

# Public Document Pack

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

Customer Services  
Executive Director: Douglas Hendry



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24 April 2015

### **NOTICE OF MEETING**

A Special Meeting of the **OBAN LORN & THE ISLES AREA COMMITTEE** will be held in the **OBAN COMMUNITY FIRE STATION, SOROBA ROAD, OBAN** on **FRIDAY, 1 MAY 2015** at **10:30 AM**, which you are requested to attend.

Douglas Hendry  
Executive Director - Customer Services

### **BUSINESS**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **THEMATIC REVIEW OF SELF-DIRECTED SUPPORT**  
Report by Project Manager – Self Directed Support (Pages 1 - 14)
4. **THIRD SECTOR GRANTS**  
Report by Community Development Officer (Pages 15 - 36)
- E1 5. **LORN ARC TIF ASSET PROJECT NO.9 - OBAN AND THE ISLES BUSINESS PARK: ACCESS ROAD ENABLEMENT FULL BUSINESS CASE**  
Report by Oban CHORD Regeneration Project Manager (Pages 37 - 112)

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 paragraphs are:-

- E1 Paragraph 8** The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services; and
- E1 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 SPECIAL AREA COMMITTEE**

Councillor Mary-Jean Devon	Graeme Forrester (Clerk)
Councillor Iain MacDonald	Councillor Alistair MacDougall
Councillor Duncan MacIntyre	Councillor Neil MacIntyre
Councillor Iain MacLean	Councillor Roderick McCuish (Chair)
Councillor Elaine Robertson (Vice-Chair)	

Contact: Danielle Finlay, Senior Area Committee Assistant - 01631 567945

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ARGYLL AND BUTE COUNCIL

OBAN LORN AND THE ISLES  
AREA COMMITTEE

COMMUNITY SERVICES

15 APRIL 2015

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**THEMATIC REVIEW OF SELF-DIRECTED SUPPORT**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to provide a review of progress to date in respect of the implementation of The Social Care (Self-directed Support) (Scotland) Act 2013 following its enactment on 1<sup>st</sup> April 2014.
- 1.2 The main body of this report has been presented to Community Services Departmental Management Team (DMT) therefore this report refers to decisions made by DMT following the initial implementation report presented to Area Committee in March 2014.
- 1.3 This report will identify key issues that have emerged from Implementation and will detail actions required and / or taken to address them such as:
  - Supported Assessment Questionnaire and Resource Allocation System
  - Workforce Development
  - Communication Strategy
  - Direct Payments (Policy and Procedural amendments)
  - Scottish Government Transformation Funding (recruitment)
  - Best Rate Available for Agency Rates in relation to Direct Payments and Option 2.
  - Audit Scotland's Key Messages in relation to SDS implementation
  - Monitoring and Evaluation.
- 1.4 Area Committee are asked to note the content of the report in respect of barriers and challenges; the actions taken to address these and the continued significant progress made to date on the implementation of the Social Care (Self-directed Support) (Scotland) Act 2013 in Argyll and Bute.

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ARGYLL AND BUTE COUNCIL

OBAN LORN AND THE ISLES  
AREA COMMITTEE

COMMUNITY SERVICES

15 APRIL 2015

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## THEMATIC REVIEW OF SELF DIRECTED SUPPORT

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### 2. INTRODUCTION

- 2.1 The purpose of this report is to provide Area Committee with a review of progress to date in respect of the implementation of The Social Care (Self-directed Support) (Scotland) Act 2013 following its enactment on 1<sup>st</sup> April 2014.
- 2.2 A previous report presented to Area Committee in March 2014 described the new duties of the Act and detailed Argyll and Bute Council's proposed implementation plans to fulfil the duties of the Act and made recommendations for noting which would assist with implementation.
- 2.3 The main body of this report has been presented to Community Services Departmental Management Team (DMT) therefore this report refers to decisions made by DMT following the initial implementation report presented to Area Committee in March 2014.

### 3. RECOMMENDATIONS

- 3.1 Area Committee are asked to note the content of the report in respect of barriers and challenges; the actions taken to address these and the continued significant progress made to date on the implementation of the Social Care (Self-directed Support) (Scotland) Act 2013 in Argyll and Bute.

### 4. DETAIL

#### Background

- 4.1 A previous report presented to Area Committee in March 2014 described the new duties of the Act and detailed Argyll and Bute Council's proposed implementation plans to fulfil the duties of the Act and made recommendations for noting which would assist with implementation.
- 4.2 The implementation work streams identified within the March report were:
- Supported Assessment Questionnaire and Resource Allocation System
  - Workforce Development

- Communication Strategy
- Direct Payments
- Scottish Government Transformation Funding

- 4.3 The decisions taken at DMT and SMT were an endorsement of the implementation plans and part approval was given to implement a Resource Allocation System (RAS).
- 4.4 Part approval enabled the Resource Allocation System to be applicable to all new Social Work Clients, eligible for support, from the 1<sup>st</sup> April 2014.
- 4.5 DMT requested that current care plan costs were honoured for existing clients when determining the 'relevant amount' under the Act. Should there be a change in circumstances for existing clients leading to an increase of support to meet agreed outcomes, the increase would be calculated at the rate of equivalency whereby the support required would be costed at the chosen provider rate.
- 4.6 The recommendation requesting endorsement of applying an average funding allocation over a 3 year period was turned down by DMT. A request was made that a full analysis and evaluation of the RAS was to be undertaken in October 2014, the results of which were to be reported back to DMT and are detailed in this report.
- 4.7 Throughout implementation, further workstreams have emerged which this report will detail. These include:
- Best Rate Available for Agency Rates in relation to Direct Payments and Option 2.
  - Audit Scotland's Key Messages in relation to SDS implementation
  - Monitoring and Evaluation.

### **Current Position**

4.8 **Project Board**

Project Board have met on a monthly basis to monitor progress on implementation and direct the implementation plan as described in workstreams below.

### **Update on Implementation Workstreams**

4.9 **Supported Assessment Questionnaire & Resource Allocation System**

As noted above, DMT agreed implementation of the Resource Allocation System (RAS) was for all new care packages from 1<sup>st</sup> April 2014, with current care packages retaining their current resource allocation.

- 4.10 The Resource Allocation System (RAS) provides a framework to support a consistent approach to estimating the potential cost of a person's support package taking into account a broad range of predictive outcomes which have been identified from completion of the Supported Assessment Questionnaire (SAQ). The RAS provides a system, which will consistently match funding to individual/families social care needs, reflect the social care needs of the individual/families and produce an indicative budget to meet the agreed needs and outcomes. The indicative budget will then be used as a guide to support planning in order to achieve identified outcomes.
- 4.11 The RAS model approved by DMT for all new cases that are eligible for support from 1<sup>st</sup> April 2014 comprises two main elements:
- a) An assessment (Supported Assessment Questionnaire) that will be completed on CareFirst which provides an overview of the supported person's needs, associated risk, identified outcomes and;
  - b) A calculation template that is connected to CareFirst and is used to score the above assessment based on a scoring model built into the template.
- 4.12 As part of the RAS development, a carers section was included on the basis that the carer had eligible support needs. Completion of this section of the SAQ may provide an indicative budget for the carer which can be used as replacement care for the cared for person (respite) or can be used to support the carer to maintain their caring role – e.g. support to maintain the household. As with the process for the cared for person, the indicative budget is an estimate with the actual amount not being confirmed until a support plan detailing identified outcomes has been agreed.
- 4.13 **RAS/SAQ Analysis**
- As directed by DMT, an analysis of the RAS was carried out in October 2014 whereby a comparison exercise was undertaken to compare the RAS calculation against the current costs of existing cases.
- 4.14 The analysis undertaken looked at a number of cases where the percentage difference of the outcome of the RAS significantly differed to the actual cost of the current care plan. The percentage differences ranged from 1658% over actual cost compared and 100% under actual costs.
- 4.15 During the analysis, a number of discrepancies were identified which led onto further analysis. Further analysis identified that the discrepancies were due to interpretation of responses to specific sections of the SAQ. Once the responses were amended and recalculated via the RAS, budgets identified were within 10% of actual current care costs.
- 4.16 As detailed in point 4.12 above, a carers section is included within the SAQ and RAS which identifies a budget for the carer.
- 4.17 During the evaluation of the RAS it was identified that the Carer's assessment section within the SAQ does not take into account the Eligibility Criteria or the

interpretation of what are substantial and regular caring responsibilities as defined in The Carer's Assessment (Scotland) Directions 2014. The RAS may therefore produce a budget for the carer even though they are not entitled to receive any funded support.

- 4.18 Further to this, if the carer were to direct their budget to purchase respite, there is a requirement for any charge for this to be waived as per The Carers (Waiving of Charges for Support) (Scotland) Regulations 2014. Historically, respite is assessed as part of the supported person's assessment; therefore the waiving of charges does not apply. However, if the indicative budget within the carer's section of the SAQ remains, this then becomes part of the carers assessment and therefore subject to the relevant regulations. A full comprehensive report detailing the impact of these regulations will also be submitted to SWMT for consideration of future action.
- 4.19 On conclusion of the analysis of the RAS the following recommendations were endorsed by Social Work Management Team on 22<sup>nd</sup> January 2015:
- A further analysis of the RAS to being carried out and be reported back to Social Work Management Team in March 2015.
  - A parallel exercise to be carried out by operational social work staff to ensure a sample group of responses accurately reflect the agreed assessment.
  - SAQ guidance to be amended.
  - Separation of the Carers section in RAS
- 4.20 Initial guidance and process flow on the SAQ and RAS, which detailed the steps in which to apply the Act in practice has been in place since April 2014. Whilst reviewing these documents and taking into consideration the feedback received from clients, families, carers, staff and providers, these documents have been updated to provide a simple step by step guide. These documents have been cascaded to Operational management.
- 4.21 Feedback from the SDS Project Board identified further analysis is to be carried out in relation to the budget the RAS predicts compared with the existing budget of high level risk clients such as those with complex Learning Disabilities and vulnerable older people. The purpose of this analysis is to ensure there is a consistent approach to risk thresholds across all client groups. This analysis will form phase 2 of the evaluation and will be reported back to SWMT in June /July 2015.

### **Workforce Development**

- 4.22 As detailed in the March report, Argyll and Bute Council have engaged with SPAEN (Scottish Personal Assistants and Employers Network) to assist with developing and delivering the SDS training plan.
- 4.23 In relation to this, the Workforce Development workstream and SPAEN have developed 4 progressive levels of training on SDS for all social work staff. These are detailed below:

**Level one** is basic awareness which is offered three ways:

- 1(a) A full day for practitioners applying SDS
- 1(b) A half day awareness raising for those not expected to apply SDS
- 1(c) A one hour session for all staff to give them some knowledge to be able to signpost appropriately.

**Level two:** Application of the Act into practice

**Level three** has 2 sub sections on the Options of SDS

- 3(a) Option 1 – Direct Payments
- 3(b) Option 2, 3 and 4

**Level four:** Outcome focused care planning.

- 4.24 Links had been made with the Learning and Development section to assist with the coordination and administration of the training inclusive of the course outlines, objective, target delegate lists and evaluation.
- 4.25 To date Levels 1, 2 and 3(a) have been delivered. Attendance at these sessions has primarily been frontline practitioners from Adult Care. Feedback and evaluation from these sessions has been positive.
- 4.26 Feedback from Children and Families staff who attended the training requested separate SDS sessions to be tailored to the GIRFEC process. Following discussion with the Children and Families SDS Lead, tailored sessions have been developed and commenced on 5<sup>th</sup> December.
- 4.27 The Project Board held on 4<sup>th</sup> December considered the barriers to implementation as detailed above. Operational Lead proposed a variation to the Workforce Development Strategy for Adult Care which would be inclusive of training on the new universal Adult Care assessment documentation which will come into force at end of January 2015. This was agreed by the Project Board. The variation proposed that initial training will be targeted at Team Leaders who will then become Champions and be responsible for cascading training in their locality. This training will be delivered internally in partnership with Area Manager Adult Protection, Service Manager – Operations, Adult Care Assessment Reviewing Project Officer and SDS Project Manager. A decision at DMT on 22 December 2014 from the Executive Director is agreement of this plan and reinforcement that Team Leaders must attend.
- 4.28 A paper detailing workforce training requirements for Health staff has been presented to NHS Core Management Team. Recommendations were as follows - NHS Core Management Team:
  - Support the requirement for attendance at the appropriate session before undertaking any SDS assessments
  - All staff working in the community should attend level 1 (c) training in the first instance



- All staff who will be undertaking the role of lead worker/professional should attend level 2 training (this is dependent on the outcome of the Adult Care Assessment Framework review)

### **Communication Strategy**

- 4.29 As detailed in the March report, Argyll and Bute Council have engaged with SPAEN (Scottish Personal Assistants and Employers Network) to assist with developing and delivering the SDS communication plan.
- 4.30 SDS has been communicated throughout Argyll and Bute to both staff and public via the Council's website and information leaflets available in Council offices, GP Surgeries and libraries. The Social Work SharePoint site also enables staff to access information such as policies, procedures and guidance plus the most current templates for the Support Assessment Questionnaire and Support Plans.
- 4.31 A Personalisation in-box is available for all staff to log any queries/comments/suggestions and this can be accessed and responded to by multiple staff members for a quick turnaround.
- 4.32 A programme of public sessions/roadshows has been undertaken throughout 2014/15 and we are working in partnership with RCOP and the Integration Communications Team to share these platforms.
- 4.33 A Resource Directory has been established with approximately 60 providers plus third sector organisations invited to register their details via the website to join our web based resource directory. To date, approximately 20 have registered and the site remains under development.
- 4.34 A Members Seminar was held on 1<sup>st</sup> December 2014 following Councillor Devon requesting clarification on the process of how individuals access Self-Directed Support.

### **Direct Payment Policy and Procedural Arrangements**

- 4.35 The Social Care (Self-directed Support) (Scotland) Act 2013 repeals Section 12B of the 1968 Act (the duty to offer and provide direct payments). In its place the 2013 Act provides a new, enhanced duty to offer the direct payment option and to "give effect to" the person's choice of a direct payment.
- 4.36 Alongside the 2013 Act the Self-directed Support (Direct Payments) (Scotland) Regulations 2014 came into force in April 2014. This is applicable to all direct payments arranged after 1<sup>st</sup> April 2014.
- 4.37 For existing Direct Payments arranged before the 1<sup>st</sup> April (as long as they were legally competent), they are not affected by the new regulations as Article 5 of The Social Care (Self-directed Support) (Scotland) Act 2013 (Commencement, Transitional and Saving Provisions) Order 2014 makes a saving provision in relation to a direct payment which has already been offered under Section 12B of the 1968 Act before 1st April 2014 and accepted.

- 4.38 Sections 12B and 12C of the 1968 Act (which make provision in relation to direct payments in respect of community care services) continue to apply in respect of that payment despite their repeal in section 25 of the 2013 Act as long as they are legally competent.
- 4.39 Argyll and Bute Council's current Direct Payments Policy & Procedures have been revised by the Direct Payment Workstream and now require endorsement. The new policy and procedures reflect the new regulations and terminology of the 2013 Act. The Direct Payment Agreement / contract has also been updated and also require to be endorsed.
- 4.40 The Scottish Government Self-directed Support Policy Team have advised they are working on further guidance in relation to Section 9 of the Regulations in respect to exception to the family Area Committee rule. Further information in this regard will follow. This may require a further amendment to our policy and procedures.
- 4.41 The rate currently provided for direct payments is £10.20 per hour. However, approval is required to review this rate to take into consideration several changes for example the impact of the changes made to Statutory Sick Pay (SSP) as this is no longer recoverable from HMRC; inflationary increase; living wage etc. A further detailed paper will be presented to SWMT in early course.
- 4.42 **Scottish Government Transformation Funding**
- SDS transformation funding received over the last three years has been:
- £136,680 in 2012/13
  - £235,180 in 2013/14
  - £136,680 in 2014/15
- 4.43 A total funding allocation of £508,540 has been received over the three year period.
- 4.44 In the year 2012/13 the spend was around £21,000 which was mainly in relation to workforce development in relation to the Scottish Government's SDS strategy.
- 4.45 The project officially took off in 2013/14, with the appointment of a Project Manager and spend was around £85,000 - £32,000 spent on staff costs, £12,000 spent on workforce development and £41,000 spent on software/computing supporting the development of and implementation of a Resource Allocation System.
- 4.46 All spends made up to 31st March 2014 were met by Council revenue budget for Adult Care which has allowed for the full carry forward of all grants previously provided.

4.47 Together with £35,000 earmarked in 2011/12 and £25,000 specifically for Children & Families this provided Argyll and Bute Council with a fund of £568,540 to spend in 2014/15.

4.48 The commitments currently against this funding are:

- 4 x Generic Care Manager/Social Worker posts for each locality in Argyll: £176,000
- SDS Project Officer Post: £56,000
- Third Sector partner organisation: £46,000
- Finance Support Post: £29,000
- SDS Project Assistant Post: £30,000
- Teleconferencing Equipment: £26,000
- SDS Direct Payment Officer (2014/15): £37,000
- Care Assessment and Reviewing Officer post for Children with Disabilities: £50,000
- Miscellaneous costs associated to room hires, conferences, stationary etc: £15,000
- SPAEN Area Committee £6,000
- CareFirst modules maintenance; £7,000
- Cost related to training courses (basic time and travel claims): £35,000 (estimate)
- Agency costs while recruiting LGE11 posts: £23,000
- Flexible revenue to assist with care packages impacted by SDS; £33,000

4.49 Due to the timing of recruitment of the LGE11 posts, CARO post and the timing of the contractual payments to the Third Sector partner organisation there will be some slippage into 2015/16. Based on this forecast, there is likely to be £134,000 slippage on posts and also £12,000 due to the contract agreement with the Third Sector partner in early 2015/16. The CARO post is profiled as 2 months in 2014-15 (£8,000) and 4 months in 2015-16 (£17,000). Estimated slippage into 2015/16 is therefore £163,000.

4.50 Four generic Social Work/Care Manager posts have been funded through transformation funding, one per locality. These posts will work across all of Social Work and will enable frontline Social Work assessors and reviewers to embed the values and principles of SDS into everyday practice. The post holders will also assist in the development and Implementation of SDS and provide advice and guidance to practitioners and service users enabling them to make informed choices on the options available.

4.51 The Helensburgh and Lomond post has been filled under the Council's redeployment procedures. The posts in Bute & Cowal, Mid Argyll, Kintyre & Islay and Oban, Lorn and Isles have been advertised twice and appointments had been made during the second round of interviews to the three remaining localities, however, Bute & Cowal and Oban, Lorn & Isles candidates turned down the offer of employment citing the temporary nature of the post being the main factor in their decision to turn the offer down. In the interim, Agency

workers will be recruited to assist with outstanding reviews within the area teams where vacancies remain.

- 4.52 Within Children and Families service, a Care Assessment Reviewing Officer has been funded for one year from SDS transformation funding – this post has also been re-advertised with a reduced essential criteria to possibly attract interest from third sector.
- 4.53 The Scottish Government asked Local Authorities to identify their use of the remaining SDS Transformation resource until the end of 2014/15 and also complete a stock take questionnaire which will help to inform the monitoring and evaluation strategy for SDS. Scottish Government have advised they are currently developing plans for the targeting of SDS transformation resources from 2015/16 onwards. This will include a detailed consideration of where and how to target capacity building resource across Councils, the third sector and user/carer information services. The stocktake questionnaire responses will help to inform decisions about future transformation resource funding.
- 4.54 At the beginning of January 2015, Ministers announced the allocation to local authorities for SDS as part of their Government Aided Expenditure (GAE). Feedback from the stocktake questionnaire and a breakdown of local authority SDS funding will be published in late January. Clarification has been obtained that this year's allocation is £87,000, which is approximately 40% less than previous years. Work is currently underway to identify the priorities of spend such as extension several key posts which enable us to continue to embed the values and principles of SDS into our policies, procedures and practice for 2015/16. The priorities identified will be presented to the SDS Project Board on 4 February for ratification.

#### **Additional Workstreams**

##### **4.55 Best Rate Available for Agency Rates in Relation to Direct Payments**

The Council requires to set the Best Rate Available to ensure a fair and transparent process in which the supported person can make an informed choice with regard to how their individual budget is spent.

- 4.56 Under Option 1 of the Act, the supported person can choose to recruit an agency using their direct payment. This is not a new process to the Council. However previously, agreement of appropriate rate has been via local arrangements. The Best Rate Available will provide agreed rates for each type of service at the average market rate in each locality. If the supported person chooses an agency whose rate exceeds best rate available then the supported person is free to top up the difference or negotiate a better rate with the provider.
- 4.57 Under Option 2, the supported person can direct their individual budget by choosing any provider whether on the Council's framework or not. The supported person can request the Council administers their budget to their chosen provider or they can request the provider administers their budget as directed by them known as Individual Service Fund (ISF).

- 4.58 The Pre-Placement Contract, the Supported Persons Agreement and the Individual Service Fund Tripartite Agreement (inclusive of Best Rate Available) developed in relation to option 2 are detailed in a separate report for SWMT.
- 4.59 The Methodology to work out the Best Rate Available for both care at home and supported living services is based on the average cost within each locality inclusive of the three types of service provision (framework, in-house, contracted).
- 4.60 To ensure a fair, transparent process, consideration of all current framework, contracted and internal care at home and supported living costs has been given in order to provide the Best Rate Available. Due to market fluctuation, no one single rate can be applied across all of Argyll and Bute Council area, therefore the Best Rates proposed correspond to specific localities.

**4.61 Audit Scotland's Key Messages in Relation to SDS Implementation**

Audit Scotland conducted an audit on the progress of SDS implementation across all 32 Local Authorities in Scotland and published its findings in June 2014.

**4.62 Key Messages from Audit Scotland Report are as follows:**

- § Councils still have a substantial amount of work to do to fully implement SDS. Some have made slower progress than others and they will have to implement the cultural and practical changes more quickly over the next few years.
- § Councils need effective leadership from senior managers and Councillors and continued support from the Scottish Government through detailed guidance and regular communication on how implementation is progressing across the country.

**4.63 Key Recommendations are as follows:**

**Audit Scotland Report Key Recommendations state that Councils should:**

- Ensure that they have a clear plan and effective arrangements for managing the risks
- Plan how they will allocate money to pay for support for everyone who is eligible as demand for services increases
- Plan for how and when to stop spending on existing services if too few people choose to use them
- Plans to develop and invest in new forms of support for people with social care needs
- Assess and report on the short and long-term risks and benefits of the way

they have chosen to allocate money to support individuals

- Monitor and report on budgets and spending on social care services.
  - Take action to lessen the risks of overspending, which might mean that they are unable to provide support for everyone who needs it
  - Work more closely with people who need support, their carers and families, providers and communities, to involve them in planning, agreeing and implementing SDS strategies
  - Develop a local strategy in partnership with all stakeholders for what social care services and support will be available to people in the future.
- 4.64 Audit Scotland also produced a self-assessment checklist inclusive of the recommendations above for Council officers to help review progress in implementing self-directed support within their Council. Argyll and Bute have developed an action plan which addresses the key recommendations.
- 4.65 Audit Scotland have issued a supplementary paper setting out some issues that Councillors may wish to consider in relation to progress in implementation of self-directed support in their Council. A clear pathway of engagement with Elected Area Committee must be developed to ensure Councillors are advised and updated on progress on a regular basis.

### **SDS Implementation, Monitoring and Evaluation**

- 4.66 The key reporting themes for monitoring and evaluation SDS are:
- Statutory/governmental requirements
  - Local performance reporting requirements
  - Reports required to be made available to Pyramid
  - Exception reporting – errors, where process/procedures have not been followed.
  - Financial reporting – which option has been chosen.
- 4.67 A workstream has been established to address all requirements in relation to collating the information required for the themes detailed above. Dougie Hunter, Area Manager – Service Development Team has taken over as Chair of this group. To date, we have not agreed the final Pyramid or exception reporting criteria. As a result, no regular feedback has been given to Area Managers and Locality Managers regarding local performance.
- 4.68 Performance Management – SDS performance measures are included within the SOA. The workstream discussed possible measures and these proposals will be discussed further with the Service Development Team. Possible measures include the number of support plans completed; the option selected and the impact this has made to the supported person. Measuring the impact of SDS also ties in with Audit Scotland's self-assessment checklist inclusive of

recommendations for Council Officers to help review progress in implementing self-directed support within the Council.

**Uptake on Options**

4.69 The table below provides information on which options people have chosen following their assessment and/or review since the implementation of SDS.

Option 1	Option 2	Option 3	Option 4
18	9	295	1

4.70 Since 1<sup>st</sup> April 2014 there have been 10 new Option 1 (Direct Payment) applications.

**Operational Procedures Still to be Established as Part of Implementation**

4.71 Option 1 - Direct Payment Guidance has been revised in line with the new regulations.

4.72 A Guide to Direct Payments for Supported People has been drafted. A request will be made to Legal Services to check this guide over for accuracy prior to being presented to SWMT for approval.

**5. CONCLUSION**

5.1 Significant progress continues to be made in the implementation of the Social Care (Self-directed Support) (Scotland) Act 2013 in Argyll and Bute.

5.2 We have identified challenges and barriers to implementation and work is ongoing to address these. Progress on overcoming these challenges and barriers will be dependent on the prioritisation of spend for 2015/16 from the Scottish Government’s SDS allocation.

**6.0 IMPLICATIONS**

6.1 Policy Consistent with Social Care (Self-directed Support) (Scotland) Act 2013.

6.2 Financial Introduction of SDS may impact on current spend on Social Work budget.

6.3 Legal Council must ensure compliance with Social Care (Self-directed Support) (Scotland) Act 2013.

6.4 HR Difficulty in recruiting and retaining social care staff in some areas may lead to some options not being available in some areas.

6.5 Equalities SDS policy is based on the human rights principles of



fairness, respect, equality, dignity and autonomy for all.

6.6 Risk

Failure to ensure all recommendations are met may lead to failure to comply with statute.

6.7 Customer Service

People will be given more choice and control over their support.

James D M Robb  
Head of Adult Care/CSWO  
16<sup>th</sup> March 2015

**For further information contact:**

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**ARGYLL AND BUTE COUNCIL****OBAN, LORN AND THE  
ISLES AREA COMMITTEE****COMMUNITY SERVICES****01 May 2015**

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**THIRD SECTOR GRANTS 2015/16**

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**1.0 SUMMARY**

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for Oban, Lorn and the Isles.
- 1.2 Applications are considered twice yearly in April and August. Decision on the applications detailed below was deferred from the April committee for more information.
- 1.3 The total Third Sector Grant budget made available by the Council for allocation in Oban, Lorn and the Isles for 2014/15 is £35,000.
- 1.4 The Area Committee agreed to an upper limit of £4,000 to any one organisation in any one financial period, unless there are exceptional circumstances.
- 1.5 A minimum of £5000 should be carried forward for allocation at the Area Committee meeting in August.
- 1.6 Twenty two eligible applications were assessed in Round 1. Eleven allocations were made in April and two have been carried forward for decision in Round 2. Nine applications are presented for consideration today.

**2.0 RECOMMENDATIONS**

- 2.1 Eight organisations listed below are awarded funding from the Third Sector Grants budget with one being carried forward for consideration in Round 2.
- 2.2 Those organisations that have received funding for the two previous years or more should not be awarded more than the amount they received in 2014/15 unless increased developmental aspects are detailed in the application. These repeat applicants may be subject to a 20% reduction on the previous year's allocation. This is to reduce applicants' dependency on Council grants and encourage fundraising and income generation initiatives.

- 2.3 Where possible, and if appropriate, new applicants should receive all or most of the amount requested (up to 50% total project costs), unless a very large amount of funding is sought.
- 2.4 Grants will only be awarded pending receipt of the correct paperwork; an approved financial check; and an End of Project monitoring form (if a grant was awarded in previous year).

Ref No	Organisation	Grant Award 2013	Grant Award 2014	Total Project	Amount Requested	Recommendation
1	Bid4Oban *	n/a	n/a	£12,050	£3,450	£1,666
2	Bridge of Orchy Village Hall Trust	new	new	£10,643.24	£4,000	£1,960
3	Cathedral Church of St John the Divine	New	New	£10,000	£4,000	£2,940
4	Coisir Ghaidlig Taigh an Uillt	£135	£0	£540	£270	Consider in round 2
5	Iona Village Hall *	n/a	£2,600	£13,650	£2,470	£1,470
6	Isle of Mull Riding for the Disabled	New	New	£3,010	£1,505	£1,176
7	Tiree Community Development Trust	na	na	£7,682	£3,682	£1,764
8	Tiree Music Festival *	£2,707	£2,000	£10,650	£3,000	£1,470
9	Tiree Resource Club	£1,233	£3,000	£25,500	£4,000	£1,960

### 3. DETAIL

Ref No	Organisation	Rationale for grant allocation
1	Bid4Oban *	This is a new pipe band event in Oban – a one-off award is recommended to support the endeavour. However, the organisation needs to plan for on-going sustainability.
2	Bridge of Orchy Village Hall Trust	The group have embarked on an ambitious project to improve the condition of the hall which combines external funding for improvements with the use of local volunteers and community organised events. Bridge of Orchy are a small fragile community and I agree that the refurbishment and reopening of their village hall is essential to building a stronger community. However, the costs are for commercial kitchen equipment but the business case for this is as yet unproven.
3	Cathedral Church of St John the Divine	This project aims to redevelop a listed building, combining improvements to the fabric of the building, with reconfiguring the space to make it more suitable for community and performance use.
4	Coisir Ghaidlig Taigh an Uillt	The project is to provide Gaelic workshops for choir members. It is recommended this application is carried forward to the second round for consideration in August

5	Iona Village Hall *	The organisation is looking for a small contribution towards their second festival. The pilot event last year was supported and went well – a contribution is recommended however, the group should receive support to consider other funding opportunities available to them for 2016/17.
6	Isle of Mull Riding for the Disabled	This project will establish a Riding for the Disabled Association on Mull and prevent members of the community having to travel to Oban, or not being able to access this activity. The project is being provided in partnership with a local riding school which will keep costs minimal. A start-up grant is recommended.
7	Tiree Community Development Trust	The series of events are mainly aimed at activities in the Winter months when the island is particularly isolated. The Summer event is the annual Trust community / open day which brings residents together to discuss and influence projects taking place across the island.
8	Tiree Music Festival *	This grant would allow the organisation to address a need identified from last year's event feedback, promote local produce food providers and contribute to their sustainability policy.
9	Tiree Resource Club	This organisation provide an important service that supports elderly people on the island however, there is a concern that they are relying on the Third Sector Grants for core running costs.

#### 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.

**Audrey Baird**  
**Interim Professional Lead - Community Development**

23/04/2014

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

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2015-16

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	BID4Oban	
<b>Contact Person in Organisation</b>	Neil McKay	
<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.</b>		
Kevin Baker – Community and Culture and Iain MacKinnon – Lorn Events Team have both been notified of the application		
<b>Third Sector</b> <input type="checkbox"/>	<b>Events and Festivals</b> <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£3,450	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£12,050	
<b>d) How much coming from own resources?</b>	£4,500	
<b>e) How much coming from other agencies?</b>	£4,100	
<b>f) Grant Recommendation</b>	£1,700	
<b>Reason for grant:</b>	<i>To establish a new pipe band competition 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	
<b>Have you received an end of project report for the previous grant award?</b> n/a		
<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 is a new pipe band event in Oban – a one-off award is recommended to support the endeavour. However, the organisation needs to plan for on-going sustainability.		
<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
<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	Working with Lorn Events Team	
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?	2,290 (inc. spectators)		
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: 21/02/2015

**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	Bridge of Orchy Village Hall Trust	
Contact Person in Organisation	Lucy MacDonald	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£4,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£10,643.24	
d) How much coming from own resources?	£6,643.24	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	£2,000	
Reason for grant:	<i>Equipping kitchen as part of major improvement works to the hall.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The group have embarked on an ambitious project to improve the condition of the hall which combines external funding for improvements with the use of local volunteers and community organised events. Bridge of Orchy are a small fragile community and I agree that the refurbishment and reopening of their village hall is essential to building a stronger community.		
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	Building society pass book produced	
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?	55 locals plus estimated 1,500 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: 21/02/2015



**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>	Cathedral of St. John the Divine	
<b>Contact Person in Organisation</b>	Very Rev Nick McNelly	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£4,000	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£10,000	
<b>d) How much coming from own resources?</b>	£6,000	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>		
<b>Reason for grant:</b>	<i>Project Officer to assist with major redevelopment project – planning, design and fundraising.</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 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? n/a</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This project aims to redevelop a listed building, combining improvements to the fabric of the building, with reconfiguring the space to make it more suitable for community and performance use.		
<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	<input type="checkbox"/>	No	<input type="checkbox"/>
b)	Fully constituted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>					
g)	A viable business plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
h)	A marketing plan for the activity	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
i)	A previous event budget	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
k)	Evidence of appropriate insurance coverage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
l)	Compliance with all relevant legal and licensing requirements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
m)	Letters of support from other funders or local organisations	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**3 General Criteria**

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	How many people overall will benefit from this grant?	1000 (includes community who use hall)			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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

Comments :

Signed: Laura Macdonald

Date: 23/03/2015

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Coisir Ghaidlig Taigh and Uilt	
Contact Person in Organisation	Mary Stone	
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?	£270	
b) Grant awarded last year?	£60 Carry over from 13/14 authorised	
c) Total Project cost?	£540	
d) How much coming from own resources?	£170	
e) How much coming from other agencies?	£100	
f) Grant Recommendation	Consider in Round 2	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</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 type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
It is recommended this application is carried forward for consideration in round 2		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

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

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

**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?	21	
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: 21/02/2015**

**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>	Iona Village Hall Committee	
<b>Contact Person in Organisation</b>	Joanne MacInnes	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> 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.</b>		
Both Iain Mackinnon (Environmental Health) and Kevin Baker (Libraries and Culture Development Officer) have been notified of this application		
<b>Third Sector</b>	<input type="checkbox"/>	<b>Events and Festivals</b> <input checked="" type="checkbox"/>
<b>a) Grant requested from A &amp; B Council?</b>	£2,470	
<b>b) Grant awarded last year?</b>	£2,600	
<b>c) Total Project cost?</b>	£13,250	
<b>d) How much coming from own resources?</b>	£10,780	
<b>e) How much coming from other agencies?</b>	£0	
<b>f) Grant Recommendation</b>	£1,500	
<b>Reason for grant:</b>	<i>Contribution towards 3 day music festival to be held on the Isle of Iona – specifically to support costs of bringing artists to the island</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input 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>		
The organisation is looking for a small contribution (5.5%) towards their second festival. The pilot event last year was supported and went well – a contribution is recommended however, the group should receive support to consider other funding opportunities available to them for 2016/17.		
<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
<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	To be provided	
l)	Compliance with all relevant legal and licensing requirements	Working with Lorn Events Team	
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?	225	
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: 23/02/2015

**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	Isle of Mull Riding for the Disabled	
Contact Person in Organisation	Sue Penny	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,505	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£3,010	
d) How much coming from own resources?	£1,505	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	£1,200	
Reason for grant:	<i>Hire of a disabled access portaloos for site and riding safety equipment that will be available to all riders.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This project will establish a Riding for the Disabled Association on Mull and prevent members of the community having to travel to Oban, or not being able to access this activity. The project is being provided in partnership with a local riding school which will keep costs minimal. A start-up grant is recommended.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

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

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

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	10 + 40		
f)	Is the organisation well established?	New group but part of wider RDA		
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: 23/03/2015**



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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Tiree Community Development Trust	
<b>Contact Person in Organisation</b>	Andy Wright	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£3,682	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£7,682	
<b>d) How much coming from own resources?</b>	£4,000	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>	£1,800	
<b>Reason for grant:</b>	<i>Support for a Community Events Programme</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 checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input 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 <input type="checkbox"/></b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
The series of events are mainly aimed at activities in the Winter months when the island is particularly isolated. The Summer event is the annual Trust community / open day which brings residents together to discuss and influence projects taking place across the island.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

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

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

**3 General Criteria**

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	How many people overall will benefit from this grant?	600			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Clear recruitment policies	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	On-going training and support for volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	A code of conduct for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	A Code of Good Practice	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
f)	An Equal Opportunities Policy	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	A Policy for Managing Confidential Information	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	Grievance Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A Disciplinary Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Comments :					

Signed: Laura Macdonald

Date: 23/02/2015

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Tiree Music Festival	
<b>Contact Person in Organisation</b>	Stewart MacLennan	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input type="checkbox"/>	<b>Events and Festivals</b> <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£3,000	
<b>b) Grant awarded last year?</b>	£2,000	
<b>c) Total Project cost?</b>	£10,650	
<b>d) How much coming from own resources?</b>	£4,650	
<b>e) How much coming from other agencies?</b>	£3,000	
<b>f) Grant Recommendation</b>	£1,500	
<b>Reason for grant:</b>	<i>Marquee to house celebrity chef and local food promotional activities</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This grant would allow the organisation to address a need identified from last year's event feedback, promote local produce food providers and contribute to their sustainability policy.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

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

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

**3 General Criteria**

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	How many people overall will benefit from this grant?	1,950			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	On-going training and support for volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	A code of conduct for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	A Code of Good Practice	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
f)	An Equal Opportunities Policy	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	A Policy for Managing Confidential Information	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	Grievance Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A Disciplinary Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Comments :					

Signed: Laura Macdonald

Date: 23/03/2015

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Tiree Resource Club	
<b>Contact Person in Organisation</b>	Kathryn MacCallum	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£4,000	
<b>b) Grant awarded last year?</b>	£3,000	
<b>c) Total Project cost?</b>	£25,500	
<b>d) How much coming from own resources?</b>	£5,000	
<b>e) How much coming from other agencies?</b>	£16,500	
<b>f) Grant Recommendation</b>	£1,500	
<b>Reason for grant:</b>	<i>Employment of an outreach worker to support service delivery</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 type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input type="checkbox"/> No <input type="checkbox"/></b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This organisation provide an important service on the island however, there is a concern that they are relying on the Third Sector Grants for core running costs.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
The reduction formula has been applied.		

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

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

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

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

**3 General Criteria**

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
e)	How many people overall will benefit from this grant?	40			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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

Comments :

Signed: Laura Macdonald

Date: 23/03/2015

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