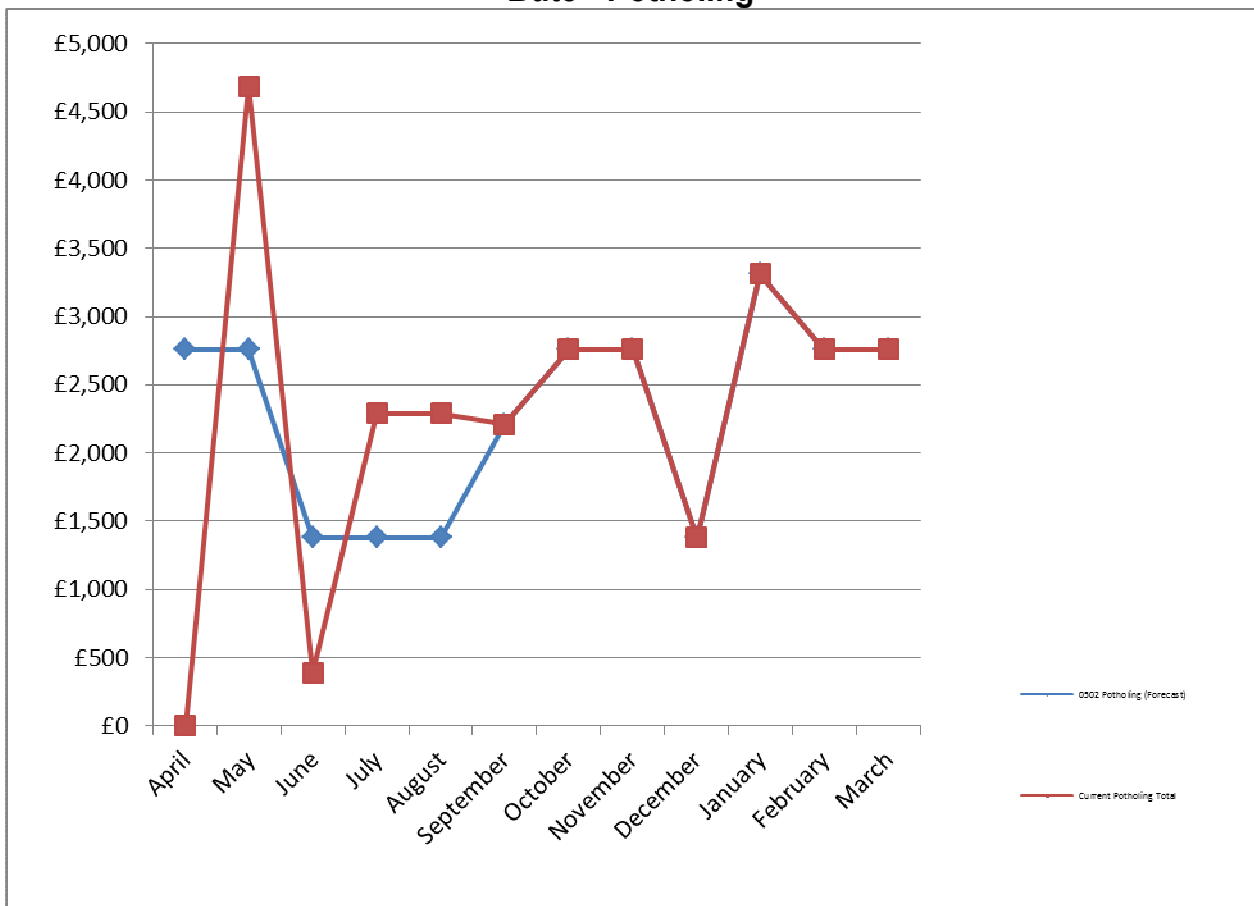
Roads Revenue Maintenance Budget – Bute and Cowal
1st Quarter Spend and Estimate of Percentage of Target Achieved

			B & C 2013/14					Asset:-
Funding	Activity	Unit	Spend to Date	Estimated Works Quantity	% of Asset Management Plan achieved	Target Unit Rate	Target Quantity (from Asset Management Plan)	Inventory Quantity
R10	0501 Patching	sq.m	£ 84,999.00	2786.85	14.12%	£ 30.50	19734.70	1,973,470.00
	0502 Potholing	n/a	£ 7,830.00					
	1001 Footways Resurfacing	sq.m	£ 9,358.00	506.24	20.43%	£ 18.49	2477.87	166,799.84
	1401 Drainage Culverts	no.	£ 18,001.00	462.16	24.08%	£ 38.95	1919.33	3,384.00
	1402 Drainage Ditches	m	£ 4,196.00	2357.30	3.09%	£ 1.78	76250.42	298,972.00
	1501 Grasscutting	m	£ 1,690.00	51566.31	1.70%	£ 0.03	3032116.00	2,599,637.00
	1503 Weedkilling	sq.m	£ 89.00	712.00	0.29%	£ 0.13	246500.00	346,500.00
	1601 Scrub / Tree Maintenance	n/a	£ 1,573.00					
	2301 Traffic Signs	no.	£ 4,436.00	50.66	45.89%	£ 87.56	110.40	1,035.00
	Totals		£ 132,172.00					

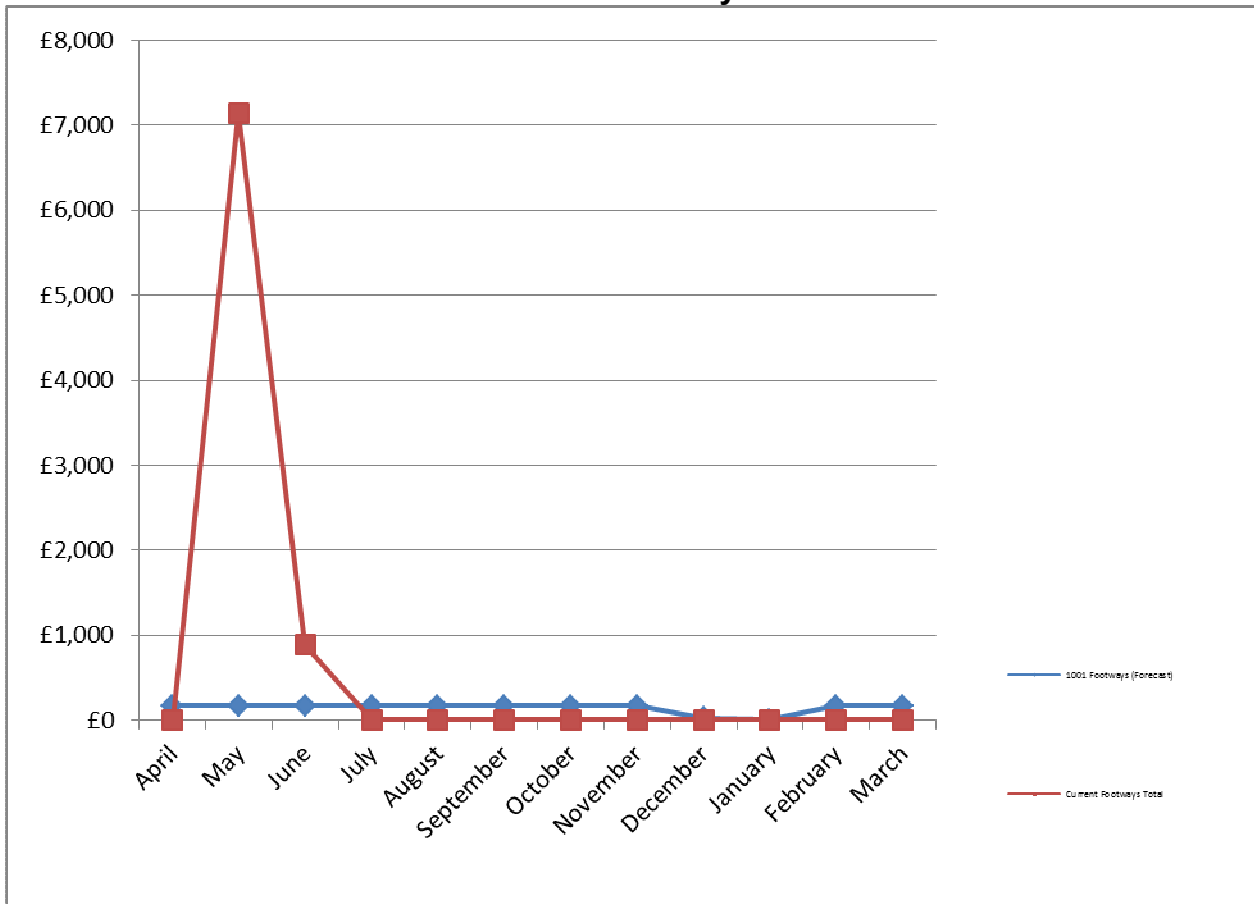
Bute - Patching



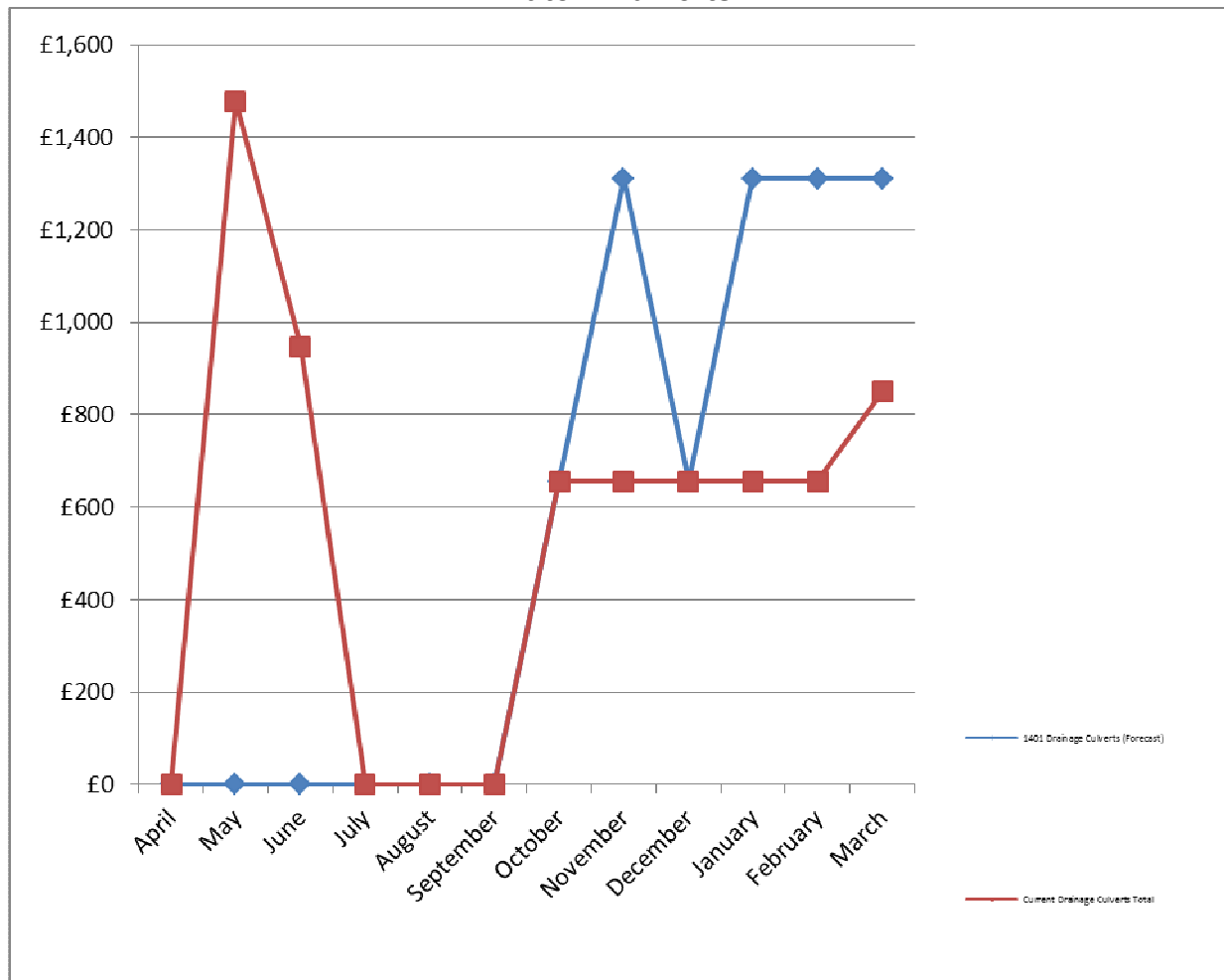
Bute - Potholing



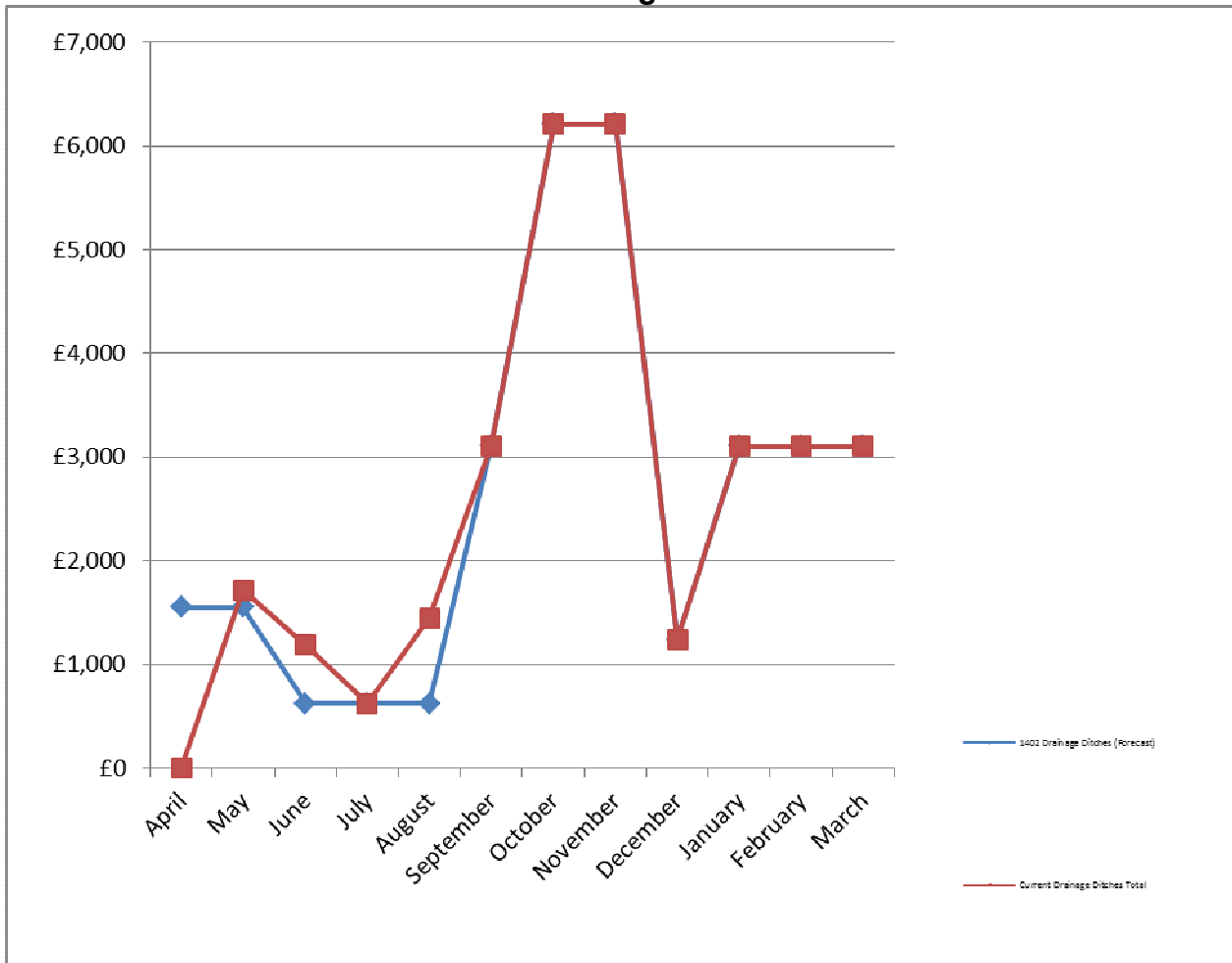
Bute - Footways



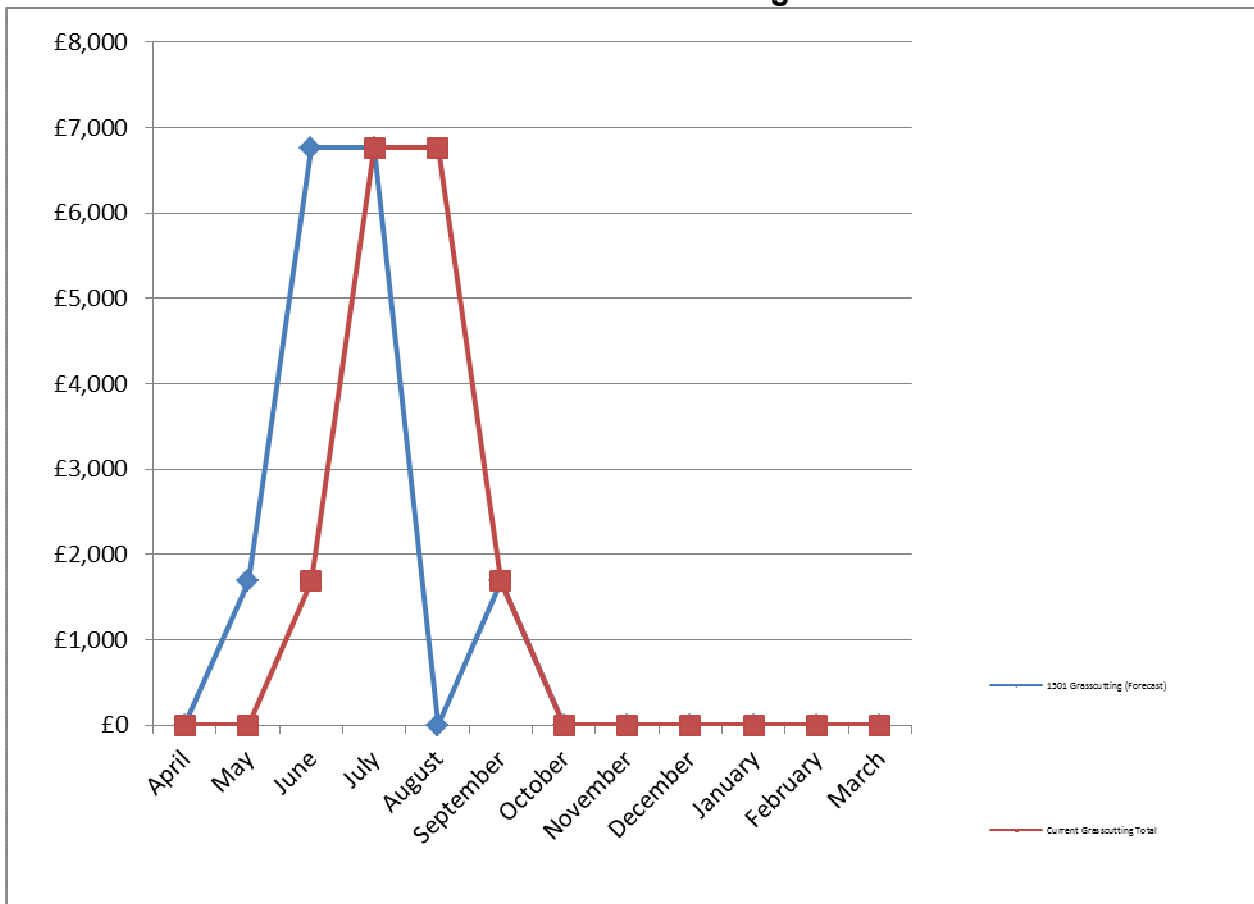
Bute - Culverts



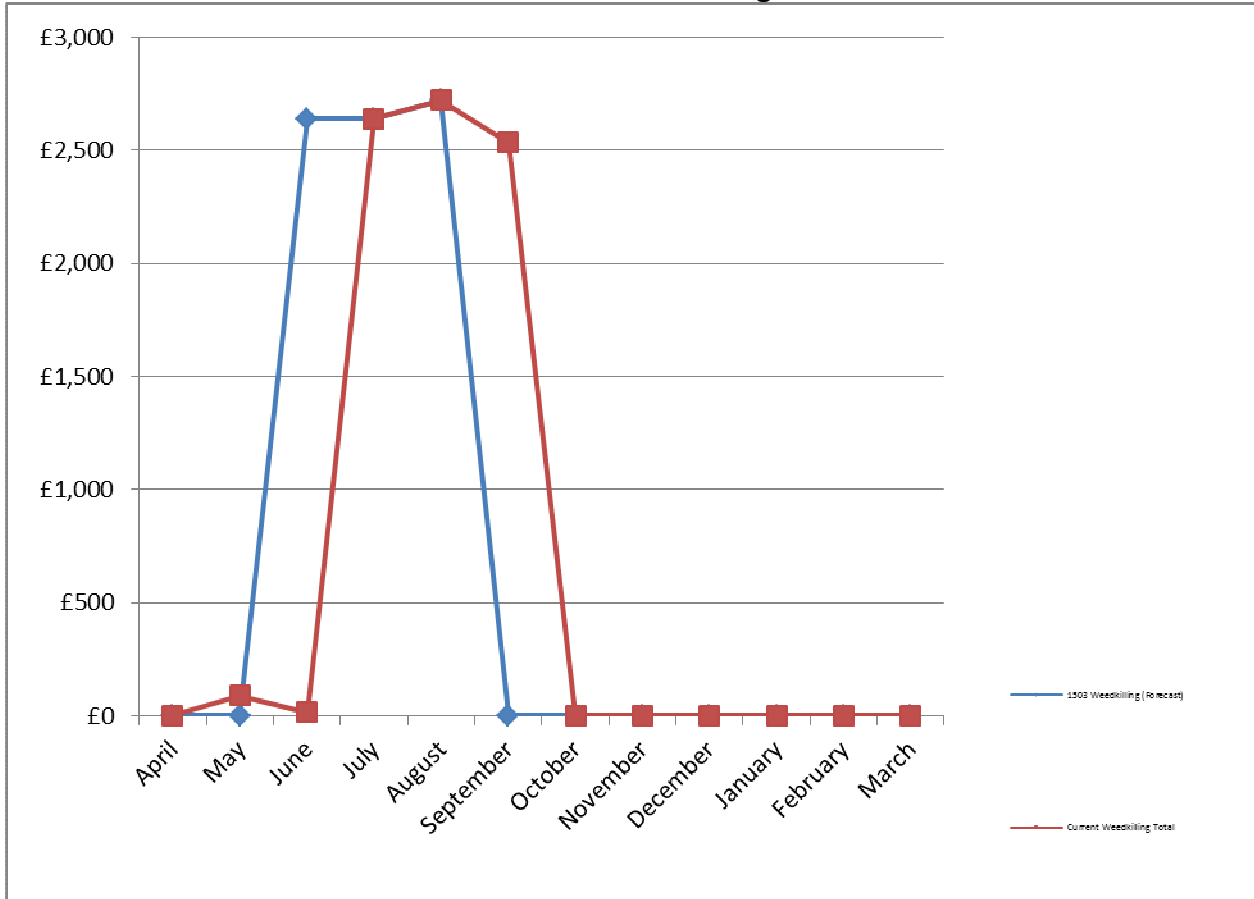
Bute - Drainage Ditches



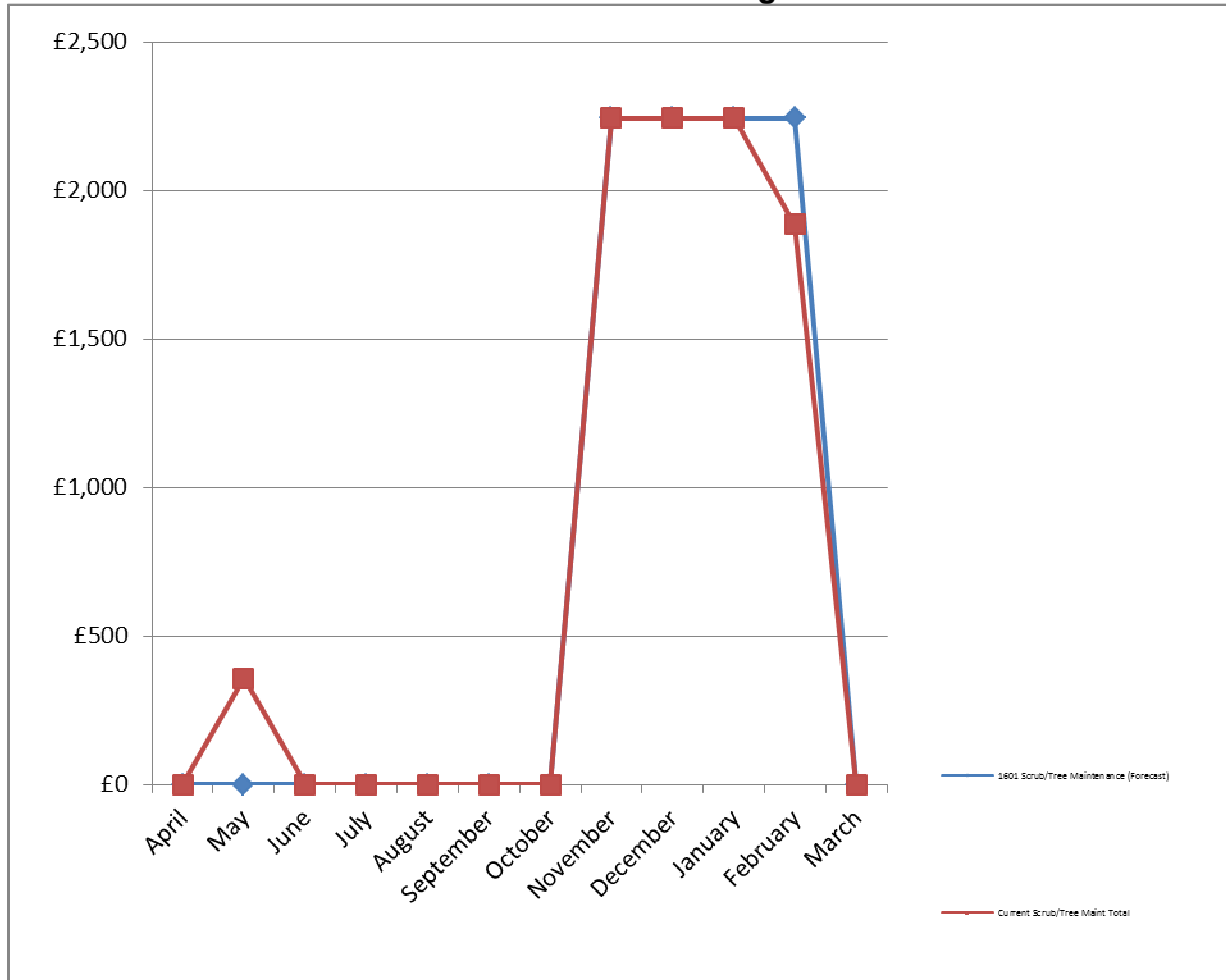
Bute – Grass Cutting



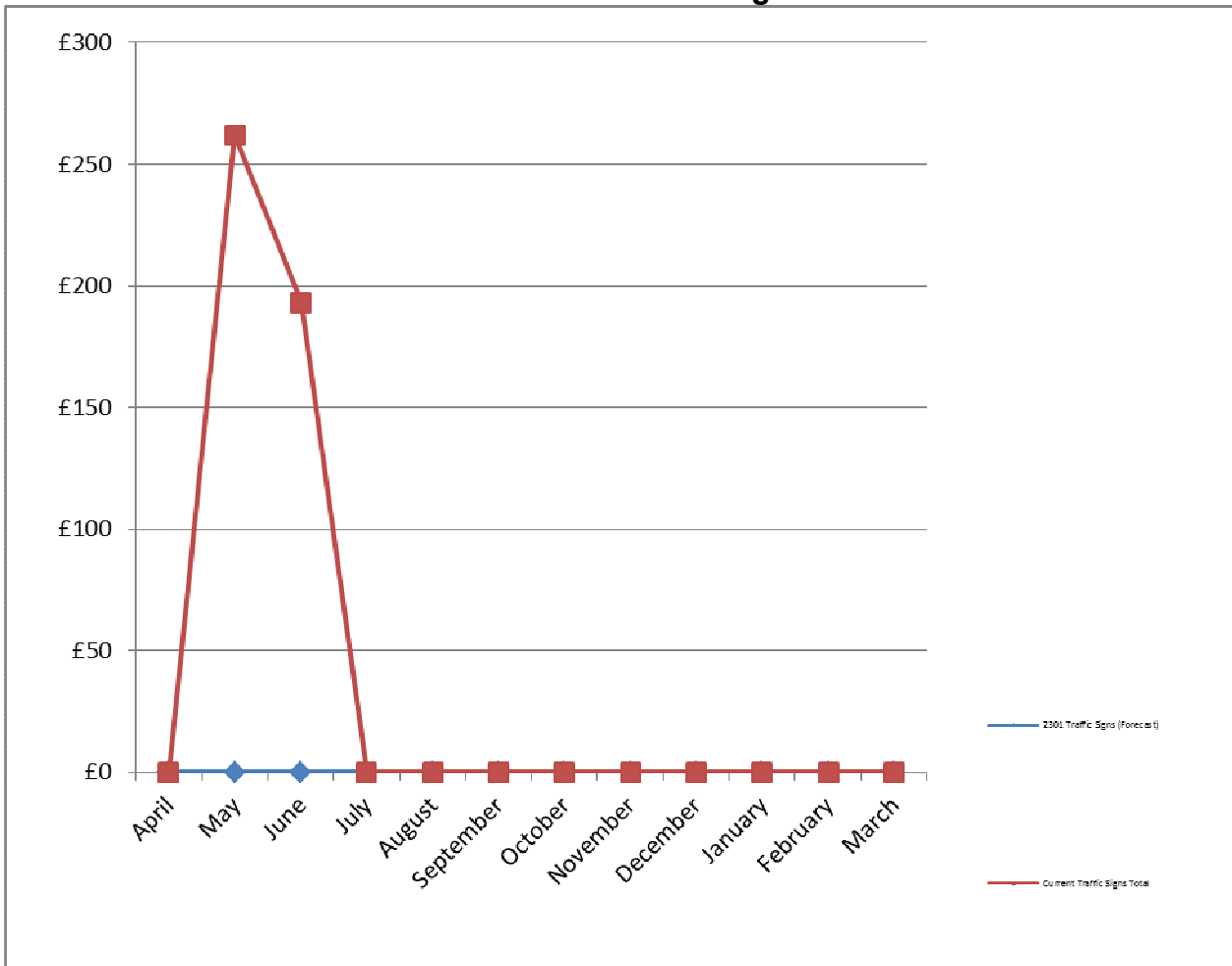
Bute – Weedkilling



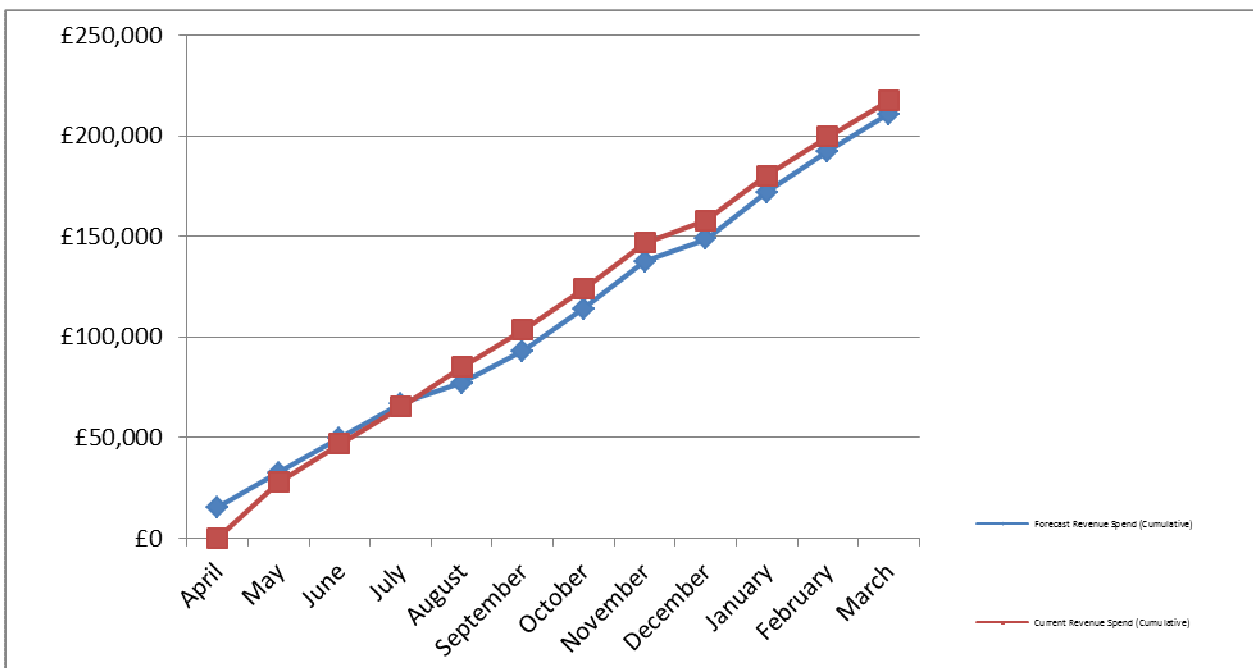
Bute – Scrub Cutting



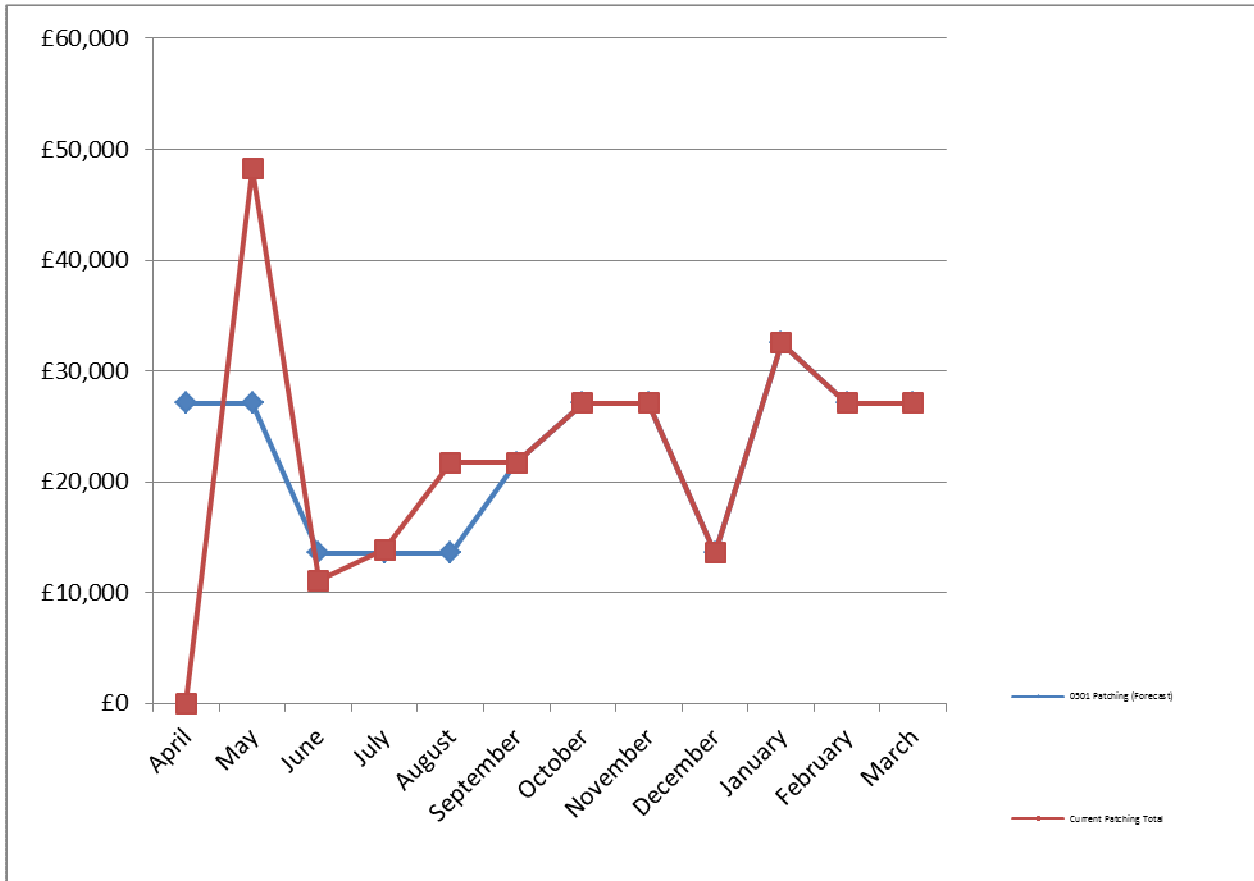
Bute - Road Traffic Signs



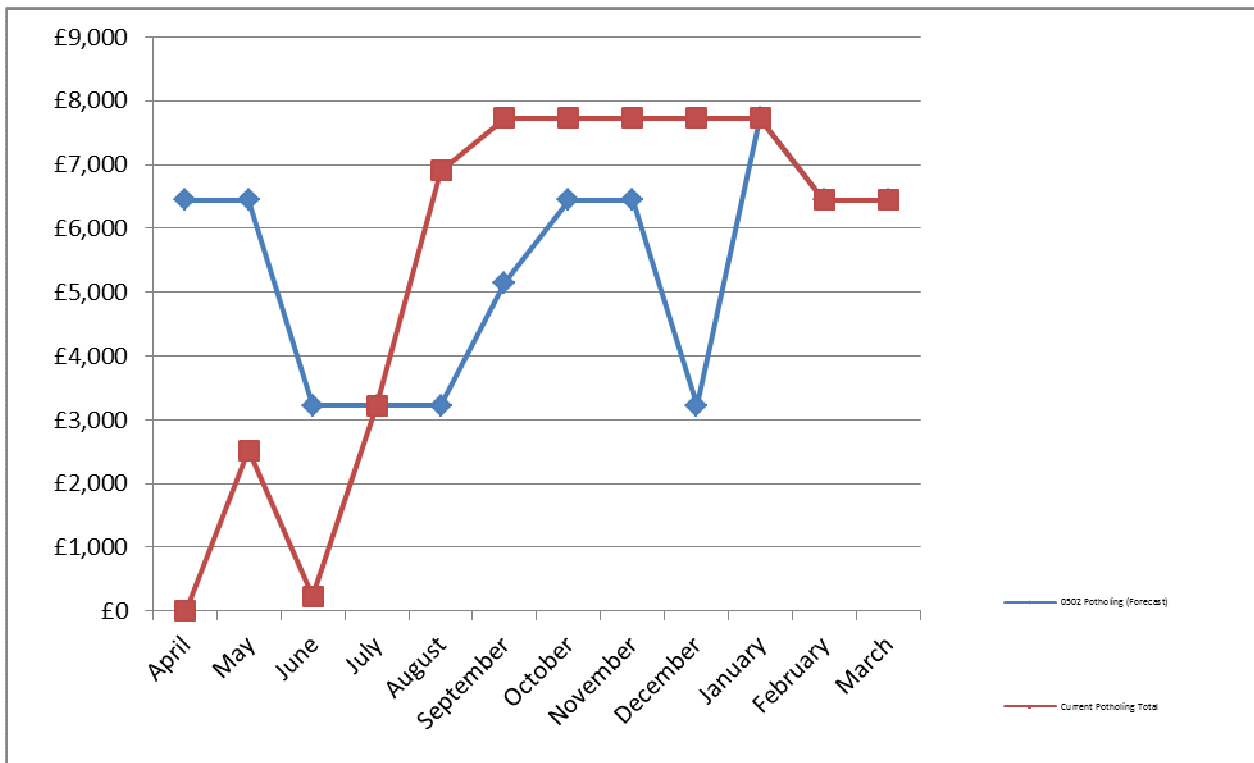
Bute Cumulative Spend – Target and Forecast



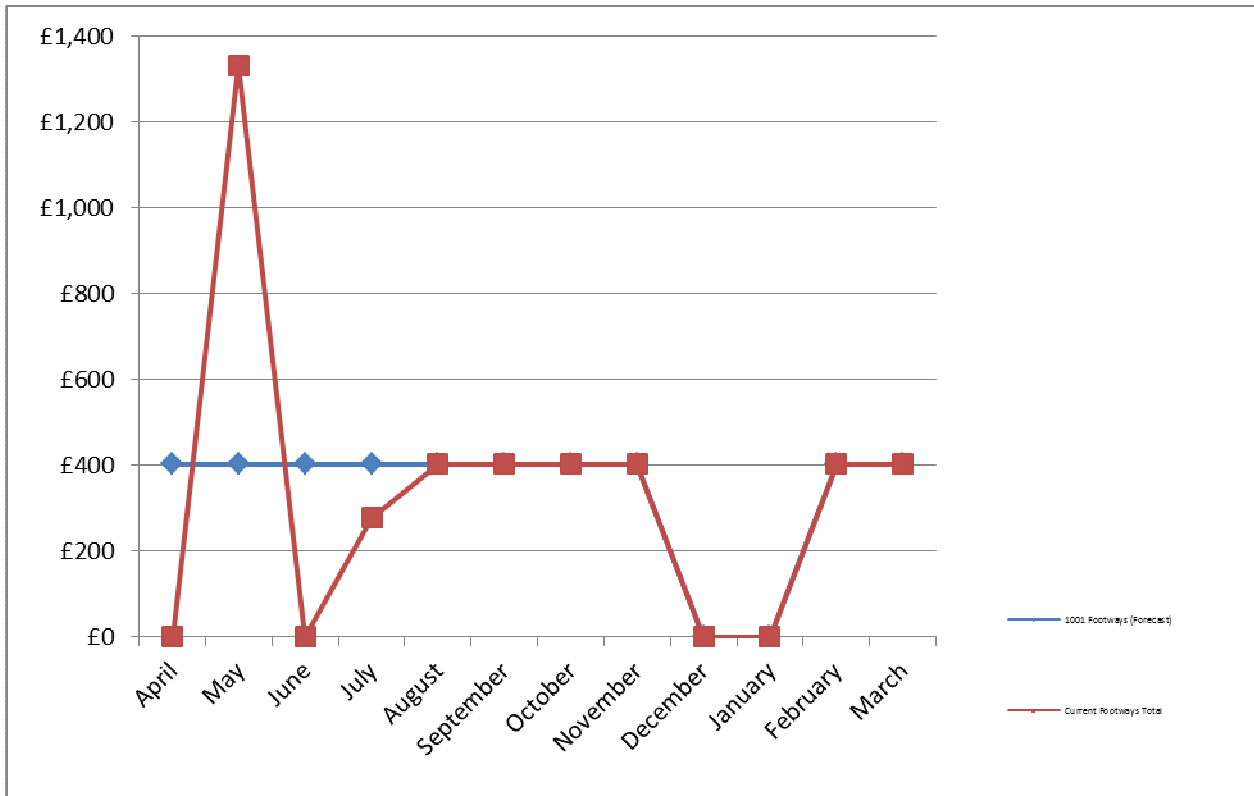
Cowal - Patching



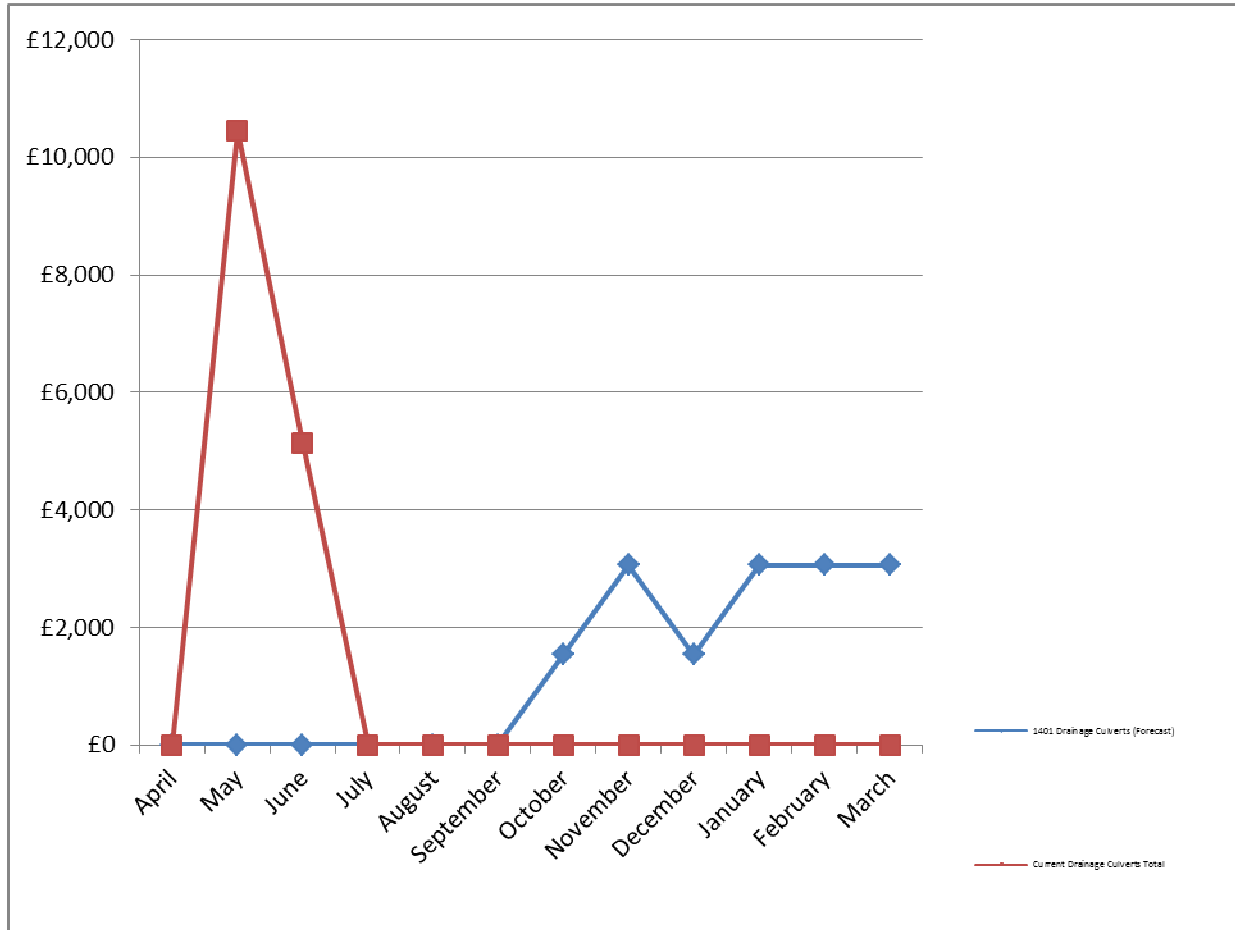
Cowal - Potholing



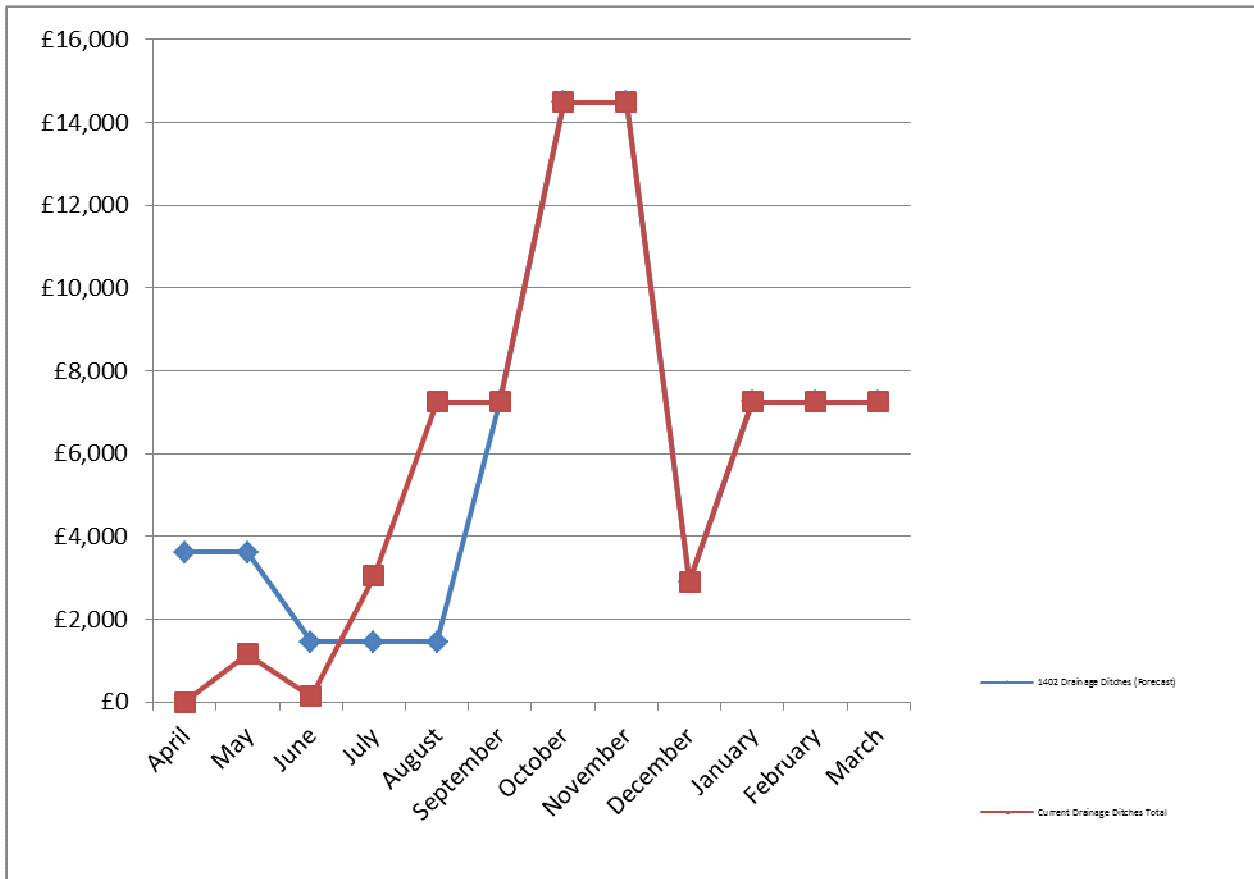
Cowal - Footways



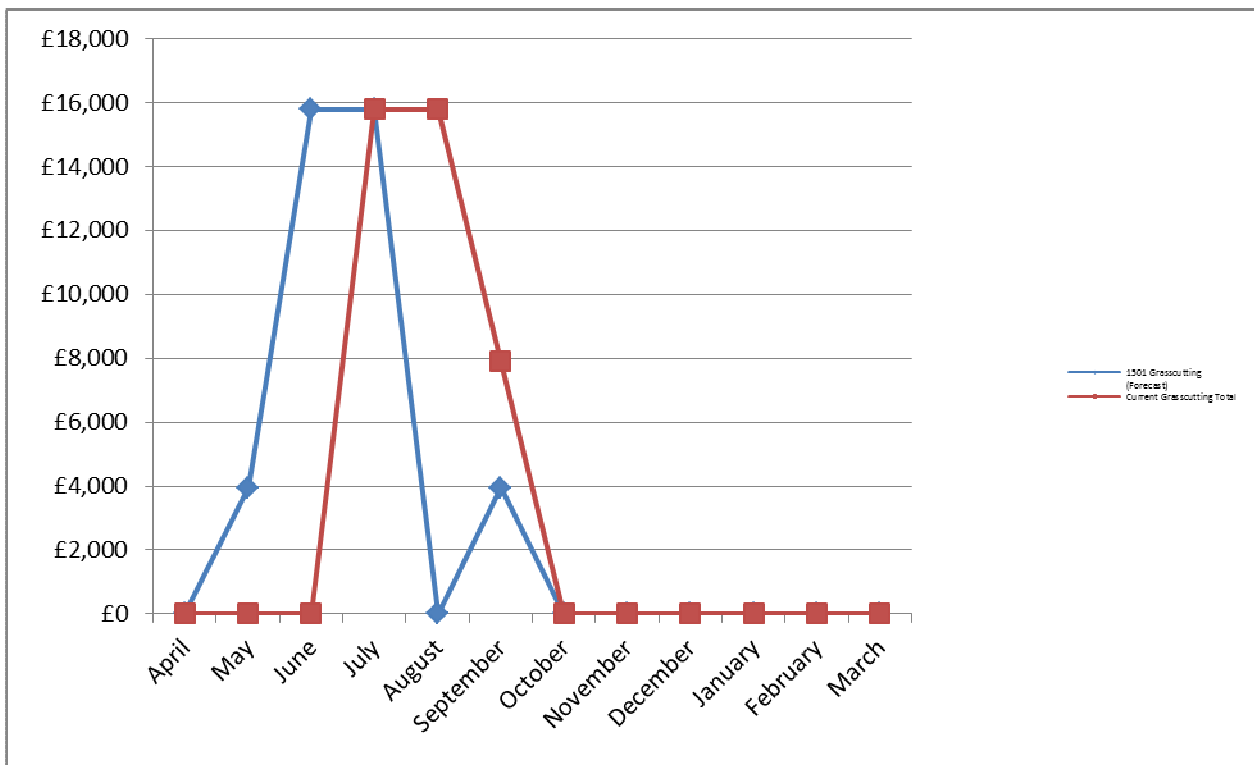
Cowal - Drainage Culverts



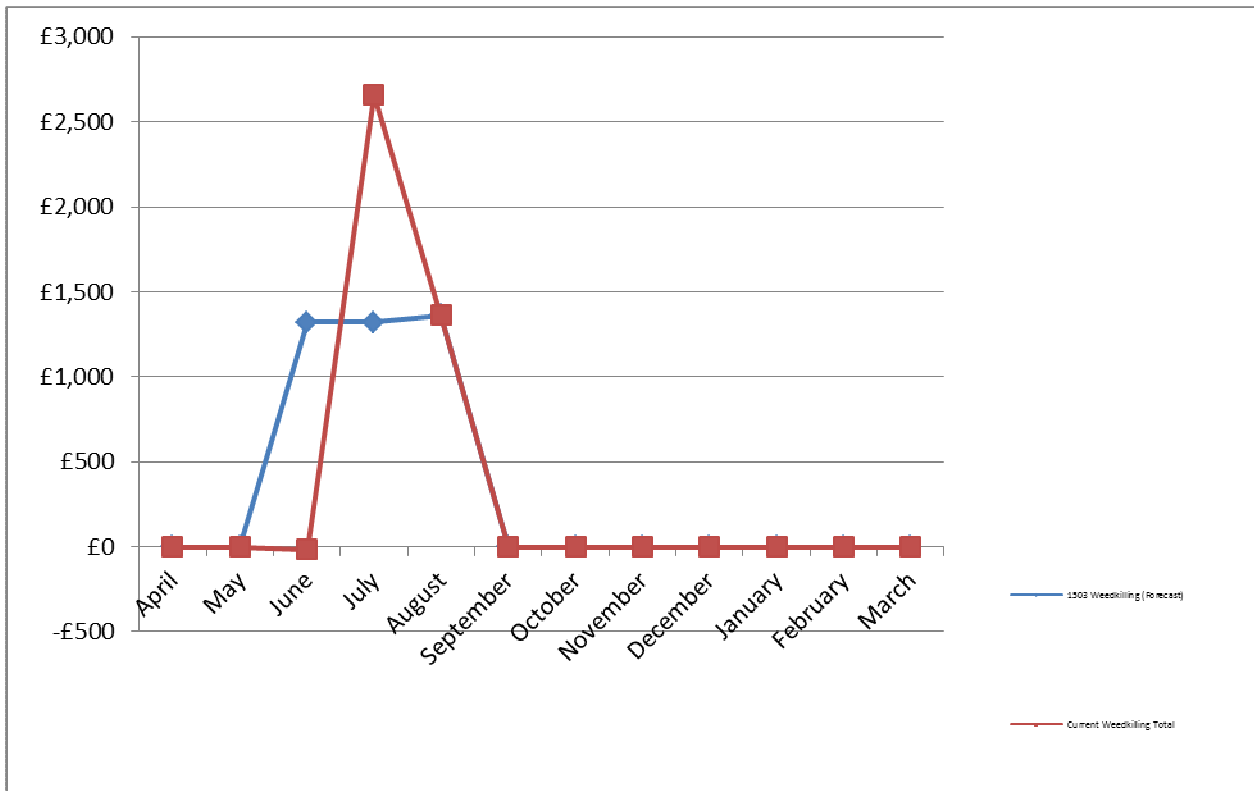
Cowal - Drainage Ditches



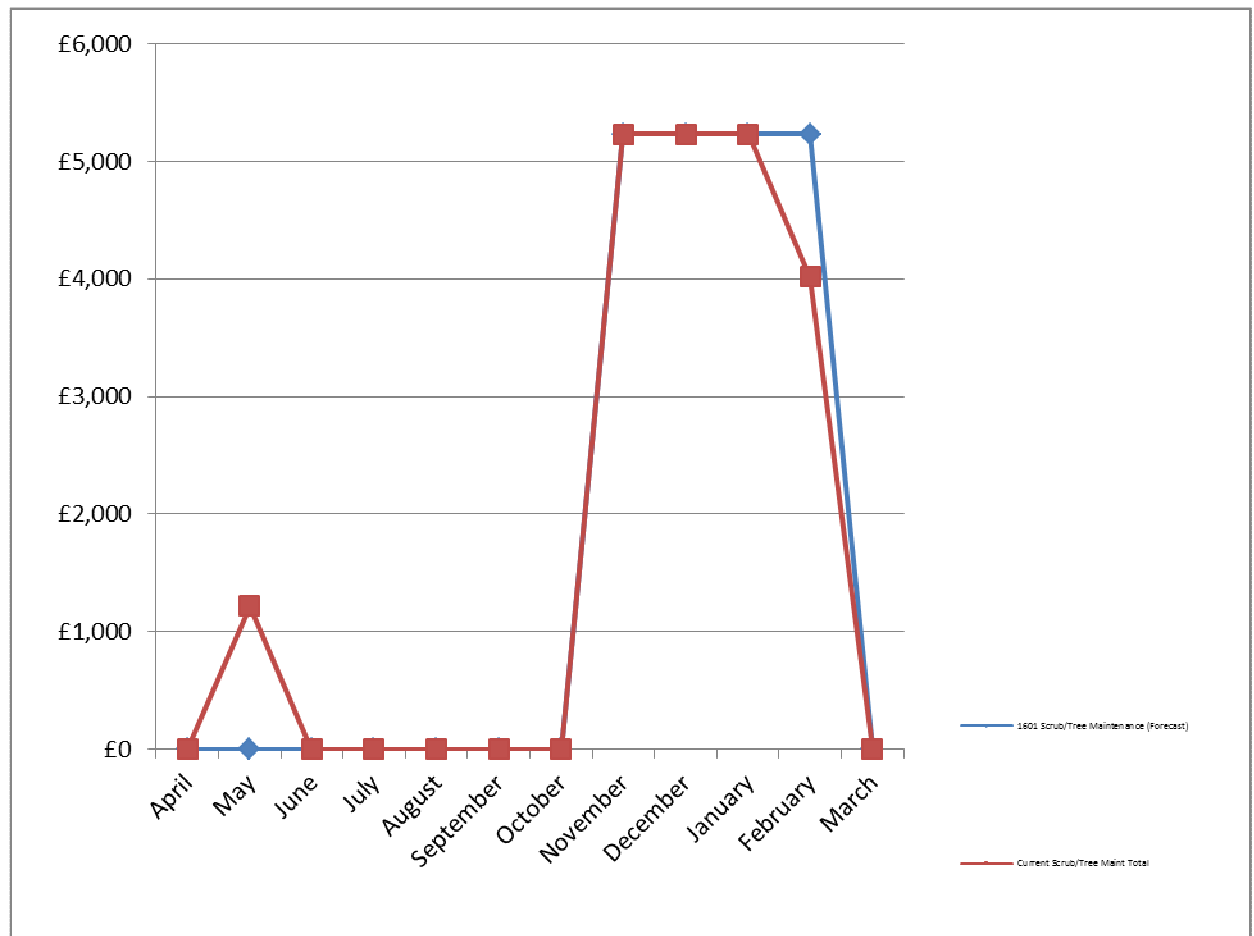
Cowal - Grass Cutting



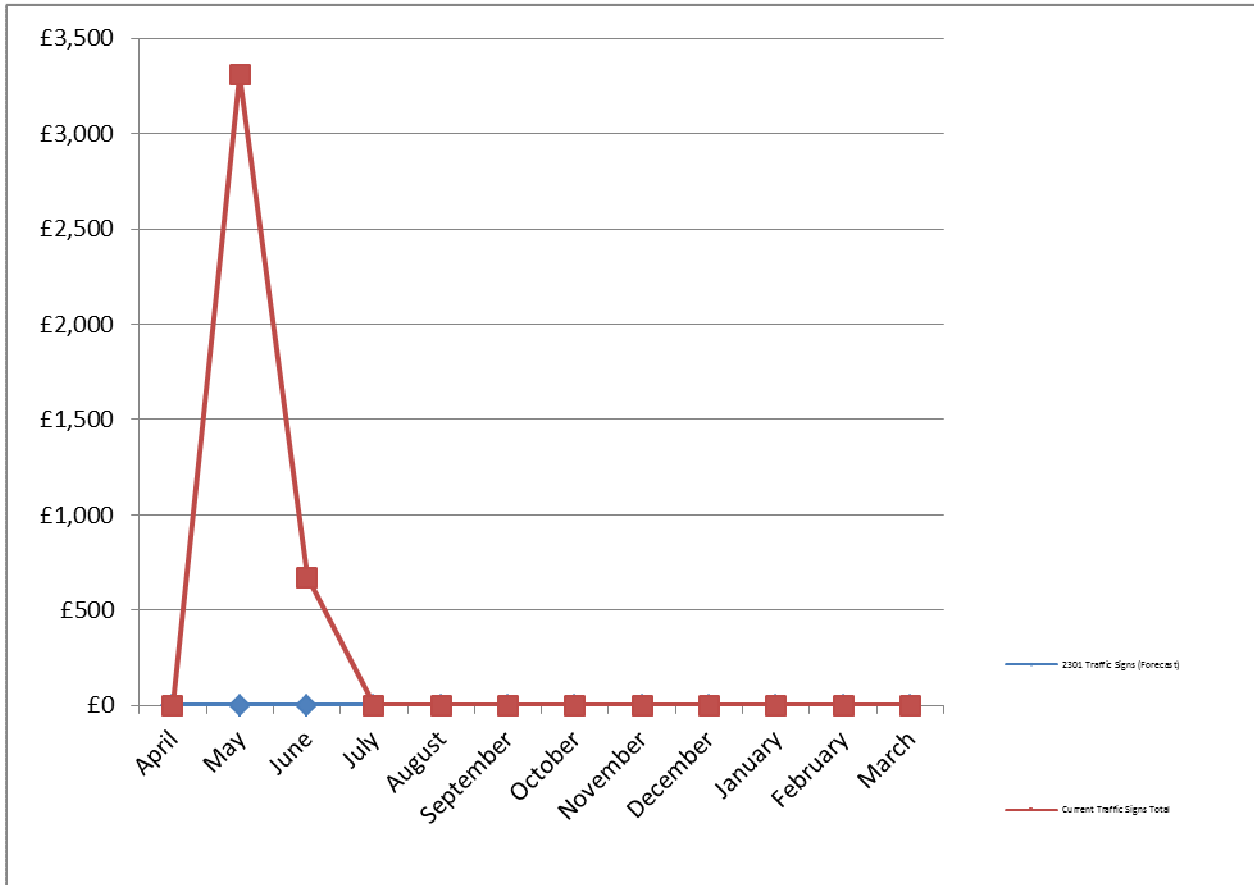
Cowal – Weedkilling



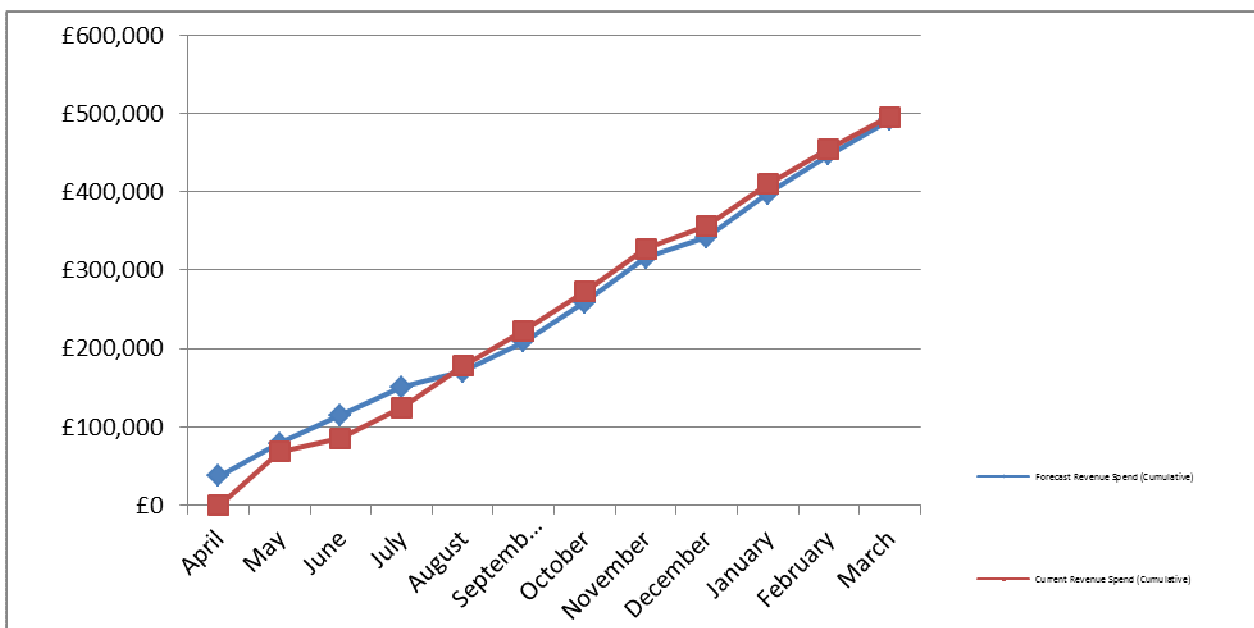
Cowal - Scrub Cutting



Cowal - Road Traffic Signs



Cowal Cumulative Spend – Target and Forecast



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ARGYLL & BUTE COUNCIL**BUTE AND COWAL
AREA COMMITTEE****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****6 August 2013**

Briefing Note – Update / Provision of footway on A815 at Hunters Quay Holiday Village

1. PURPOSE

- 1.1 To inform Members of the options towards funding the completion of the footway connection between Hunters Quay and Sandbank on A815 as provided in report to Area Committee in February.
- 1.2 To update on progress made since then.

2. RECOMMENDATIONS

- 2.1 That Members take note of this report.

3 DETAILS

- 3.1 The footpath connecting Hunters Quay and Sandbank has a gap section of some 507 lin. m. either side of the entrance to Hafton House. This discourages pedestrian use on this section of A815 Coastal road. This area is considered an aspirational route within the Core Paths network but comes with little prospect of development funding in the near future.
- 3.2 Records indicate that there have been four road traffic accidents in the past three years at this location – in the vicinity of the road access into the holiday village. Three incidents involved damage to a vehicle only. However, one incident involved an injury. No pedestrians were involved in any of these incidents. We understand there have been a number of unreported or unrecorded incidents, thought mainly to be due to the speed of approaching vehicles to the junction.
- 3.3 Initial estimates of the cost to provide the completion of the footway on the inland side of A815 is in the order of £240,000. As such, this is in excess of any available internal budget to finance exclusively. As the Roads and Footways Reconstruction budget is allocated to maintenance of the current asset, funding through this avenue is unlikely unless associated with a much larger carriageway maintenance scheme which is not at present required within the scope of the 5 year programme. A bid for 50% funding through Sustrans can be pursued but match funding by the Council's "Cycling, Walking and Safer Routes to Schools" budget would be substantial and likely to require input over several financial years.

- 3.4 Existing landowners, adjacent to the footway, are under no legal obligation to provide a footway on the A815 public road. However, the submission of a recent planning pre-application for this area may allow a proportion of the footway to be provided through the “planning gain” route and so reduce the impact on the overall funding required to complete this project. There has been no further interest on this proposed development since the last report.
- 3.5 The on-going implementation process for the 30mph zone in this area may allow a reduction in the specification of the footpath to a “shared surface” to minimise costs, with the appropriate signing. Currently this process is expected to be completed, with speed restriction signs in place, by the end of October this year.
- 3.6 A site survey has been carried out on the southern end between Hunters Quay Holiday Village and vehicular access serving Hafton House; some 190 linear metres. There is adequate space to provide a narrow footway on the landward side. Along with the survey, other options to improve pedestrian safety will be considered for this area, such as enhancing existing signing and lining. A further update report will be brought to a future meeting of the Area Committee.

4. CONCLUSIONS

- 4.1 The possible procurement of finances to fund this proposal is still being investigated by officers. The remaining some 317 linear metres will be surveyed as resources become available.

5. IMPLICATIONS

- 5.1 Policy *Assists in the promotion of health and wellbeing.*
- 5.2 Financial *Requires substantial external contributions to complete the works.*
- 5.3 Personnel *None*
- 5.4 Equalities Impact Assessment *None*
- 5.5 Legal *Land acquisition implications*
- 5.6 Risk *none*
- 5.7 Customer Service *Improves local amenity for residents and tourists*

6. APPENDICES

- 6.1 A815 Location plan

Sandy Mactaggart
Executive Director of Development & Infrastructure
29 July 2013

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

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ARGYLL AND BUTE COUNCIL

**BUTE & COWAL
AREA COMMITTEE**

CHIEF EXECUTIVE'S UNIT

6th AUGUST 2013

AREA SCORECARD FQ1 2013-14

1 Background

- 1.1 This paper presents the Area Scorecard, with exceptional performance for financial quarter 1 of 2013-14 (April to June 2013). Where commentary has been entered in Pyramid, it is replicated here.

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

Environment	Target	Bute & Cowal	Council
Car Parking income to date - B&C	£ 23,572	£ 18,731 R ↓	£ 197,564
Dog fouling - number of complaints B&C	27	51 R ↑	118
Dog fouling - number of fines issued B&C	3	3 ↓	4
LEAMS - B&C Cowal	73	82 G ↑	76
LEAMS - B&C Bute	73	77 G ↓	

Economy	Target	Bute and Cowal	Council
All Local Planning Apps: % processed in 2 months in B&C	70.0 %	72.2 % G ↓	78.3 %
Householder Planning Apps: % processed in 2 months in B&C	90.0 %	95.8 % G ↑	93.2 %
Local (excl HH) Planning Apps: % processed in 2 months in B&C	70.0 %	53.3 % R ↓	71.3 %
Street lighting - % B&C faults repaired within 7 days	88 %	94 % G ↑	94 %
CC1 Affordable social sector new builds - B&C	0	0 G →	0

* ACHA - currently no ACHA data in Pyramid *

Education	Target	Bute & Cowal	Council
% positive destinations (Dunoon Grammar) ACY 11/12		87.0 %	90.1 %
% positive destinations (Rothesay Academy) ACY 11/12		82.5 %	
HMIE positive School Evaluations - B&C Sec		63 % ↓	63 %
% 5+ SCQF level 6 (Dunoon Grammar) ACY 11/12	12.60 %	6.45 % R ↑	11 %
% 5+ SCQF level 6 (Rothesay Academy) ACY 11/12	12.60 %	10.00 % R ↓	
School % unauthorised absence (Dunoon Grammar)		2.7 % ↓	1.3 %
School % unauthorised absence (Rothesay Academy)		2.5 % ↑	

Roads	Target	Bute & Cowal	Council
% road network to be considered for maintenance - SRMCS Red <small>A&B - no area data available</small>	20.0 %		
% road area resurfaced/reconstructed - B&C	2.55 %	R ↑	
% road area surface treated - B&C	4.36 %	R ↑	
% Cat 1 road defects repaired by end of next working day - B&C			91.5 %

Adult Care	Target	Bute and Cowal	Council
B&C - % of Older People receiving Care in the Community - In Year	80.0 %	73.0 % R ↓	83.5 %
B&C - % of Older People receiving Care in the Community	80 %	66 % R ↓	72 %
B&C - No of Substance Misuse Clients			
B&C - No of SM Care Assessments outstanding over 21 Days	5		

Children and Families	Target	Bute and Cowal	Council
CA12 B&C - Total No LAAC	43	43 ↑	123
CA25 B&C - % Reviews of LAAC Convened within Timescales	100 %	98 % R ↓	93 %
CP5 B&C - No of Children on CPR		7 ↓	17
CP16a B&C - No of Children on CPR with a completed CP plan		7 ↓	12

Community Resilience	Target	Bute & Cowal	Council
B&C % community councils with emergency plan	30 %	25 % R ↑	
B&C % community councils developing an emergency plan	58 %	58 % ↑	



Bute and Cowal Area Scorecard Exceptions FQ1 13/14

Performance worth noting

Environment	FQ4	FQ1	Target FQ1
Car Parking income to date - B&C	£ 74,613	£ 18,731	£ 23,572
Dog fouling - number of complaints B&C	96	51	27
Economy	FQ4	FQ1	Target FQ1
Local (excl HH) Planning Apps: % processed in 2 months in B&C	69.0 %	53.3 %	70.0 %
Education	AY 10/11	AY 11/12	Target AY 11/12
% 5+ SCQF level 6 (Dunoon Grammar)	6.13 %	6.45 %	12.60 %
% 5+ SCQF level 6 (Rothesay Academy)	13.95 %	10.00 %	12.60 %
Roads	FQ4	FQ1	Target FQ1
% Cat 1 road defects repaired by end of next working day - B&C	87 %		
Adult Care	FQ4	FQ1	Target FQ1
B&C - % of Older People receiving Care in the Community - In Year	74.4 %	73.0 %	80.0 %
B&C - % of Older People receiving Care in the Community	67 %	66 %	80 %
Children & Families	FQ4	FQ1	Target FQ1
CA25 B&C - % Reviews of LAAC Convened within Timescales	100 %	98 %	100 %
Community Resilience	FQ4	FQ1	Target FQ1
B&C % community councils developing an emergency plan	42 %	58 %	58 %

Environment	Target	Bute & Cowal	Council
LEAMS - B&C Cowal	73	82	75
Continuing positive trend			
Education			Council
School % unauthorised absence (Dunoon Grammar)		2.7 %	1.3 %

Success Measure	Target	Actual Performance	Traffic light	Trend	Commentary in Pyramid
Car Parking income to date - B&C	FQ1 13/14 £ 23,572	FQ1 13/14 £ 18,731	Red	Descending	The income targets which currently appear in Pyramid are the same as the income budgets held in the finance ledger and it is important that these two systems tell the same story. These income budgets were increased a number of years ago to reflect the fact that extra car parks were supposed to come on stream with charging only some of which actually did. Improved enforcement was also supposed to deliver additional income. This additional income effectively offset the need for additional savings elsewhere in the department.
Dog fouling - number of complaints B&C	FQ1 13/14 27	FQ1 13/14 51	Red	Ascending	
Local (excl HH) Planning Apps: % processed in 2 months in B&C	FQ1 13/14 70.0 %	FQ1 13/14 53.3 %	Red	Descending	Data comparison from FY12/13 In order to re-align with Scottish Government performance measures following changes by Heads of Planning Scotland reporting, data for "Other" planning applications was removed from "Local (excl HH)" and given a new section in Pyramid. With four FQ's of benchmarking available to us, Argyll & Bute data for FY12/13 was re-entered in April 2013. Although still shown on the graph, users should note that data pre-dating FY12/13 FQ1 is not entirely comparable. Measure Updated and target revised from FY12/13. This measure has been updated and the formula amended to enable benchmarking with a new performance measure introduced by The

Success Measure	Target	Actual Performance	Traffic light	Trend	Commentary in Pyramid
					Scottish Government during FY12/13*. The Pyramid work was completed in April 2013 having gathered a full year's worth of data from the information newly available to us. * Prior to FY12/13 the Development Types listed in this measure were those described in the comment "Scottish Govt Classification: Local" (posted 01/07/10).
% 5+ SCQF level 6	FQ1 13/14	FQ1 13/14			Dunoon Grammar
% 5+ SCQF level 6	FQ1 13/14	FQ1 13/14			Rothsay Academy
% Cat 1 road defects repaired by end of next working day - B&C	FQ1 13/14	FQ1 13/14			
B&C - % of Older People receiving Care in the Community - In Year	FQ1 13/14 80.0 %	FQ1 13/14 73.0 %	Red	Descending	June 13 Update Cowal: External home care provider capacity has been a significant issue in the performance. Team leader working with providers to ensure they are working towards ensuring there capacity meets the needs of the community. ECCT continues to be developed in Cowal and will be fully operational in the near future, date to be confirmed. Bute: The Bute ECCT continue to develop the services on Bute as part of the Reshaping Care for Older People. This is the only fully operational ECCT with planned role out for the rest of Argyll to continue.

Success Measure	Target	Actual Performance	Traffic light	Trend	Commentary in Pyramid
					<p>May 2013 There have been some significant factors that have resulted in a change in figures for the overall performance Bute and Cowal and it has been a challenging time. Overall Bute and Cowal's percentage is 0.7 under target and that is encouraging. Bute - A good percentage to date and I think this replicates the good work undertaken by the Enhanced Community Care Team (ECCT). Cowal - There are a number of factors why there has been a slip in performance in the Cowal Area - 1. Care at Home less than 10hrs has doubled last month. 2. Care at Home over 10hrs has increased by 1. 3. Overnight referrals have increased from 21 to 28. 4. Planned stays in care homes have increased from 5 to 10. 5. Emergency placements have decreased from 4 to 1. 6. Continuing Health Care has increased from 0 to 2.</p>
B&C - % of Older People receiving Care in the Community	FQ1 13/14 80 %	FQ1 13/14 66 %	Red	Descending	<p>June 13 Update Work to shift the balance of care continues via the raft of measures embodied in Reshaping Care for Older People (RCOP), which seek to address the various issues that lead older people to unplanned hospital admissions and untimely admission to a care home - these include falls prevention, polypharmacy monitoring, better management of long term conditions including dementia, alongside social measures such as inclusion, co-production, and increased carer support.</p>

Success Measure	Target	Actual Performance	Traffic light	Trend	Commentary in Pyramid
CA25 B&C - % Reviews of LAAC Convened within Timescales	FQ1 13/14 100 %	FQ1 13/14 98 %	Red	Descending	
B&C % community councils developing an emergency plan	FQ1 13/14	FQ1 13/14 58 %		Ascending	Completed plans Bute and South Cowal have completed plans so have moved to appropriate section of pyramid
School % unauthorised absence	FQ1 13/14	FQ1 13/14 2.8 %			Dunoon Grammar

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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL
AREA COMMITTEE****COMMUNITY SERVICES****6 AUGUST 2013**

THIRD SECTOR GRANTS 2013/14

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 Bute and Cowal.
- 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 Bute and Cowal for 2013/14 is £35,000.
- 1.4 In April, £16,215 was awarded to 12 organisations. Subsequently Caol Ruadh Sculpture Park withdrew their application of £2,500 leaving a balance remaining of £21,285.
- 1.5 Ardentinny Community Trust was awarded a grant of £1,440 in 2013. However, due to illness of the co-coordinator they were unable to spend the total funding. The Trust has asked that the £1,115 remaining be subject to a carry forward in 2013/14.
- 1.6 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.
- 1.7 Nine applications have been received, 2 of which are for Events and Festivals.

2.0 RECOMMENDATIONS

- 2.1 The 9 organisations listed below are awarded funding from the Third Sector Grants budget, as per the table below.
- 2.2 That Ardentinny Community Trust carry forward their unspent funding from 2012/13 of £1,115 to 2013/14.
- 2.3 The balance of £14,570 is allocated at a third round of funding at the next area committee on 3 December 2013. If approved the closing date for applications would be 25 October and all funding would be required to be spent by 31 March 2014.

- 2.3 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).

Ref No	Organisation	Grant Award 2011/12	Grant Award 2012/13	Total Project Costs	Amount Requested	Recommendation
3.1	Argyll and Lochaber Branches of the Royal Scottish Country Dance Society	No	No	£4,942	£792 (application to 4 areas)	£80
3.2	Cowal Music Club	No	£450	£6,550	£500	£450
3.3	Dunoon Amateur Swimming Club	No	No	£3,650	£1,825	£1,825
3.4	Cowal Fiddle Workshop	£1,080	£360	£5,280	£3,000	£360
3.5	Cowal Pipe Band *	No	No	£3500	£1,750	£1,750
3.6	Girlguiding Argyll Training	£480	£658 (£130 B&C)	£4,300	£2,300 (application to 3 areas)	£130
3.7	Innellan Public Hall	No	No	£3,735	£1,600	£1,600
3.8	Kirn Gala *	£1,280	£500	£3,300	£500	£320
3.9	Sandbank Senior Citizens Club	£400	£220	£3,100	£1,100	£200
				Total		£6,715
				Total available for allocation		£21,285
				Balance Remaining		£14,570

**Events and Festivals*

3.0 DETAIL

Ref No	Organisations	Comments
3.1	Argyll and Lochaber Branches of the Royal Scottish Country Dance Society	Assistance towards the running cost of the 90 th Anniversary dance in Oban. All four areas of Argyll and Bute are being asked for a contribution as members of local clubs will travel from across Argyll and Bute. Subsequent to receipt of application the group has received a grant of £500 from the Provost Fund. The balance now required is £292 across all four areas.
3.2	Cowal Music Club	The Cowal Music Club has been running this programme for several years and attracts over 100 people to the concerts. They involve service users in the planning of the programme. The grant is to go towards the payment of fees for the performances and the commissioning of a new piece of music.
3.3	Dunoon Amateur Swimming Club	The grant will allow the club to improve its current website and software and to provide equipment and training for the club. It will help to increase the number of volunteers to support the club.
3.4	Cowal Fiddle Workshop	The funding is towards the costs of hiring a professional tutor to improve on techniques of playing the fiddle. The fiddle workshop fits well with promoting the cultural heritage of the area. In addition, by subsidising costs to people who could not afford it, the group addresses some of the barriers to inclusion.
3.5	Cowal Pipe Band	Funding is being sought to support the Sunset Ceremony due to take place on 29 th August 2013. This event, which took place in previous years is being resurrected. This event would promote traditional Scottish music and dance for the local community and boost the image of the town to visitors.
3.6	Girdguiding Argyll Training	Annual County training for Girl guide leaders to ensure that the Girl guiding programme covers three areas (excluding Helensburgh and Lomond). The training weekend, is a good opportunity to disseminate information and share ideas. Costs include travel, accommodation and training.
3.7	Innellan Public Hall	The project is to establish an archive of Innellan and the surrounding area. This will be a good resource both for current residents and also for the next generation. Such an archive does not exist at present and it is a way of preserving memories of the past.
3.8	Kirn Gala	The Kirn Gala has run successfully for a number of years and has grown in size every year. It is an activity which brings together all the age groups in the Community. The letters of support received indicate the support for this event.
3.9	Sandbank Senior Citizens Club	This club provides a valuable service to the elderly in the community. It delivers social activities for the elderly that they would not otherwise have. To tackle the issue of grant dependency the group have applied for funding from other organisations which are pending.

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
15 July 2013

For further information contact: Liz Marion, Community Development Officer for Bute and Cowal. Tel No 01369 707166

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

Please note all grants must be registered with Community Services, Kilmory

1 **Details**

Name of Assessing Officer		Liz Marion	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Name of Organisation	Cowal Fiddle Workshop	Third Sector	<input checked="" type="checkbox"/>
		Events and Festivals	<input type="checkbox"/>
Key Contact Person:	Bill Carlow	a) Grant requested from A & B Council?	£ 3,000
		b) Grant awarded last year?	£360
		c) Total Project cost?	£5,280
		d) How much coming from own resources?	£2,280
		e) How much coming from other agencies?	£0
		f) Grant Recommended:	£360
Reason for grant:	To provide tuition for young people who cannot afford usual fees.		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The music is part of the cultural heritage of the area and fits well with promoting cultural heritage. In addition by subsidising costs to people who could not afford it the group addresses some of the barriers to inclusion.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The group has received grants for several years and this is reflected in the reduction of funding. They tried last year to function without a professional tutor and found the results were disappointing.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
f)	A viable business plan	N/A
g)	A marketing plan for the activity	N/A
h)	A previous event budget	N/A
i)	A planning framework with clear ownership, responsibility and liability for the event	N/A
j)	Evidence of appropriate insurance coverage and a guarantee bond for the event	N/A
k)	Compliance with all relevant legal and licensing requirements	N/A
l)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	50+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or a Vulnerable Adults Policy? If No, can you please refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	No
c)	Ongoing training and support for volunteers	No
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	No
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

5 Equal Opportunities

What are the clients ethnic group(s)?

A White
 Scottish Other British Irish
 Any other White background please specify

B Mixed
 Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British
 Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background please write in

E Black, Black Scottish or Black British
 Caribbean African
 Any other Black background please write in

F Other Ethnic background
 Any other background please write in

Signed: E A Marion

Designation: Community Development Officer

Date: 8 March 2012

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Cowal Music Club	
Contact Person in Organisation	Ann Rhodes	
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 e.g. 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?	£500	
b) Grant awarded last year?	£450	
c) Total Project cost?	£6,550	
d) How much coming from own resources?	£3,750	
e) How much coming from other agencies?	£2,300	
f) Grant Recommendation	£450	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To provide high quality musical experience and raise awareness of music in the area by arranging a programme of concerts from October to March.	
Please tick which of the following is being addressed:		
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	<input checked="" type="checkbox"/>
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		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Cowal Music Club has been running this programme for several years and attracts over 100 people to the concerts. They attract match funding from Enterprise Music Scotland to allow them to implement their programme. They involve service users in the planning of the programme. The grant is to go towards fees for the performances and the cost of commissioning of a new piece of music.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

The group have only had one previous grant in 2012/13.

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

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

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	100+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes No
i)	Have you confidence in their ability to deliver a service?	Yes

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
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	No
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	No
f)	An Equal Opportunities Policy	No
g)	A Policy for Managing Confidential Information	No
h)	Grievance Procedure for staff and volunteers	No
i)	A Disciplinary Procedure for staff and volunteers	No

Comments :

Signed: Liz Marion

Date: 24/06/2013

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

Name of Assessing Officer	Liz marion	
Name of Organisation	Cowal Pipe Band	
Contact Person in Organisation	Roderick MacIntyre	
Have you contacted/visited the organisation to assess this application?	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 type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,750	
b) Grant awarded last year?	£0	
c) Total Project cost?	£3,500	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£200	
f) Grant Recommendation	£1,750	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> The funding is being sought to support the Sunset Ceremony due to take place on 29 th August 2013	
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		
I agree with the groups assessment of need. They are providing a free show for members of the public		
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	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Awaited
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

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

g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	
f)	Is the organisation well established?	500
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

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
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 12th July 2013

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Dunoon Amateur Swimming Club	
Contact Person in Organisation		
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?	£1,825	
b) Grant awarded last year?	£0	
c) Total Project cost?	£3,650	
d) How much coming from own resources?	£1,825	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,825	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the development of website, heart monitors, a teaching and coaching course, new pull boys and flippers.	
Please tick which of the following is being addressed:		
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 checked="" 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		
The grant will allow the club to improve its current website and software. It will also provide equipment for the group. It will also allow the club to increase the number of volunteers who have training in the necessary skills and training to help run the club.		
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	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	To Follow
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

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

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	200+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

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
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 18/6/2013

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Girlguiding Argyll Training	
Contact Person in Organisation	Morag Cupples	
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?	£2,300 (3 areas)	
b) Grant awarded last year?	£658 (3 areas)	
c) Total Project cost?	£4,300	
d) How much coming from own resources?	£2,000	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£130 (Bute and Cowal)	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Annual County Training for Leaders to ensure that the Girl guiding programme is delivered in the three areas. It is a good opportunity for disseminating information and sharing ideas. The grant includes travel costs as well as costs of training weekend.	
Please tick which of the following is being addressed:		
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 checked="" 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? Yes		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Girl Guiding Argyll covers a large area of Argyll and Bute. This event is the only chance to get Leaders together to update skills and share good practice. The grant assists towards the expense of travelling costs.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

The assessment reflects the fact that they have received grants over past years

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

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

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	Directly 50 Indirectly 500
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

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
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 21/06/2013

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Innellan Public Hall	
Contact Person in Organisation	Maggie Singleton	
Have you contacted/visited the organisation to assess this application?	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?	£1,600	
b) Grant awarded last year?	£0	
c) Total Project cost?	£3,735	
d) How much coming from own resources?	£500	
e) How much coming from other agencies?	£500	
f) Grant Recommendation	£1,600	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i>	
Please tick which of the following is being addressed:		
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 checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" 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		
The project is to set up an archive of Innellan and the surrounding area. This will be a good resource both for current residents and also the next generation. Such an archive does not exist at present and it is a way of preserving memories of the past.		
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	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

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

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	!,000
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

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
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 14th July 2013

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

Please note all grants must be registered with Community Services, Kilmory

1 **Details**

Name of Assessing Officer		Liz Marion	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Name of Organisation	Kirn Gala	Third Sector	<input type="checkbox"/>
		Events and Festivals	<input checked="" type="checkbox"/>
Key Contact Person:	Colin Harris	a) Grant requested from A & B Council?	£500
		b) Grant awarded last year?	£1283
		c) Total Project cost?	£3300
		d) How much coming from own resources?	£2800
		e) How much coming from other agencies?	£0
		f) Grant Recommended:	£320
Reason for grant:	Assistance with costs of running Kirn Gala. The gala has run successfully for a number of years and has gone from strength to strength. It provides a valuable contribution to the community life.		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The Kirn Gala has run successfully for a number of years and has grown in size every year. It provides a community activity which brings together all the age groups in the Community. It enhances the quality of life for the community and has a positive impact on the local community. The letters of support indicate the standing of this event for the area.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The group has received funding for the past five years. The assessment reflects a reduction to 25% in the level of funding offered to the group from the Third Sector Grants.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
f)	A viable business plan	Yes
g)	A marketing plan for the activity	Yes
h)	A previous event budget	Yes
i)	A planning framework with clear ownership, responsibility and liability for the event	Yes
j)	Evidence of appropriate insurance coverage and a guarantee bond for the event	Yes
k)	Compliance with all relevant legal and licensing requirements	Yes
l)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	3,000
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or a Vulnerable Adults Policy? If No, can you please refer to Children and Families Section, Social Work?	N/A
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Signed: E A Marion**Designation: Community Development officer****Date: 11 July 2013**

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	RSCDS – Argyll and Lochaber	
Contact Person in Organisation	Joan Robertson	
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?	£74 from Maki and OLI each	
b) Grant awarded last year	£0	
c) Total Project cost?	£4942.10	
d) How much coming from own resources?	£4,150	
e) How much coming from other agencies?	£500	
f) Grant Recommendation	£80	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Assistance towards the running of 90 th Anniversary dance in Oban. All four areas of Argyll and Bute are being asked for a contribution. The group has received a grant towards the event from the Provost Fund.	
Please tick which of the following is being addressed:		
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	<input checked="" type="checkbox"/>
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		
This is a one off event to celebrate the 90 th Anniversary of the organisation. It is a milestone in the groups life and should be celebrated.		
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	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes - Financial Projection
e)	Within 50% of the costs for the project/activity	Yes

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

g)	A viable business plan	Pending
h)	A marketing plan for the activity	Pending
i)	A previous event budget	Pending
j)	A planning framework with clear ownership, responsibility and liability for the event	Pending
k)	Evidence of appropriate insurance coverage	Pending
l)	Compliance with all relevant legal and licensing requirements	Pending
m)	Letters of support from other funders or local organisations	Pending

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	200+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

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?	Pending
b)	Clear recruitment policies	Pending
c)	On-going training and support for volunteers	Pending
d)	A code of conduct for staff and volunteers	Pending
e)	A Code of Good Practice	Pending
f)	An Equal Opportunities Policy	Pending
g)	A Policy for Managing Confidential Information	Pending
h)	Grievance Procedure for staff and volunteers	Pending
i)	A Disciplinary Procedure for staff and volunteers	Pending

Comments :

Signed: Liz Marion

Date: 8 July 2013

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Sandbank Senior Citizens Club	
Contact Person in Organisation	Arthur Oliver	
Have you contacted/visited the organisation to assess this application?	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?	£1,100	
b) Grant awarded last year?	£220	
c) Total Project cost?	£3100	
d) How much coming from own resources?	£1,500	
e) How much coming from other agencies?	£500	
f) Grant Recommendation	£200	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To provide social activities for the elderly including a Christmas Party, Coach outings, Burns Afternoon and theatre outing.	
Please tick which of the following is being addressed:		
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 checked="" 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? Yes		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This club provides a valuable service to the elderly in the community. It provides social activities for elderly that they would not otherwise have. The have addressed the reducing amount of funding from the Council by pursuing other funders.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The funding has been reduced on a regular basis over the past few years.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/a
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

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

g)	A viable business plan	N/a
h)	A marketing plan for the activity	N/a
i)	A previous event budget	N/a
j)	A planning framework with clear ownership, responsibility and liability for the event	N/a
k)	Evidence of appropriate insurance coverage	N/a
l)	Compliance with all relevant legal and licensing requirements	N/a
m)	Letters of support from other funders or local organisations	N/a

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	100
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

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
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 14th July 2013

**ARGYLL AND BUTE COUNCIL
BUTE AND COWAL AREA COMMITTEE**

6 August 2013

MONITORING OF GRANTS TO THE THIRD SECTOR 2012/13

1. SUMMARY

- 1.1 A report to the Area Committee in June detailed how the Third Sector grant funding of £35,000 was spent in 2012/13. Information was taken from the end of project monitoring reports received from 20 of 29 organisations who received funding through the Third Sector Grants scheme in 2012/13.
- 1.2 A decision on awards was made at the Bute and Cowal Area Committee meetings in April and August 2012. Organisations have up to three months from the end of the Project to complete and return the project reports.
- 1.3 Subsequent to the June area committee three further project reports have been received leaving six reports outstanding. The community development officer will continue to pursue the six organisations that have failed to submit a report.

2. RECOMMENDATIONS

- 2.1. Members are asked to note the contents of the report.
- 2.2 Organisations that do not submit an end of project monitoring report are not eligible for funding from this grant scheme in future years.

3. DETAILS

- 3.1. Detailed below is a table showing the nine organisations outstanding from the area committee meeting on the 4 June 2013. Three organisations have submitted their reports and six organisations are still to do so.

No	Organisation	Project funded	Total Projected Costs	Actual Costs	Match funding	Award	Comment	Beneficiaries		
								M	F	Age
1	Ardentinny Community Trust	Weekly programme of events and activities for volunteers.	£6,124	£4,069	£2,629	£1,440	The organisation was only able to spend £325 of the funding awarded in 2012/13 and have subsequently requested a project extension into 2013.	32	25	0-4 (2) 5- 9 (40) 17- 24 (5) 65+ (10)
2	Bute Youth Project	Salary costs youth services	£40,300			£3,600	No report received Note: The project is no longer operational. The CDO is contacting a member of the committee to confirm all funding expended.			
3	Cowal Dog Training Club	Marketing/ Publicity materials	£1,133			£270	No report received			
4	Cowal Marketing Group/ Stronger Cowal	Production of Events Diary	£1,500			£360	No report received			
5	Kirn Gala Committee	Running costs - Kirn Gala	5,052	£4,052	£2,613	£500	Despite the poor weather the gala was considered a great success. The gala gives the opportunity to a number of local charities to promote themselves and raise funds for good causes.	3,000 covering all genders and age groups		
6	Rothesay and District Pipe Band	Travel costs - 40 th Twinning Anniversary Sulzberg	£11,100	£10,350	£2,000	£2,000	Twenty players accompanied by supporters and parents travelled to Germany and the band played at a number of events.	19	13	10- 6 (15) 17- 24 (3) 25- 64 (14)
7	Strachur and District Youth Club	One day musical festival June 2012	£5,600			£1,400	No report received			
8	Transclyde Music	Studio spares staging for musical events on Bute.	£1,764			£655	No report received			
9	Youth Stuff	Venue rental for art and drama for young people	£8,643			£500	No report received			

4. CONCLUSION

- 4.1. To date, 23 out of 29 reports have been received. The Community Development Team will continue to pursue the 6 organisations who have not yet submitted their end of project report for 2012/13.

5. IMPLICATIONS

Policy: None

Finance: The report sets out the expenditure from the Bute and Cowal 2012/13 budget for the allocation of Third Sector Grants.

Personnel: None

Legal: None

Equal Opportunities: The grant allocation is consistent with the Equal Opportunities policy of Argyll and Bute Council.

Liz Marion
Community Development Officer
17 June 2013
Tel No 01369 707166

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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL AREA
COMMITTEE****CUSTOMER SERVICES****6 August 2013**

TELEPHONE CALL HANDLING IN POLICE SCOTLAND

1.0 SUMMARY

- 1.1 This report updates Members on the arrangements which are in place for telephone call handling in Police Scotland.

2.0 RECOMMENDATIONS

- 2.1 The Area Committee is asked to note the report and attached appendix.

3.0 DETAIL

- 1.1 The Council has recently been provided with information by Police Scotland on the arrangements which are in place for handling telephone calls from the public. This information is contained in the attached appendix and provides Members with useful detail on the efficiency of the system implemented in February of this year.

4.0 CONCLUSION

- 4.1 Police Scotland have implemented changes to their call handling system and have provided detail on the effectiveness of the system to the Council, Members are asked to note the updated information provided.

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

Executive Director of Customer Services

15th July 2013

For further information contact:

Shirley MacLeod, Area Governance Manager. Tel 01369 707134

10 July 2013
MM/KK

Via Email



Local Policing East
Randolphfield
Stirling
FK8 2HD

DX: Scottish Police Authority 554170 Falkirk 5

01786 456024

ACC.LocalPolicingEast@Scotland.pnn.police.uk

Dear Sir / Madam,

I wanted to update you regarding developments in telephone call handling in Police Scotland.

As you may be aware, in late February 2013 Police Scotland introduced the 101 Service, a user friendly - easy to remember and dial telephone number that can be used right across the country. To promote 101 we will be launching a public awareness raising campaign on 10 July 2013 that will include radio advertising supported by marketing materials that community police officers can distribute and display. Currently, almost half of all calls to the police are received via 101 and we hope to increase this, both to ensure a consistent service across Scotland and also to allow us to discontinue some of the already very underused and expensive lines that were required when policing was provided by eight forces.

Some recent media coverage of the 101 telephone number provided incomplete information regarding the effectiveness of the service and I thought it would be helpful to provide a more comprehensive picture. When a caller dials 101, they hear a message that confirms they are being connected to their nearest Police Scotland service centre. Experience to date has found that 94.8% of callers hold on whilst their call is connected. This means that 5.2% of 101 callers hang up before being put through to our staff - around one percentage point higher than the position in England and Wales where the service has been operating for some 18 months. It is also relevant to highlight that a similar proportion of calls (4.8%) are abandoned by callers using other police telephone numbers. Whilst it remains likely that some callers may choose to abandon a call before being connected, our upcoming campaign aims to reduce this statistic.

Since 101 was launched in late February this year, it has been used in 450,217 calls to Police Scotland and been available 24 hours per day 7 days a week without any teething problems. Police Scotland service centres consistently meet nationally agreed targets to answer 999 calls in under 10 seconds and non-emergency calls in under 40 seconds. In fact the average time taken to answer non-emergency calls is 7 seconds.

I trust you will find this of assistance and would be happy to provide more information if you should wish to contact me

Yours faithfully



Mike McCormick
Assistant Chief Constable Local Policing East

ARGYLL AND BUTE COUNCIL**Bute and Cowal Area Committee****Customer Services****06/08/13**

OLDER PEOPLES CARE AT HOME SERVICE UPDATE

1.0 SUMMARY

The purpose of this report is to update the Area Committee on the findings of the 1st quarterly evaluation of the Care at Home provision within the Cowal and Bute area. This is following the externalisation of services on 21st January, 2013.

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

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

2.0 OUTCOME OF TENDER

Within the Cowal and Bute locality, almost 70% of the service has historically been provided by the independent sector. The three providers successful in the framework in Cowal are Care UK, Allied and Carr Gomm. A separate framework contract was awarded on Bute and the providers are Allied, Carr Gomm and Carewatch. 3.5 FTE Homecare Procurement Officers are now in post to ensure the robust review/monitoring of the services to ensure a high quality is maintained.

A condition of the tendering exercise was that all services within the framework would have an electronic call monitoring system to log visits to service users which would minimise missed/late visits and allow the Council to monitor continuity of care. These are now all in place, and operational. This will enhance the service monitoring visits carried out by the Homecare Procurement Officers due to the reports provided by these systems.

3.0 CARE AT HOME PROVISION

As at 30th June 2013 an approximate total of 1611 hours are being provided to 192 Older People within the Cowal area by external providers. A breakdown of the provision is detailed in the table below:

COWAL

Providers on Framework from tender exercise		Weekly hours commissioned
1 st preferred provider	Care UK	474
2 nd preferred provider	Allied	425
3 rd preferred provider	Carr Gomm	55
Existing Providers		
	Mears Care	398
	Cowal Carers	259
Total paid hours		1611

As at 30th June 2013 an approximate total of 2099 hours are being provided to 168 Older People within the Bute area by external providers. A breakdown of the provision is detailed in the table below:

BUTE

Providers on Framework from tender exercise		Weekly hours commissioned
1 st preferred provider	Allied	1149
2 nd preferred provider	Carr Gomm	50
3 rd preferred provider	Carewatch	92
Existing Providers		
	Care Plus	808
Total paid hours		2099

Initial problems were highlighted in Cowal due to difficulties for the preferred providers in recruiting staff. This issue is not new to this locality, due to the rural areas involved, however it has led to the Council initially going off contract to meet demand. Recruitment is an on-going problem we are facing across the Council area and the Procurement and Commissioning Team, Adult Services and the Independent Providers are working in partnership to identify alternative ways to attract people into the sector.

4.0 CONTRACT MANAGEMENT PROCESS

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

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

Provider	Care Inspection Grades		
	Quality of Care and Support	Quality of Staffing	Quality of Management and Leadership
Allied	6	6	5
Careplus	6	5	6
Care UK	5	5	4
Carr Gomm	6	5	6
Cowal Carers	5	5	5
Mears- Oban/Cowal	2	3	3

5.0 MONITORING ARRANGEMENTS

An ongoing training schedule has been implemented to the Homecare Procurement Officers and a robust monitoring programme has been put in place with both the Procurement and Commissioning Monitoring Officer and Homecare Procurement Officers having close contact with the external providers and service users.

A detailed list of contact with Service users and providers for the quarter is detailed below:

Contact	Total number carried out since 21/01/2013	Council Officer involved
Review of care needs with service users, family and provider	180	Homecare Procurement Officer and/or Care Manager
Quarterly Contract and Supplier Meetings with Providers in line with the Scottish Government Guidance on the Commissioning of Care and Support Services	9	Procurement and Commissioning Team / Social Work
Provider Forums - Reshaping care for Older People meetings.	2	Procurement and Commissioning Team/Social Work/NHS

SERVICE MONITORING VISITS

<u>Provider</u>	Number of Spot Checks/Monitoring Visits	Satisfied/Unsatisfied	Service User Comments
Provider A	7	Satisfied	Happy with level of care received
		Satisfied	
		Unsatisfied	Carer leaving early & service user not advised of changes
		Satisfied	
		Satisfied	Carers are flexible and approachable. Agency keeps me informed of any changes.
		Satisfied	
Provider B	2	Satisfied	
		Satisfied	
Provider C	1	Satisfied	
Provider D	1	Satisfied	
Provider E	2	Satisfied	
		Satisfied	

As you can see there has been extensive work carried out within the first quarter to support the providers and service users through this transition period. The feedback from the service users and families has been positive, with 100% of the people spoken too, very happy with the services they are receiving.

6.0 SERVICE CONCERNS

There is a clear service concern process in place and from 1st April – 30th June, there has been 13 service concerns received. All service concerns are investigated fully and the Homecare Procurement Officers work closely with the providers to improve any issues raised.

BUTE

<u>Provider</u>	Number of Concerns	Details of Concern	Upheld and appropriate action taken
Provider A	1	Concerns re missed, late and early visits.	Upheld

COWAL

<u>Provider</u>	Number of Concerns	Details of Concern	Upheld and appropriate action taken
Provider A	2	Concerns re missed, late and early visits.	Upheld
		Late/early visits	Partially Upheld
Provider B	2	Missed Visits	Upheld
		Administration of Medication	Partially upheld
Provider C	1	Personal Care needs not being met	Upheld

For information – The above concerns (6) have been received in this quarter. The total weekly service currently being delivered by the providers concerned is 3,700 hours per week.

7.0 COMPLAINTS

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

8.0 RECRUITMENT/RETENTION

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

9.0 CONCLUSION

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

Concern still remains with regards to shortages of staff, resulting in providers being unable to take on packages at short notice. The private providers are actively looking at innovative ways of attracting staff especially within the rural areas. This is a nationally recognised problem across all aspects of the care sector.

For further information please contact:

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