

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

Customer Services  
Executive Director: Douglas Hendry



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2 October 2013

**NOTICE OF MEETING**

A meeting of the **OBAN LORN & THE ISLES AREA COMMITTEE** will be held in the **CORRAN HALLS, OBAN** on **WEDNESDAY, 9 OCTOBER 2013** at **10:30 AM**, which you are requested to attend.

Douglas Hendry  
Executive Director - Customer Services

**BUSINESS**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. PRESENTATION OF QUAICHS**  
Atlantis Leisure and David MacInnes
- 4. MINUTES**
  - (a) OBAN LORN AND THE ISLES AREA COMMITTEE - 14 AUGUST 2013  
(Pages 1 - 8)
  - (b) OBAN COMMON GOOD FUND HELD ON 14 AUGUST 2013 (FOR NOTING)  
(Pages 9 - 12)
  - (c) OBAN LORN AND THE ISLES COMMUNITY SAFETY FORUM HELD ON 26 AUGUST 2013 (FOR NOTING) (Pages 13 - 16)
- 5. PUBLIC QUESTION TIME**
- 6. THIRD SECTOR GRANTS**  
Report by Community Development Officer (Pages 17 - 40)

7. **PRIVATE RENTED SECTOR**  
Report by Research and Development Officer (Pages 41 - 70)
8. **LOCHAWE**  
Report by Environmental Health Manager (Pages 71 - 74)
9. **WORLD WAR 1 COMMEMORATION STEERING GROUP**  
Extract from Council Meeting held on 29 August 2013 and Report by Executive Director of Community Services (Pages 75 - 82)
10. **SCOTTISH FERRIES PLAN AND KERRERA STAG**  
Report by Executive Director of Development and Infrastructure (Pages 83 - 84)
- E1 11. **TIF - DISPLACEMENT ANALYSIS SUMMARY**  
Report by Executive Director of Development and Infrastructure (Pages 85 - 204)
- E1 12. **DUNGALLAN SLIPWAY**  
Report by Asset Manager (Pages 205 - 210)
- E1 13. **SITE 2 MILLPARK, OBAN**  
Report by Asset Manager (Pages 211 - 212)
- E1 14. **GROUND AT ALBERT STREET, TOBERMORY**  
Report by Asset Manager (Pages 213 - 216)
- E1 15. **SITE 13 MILL LANE, OBAN**  
Report by Asset Manager (Pages 217 - 242)
- E1 16. **NEW OBAN HIGH SCHOOL**  
Report by Head of Facility Services (Pages 243 - 250)
- E1 17. **BRIDGE OF ORCHY WATER SUPPLY**  
Report by Head of Facility Services (Pages 251 - 254)

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

The appropriate paragraph is:-

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

## **OBAN, LORN & THE ISLES AREA COMMITTEE**

Councillor Mary-Jean Devon

Councillor Fred Hall

Councillor Alistair MacDougall

Councillor Roderick McCuish

Councillor Louise Glen-Lee

Councillor Iain MacDonald

Councillor Duncan MacIntyre

Councillor Elaine Robertson

Contact: Danielle Finlay, Area Governance Assistant - 01631 567945

**MINUTES of MEETING of OBAN LORN & THE ISLES AREA COMMITTEE held in the TAYNUILT VILLAGE HALL, TAYNUILT on WEDNESDAY, 14 AUGUST 2013**

**Present:** Councillor Roddy McCuish (Chair)

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

**Attending:** Sandy Mactaggart, Executive Director of Development and Infrastructure  
 Charles Reppke, Head of Governance and Law  
 Jim Smith, Head of Roads and Amenity Services  
 Robert Pollock, Head of Economic Development and Strategic Transportation  
 Malcolm MacFadyen, Head of Facility Services  
 Tom Murphy, Amenity Manager  
 Stewart Clark, Contracts Manager  
 Linda Houston, Oban Regeneration Project Manager  
 Hugh Blake, Asset Manager  
 Stuart McCracken, Senior Development Officer  
 Laura MacDonald, Community Development Officer

**1. APOLOGIES**

There were no apologies for absence received.

**2. DECLARATIONS OF INTEREST**

Councillor Louise Glen-Lee declared a non financial interest in relation to the Third Sector Grant Application for Hogmanay in Oban which was dealt with at item 5 (3.2) of this Minute, because she is a member of the committee. She left the room and took no part in the discussion of this item.

Councillor Roddy McCuish declared a non financial interest in relation to the Third Sector Grant Application for Oban Fireworks Group which was dealt with at item 5 (3.7) of this Minute, because he is a member of the committee. He left the room and took no part in the discussion of this item.

Councillor Fred Hall declared a non financial interest in relation to the Third Sector Grant Application for Oban Fireworks Group which was dealt with at item 5 (3.7) of this Minute, because he is a member of the committee. He left the room and took no part in the discussion of this item.

Councillor Elaine Robertson declared a non financial interest in relation to the Scottish Ferries Plan & Kerrera STAG which was dealt with at item 6 of this Minute, because her husband is a factor of Dunollie Estate and is involved in the ferry service. She left the room and took no part in the discussion of this item.

**3. MINUTES**

**(a) OBAN LORN AND THE ISLES AREA COMMITTEE - 12TH JUNE 2013**

The Minutes of the meeting of 12<sup>th</sup> June 2013 were approved as a correct record.

**(b) OBAN COMMON GOOD FUND HELD ON 29TH MAY 2013 (FOR NOTING)**

The Minutes of the meeting held on 29<sup>th</sup> May 2013 were noted.

Councillor MacIntyre expressed some concern in item 3 of this Minute as the Area Committee were not invited to the last meeting of the Common Good Fund when a Quach was issued to John Barbour.

It was noted that the Chair of the Common Good fund would be happy that for any future presentations that the whole Area Committee would be invited to attend.

**4. PUBLIC QUESTION TIME**

The Committee received no questions from the public.

Councillor Louise Glen-Lee, having declared a non financial interest in Hogmanay in Oban, left the meeting and took no part in the discussion of that item.

Councillor Roddy McCuish, having declared a non financial interest in Oban Fireworks Group, left the meeting and took no part in the discussion of that item.

Councillor Fred Hall, having declared a non financial interest in Oban Fireworks Group, left the meeting and took no part in the discussion of that item.

Councillor Elaine Robertson took the Chair for the items 3.2 and 3.5 which were dealt with first by the committee.

**5. THIRD SECTOR GRANT RECOMMENDATION**

The Community Development Officer spoke on the recommendations for the award of Third Sector Grants.

**Decision**

The Committee determined the Third Sector Grants as follows by deducting 10% of each grant awarded until clarification on whether an application for an underwrite of £500 to Oban Community Council had been received, on the basis that if there was no valid application to the community grants fund that the 10% reduction applied contingently be reinstated by the officer :-

	<u>Third Sector Grants</u>	<u>Project Costs</u>	<u>Grant Awarded</u>
3.1	Coll Recycling Group	£1,678	£249.30

3.2	Hogmanay in Oban	£23,096	£2513.70
3.3	HOPE Kitchen	£6,314	£468
3.4	Ross of Mull Community Café	£5,850	Nil
3.5	Multiple Sclerosis Therapy Centre	£1,188	£176.40
3.6	Oban Community Playpark Group	£6,207	£550.80
3.7	Oban Fireworks Group	£6,900	£588.60
3.8	Oban Mountain Bike Crew	£2,250	£112.50
3.9	Oban Viewpoint Group	£13,570	£720 Agreed subject to the Area Committee receiving assurance they have secured awards for all funding
3.10	Argyll and Lochaber Branches of the Royal Scottish Country Dance Society	£4,942	Nil
3.11	Girlguiding Argyll Training	£4,300	Nil If monies are returned as unused delegated to the officer to award £103

Councillor McCuish returned to the meeting and took Chair for all of the remaining items other than 3.2 and 3.5.

Councillor Elaine Robertson, having declared a non financial interest in Scottish Ferries Plan and Kerrera STAG, left the meeting and took no part in the discussion of that item.

## 6. SCOTTISH FERRIES PLAN & KERRERA STAG

A report informing the Committee of the progress of discussions with Transport Scotland with regard to the ferry services operated by the Council, following the publication of the Ferries Plan in December 2012, was considered.

The report also advises Members of the publication by Transport Scotland on 19 July 2013, of the STAG appraisal report entitled "Identification and Assessment of Long Term Options" for transport links for the island Kerrera.

### Decision

The Committee:-

- i. Noted that the Executive Director for Development and Infrastructure Services will update the Committee in October 2013 with regard to progress of the Ferry Needs Analysis being undertaken in partnership with Transport Scotland; which inform the future business case for the Lismore, Easdale and Luing Ferry Services;
- ii. Noted the publication of the Kerrera STAG appraisal report and Transport Scotland's financial support for the vehicular ferry service for Kerrera until March 2014; and
- iii. Agreed to mandate the Executive Director of Development and Infrastructure Services to develop the scope for a business case

which will appraise options for Kerrera, as informed by the STAG, and in light of Transport Scotland's position, for consideration by the Area Committee in October 2013.

(Ref: Report by Executive Director of Development and Infrastructure dated 14 August 2013, submitted).

## **7. DUNGALLAN PARK**

A report informing Members of the intended approach to an operational matter following the request for a wedding marquee to be pitched on Dungallan Park, was considered.

### **Decision**

The Committee noted the report.

(Ref: Report by Amenity Manager dated 14 August 2013, submitted).

## **8. UPDATE ON DELIVERY OF REVENUE ROADS BUDGET**

A report following on from the March Business Day setting out the reduction in roads maintenance revenue activities to be delivered in 2013/14 and 2014/15 as a result of a reduced revenue budget provision, was considered.

The report details the current level of expenditure of the roads operations revenue budget.

### **Decision**

The Committee noted the report.

(Ref: Report by Head of Roads and Amenity Services dated 17<sup>th</sup> July 2013, submitted).

## **9. STREETSCENE REVIEW**

A report proposing a draft service delivery model for 2014/15 which has been developed following member workshops previously held was considered.

The report proposes a draft area model and also proposes that a stakeholder workshop event be held.

### **Decision**

The Committee:-

- i. Endorsed the service delivery model detailed in the report;
- ii. Agreed that approval is given for consultation to be carried out with key stakeholders on the draft service delivery model proposed in the report; and
- iii. Agreed to take the service delivery model forward to the October Area

Committee for a decision.

(Ref: Report by Head of Roads and Amenity Services dated 14<sup>th</sup> August 2013, submitted).

**10. ACHALEVEN ROAD, CONNEL**

A report providing details of the UC79 and un-adopted sections of the Achaleven Road, Connel, was considered.

The report also provides estimated costs of treatments to bring the road up to a standard which the Council would be able to adopt and accept future maintenance liability.

**Decision**

The Committee agreed to recommend to the Full Council the higher cost option of £56,328 given the particular circumstances of this case.

(Ref: Report by Head of Roads and Amenity Services dated 14 August 2013, submitted).

**11. COLL PUBLIC CONVENIENCES**

A report following discussions with Argyll and Bute Council and the Development Coll Group in September 2009, proposing that the Council makes a contribution to the An Cridhe Development to provide public convenience facilities on the island and to also propose to allow Henderson's Fisheries to operate and manage the toilet facility on the pier at no cost to the Council, was considered.

**Decision**

The Committee:-

- i. Agreed that the option in 3.4 of the report, to retain the current facility and apply for external grants to upgrade the condition of the facility, retaining the public convenience for the use of incoming and outgoing yacht crews, was the preferred option; and
- ii. Agreed to open negotiations with Henderson Fisheries to agree a lease as proposed in the report, to honour previous agreement with An Cridhe development from previous discussions with the then Director of Operational Services and that £1900 per annum go to An Cridhe, to be reassessed after 5 years.

(Ref: Report by Amenity Manager dated 14 August 2013, submitted).

**12. TELEPHONE CALL HANDLING IN POLICE SCOTLAND**

A report updating Members on the arrangements which are in place for telephone call handling in Police Scotland, was considered.

**Decision**

The Committee noted the report and appendix.

(Ref: Report by Area Governance Manager dated 15 July 2013, submitted).

### **13. PROCESS FOR RECOGNITION OF LOCAL ACHIEVEMENTS**

A report following on from the February 2013 Area Committee detailing an agreed process for recognising local achievement in the area, was considered.

#### **Decision**

The Committee:-

- i. Agreed the detail in the report; and
- ii. Agreed that members bring forward any ideas on recognising local achievement in the area, in accordance with the agreed protocol to the September 2013 Business Day for discussion.

(Ref: Report by Area Governance Manager dated 19 July 2013, submitted).

### **14. CAPITAL RECEIPTS**

A report advising the Committee of the various properties held on the Surplus Property Account and the likely sale proceeds to the area, was considered.

#### **Decision**

The Committee noted the report.

(Ref: Report by Asset Manager dated 6 August 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 3 items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 6, 8 & 9 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

### **15. GROUND AT BEADOUN, TOBERMORY, ISLE OF MULL**

A report advising the Committee of a request received to purchase ground at Beadoun, Tobermory, Isle of Mull, was considered.

#### **Decision**

The Committee:-

- i. Noted the contents of the report;
- ii. Instructed the Executive Director of Customer Services to conclude negotiations for the sale of an area of ground extending to 499 sq.m approx to the offeror at a price to be determined by the District Valuer and which is deemed acceptable by the Executive Director of Customer Services; and



- iii. Agreed that the acquisition of ground is on the basis that the offeror accepts that the ground may be subject to crofting tenure and therefore any resumption/de-crofting steps that may be required in the future will require to be dealt with by the purchaser at his expense.

(Ref: Report by Estates Surveyor dated 2 July 2013, submitted).

## **16. SITE OF FORMER DUNBEG VILLAGE HALL, ETIVE ROAD, DUNBEG**

Members heard from the Asset Manager regarding a report that went to the June Area Committee recommending the sale of the site of the former Dunbeg Village Hall, Etive Road, Dunbeg .

The Committee decision was to continue consideration of the matter to a future meeting until the Transfer of Assets Management Plan had been agreed by the Council.

Argyll and Bute Council subsequently approved its Third Sector Asset Transfer Policy and the Congregation has again approached the Council requesting a purchase of the ground they currently lease.

### **Decision**

The Committee:-

- i. Agreed not to sell the building at this point in time until they consult with the Education department to ensure that any possible future requirements are met; and
- ii. Agreed that a further report would come back to a future Area Committee.

Councillor Hall having proposed an amendment which failed to find a seconder asked that his dissent from the decision be recorded.

(Ref: Report by Estates Surveyor dated 2 July 2013, submitted).

## **17. OBAN CHORD POSITION STATEMENT**

A report providing the Committee with an update on the Oban CHORD Project that sought guidance on the progression the project components, was considered.

### **Decision**

The Committee:-

- i. Endorsed the intended appointment of a design team to take forward the Public Realm package of works (i.e. Oban Bay; Lighting Strategy; redevelopment of the White Building and surroundings) as outlined in 4.18, subject to the Council approval in August;

- ii. Endorsed the intended appointment of contractors to implement an upgraded lighting scheme for McCaig's Tower, estimated cost £50,000, by November 2013 in accordance with the above;
- iii. Endorsed the continued allocation of £360K of Oban CHORD funds for the South Pier . This is the Council's contribution to the European Fisheries Fund (EFF) funding application for £1.08M of EFF funds;
- iv. Provided comments to the CHORD Project Board on the progression of a business case for the proposed breakwater and short stay berthing facility, as identified by the Marine Tourism Study and in light of the Project Board decision in March 2013 with regard; which was to progress the staged development of the business case for the proposed breakwater and short stay berthing facility, as outlined in 5.1 of the report;
- v. Agreed to request the CHORD board to arrange to have a Workshop for all members on the terms of reference for the business case for the proposed breakwater and short stay berthing facility and to invite relevant consultants to attend ; and
- vi. Noted that an Oban CHORD Project Board meeting will be arranged prior to the Workshop.

(Ref: Report by Oban Regeneration Project Manager dated 29 July 2013, submitted).

**MINUTES of MEETING of OBAN COMMON GOOD FUND held in the CORRAN HALLS, OBAN  
on WEDNESDAY, 14 AUGUST 2013**

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

Councillor Iain A MacDonald  
Councillor Fred Hall  
Councillor Alistair MacDougall  
Charles Reppke, Head of Governance and Law  
Marri Malloy, Oban Community Council  
Dugald Cameron, Church of Scotland

**1. APOLOGIES**

Apologies were received from Andy Newiss, R A Clements Associates.

The Chair ruled and the Group agreed, in terms of Standing Order 3.2.2 that an application regarding Dunollie Project Ltd dealt with at item 8(d) of this Minute, be taken as a matter of urgency due to the need for decisions to be made in advance of forthcoming planned events.

**2. DECLARATIONS OF INTEREST**

Councillor Fred Hall declared a non financial interest in relation to the application on Oban Fireworks Group which is dealt with at item 6(a) of this Minute because he is a member of the Group. He left the room and took no part in the decision.

Councillor Elaine Robertson declared a non financial interest in relation to the urgent application on Dunollie Project Ltd which is dealt with at item 8(d) of this Minute because her husband is a factor of Dunollie Estate and there might be a perception that she had some connection with the applicants. She left the room during discussion of this item and took no part in the decision.

**3. MINUTES**

**(a) MINUTES OF THE MEETING HELD ON 29TH MAY 2013**

The Minutes of the previous meeting held on 29 May 2013 were approved as a correct record.

The Head of Governance and Law made reference to item 5 of this Minute regarding the Investment Activity and advised that the Head of Strategic Finance would bring this report to the November meeting.

**4. ACTUAL INCOME AND EXPENDITURE**

A financial statement detailing the current position of investment transaction for the period 1<sup>st</sup> April – 14 August 2013, was considered.

**Decision**

The trustees noted the information provided and noted the amendment on page 3 – Grant Budget which should read £19,413 instead of £24,413, given the need for the underwrite to be given to the Gathering

(Ref: Financial statement by Andy Newiss, R A Clements dated 14<sup>th</sup> August 2013, submitted).

**5. CORRESPONDENCE**

**(a) OBAN PIPE BAND**

The trustees received a thank you letter from Oban Pipe Band for the money distributed from the Oban Common Good Fund for the Highlands and Islands Music and Dance Festival held in May 2013.

**(b) LORNE CAMPBELL**

The trustees received a thank you letter from Lorne Campbell for the presentation of a Quaich at the last meeting in May, for his valued work within the community over the years.

Councillor Fred Hall, having declared a non financial interest in item 6(a), left the meeting and took no part in the discussion of this item.

**6. OUTSTANDING COMMITMENTS**

**(a) OBAN FIREWORKS DISPLAY**

The trustees continued the application from Oban Fireworks Group following on from the meeting on 29<sup>th</sup> May where the Common Good Fund set aside £1,000, subject to details of the full funding package to be confirmed and to revisit the figure.

**Decision**

The trustees agreed to disperse £1,393 to the group.

**7. CONTINUED APPLICATIONS**

**(a) OBAN WAR AND PEACE MUSEUM**

The trustees considered an updated application from Oban War & Peace Museum providing information on their finances, and their annual interest for their loan and accounts.

This follows on from their application at the meeting in May asking for a further payment to reduce their previous loan.

**Decision**

The trustees agreed to disperse £2,500 to the group.

**(b) HOGMANAY IN OBAN**

The trustees considered an updated application from Hogmanay in Oban which provides more detail on their full project costs.

This follows on from their application which went to the meeting on

29 May asking for a grant to help with a stage, lights, generator, acts and security.

**Decision**

The trustees agreed to award the group with £3,000 with a further underwrite of £2,000 if required, subject to receiving their accounts prior to the event.

**8. NEW APPLICATIONS**

**(a) HOMESTART LORN**

The trustees considered an application from Homestart Lorn to celebrate their 25<sup>th</sup> Anniversary by planning 4 main events. The 4 events are a fun day, Ceilidh, lunch and the official Mull launch.

**Decision**

The trustees agreed to underwrite up to £650, excluding the official Mull Launch as it is outwith the Burgh of Oban, and write to the Group to ask for clarification on whether money had been received from McQueens Trust.

**(b) OBAN WINTER FESTIVAL**

The trustees considered an application from Oban Winter Festival to help fund their event.

**Decision**

The trustees agreed to disperse £2,500 to the group.

**(c) OBAN HIGH SCHOOL PARENT COUNCIL**

The trustees considered an application from Oban High School Parent Council for the purchase of two mini buses.

**Decision**

The trustees agreed that Oban High School Parent Council application did not appear to take account of all of the Common Good fund criteria including the normal level of grants awarded and asked that they be invited to resubmit further information and a revised grant request to the November meeting to provide more detail of the proposal and how it would be sustained.

Councillor Elaine Robertson, having declared a non financial interest in item 8[d], left the meeting and took no part in the discussion of this item. The Vice Chair Councillor Hall took the chair.

**(d) DUNOLLIE PROJECT LTD**

The trustees considered an application from Dunollie Project Ltd to help fund a brand new event for Oban.

**Decision**

The trustees refused the application on the basis that they did not believe that the application clearly demonstrated a wider benefit to the community of Oban.

**MINUTES of MEETING of OBAN LORN & THE ISLES COMMUNITY SAFETY FORUM held in  
the OBAN FIRE STATION, SOROBA ROAD, OBAN  
on MONDAY, 26 AUGUST 2013**

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

Councillor Louise Glen-Lee (from item 3(d) onwards)  
Mike Wood, Police Scotland  
Ian MacInnes, Scottish Fire Service  
Melissa Stewart, ABC Council  
Mandy Sheridan, ABC Council  
Bill Weston, ABC Council  
Murray Humphries, LochWatch Loch Awe

**1. APOLOGIES FOR ABSENCE**

Apologies were received from:-

Councillor Alistair MacDougall  
Martin Hill, Fire & Rescue  
Inspector Julie McLeish, Police Scotland  
Carol Keeley, ABC Council  
John Heron, ABC Council  
Robert Cowper, ABC Council  
Iona MacPhail, ACHA  
Jim Smith, ABC Council

**2. MINUTES OF PREVIOUS MEETING - 8 MAY 2013**

The Minutes of the Meeting of 8<sup>th</sup> May 2013 were approved as a correct record.

**3. PARTNER UPDATES**

**(a) POLICE SCOTLAND**

Mike Wood from Police Scotland updated the Group on the new Police Scotland Team and advised it has been progressing fantastically for 5 months now.

He advised that the hotspot intelligence led searches in the Oban area were peaking significantly at weekends and that detection was up for serious violence.

**(b) SCOTLAND FIRE AND RESCUE**

Ian MacInnes from the Fire Service updated the Group on the local events that had been taking place over the summer and that information/advice leaflets in terms of fire safety had been distributed with home Tesco orders.

He informed the Group that they have a Bonfire Night Strategy would commence soon as it has now been agreed that Bonfire night will be going ahead.

**(c) LOCHWATCH LOCH AWE**

Murray Humphries from Lochwatch Loch Awe updated the Forum on the new robust signs that have been placed at strategic locations around the loch. He advised the signs carry familiar "Save a Life – yours!" message along with a new message "Don't drink and drown". The signs were funded by the An Suidhe Wind Farm Fund administrated by Glenorchy and Innishail Community Council.

He informed the Forum that a new leaflet is being designed and will be ready in time for the start of the new season in 2014.

Murray advised that LochWatch Loch Awe were unaware of any incidents on or at the loch since the last meeting but queried whether small plane had crashed on the loch. Mike Wood from Police Scotland advised the Forum that there had been a plane crash which had occurred at the Lochgilphead side of the Loch and to his knowledge, pilot error had contributed to the crash. The matter had been passed on to the Air Investigation team and the plane would now be part of a recovery exercise.

Murray updated the Forum on the safety on the second hand safety boat they had recently purchased. The boat will operate on the loch during weekends and bank holidays and the boat is there to promote safety and provide assistance to emergency services. The boat will be officially launched at Cruachan Power Station in September and members of the Community Safety Forum will be invited.

(d) **ARGYLL AND BUTE COUNCIL**

Bill Weston commented that the fatal accident earlier in the year near Campbeltown had been the first fatality in Argyll and Bute in two years.

Iain MacKinnon, Environmental Health Manager advised the group of the increase in work for event safety.

He updated the Group on the upcoming events in the Oban, Lorn and the Isles area advising that as the Tiree Music Festival was a success, the organising committee have already started planning a three day festival for 2014.

The Oban Winter Festival will take place in November and a Hogmanay event in Oban will be held in Station Square with access to pubs until 3/4am in the morning. He reported that due to the closure of George Square this Hogmanay, many persons who normally attended this event were being encouraged to attend the Oban event.

He advised there are still gas safety checks going ahead and that with the new gas safety initiative, pipes are being replaced for peoples safety.

Mandy Sheridan, Team Leader for Community Services informed the Group that there is now a different standby system for Social Work and it is based in the Oban area for the whole of Argyll and Bute.



Everyone is happy with this and checks are being processed quicker.

She also advised that access to the islands has improved and Social Workers are now getting on and off the islands and they are fully staffed.

**4. UPDATES FROM SUB-GROUPS**

**(a) ANTI-SOCIAL BEHAVIOUR**

Iain MacKinnon advised that Anti-Social Behaviour Group in Argyll and Bute has been successful. Matters are being dealt with routinely and information sharing with Police Scotland is working well. He advised the Group of the intention to provide an annual update which would be jointly prepared between himself and Inspector McLeish.

**(b) VULNERABLE PERSONS**

Councillor Glen-Lee highlighted that there has been no report on Vulnerable Person's for a year now and requested that Governance and Law get in contact with the NHS to establish what the position is.

**(c) ENVIRONMENTAL SAFETY**

The Group agreed to defer this item on the basis that the Group was being refocused and that a report will come to the next meeting on 25<sup>th</sup> November.

**5. MEMORANDUM OF UNDERSTANDING: WILD CAMPING**

A report informing the Group on issues arising from Wild Camping was considered.

The Group agreed to distribute the report to all Community Councils in the Oban, Lorn and the Isles area and ask them to identify any problematic areas to Jolyon Gritten for inclusion in the Memorandum of Understanding.

The Group also agreed to get Jolyon Gritten to liaise directly with Police Scotland so discuss policing requirements.

**6. GRASS FIRES**

Iain macinnes advised that there had been an initiative on the Muirburn code carried out by Scotland Fire and Rescue to both raise awareness and educate. He further advised that this initiative would be carried out early next season in effort to reduce instances of grass fires.

**7. NO COLD CALLING**

Melissa Stewart advised that she had contacted all the Community Councils to see if they would like to take this initiative forward but that many of them had advised that they would not pursue this as cold calling was not viewed as a major problem for their communities. She advised that Dunbeg Community Council were the only CC who wanted to take this forward and that there was information and signage on the Council's website if there were any individuals who wished to use this deterrent.

**8. OBAN/CONNEL BACK ROAD**

A report considering the request to look at introducing a reduced speed limit along the Oban/Connel back road, was considered.

It was agreed:-

- I. That Mike Wood from Police Scotland would find out how many accidents there have been on the road, what days of the week and times the monitoring was undertaken in order to report this back to the next meeting;
- II. That Ian MacInnes would get stats on how many incidents Scotland Fire and Rescue have been called to and report back to the next meeting;
- III. That Oban, Kilmore and Connel Community Council would be contacted to establish what the views within their communities were;
- IV. Copies of the National Guidance on Speed Limits would be circulated by Bill Weston; and
- V. That this item be discussed again at the next meeting on 25<sup>th</sup> November when the updated information would be available for the Group to consider.

**9. RECENT INCIDENTS OF VANDALISM AT DUNBEG**

The Group had a discussion on the recent incidents of vandalism at Dunbeg.

Mike Wood from Police Scotland advised there have been 8 reports of vandalism since our last meeting in May but advised that other than 2 instances at the same premise, this did not appear to be targeted.

On the basis of the information before them and the action taken in attending to this issue, the Group agreed to take this item off the agenda.

**10. AOCB**

Ian MacInnes raised an issue with Police Scotland in relation to call outs to the scene of an RTC. The arrangement currently in place whereby the Police were called out first and then took a view on whether the Fire Service were required were causing delays in reaching the scene. He would like a new criteria put in place where they can both arrive at the scene at the same time. It was noted that Area Control Rooms allocate the call outs but agreed that Martin would raise this matter in effort to take the request forward.

Councillor Glen-Lee raised an issue about problems with parking at Dunollie. She advised it might be a good idea to start putting leaflets on cars again which the Fire Service had previously undertaken in terms of emergency access. Iain agreed to raise this matter with Martin.

**11. DATE OF NEXT MEETING**

The date of the next meeting is Monday 25<sup>th</sup> November 2013 at 2pm in Oban Community Fire Station.

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**ARGYLL AND BUTE COUNCIL****OBAN, LORN AND THE ISLES  
AREA COMMITTEE****COMMUNITY SERVICES****9 OCTOBER 2013**

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**THIRD SECTOR GRANTS 2013/14**

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**1.0 SUMMARY**

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations in Oban, Lorn and the Isles. Applications are considered twice yearly in April and August. Following receipt of further information some amendments to the recommendations made in August are now proposed.
- 1.2 At the Area Committee meeting on 14 August 2013 recommendation for allocations of Third Sector Grants were made subject to clarification of a pending application from Oban Community Council. No application has been received, and therefore the decision of the Area Committee in August has been effected, and the 10% reduction applied contingently to all awards has been reinstated.
- 1.3 Oban Viewpoint Group have subsequently indicated that they are unable to draw down their award of £800. The Area Committee is now asked to reconsider the allocation of the balance of £800 against the eleven applications considered at the August Area Committee meeting.

**2.0 RECOMMENDATIONS**

- 2.1 The organisations listed below are awarded funding from the Third Sector Grants budget as per the table below.
- 2.3 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 2012/13	Total Project Costs	Amount Requested	Allocation agreed August 13		Additional recommendation
					With 10% reduction	With 10% reinstated	
3.1	Coll Recycling Group	No	£1,678	£839	£249.30	£277	£83
3.2	Hogmanay in Oban*	No	£23,096	£8,096	£2,513.70	£2,793	£287
3.3	HOPE Kitchen	650	£6,314	£2,900	£468	£520	No increase
3.4	Ross of Mull Community Cafe	No	£5,850	£1,550	nil	Nil	Nil
3.5	Multiple Sclerosis Therapy Centre	No	£1,188	£594	£176.40	£196	£33
3.6	Oban Community Playpark Group	No	£6,207	£2,791	£550.80	£612	£103
3.7	Oban Fireworks Group*	No	£6,900	£1,983	£558.60	£654	£191
3.8	Oban Mountain Bike Crew	No	£2,250	£1,125	£112.50	£125	No increase
3.9	Oban Viewpoint Group	No	£13,570	£2,000	£720 (with conditions)	£800	Withdrawn
3.10	Argyll and Lochaber Branches of the Royal Scottish Country Dance Society	No	£4,942	£792 (across 4 areas)	Nil	Nil	Nil
3.11	Girdguiding Argyll Training	£658 (£128 from OLI)	£4,300	£2,300 (across 3 areas)	Nil (with comments)	Nil	£103
			<b>Total</b>		£5379.30	£5977	£800
			<b>Total Recommended</b>		£5379.30	£5977	£800
			<b>Balance</b>		£597.70	£0	£0

\*Events and Festivals

### 3.0 DETAIL

Ref No	Organisations	Comments
3.1	Coll Recycling Group	This group are working hard to improve recycling on the Isle of Coll and liaise regularly with Council staff to ensure integration of provision where possible. Assistance for them to apply for change of use of the old hall would substantially increase the activities of the group, potentially providing a small income stream – if viable, securing the appropriate quality standards for their imploded glass and compost would do the same, while securing an end use for the products.
3.2	Hogmanay in Oban	This is a new group aiming to establish a regular hogmanay event in Station Square, Oban. The event will be open to all and offers a family activity within the town, and one which offers direct benefits for local community members as well as a potential economic impact. This grant is a start-up grant to assist them in their first year.
3.3	HOPE Kitchen	This application is to support the expansion of HOPE kitchen into its own premises, creating greater autonomy for the group and an increase in what it can provide – although there is a clear developmental aspect to the application, the group have received funding in the previous two years.
3.4	Ross of Mull Community Cafe	This is a good project, providing a community activity that brings people together from across a remote rural area. It generates a good turnover and distributes grants to a number of other organisations. It is recommended that the costs associated with the application could be met by the group.
3.5	Multiple Sclerosis Therapy Centre	The group are seeking a contribution towards replacing the flooring in the therapy centre with a harder surface to increase accessibility within the building. They do have some reserves, but hope to use them to make other improvements to the building.

3.6	Oban Community Playpark Group	This is a small project to maintain the motivation of local fundraisers and children – developing the overall playpark takes time but by breaking it down into small steps, people see the progress that's being made. Maintaining public support and motivation is key to this project.
3.7	Oban Fireworks Group	The annual fireworks display is a popular annual event in Oban which did not take place last year. Feedback from the emergency services is that a central event such as this reduces risks across the town, as well as creating a sense of community. The group have managed to raise a significant portion of the funding to date.
3.8	Oban Mountain Bike Crew	This is a new group working on an ambitious project to develop a mountain bike trail centre in the Oban and Lorn area, applying for some funding to assist them with start-up costs. The group is currently receiving capacity building support and a meeting space from the Council but wish to develop their publicity to gather more support and involve more of the community.
3.9	Oban Viewpoint Group	In August the committee agreed an allocation of £800 towards a feasibility study for a new build community centre in Soroba. The grant was subject to an application to Awards for All. As this was unsuccessful the group is unable to meet the conditions for the award.
3.10	Argyll and Lochaber Branches of the Royal Scottish Country Dance Society	This Argyll founded organisation is celebrating its 90 <sup>th</sup> year and has identified a shortfall in its projected funding for its celebration event – there will also be some economic benefit to the Oban area. However, the group have received £500 from the Provost fund and should be able to manage the shortfall of £292.
3.11	Girdguiding Argyll Training	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.

#### 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**  
**9 October 2013**

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

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Coll Recycling Group	
Contact Person in Organisation	Julian Senior	
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: Stuart McCracken      Designation: Service Development Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£839	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£1,678	
d) How much coming from own resources?	£570	
e) How much coming from other agencies?	£269	
f) Grant Recommendation	£360	
Reason for grant:	<i>Painting and signage for recycling bins and banks, change of use application for old village hall to become recycling centre with workshop space and storage, research and development to investigate quality standards and use of imploded glass and compost from community compost scheme.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
<p>This group are working hard to improve recycling on the Isle of Coll and liaise regularly with Council staff to ensure integration of provision where possible. Assistance for them to apply for change of use of the old hall would substantially increase the activities of the group, potentially providing a small income stream – if viable, securing the appropriate quality standards for their imploded glass and compost would do the same, while securing an end use for the products.</p>		

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

n/a

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

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

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	220 residents plus visitors		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

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

Comments :

**Signed: Laura Macdonald**

**Date: 01/10/2013**



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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Hogmanay in Oban	
Contact Person in Organisation	Christine Roberts	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker, Library and Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£8,096.00	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£23,096.00	
d) How much coming from own resources?	Nil	
e) How much coming from other agencies?	£1500.00	
f) Grant Recommendation	£3,080	
Reason for grant:	<i>Funding for the hire of stage, sound and lights for hogmanay event in Oban</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is a new group aiming to establish a regular hogmanay event in Station Square in Oban. The event will be open to all and offers a family activity within the town, and one which offers direct benefits for the local community members as well as a potential economic impact. This grant is a start-up grant to assist them in their first year.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

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

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

**3 General Criteria**

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

**4 Policy and Procedures**

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

Signed: **Laura Macdonald**Date: **1<sup>st</sup>. October 2013**

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	HOPE Kitchen	
<b>Contact Person in Organisation</b>	Wendy Whyte	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted Visited <input checked="" type="checkbox"/>	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc. n/a</b>		
<b>Name:</b>	<b>Designation:</b>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£2,900	
<b>b) Grant awarded last year?</b>	£650	
<b>c) Total Project cost?</b>	£6,313.89	
<b>d) How much coming from own resources?</b>	£1,000	
<b>e) How much coming from other agencies?</b>	£2,413.89	
<b>f) Grant Recommendation</b>	£520	
<b>Reason for grant:</b>	Start-up costs to assist group in its first year in their own premises – initial rent and equipment assistance to allow the group to build up reserves for the future.	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This application has come in to support the expansion of HOPE kitchen into its own premises, creating greater autonomy for the group and an increase in what it can provide – although the organisation is a repeat applicant there is a clear developmental purpose.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

This application is to support development and growth of the organisation.

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

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

## **3 General Criteria**

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

## **4 Policy and Procedures**

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

Comments :

**Signed: Laura Macdonald**

**Date: 23<sup>rd</sup>. July 2013**

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Ross of Mull Community Cafe	
<b>Contact Person in Organisation</b>	Robin Naumann	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc. n/a</b>		
<b>Name:</b>	<b>Designation:</b>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£1,550	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£5550	
<b>d) How much coming from own resources?</b>	n/a	
<b>e) How much coming from other agencies?</b>	£4,000	
<b>f) Grant Recommendation</b>	nil	
<b>Reason for grant:</b>	To increase community participation in running a monthly community cafe to bring disparate members of a rural community together and provide healthy food options at a minimal cost.	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? n/a</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This is a good project, providing a community activity that brings people together from across a remote rural area. It generates a good turnover and distributes grants to a number of other organisations – it is recommended that the costs associated with the application could be met by the group.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
n/a		

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

a)	Has passed financial check	Yes	No	√
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group). OSCR returns submitted but not independent examiner page	Did not pursue signature following assessment		
e)	Within 50% of the costs for the project/activity	Yes	√	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	300		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

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

Comments :

Signed: **Laura Macdonald**Date: 23<sup>rd</sup>. July 2013

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Multiple Sclerosis Therapy Centre	
<b>Contact Person in Organisation</b>	Sandra Owens	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc. n/a</b>		
<b>Name:</b>	<b>Designation:</b>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£594	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£1,118.00	
<b>d) How much coming from own resources?</b>	£594	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>	£229	
<b>Reason for grant:</b>	Flooring for the reception room through to the oxygen room and the consulting room which would be more suitable for people with mobility problems and wheelchair users	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input 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"/>
<b>Have you received an end of project report for the previous grant award? n/a</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
The group are seeking some contribution towards replacing the flooring in the therapy centre with a harder surface to increase accessibility within the building. They do have some reserves, but hope to use them to make other improvements to the building.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
n/a		

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

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

**3 General Criteria**

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

**4 Policy and Procedures**

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

Comments :

**Signed: Laura Macdonald**

**Date: 1<sup>st</sup>. October 2013**



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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Friends of Oban Community Playpark Group	
Contact Person in Organisation	Moira Newiss	
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. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,791.10	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,582.20	
d) How much coming from own resources?	nil	
e) How much coming from other agencies?	£2,791.10	
f) Grant Recommendation	£715	
Reason for grant:	<i>Improvements to the existing garden to include sensory planting such as scented plants and swishing grasses. It will also have a new bug trail with wood carvings, interpretation panels and a trail leaflet to encourage interaction and learning about nature.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is a small project to maintain the motivation of local fundraisers and children – developing the overall playpark takes time but by breaking it down into small steps, people see the progress that's being made. Maintaining public support and motivation is key to this project.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

2 Financial Check – Have you checked the Organisation is:

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

### 3 General Criteria

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

### 4 Policy and Procedures

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

**Signed: Laura Macdonald**

**Date: 01/10/2013**

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Mbc	
Contact Person in Organisation	Keith Docherty	
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. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,125	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£2,250	
d) How much coming from own resources?		
e) How much coming from other agencies?	£1,125	
f) Grant Recommendation	£125	
Reason for grant:	Start up grant for group working on Off Road Cycling opportunities for the Oban and Lorn area	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This is a new group working on an ambitious project to develop a mountain bike trail centre in the Oban and Lorn area, applying for some funding to assist them with start-up costs. The group is currently receiving capacity building support and meeting space from the council but wish to develop their publicity to gather more support and involve more of the community.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
n/a		

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

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

**3 General Criteria**

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	20+	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes ✓	No
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

**4 Policy and Procedures**

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

Comments : Group are slowly putting policies in place with support from the Council's Community Development Officer.

**Signed: Laura Macdonald**

**Date: 1<sup>st</sup>. October 2013**

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**8 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Viewpoint Group	
Contact Person in Organisation	Lorraine Campbell	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£13,570	
d) How much coming from own resources?	£1,150	
e) How much coming from other agencies?	£10,420	
f) Grant Recommendation	nil	
Reason for grant:	Contribution to funding for a feasibility study into new community centre project in Soroba	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input 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		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
A feasibility study is an essential stage in assisting this group to consider the need and sustainability of a new build community centre in Soroba. It will present a business case that can then be used to support any future funding applications to external bodies. In August the committee agreed an allocation of £800 towards a feasibility study for a new build community centre in Soroba. The grant was subject to an application to Awards for All. As this was unsuccessful the group is unable to meet the conditions for the award.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

n/a

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

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

**3 General Criteria**

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

**4 Policy and Procedures**

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

Comments : Group are being supported by ACHA.

Signed: **Laura Macdonald**Date: **1<sup>st</sup>. October 2013**

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Argyll & Lochaber Branches of the Royal Scottish Country Dance Society	
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?	£792	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£4942	
d) How much coming from own resources?	£4150	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	nil	
Reason for grant:	90 <sup>th</sup> anniversary celebratory dance in the Corran Halls	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
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 Argyll founded organisation is celebrating its 90 <sup>th</sup> year and has identified a shortfall in its projected funding for its celebration event – there will also be some economic benefit to the Oban area. However, the group have received £500 from the Provost fund and should be able to manage the shortfall of £292.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

n/a

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

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

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	N/A		
e)	How many people overall will benefit from this grant?	250		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

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

Comments : Grievance and Disciplinary Procedures in place but no set criteria for what behaviour would qualify.

Signed: Laura Macdonald

Date: 05/07/2013



**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**10 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	£103	
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.	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
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.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

The assessment reflects the fact that they have received grants over past years
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## 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: **Laura Macdonald**

Date: **01/10/2013**

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ARGYLL AND BUTE COUNCIL

OBAN, LORN & ISLES  
AREA COMMITTEE

COMMUNITY SERVICES

9<sup>th</sup> OCTOBER 2013

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## RESEARCH INTO THE PRIVATE RENTED SECTOR IN ARGYLL AND BUTE

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### 1.0 SUMMARY

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

### 2.0 RECOMMENDATIONS

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

### 3.0 DETAIL

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

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

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

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

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

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

## **4.0 CONCLUSION**

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

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

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

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

## 5.0 IMPLICATIONS

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

## 6.0 APPENDICES

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

**Executive Director of Community Services**

30<sup>th</sup> August 2013

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

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## 1.1 RESEARCH INTO THE PRIVATE RENTED SECTOR

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

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

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

## 1.2 What did the Survey Outcomes Tell us about the Sector

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

### What did we already know about the sector?

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

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

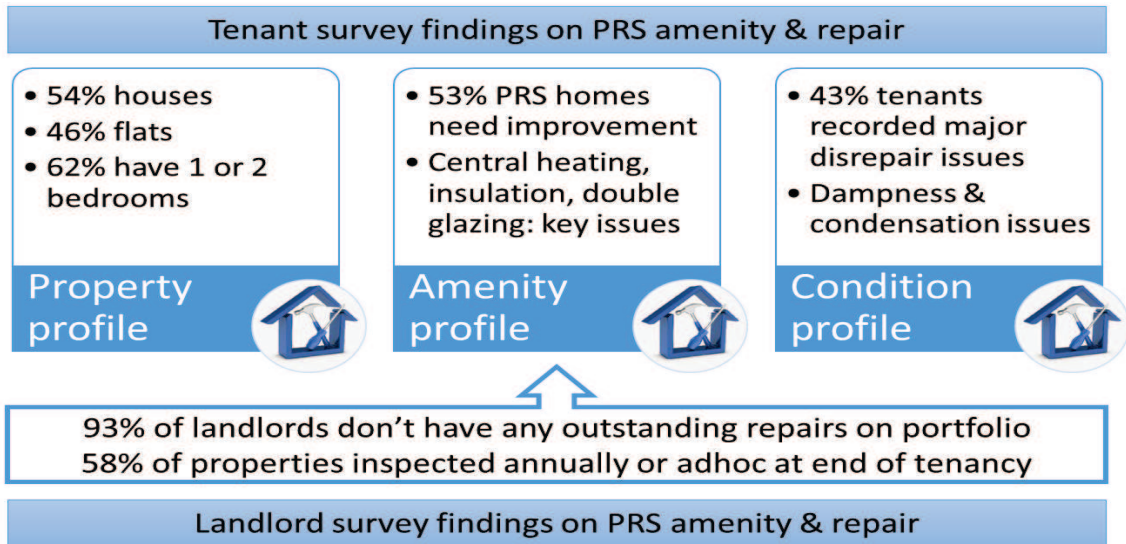
### PRS population in Argyll & Bute



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

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

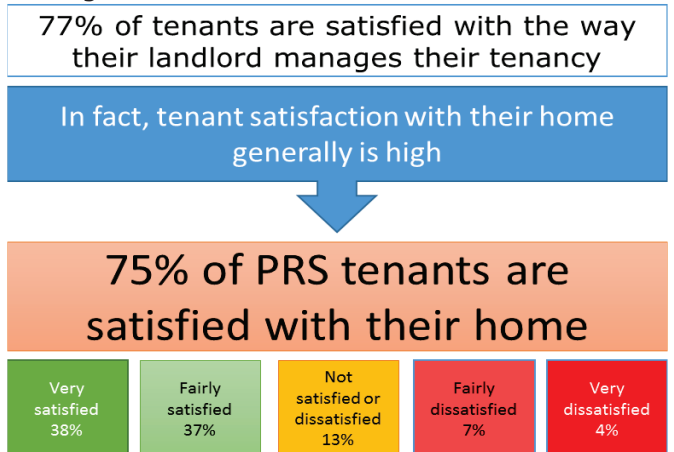
Survey outcomes provide a detailed and interesting profile of private rented sector stock by property type, size, amenity and condition. The sector predominately provides smaller accommodation (62% are 1 or 2 bedroom homes) with a relatively even profile between flats (44%) and houses (56%). There are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



### 1.3 What do we know about Landlords?

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

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



**Who is a typical private landlord?**

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

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

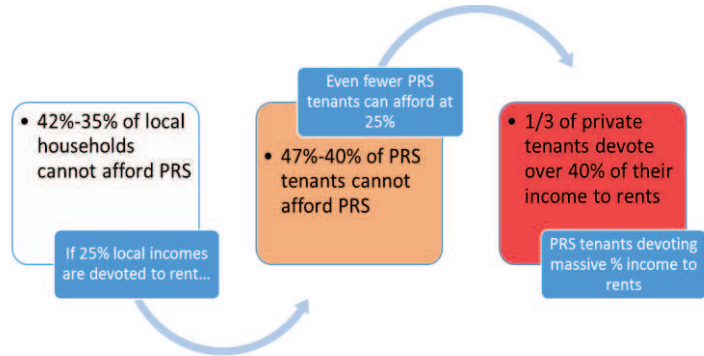


### 1.4 What do PRS Rents Costs & How Affordable is This?

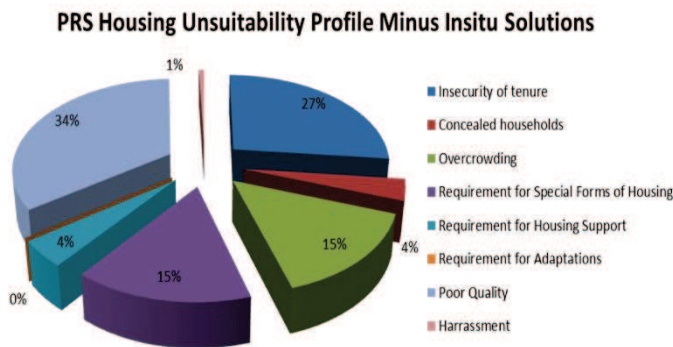
The study also examined the affordability of private rents across Argyll & Bute. Housing affordability was tested by benchmarking local incomes to rental costs.

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

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



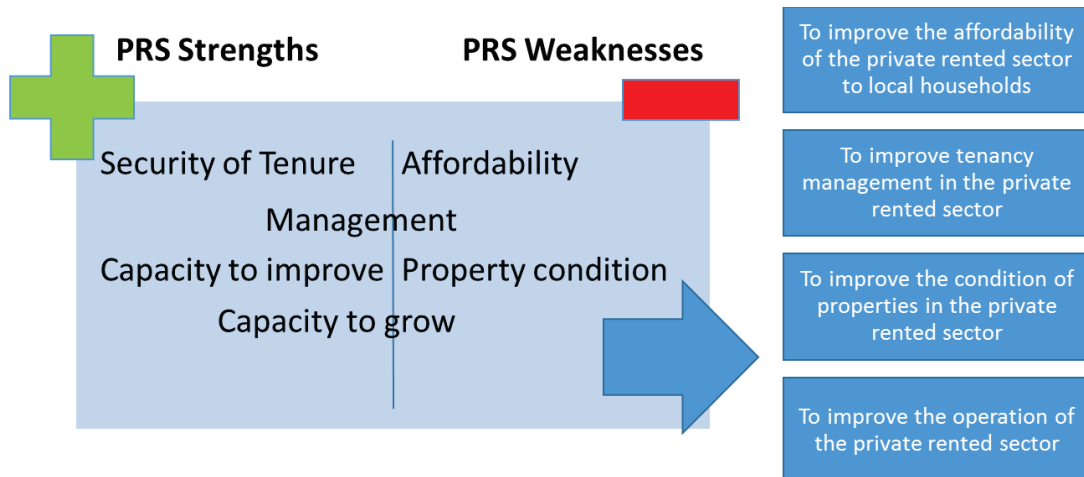
### 1.5 Is the PRS Effective in Meeting Housing Need?



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

### 1.6 What Are our Priorities for the PRS Moving Forward?

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





### 1.7 Oban, Lorn & the Isles: PRS Research Profile

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

The profile of the PRS housing stock in Oban, Lorn & the Isles is different to the wider PRS sector in Argyll & Bute. There are less 1-2 bedroom homes (56%) than in the wider PRS (62%) and less flatted accommodation (33% as opposed to 46%).

- 1,171 properties (24% of PRS stock)
- 11% of OLI housing stock
- 67% houses/33% flats
- 56% are 1 or 2 bedroom properties
- 49% of tenants report no major problems with house condition
- 14% don't have a mains water supply
- 62% PRS tenants feel amenity of their home needs improved
- 35% want improved thermal efficiency

#### PRS Stock Profile

Tenant feedback would suggest that PRS homes in Oban, Lorn & the Isles have considerably poorer levels of amenity than the sector more generally:

- 62% of homes in in Oban, Lorn & the Isles need amenities upgraded, improved or replaced in comparison to 53% (Argyll & Bute)
- 35% of tenants state they require improvement in the energy efficiency of their home in comparison to 27% of the wider private tenant population.

The private tenant population in Oban, Lorn & the Isles differs from the wider PRS population in a number of ways:

- Less single people (38%) than Argyll & Bute (46%)
- Lower rate of illness & disability (20%) than Argyll & Bute (27%)
- Significantly less households not economically active (25%) than Argyll & Bute (44%)
- More households in full-time employment (52%) than wider PRS population (42%)
- Lower incomes (65% earn less than £25K) than Argyll & Bute (59%)
- Lower % of tenants claiming LHA (22%) than Argyll & Bute (34%)



#### PRS Tenant Profile

- 38% single people
- 20% with limiting illness or disability
- 25% retired/not working
- 52% in F/T employment
- 65% earn less than £25k
- 22% in receipt of LHA
- 46% want or need to move

Despite considerably higher numbers of households in full-time employment than elsewhere in the PRS, local incomes are modest. Coupled with a low up-take of housing related benefits, housing affordability could be challenging for some.

Average monthly rent levels in Oban, Lorn & the Isles are £456 which is 5% higher than average rents in Argyll & Bute (£436)

**30% income spent on rents**

32% of PRS tenants in Oban, Lorn & the Isles can't afford  
35% of PRS tenants in Argyll & Bute can't afford

Despite the variance in rental values, housing affordability is marginally better in Oban, Lorn & the Isles than Argyll & Bute PRS as a whole.

PRS tenant satisfaction with their home in Oban, Lorn & the Isles (74%) is similar to Argyll & Bute (76%)

Satisfaction with the way their landlord manages their tenancy (78%) is consistent (77%)

# Argyll & Bute Council

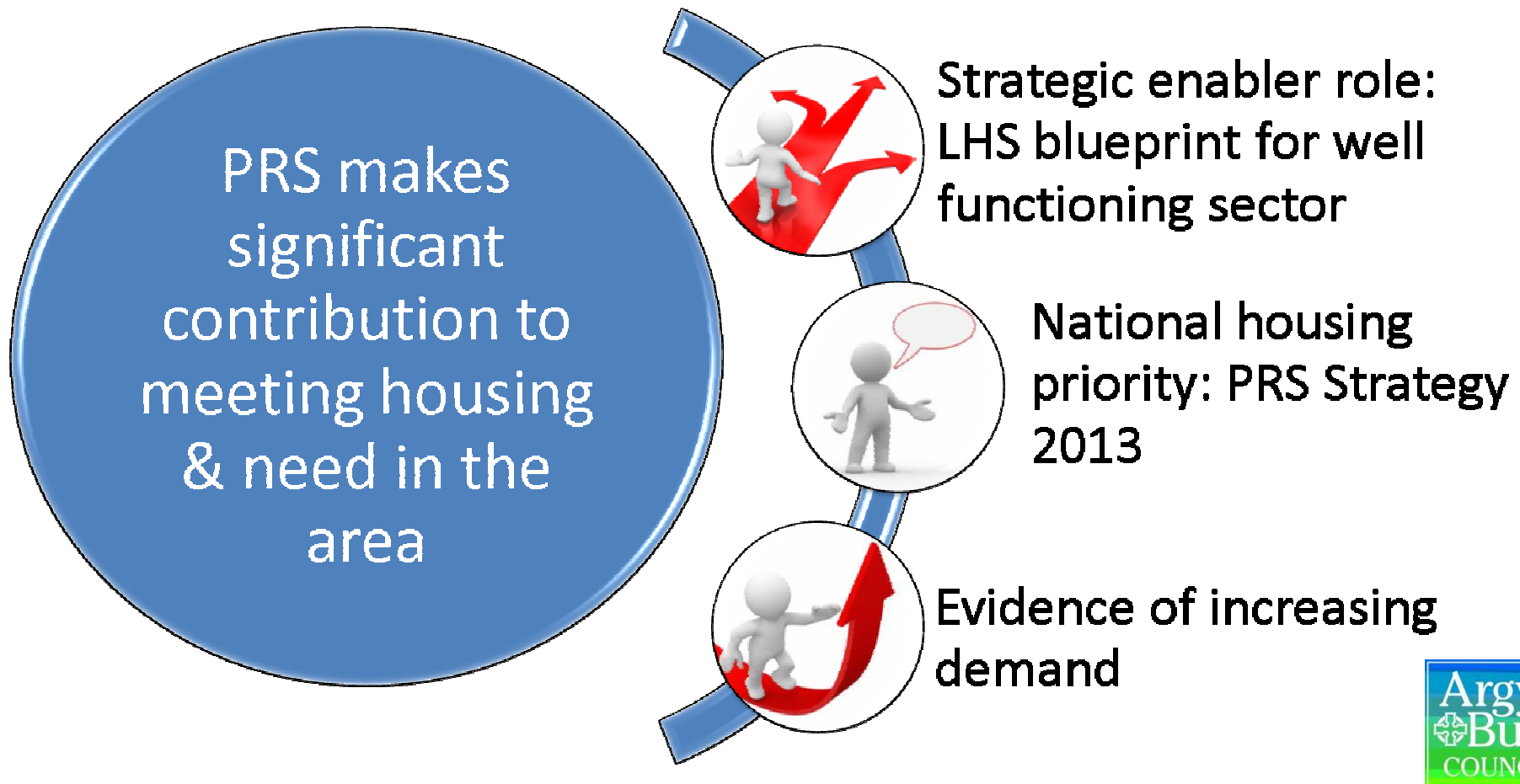
## Research into the Private Rented Sector

### Area Committee: Oban, Lorn & the Isles

9<sup>th</sup> October 2013

# Why are Argyll & Bute Council Interested in the Sector?

## Project Study Aims...



# National Agenda

## 3 Strategic Aims

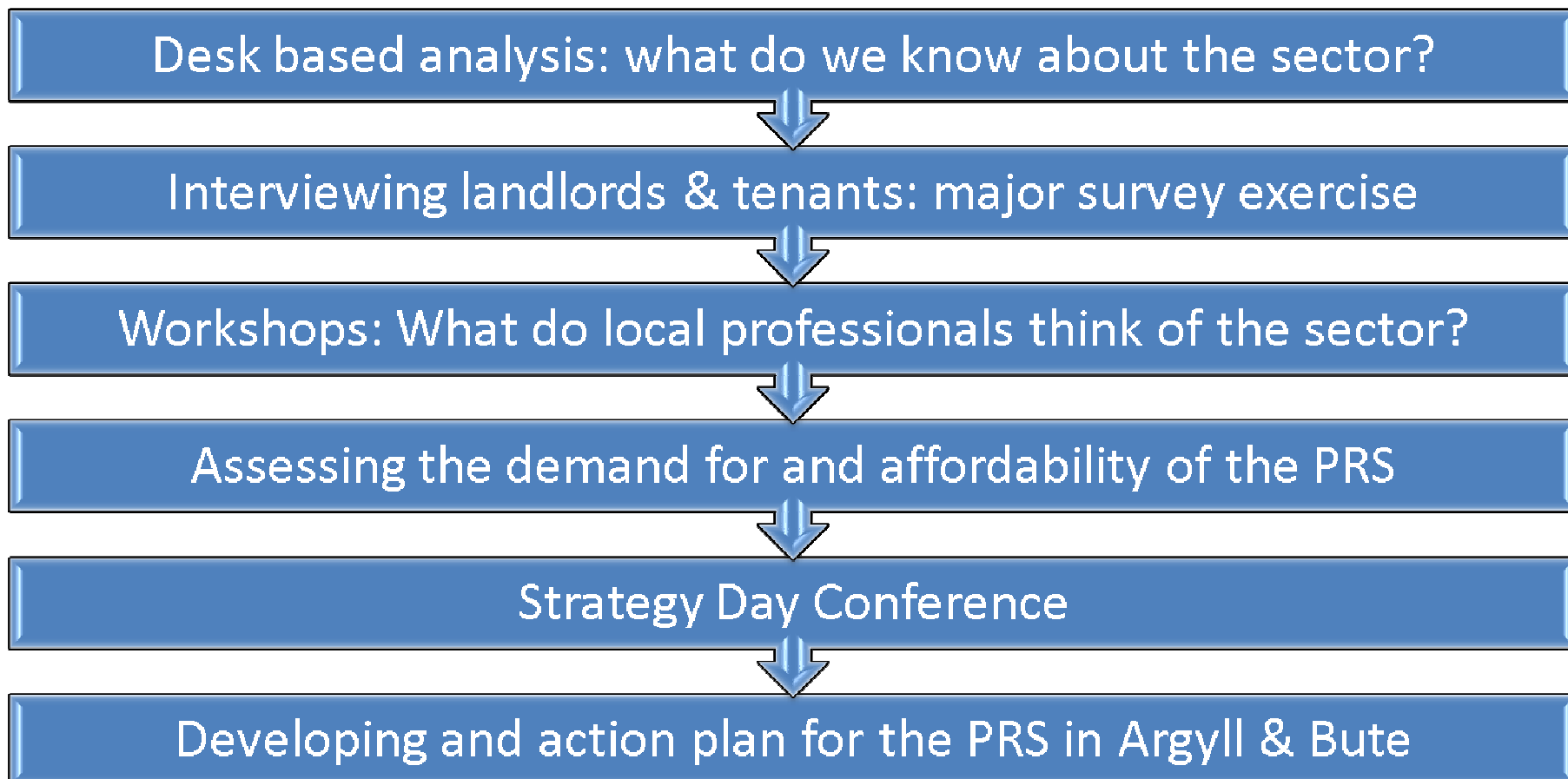
1. to **improve the quality**: of property management, condition and service.

2. to **deliver for tenants and landlords**: meeting the needs of the people living in the sector; consumers seeking accommodation; and landlords committed to continuous improvement

3. to **enable growth, investment**: and help increase overall housing supply

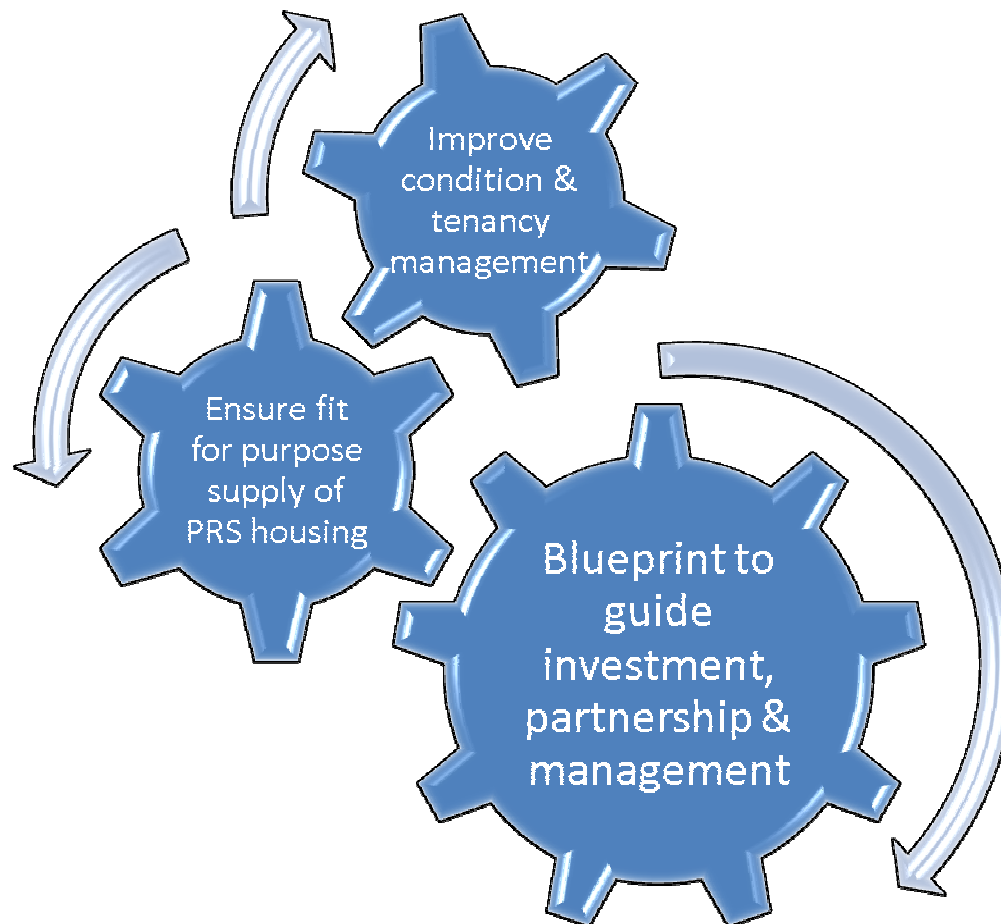
# Private Rented Sector Research

Arneil Johnston commissioned Oct 2012



# Private Rented Sector Research

## Research Outcomes



Informed approach  
to planning:  
LHS/LDP

Avoid 'one size fits  
all' approach to  
local sector

Ensure national  
vision can be  
implemented  
locally

# PRS in Argyll & Bute

## Headline Statistics: Secondary Data

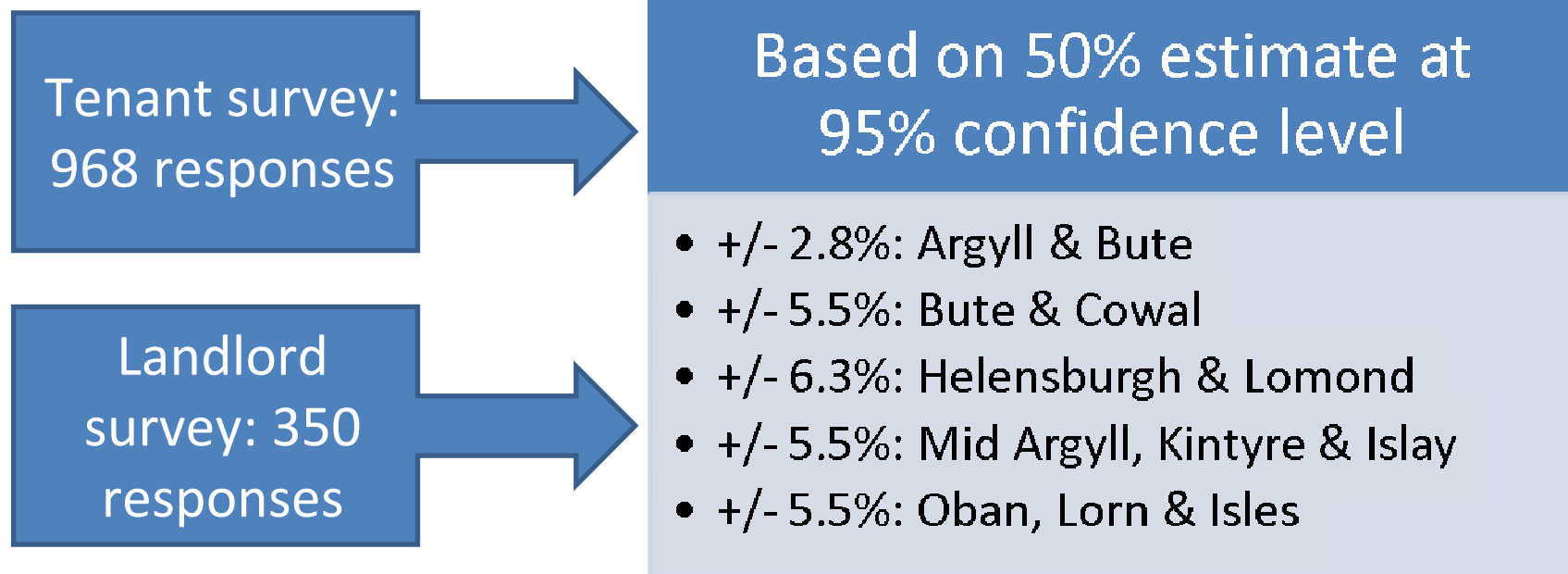




# PRS Research Study

## Major Primary Research Exercise

- Postal Survey: 4,885 PRS Tenants
- Telephone Survey: 350 Landlords



Strong confidence level: informed decision making

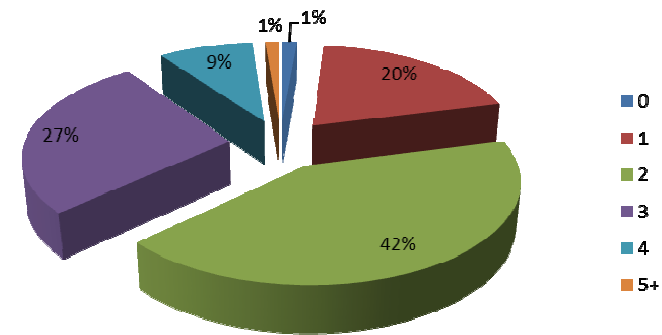
# Stock Profile: Property Type

Property Type Profile

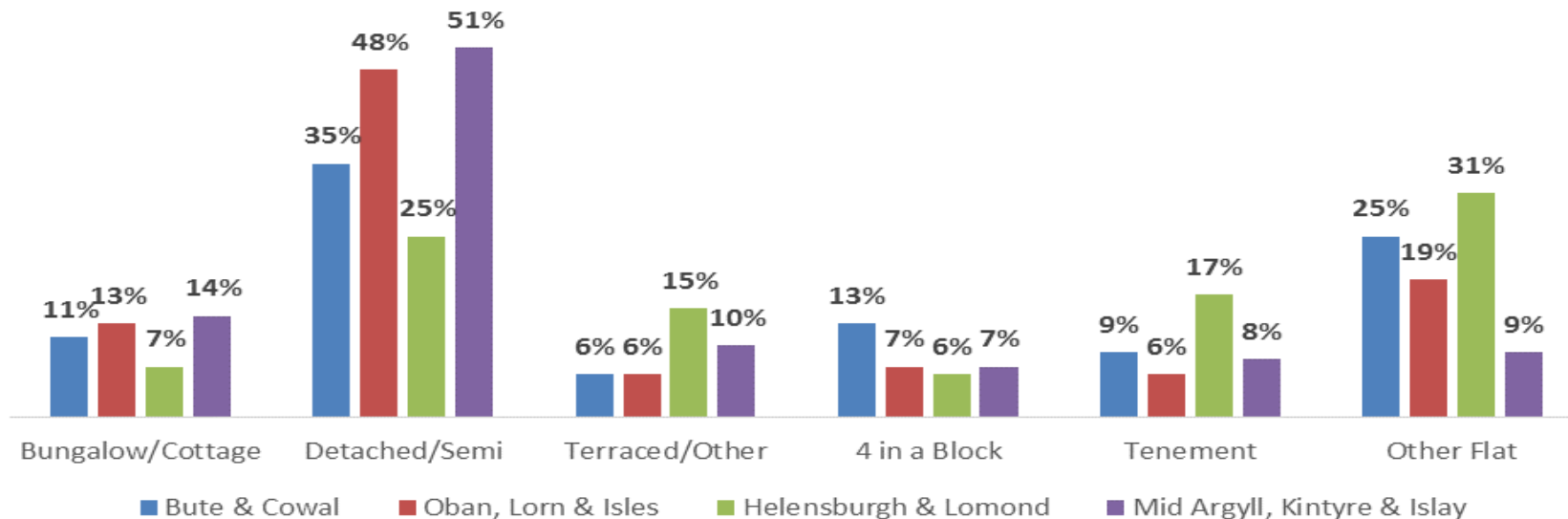
- 54% houses
- 46% flats

Property Size Profile

- 62% dwellings are 1 or 2 bedroom homes



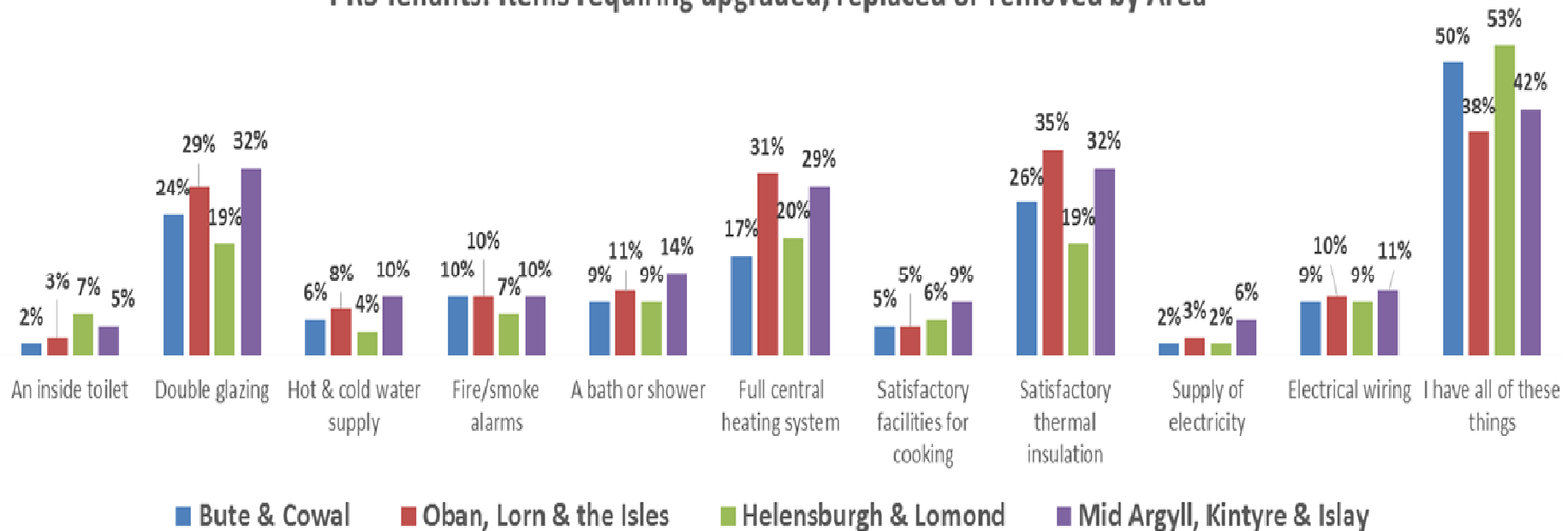
PRS Stock by Property Type and Area



# PRS Stock Profile: Amenity

53% of private lets in Helensburgh & Lomond have no amenity problems compared to 38% in Oban, Lorn & the Isles

PRS Tenants: Items requiring upgraded, replaced or removed by Area

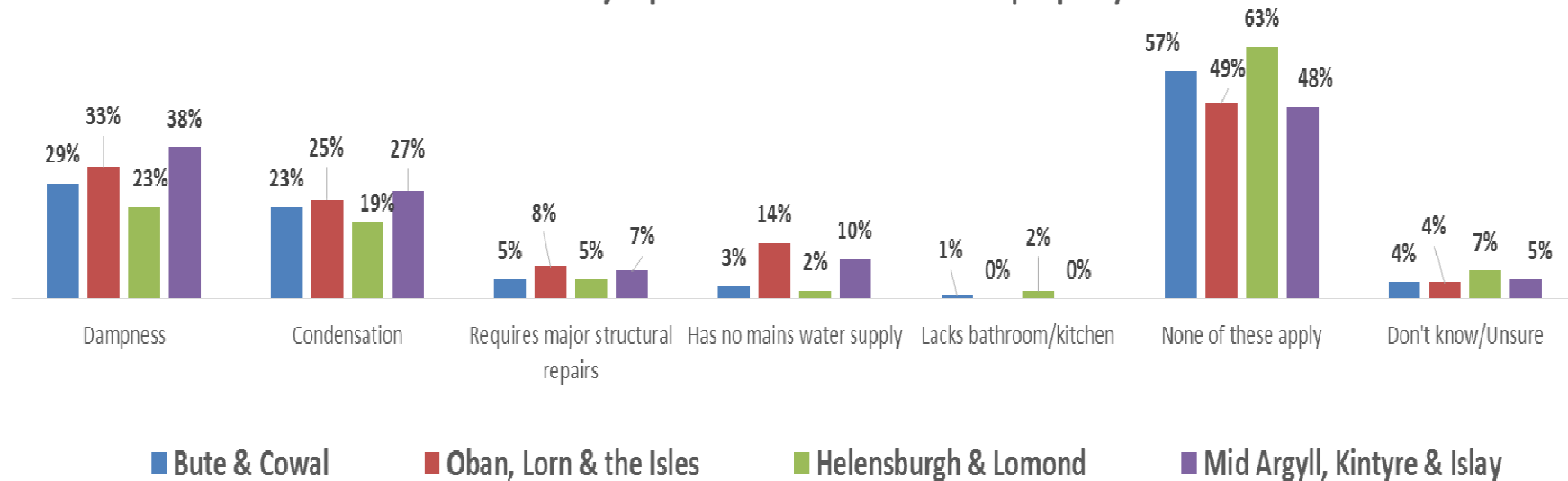


# PRS Stock Profile: Condition

## Tenant assessment of condition

52% of respondents had no major problems with condition  
 43% identified major problems with condition  
 5% don't know/unsure

PRS Tenants: Major problems with condition of property

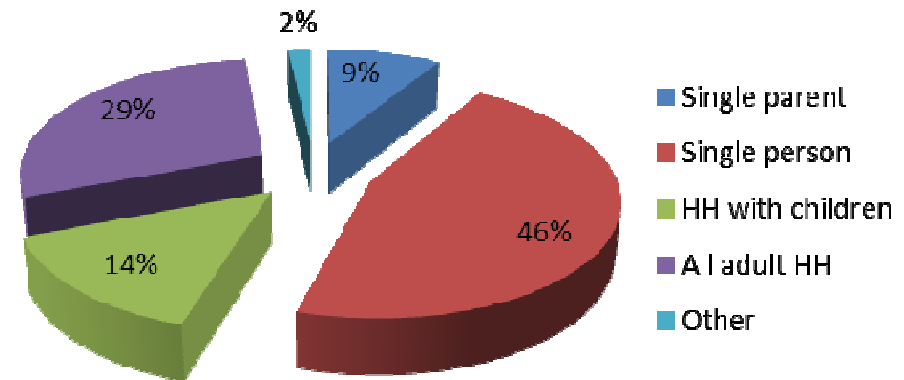


# PRS Population Profile

## Household Type, Age, Employment Profile



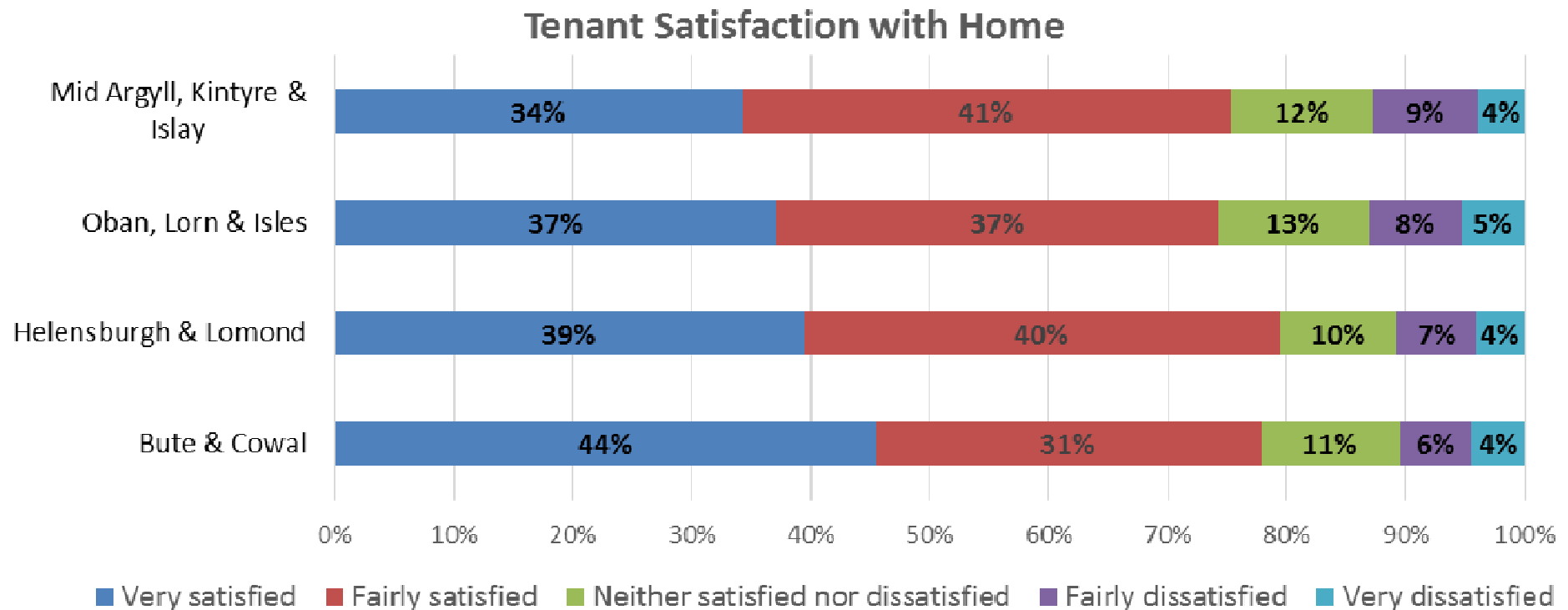
**Household Composition of PRS Tenants**



- Average Household Size: 1.9
- 21% PRS population >65 (2/3 are single people)
- 27% have long term illness or disability
- 44% PRS population not economically active

# Tenant Satisfaction with Home

Tenants most satisfied with their home in H&L area (79%)  
Most dissatisfied in MAKI & OLI (13%)



# Business Profile of Sector



81% of LLs have single property portfolios

48% are accidental landlords

35% are pension investors

9% professional /property investors

- 31% landlords use an agent to manage homes
- 85% have no problem finding tenants
  - Local network instrumental in sourcing tenants: 35% use word of mouth, 17% only let to friends/family
- 36% will not accept HB claimants
  - 40% place no restrictions on tenants

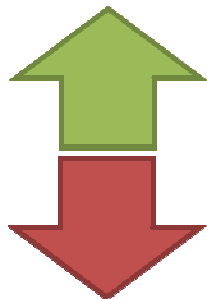
# PRS Rental Analysis

Property Size	Argyll & Bute	Bute & Cowal	Helensb & Lomond	Mid Argyll, Kintyre & Islay	Oban, Lorn & the Isles
1	£362	£353	£374	£315	£408
2	£427	£421	£485	£388	£419
3	£474	£428	£593	£408	£497
4	£544	£523	£770	£426	£549
5	£671	-	£886	-	£499
<b>Average</b>	<b>£436</b>	<b>£410</b>	<b>£509</b>	<b>£383</b>	<b>£456</b>

Average monthly PRS rents is £436 per month

H&L rents are 17% above this

MAKI rents are 12% below this



4 bed LHA (£750) is 38% above average rent

1 bed LHA (£351) is 3% below average rent















# PRS Rental Analysis

Property Size	Private Rents	LHA Rates	LHA/ Private variance
1 bed	£362	£351	-3%
2 bed	£427	£451	+6%
3 bed	£474	£511	+8%
4 bed	£544	£750	+38%
Average	£436	£516	+18%

# Housing Affordability

## Affordability: PRS Survey Income Profile

PRS		
	1	2
<b>Inc Affordability</b>	<b>25%</b>	<b>30%</b>
1 Bed	 35%	 25%
2 Bed	 45%	 34%
3 Bed	 53%	 40%
4 Bed	 63%	 49%
5+ Bed	 72%	 64%
<b>Average</b>	 <b>47%</b>	 <b>35%</b>











At 25% of income 47% PRS tenants cannot afford PRS rents

**At 30% of income 35% households cannot afford PRS rents**

At sustainable income to rent ratios between 35-45% of PRS tenants cannot afford average commercial rents

# Housing Affordability

## Affordability: PRS Survey Income Profile

PRS		
Scenario	1	2
Inc Affordability	25%	30%
Bute & Cowal	 42%	 32%
Helensburgh & Lomond	 38%	 28%
Mid Argyll, Kintyre & Islay	 35%	 26%
Oban, Lorn & the Isles	 54%	 39%
ARGYLL & BUTE	 47%	 35%

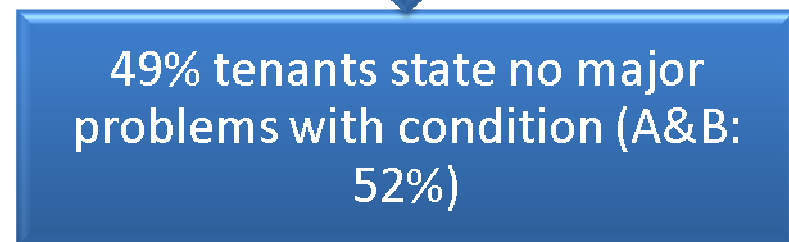
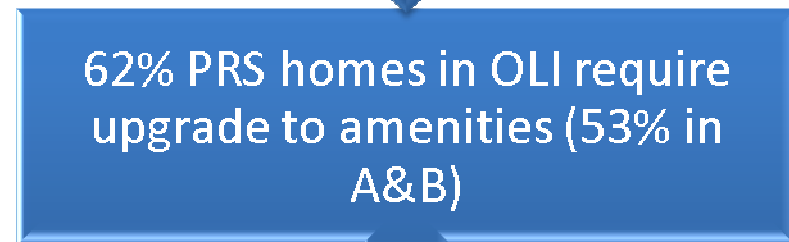
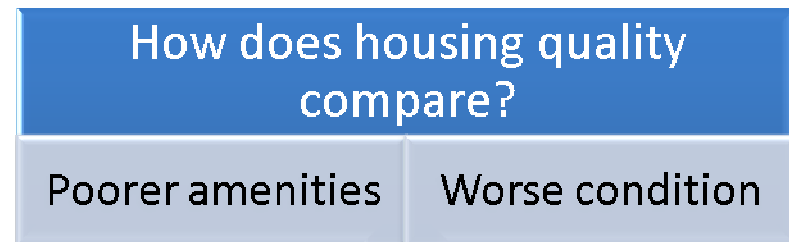
Rent affordability is best in MAKI: 26% cannot afford  
 Rent affordability is worst in OLI: 39% cannot afford

# PRS in Oban, Lorn & the Isles

## PRS Housing Stock Profile

- 1,171 properties (24% of PRS stock)
- 11% of OLI housing stock
- 67% houses/33% flats
- 56% are 1 or 2 bedroom properties
- 49% of tenants report no major problems with house condition
- 14% don't have a mains water supply
- 62% PRS tenants feel amenity of their home needs improved
- 35% want improved thermal efficiency

### PRS Stock Profile



# PRS in Oban, Lorn & the Isles



## PRS Tenant Profile

### PRS Tenant Profile

- 38% single people
- 20% with limiting illness or disability
- 25% retired/not working
- 52% in F/T employment
- 65% earn less than £25k
- 22% in receipt of LHA
- 46% want or need to move

Fewer households not economically active (25%) than A&B (44%)

Lower incomes (65% earn <£25k) than A&B (59%)

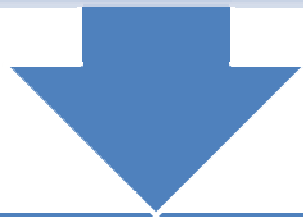
Lower % claiming LHA (22%) than A&B (34%)

Lower rate of illness & disability (20%) than Argyll & Bute (27%)

# PRS in Oban, Lorn & the Isles

Average monthly rent in  
OLI is £456

5% higher than Argyll &  
Bute average (£436)



Is the sector affordable  
(30% income to rent)?

32% of PRS tenants can't  
afford (A&B: 35%)

Does the sector provide  
security of tenure?

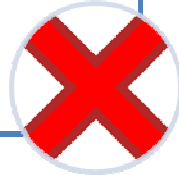
Only 1/3 consider PRS a  
long term solution (lower  
than average)

Is the quality of tenancy  
management good?

78% satisfied with the  
way their LL manages  
their tenancy (77% A&B)

- Income maximisation
- Fuel poverty strategy
- Money advice
- Welfare reform activity

Is the PRS affordable?



- Encourage tenancy term negotiation
- Tenancy sustainment support
- Promoting best practice

Does the PRS provide security of tenure?



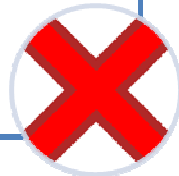
- Enhanced enforcement
- Tenancy management training

Is the PRS well managed?



- Low cost loans for repairs
- Long term maintenance plans
- Owner associations & factors

Does the PRS provide housing in good condition?



- Enhanced enforcement
- Private LL forum
- LHA partnership: ABC, LLs, tenants

Does the PRS have the capacity to improve?



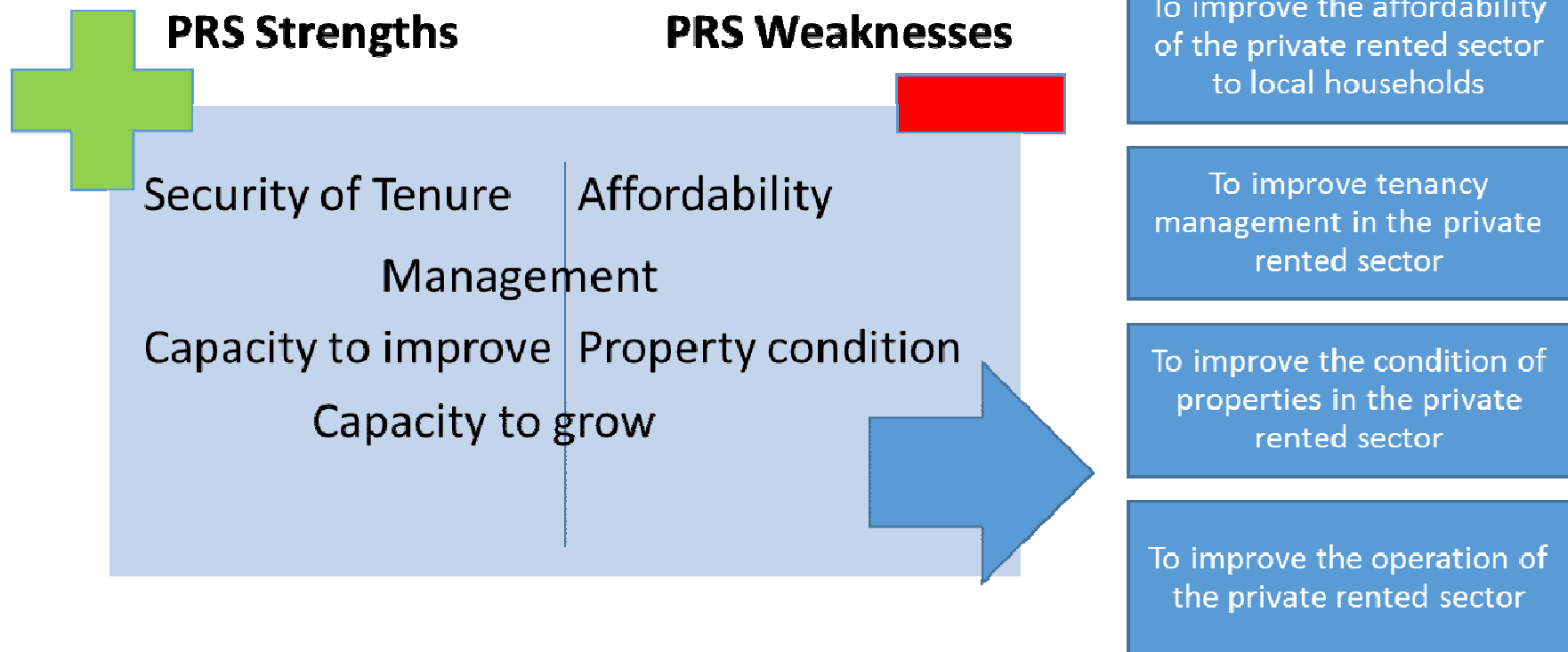
- Institutional investment
- Encourage accidental LLs to remain in PRS

Does the PRS have the capacity to grow?



# LHS Strategic Objectives

Inform activity to enhance strengths and improve weaknesses in PRS





<p><b>ARGYLL AND BUTE COUNCIL</b></p> <p><b>DEVELOPMENT &amp; INFRASTRUCTURE</b></p>	<p><b>OBAN LORN AND THE ISLES AREA COMMITTEE</b></p> <p><b>9 OCTOBER 2013</b></p>
<p><b>INLAND WATER SAFETY – LOCHWATCH LOCH AWE INITIATIVE</b></p>	

## **1. SUMMARY**

- 1.1** LochWatch Loch Awe was set up in March 2010 to improve safety on and around Loch Awe; to provide safety advice; lead in accident prevention work and assist the emergency services during an incident.

The volunteer group now wish to provide a safety boat on the loch; campaign for the compulsory wearing of lifejackets; introduce an emergency sign initiative at the loch and seek to have a national inland water safety forum established.

## **2. RECOMMENDATIONS**

- 2.1** That Members note the content of this report and consider:

1. Recognising the work of LochWatch Loch Awe to date.
2. Backing the campaign to introduce an all-weather safety boat on the loch.
3. Contributing to the debate on the compulsory wearing of lifejackets on and around Scotland's inland waters.
4. Supporting the emergency sign initiative.
5. Supporting the call to establish a Scotland wide inland water safety forum.

## **3. NARRATIVE**

- 3.1** Following the deaths of four fishermen on Loch Awe in March 2009 a Fatal Accident Inquiry was held at Oban Sheriff Court. The report on the inquiry has been published and the findings state that the deaths may have been avoided if-  
Lifejackets have been worn; account had been taken of the weather;

alcohol had not been consumed; the men had returned to their campsite by road; earlier contact had been made with the emergency services.

**3.2** The findings of the inquiry include safety issues that have been tackled by the community safety forum and by the LochWatch Loch Awe Safety scheme. The Sheriff refers to this in his report, and describes educating loch users is a “*pre-eminently important task*”. Part of the LochWatch education activities includes leaflets; posters; signs; a lifejacket initiative and a voluntary scheme for loch users; this includes a voluntary Code of Practice which has been freely distributed. LochWatch volunteers also speak with fishermen and other loch users to encourage the wearing of lifejackets and attempt to deter alcohol consumption whilst in charge of a boat. There are 100 LochWatch volunteers including loch side residents; hotel staff; loch users and fishermen.

**3.3** LochWatch now look to build on the success of the scheme by introducing a safety boat onto the loch. This boat will have an all weather capability and its principal role will be accident prevention. It will be equipped for rescue and will respond to incidents and will support the emergency services. The boat will take the safety message afloat; will maintain the loch navigation marks, assist official agencies and be available on a delayed response basis. The tragedies in Loch Awe and in other inland waters in Scotland have a thread running through each of them and that is that the victim was not wearing a lifejacket. For each activity undertaken on inland waters there is a suitable lifejacket available. LochWatch have made a call for the compulsory wearing of activity appropriate lifejackets on Scotland’s inland waters. This campaign has been taken to Scottish Ministers.

One of the difficulties faced during an incident is providing the emergency services with accurate locations. LochWatch wish to introduce an emergency signage scheme that can be used by anyone who needs to call the emergency services. The sign will display the emergency telephone number, 999 or 112, and will display a unique reference number which, when given to the emergency operator, will provide location information. These signs can be useful in any emergency whether on the loch, on the road or at a camp site for example.

LochWatch Loch Awe is one of the few voluntary organisations working in Scotland to reduce accidents on inland waters and believes there should be a national forum looking at the issues on a Scotland wide basis. LochWatch has made representation to Scottish Ministers to have a Scotland-wide inland water safety forum established.

#### **4. CONCLUSION**

**4.1** LochWatch Loch Awe is recognised a unique scheme designed and developed for Loch Awe. Its model could however be rolled out

across Scotland. The current initiatives indicate that as an organisation LochWatch is continually striving to educate people and provide information that allows individuals to make sound judgements on their personal safety on and around water. The underlying aim of the Loch Awe initiative is to reduce the number of people who lose their life.

## 5. IMPLICATIONS

**Policy:**

**Financial:** None

**Personnel:** No implications

**Equal Opportunity:** No implications

**For further information  
contact:**

Iain MacKinnon

Environmental Health Manager (West)  
Argyll and Bute Council

Telephone:

01631 567922

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

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**EXTRACT OF MINUTE OF THE COUNCIL MEETING OF 29 AUGUST 2013**

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**7. ARMED FORCES CHAMPION UPDATE**

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

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

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

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

**Decision**

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

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

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**ARMED FORCES CHAMPION UPDATE**

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**1. SUMMARY**

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

This report provides an update to council on the work of the Armed Forces Champion and highlights a number of initiatives that are underway in Argyll and Bute

**2. RECOMMENDATIONS**

2.1 It is recommended that Council :

- a) Note the progress and activity report associated with the Armed Forces Champion.
- b) Agree to the incorporation of the Highland Reserve and Forces Cadet Association (HRFCA) as a signatory to the Argyll and Bute Armed Forces Community Covenant Partnership
- c) Note the proposal for the establishment of a World War 1 Commemoration Steering Group led by the Royal British Legion and the proposed development of a 4 year commemoration project.
- d) Agree to delegate the nomination of a representative elected member from each area to join the steering group to local Area Committees

**3. DETAIL**

3.1 At the Council meeting held on 28 June 2012 the Council appointed Councillor Maurice Corry as the Armed Forces Champion (AFC) to take on the task of ensuring that local service provision is mindful of the needs of Service Veterans. In addition, the Council considered a report which set out the aim of the Community Covenant Pledge and at its meeting on 20 September 2012, the Council, along with NHS Highland and Argyll Voluntary Action agreed to support the Armed Forces Community within Argyll and Bute by signing the Argyll and Bute Armed Forces Community Covenant.

3.2 The following sections provide an update on a number of initiatives that the Armed Forces Champion has been involved in and highlights a number of initiatives that are underway.

### 3.3 Community Covenant Grants Scheme Board

By 4<sup>th</sup> June 2013, the AFC had convened The Argyll & Bute Armed Forces Community Covenant Grants Awards Board(Local), on 2 occasions ( November 2012 and February 2013) and considered a total of bids for projects across Argyll and Bute. To date 14 of the bids were for the Helensburgh and Lomond area with only 1 bid from elsewhere. These bids are thereafter submitted for consideration by the (The Armed Forces Community Covenant Grants Awards Board (National), MoD in London) and 1 bid have been successful to date. This project was for (Rhu and Shandon Gala for £5,000).

Of note the decision making on the grant scheme has now been devolved from London to Scotland allowing for more localised decision making.

### 3.4 The Firm Base Initiative

As agreed at the meeting on the 20<sup>th</sup> September 2012, the AFC is now moving forward with the establishment of the Argyll and Bute Armed Forces Community Covenant Partnership. The membership will include the Leader of the Council, Provost and The Armed Forces & Veterans Champion, representatives from the signatories of the Community Covenant through the CPP (in respect of NHS Highland and Argyll Voluntary Action); Commodore Clyde from HMNB Clyde (Faslane); and, subject to discussion, the Highland Reserve and Forces Cadets Association (HRFCA) as part of the Firm Base Initiative. Representatives from the Scottish Firm Base Group and The Royal Regiment of Scotland will also attend the meetings.

The first meeting of the partnership will be scheduled for August 2013 and the immediate agenda will include (members, partners, mission and terms of reference, constitution, meeting schedule, community partners, Armed Forces Community Covenant progress update). The incorporation of the HRFCA as a signatory to the Partnership would also take place in August.

### 3.5 World War 1 Commemoration

The 100<sup>th</sup> anniversary of the commencement of the first World War will be in 2014 and across the UK and elsewhere there are plans to commemorate the event. The AFC has been in discussion with the MOD in Whitehall regarding the local events that will link in with this commemoration and will look to establish a steering group led by the Royal British Legion in Argyll and Bute. Membership may include:

- the Council Provost and elected member representatives from each area of Argyll and Bute (suggested the nomination be delegated to the relevant local area committees)
- a representative from the 5 Royal British Legion branches in Argyll and Bute
- representatives from the Royal Navy, Royal Marines, Army, RAF and cadet forces.



- representatives from 7 Scots Battalion (51<sup>st</sup> Highlanders) and 5 Scots Battalion (Argyll and Sutherland Highlanders) of the Royal Regiment of Scotland

In conceptual terms the group would look to develop a 4 year project that engages the communities and schools in Argyll and Bute to live through the day to day events of the war on that day/year 100 years before. Communities will be encouraged to investigate and commemorate the impact of the Great War on their communities, develop related displays and working with the Scottish National War Memorial to compile and publish the names of those listed on local community memorials. The group will seek to define the project and to seek support funding from the Heritage Lottery Fund grant programme (First World War Programme -

<http://www.hlf.org.uk/news/Pages/NewFirstWorldWarProgrammeOpens.aspx>)

The Royal British Legion and the AFC have also obtained agreement from the Duke of Argyll to make Inveraray Castle available for the project launch which may be accompanied by a "Parade of a Thousand Colours" by the various uniformed military and non military organisations. The day may also include a commemorative service and event followed by a reception using marquees provided free of charge by the Estate.

### 3.6 Support for Schools Funding Support

In 2011 the Ministry of Defence launched the Support Fund for State schools with Service Children. The Fund which on current plans is £3M pa for four years starting in 2011, has been made available to schools to mitigate the effects of exceptional mobility or deployment of their Service communities: Regular Armed Forces and Reserve Forces.

The Fund is different from the Armed Forces Community Covenant Grant scheme which seeks to forge closer ties between the community and the Services who form a part of that community and which is open to a wider variety of organisations.

To date Community Services: Education has made three successful bids to this fund:

- £147,320 in 2011 was allocated
- £20,000 in 2012 was allocated
- £63,000 in 2013 was allocated.

The funding was provided for a number of projects: a matching curriculum exercise; training and resources to support vulnerable young people; a part-time youth worker; the creation of a welcome pack for young people; resources for HMS Heroes (in one primary school); extra support teachers; a psychology research assistant to help to evaluate projects; and a steering group with representatives from all stakeholders.

The Steering Group has been set up with representatives from education, parents, Naval Services and elected members. The matching curriculum project is available in all primary schools and the youth worker has completed her placement. The training, some resources, and staff currently funded by these bids are all in place.

Early indications suggest that the impact of the funding has been positive and this is evidenced in a number of ways:

- Strong partnerships are being created
- Schools are in a better position to support transition
- Children are better supported in a way which allows them to become more confident
- Targeted support is being provided to children with SEN

however, the on-going evaluation continues to identify further priorities and areas for development to be reported to the Steering Group.

### 3.7 Other Funding Programmes

The AFC has been active in pursuing further funding for activities in Argyll and Bute, these include:

- 1) The LIBOR Grant Programme (May funding round) provides funding to support armed forces related projects – the theme in this round is Children and Families – Mental Health. Argyll and Bute Council has submitted a bid for £788,000 to increase support to children across the Council area in relation to emotional wellbeing and positive mental health through raised self esteem, confidence and development of coping mechanisms. This is particularly pertinent for and will be largely targeted to children in armed forces or ex service families. There is no match funding required from the council to access this programme. A further funding round in this programme is expected in October 2013 however the theme for that round is not yet known.
- 2) The Scottish Government has made available a £1m fund to be administered by Historic Scotland to offer financial help to secondary schools considering educational visits to European battlefields. The Battlefield visit fund will provide up to £2,000 per school to help subsidise such educational trips.
- 3) The Heritage Lottery Fund has also announced a grants programme “First World War – Then and Now” (see section 3.5 above) – providing grants of between £3,000 to £10,000 to communities to help them mark the centenary of WW1.

<http://www.hlf.org.uk/HowToApply/programmes/Pages/FirstWorldWarThenandNow.aspx>

### 3.8 Other Groups Attended

The AFC has also attended:

- the Cross Party Group on Veterans along with other Council champions to feed in information and raise veteran issues with the Scottish Government. It is likely this will be a standing group to continue to link the national government in with the local Firm Base arrangements.
- Liaison meeting with the UK Department of Culture, Media and Sport and has helped influence the development of the WW1 commemoration programme and the development of the national community covenant outcomes framework.
- Liaison meetings with the MOD in Whitehall around the Community Covenant and has helped raise the pro active profile of Argyll and Bute Council.
- Tri lateral meetings at HMNB Clyde (Faslane) with senior Council staff from Argyll and Bute and West Dunbartonshire and the Royal Navy to continue the preparation and planning around the maritime change programme, other areas of potential joint work and associated liaison issues.

### 3.9 Argyll and Bute Welcome and Information Packs

Work has been ongoing on developing two packs available to active and ex service personnel and their families to assist with resettlement and integration of families affected by the maritime change programme (MCP). The Welcome Pack will be used to raise the profile of Argyll and Bute and the family life and services on offer to those service personnel who may consider relocation from bases throughout the UK as part of the MCP. It is important that an accurate and positive picture of Argyll and Bute is presented and that we encourage as many families as possible to actively relocate into our communities, stimulate their economic and demographic vibrancy and that they feel able to integrate fully into that community life.

Linked to the Welcome Pack is a First Contact Information Pack that will help active and ex service families understand the supports available to them, where to access information and services and ensure they know where to go if they need assistance. This information will be developed in conjunction with the Royal Navy NPFS who provide welfare supports to the armed forces community.

Both packs will be available in electronic format and will be available via dedicated armed forces pages created on the council website for veterans and armed forces personnel. These pages are also currently under development.

### 3.10 Championing the Rights of Individual Veteran and Armed Forces Families

On contact by the MOD, the AFC has been able to sign post individual families to relevant council services on issues such as housing, education, care services and also health services via the NHS. Additional liaison with a number of relevant charitable and community organisations, other families have been able to access help through specialist organisations such as SSAFA (Erskine Hospital).

#### **4. CONCLUSIONS**

- 4.1 The role of the AFC has provided a number of opportunities to engage the armed forces communities across Argyll and Bute and to help establish a number of initiatives that both secures investment, jobs and grant assistance to Argyll and Bute and also promotes the area as a positive place to relocate to for businesses and families. A number of these initiatives are now starting to move forward and provides a national profile to the approach taken by Argyll and Bute Council in visibly demonstrating our commitment to the Armed Forces Community Covenant.

#### **5. IMPLICATIONS**

*Policy:* in accordance with Council Policy and Community Covenant;

*Financial:* Note the secured and potential grant assistance for initiatives associated with the Armed Forces Champion role.

*Legal:* None

*Personnel:* None

*Equal Opportunities:* in compliance with the Equal Opportunities Policy

*Risk:* None

*Customer Service:* Improved support to active and veteran service personnel and their families

Cleland Sneddon  
Executive Director of Community Services  
Argyll and Bute Council  
15 May 2013

For further information contact: Cleland Sneddon, Tel 01546 604256

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**ARGYLL AND BUTE COUNCIL****Oban, Lorne & Isles  
Area Committee****DEVELOPMENT &  
INFRASTRUCTURE SERVICES****October 2013**

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**Scottish Ferries Plan & Kerrera Transportation & Infrastructure Business  
Case**

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**1.0 SUMMARY**

- 1.1 This paper is to advise Members of the development of the Business Case for future transportation links to the island of Kerrera and the potential construction of a north-south link road on the island.
- 1.2 A verbal update on progress with Transport Scotland with regard to the Needs Analysis for the ferry services operated by the Council will be provided to the Area Committee.

**2.0 RECOMMENDATION**

- 2.1 The Area Committee is asked to:
- 2.1.1 Note that the Executive Director for D&I Services has nominated the Strategic Transportation service to undertake the business case which will appraise transportation and road infrastructure options for Kerrera, as informed by the STAG, and in light of Transport Scotland's position.

**3. DETAIL**

- 3.1 Jonathon Welch, Transport Planner, has been nominated to undertake the Business Case for the potential provision of a north-south link road for the island of Kerrera. The timescale to undertake the Business Case is two months, with the study expected to be completed by mid December.

**4.0 IMPLICATIONS**

- 4.1 Policy
- The Council's policy with regard to the future operation of its ferry services is that these ferry services should be the responsibility of the Scottish Government. The Council does not have a fixed policy position with regard to transport links for the island of Kerrera. The proposed development of the business case for transportation links for Kerrera, as set out within the Recommendation, will allow the Council to consider policy options in due course.

- 4.2 Financial                    The proposed business case approach will identify financial implications.
- 4.3 Legal                        The proposed business case approach will identify relevant legal implications.
- 4.4 HR                            The proposed business case approach will identify any HR implications.
- 4.5 Equalities                 The proposed business case approach will identify the scope of any required Equalities Impact Assessment.

Sandy Mactaggart,  
Executive Director, Development and Infrastructure Services  
October 2013

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