

Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry



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14 April 2016

NOTICE OF MEETING

A meeting of **ARGYLL AND BUTE COUNCIL** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **THURSDAY, 21 APRIL 2016** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS (IF ANY)

3. MINUTES

- (a) Argyll and Bute Council held on 11 February 2016 (Pages 1 - 20)
- (b) Special Argyll and Bute Council held on 17 March 2016 (Pages 21 - 22)

4. MINUTES OF COMMITTEES

- (a) Policy and Resources Committee held on 11 February 2016 (Pages 23 - 26)
- * (b) Community Services Committee held on 10 March 2016 (Pages 27 - 34)
- * (c) Policy and Resources Committee held on 17 March 2016 (Pages 35 - 42)
- * (d) Environment, Development and Infrastructure Committee held on 7 April 2016 (Pages 43 - 52)

The above minutes are submitted to the Council for approval of any recommendations on the items which the Committee does not have delegated powers. These items are marked with an *.

5. LEADER'S REPORT

Report by Leader of the Council (to follow)

6. POLICY LEAD COUNCILLOR REPORTS

- (a) Report by Policy Lead for Island Affairs (Pages 53 - 56)
- (b) Report by Policy Lead for Strategic Housing, Gaelic, Community and Culture (Pages 57 - 68)
- (c) Report by Policy Lead for Transportation (Strategic, Local, Ferries, Piers, Harbours and Airports) (Pages 69 - 76)

7. SERVICE PLANNING 2016-17 (Pages 77 - 144)

Report by Executive Director – Customer Services

8. RECRUITMENT OF CHIEF EXECUTIVE

Report by Head of Improvement and HR (to follow)

9. APPOINTMENT OF RETURNING OFFICER (Pages 145 - 148)

Report by Chief Executive

10. OBAN, NORTH AND LORN BY-ELECTION RESULT (Pages 149 - 150)

Report by Returning Officer

11. POLITICAL MANAGEMENT ARRANGEMENTS (Pages 151 - 162)

Report by Executive Director – Customer Services

12. SCHEME OF REMUNERATION FOR COUNCILLORS (Pages 163 - 166)

Report by Executive Director – Customer Services

13. MEMBERSHIP OF THE LOCAL LICENSING FORUM (Pages 167 - 170)

Report by Executive Director – Customer Services

14. REVIEW OF CHARITABLE TRUSTS HELD BY ARGYLL & BUTE COUNCIL (Pages 171 - 174)

Report by Executive Director – Customer Services

15. ROTHESAY COMMON GOOD FUND (Pages 175 - 178)

Report by Executive Director – Customer Services

16. PERFORMANCE AND SCRUTINY REVIEW HANDBOOK (Pages 179 - 210)

Recommendation from Performance Review and Scrutiny Committee held on 25 February 2016

17. CASTLE TOWARD (Pages 211 - 222)

Report by Executive Director – Customer Services

18. DEVELOPING A STATUTORY REGIONAL MARINE PLAN FOR THE FIRTH OF CLYDE (Pages 223 - 260)

Recommendation from Planning Protective Services and Licensing Committee held on 16 March 2016

19. ROTHESAY TOWNSCAPE HERITAGE PHASE TWO - HERITAGE LOTTERY FUND OFFER OF AWARD (Pages 261 - 274)

Report by Executive Director – Development and Infrastructure Services

20. ENERGY EFFICIENCY STREET LIGHTING PROJECT FUNDING (Pages 275 - 280)

Report by Executive Director – Development and Infrastructure Services

21. REPORT ON THE OUTCOME OF THE CONSULTATION RELATING TO THE RE-ALIGNMENT OF CATCHMENT AREAS OF ACHAHOISH AND TARBERT PRIMARY SCHOOLS (Pages 281 - 316)

Report by Executive Director – Community Services

22. CAMPBELTOWN NURSERY (Pages 317 - 320)

Recommendation from Mid Argyll, Kintyre and the Islands Area Committee held on 3 February 2016

E1 23. NPDO SCHOOLS AFFORDABILITY REPORT (Pages 321 - 326)

Report by Executive Director – Customer Services

E2 24. DUNCLUTHA CHILDREN'S HOUSE (Pages 327 - 336)

Report by Joint report by Executive Director – Customer Services and Executive Director Community Services

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.

E2 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.

COUNCIL

All Members

Contact: Hazel MacInnes Tel: 01546 604269

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**MINUTES of MEETING of ARGYLL AND BUTE COUNCIL held in the COUNCIL CHAMBER,
KILMORY, LOCHGILPHEAD
on THURSDAY, 11 FEBRUARY 2016**

Present:

Councillor Len Scoullar (Chair)

Councillor John Armour	Councillor Robert G MacIntyre
Councillor Gordon Blair	Councillor Donald MacMillan
Councillor Michael Breslin	Councillor Alex McNaughton
Councillor Rory Colville	Councillor James McQueen
Councillor Maurice Corry	Councillor Bruce Marshall
Councillor Robin Currie	Councillor Aileen Morton
Councillor Vivien Dance	Councillor Ellen Morton
Councillor Mary-Jean Devon	Councillor Gary Mulvaney
Councillor George Freeman	Councillor Douglas Philand
Councillor Anne Horn	Councillor Elaine Robertson
Councillor Donald Kelly	Councillor James Robb
Councillor David Kinniburgh	Councillor Isobel Strong
Councillor John McAlpine	Councillor Sandy Taylor
Councillor Roderick McCuish	Councillor Richard Trail
Councillor Alistair MacDougall	Councillor Dick Walsh
Councillor Neil MacIntyre	

Also Present:

William Marshall, Teacher Representative
Alison Palmer, Teacher Representative

Attending:

Sally Loudon, Chief Executive
Douglas Hendry, Executive Director of Customer Services
Cleland Sneddon, Executive Director of Community Services
Pippa Milne, Executive Director of Development and Infrastructure Services
Charles Reppke, Head of Governance and Law
Kirsty Flanagan, Head of Strategic Finance

Councillor Anne Horn presented Petitions to the Council on behalf of Bowmore Primary School and Port Charlotte Primary School in relation to Service Choices. These Petitions were accepted by the Provost and it was confirmed that they would be passed to the appropriate department.

1. APOLOGIES FOR ABSENCE

Apologies of Absence were intimated on behalf of Councillors Iain Angus MacDonald, Robert E MacIntyre and Iain Stewart MacLean; and on behalf of William Crossan, Church Representative.

2. DECLARATIONS OF INTERESTS

There were none intimated.

3. MINUTES

The Minutes of Argyll and Bute Council held on 21 January 2016 were approved as a correct record subject to the first sentence of the Amendment under item 17 of the Minutes (Council Bird Control Policy) should be amended to read “The Council agree to provide both an Advisory and a limited enhanced service in respect of bird control.”.

4. BUDGETING PACK

The Council considered the Revenue Budget and Capital Budget papers as contained within the budgeting pack; considered such other appropriate resolutions in relation to these papers and fixed the Council Tax for the year to 31 March 2017 which had been referred without recommendation by the Policy and Resources Committee held on 11 February 2015. There was tabled an amended page 270 of the Revenue Budget Pack which was referred to by the Head of Strategic Finance in her presentation of the Budgeting Packs.

The Leader of the Council proposed the following which was unanimously agreed by the Council –

“Provost. I move that as is the Council’s normal approach to setting the budget that all budget proposals to be put to this meeting should clearly detail how they will be funded and that any amendment to the budget proposals I am about to propose should clearly detail how such changes would be funded ”.

Motion

The Council:

1. Notes the Revenue Budget Monitoring position as at 31st December 2015;
2. Notes the findings of the Planning our Future consultation which have been taken into account in the preparation of the budget proposals;
3. Notes that Equality Impact Assessments (EQIAs) have been carried out and notes the subsequent detail in the report on Assessing Equality Impact;
4. Notes the Financial Risk Analysis as set down in the Revenue Budget Pack;
5. Notes the funding gap of £10.052m within the Revenue Budget estimates;
6. Approves the Revenue Budget estimates for 2016/17 as set out in the Revenue Budget Overview report, subject to the following:

Further savings

- Reduce elected members cost centre £150,000
- 20% savings in staff travel budgets across all council services £235,000
- 10% saving in staff overtime across all council services £158,000
- Increase vacancy savings target £310,000
- Increase council tax base £200,000
- Remove additional monies previously allocated for Unitary charge for 2016/17 £500,000
- 1% pay inflation saving as a result of savings options £26,000
- Management savings, with Chief Executive to bring forward

a report to members on proposals for implementation	£95,000
Total	£1.674m

7. Notes that management/operational savings of £1.044m will be taken forward as part of normal business;
8. Notes the revised funding gap of £7.334m as a result of the above adjustments;
9. Approves the following and further policy options to balance the budget;
 - Adjustment to social work budget (saving) £990,000
 - Social work cost pressures arising since 2015/16 being met by IJB £551,000
 - Additional 3% to the Council's income-generating fees and charges to total 6% each year, apart from the general increase exceptions outlined in the Revenue Budget Overview report. £610,000
10. Rejects the following savings options totaling £1.402m:
 1. EDUC05g Reduce subsidy payments to community swimming pools
 2. EDUC07a Reduce primary school classroom assistants by 20%
 3. EDUC07d Reduce primary school janitor costs by 20%
 4. EDUC07k Stop lunch payments for primary school supervision staff
 5. EDUC08a Reduce secondary school classroom assistants by 20%
 6. EDUC08c Reduce secondary school janitor costs by 20%
 7. EDUC08g Reduce school technician costs by 20%
 8. EDUC08k Stop lunch payments for secondary school supervision staff
 9. CC02a Reduce Adult Learning/Literacies service availability
 10. CSS02k End discretionary non-domestic rates relief for charities
 11. FS03m Remove out of hours property emergency line cover
 12. FS04G Remove discretionary Community Transport Grant funding
 13. PRS04g Reduce debt counselling service to focus on complex cases
 14. RAMS01c Removal of hanging baskets
 15. RAMS01d Close 43 public conveniences across Argyll and Bute
 16. RAMS01f Replace annual bedding display with grass areas
 17. RAMS01k Reduce Environmental Warden Team
 18. RAMS01o Additional Roads and Amenity Service staff reduction
 19. RAMS02a Reduce coastal and flooding work budgets
 20. RAMS02b Reduce bridge assessment budget
 21. RAMS03c Reduce budget for road works/bridge repairs
 22. RAMS05d Removal of food waste collection, Helensburgh area
 23. SF01F Further review of Strategic Finance team
 - Value of options rejected - £1.402mm (68FTE jobs secured)
11. Accepts in part or in full the savings options totalling £5.186m (82FTE) as follows, rejecting £0.809m (34FTE) through reduced levels of savings:
 1. SF01a Review of staffing structure within Strategic Finance

2. CC02b Adult Literacies and Learning – reduce spend in areas based on needs assessment
3. CC03a Reduce cost of combined community development and community planning teams
4. CC03b Provide reduced amount of third sector grant funding – full saving in first year, with 10% in 17/18 and 10% in 18/19
5. CC03c Introduce consistent management arrangements for four community centres
6. CC05/1, CC05a, CC10a, CC11a, CC11a/1 Create a charitable leisure trust to bring together council owned community halls, libraries, swimming pools and fitness facilities
7. CC06a Provide reduced level of funding support for events and festivals
8. CC06b Offer Campbeltown Museum for community ownership
9. CC006c Provide reduced level of funding for arts development
10. CC08a Provide reduced level of funding to energy and mediation advice services where other opportunities are available and where there is less demand for service
11. CC08b Align funding for rent deposit scheme to current demand
12. CC08c Reduce budget for housing IT, strategy development and staff training following major work done in 2014/15
13. CC08d Reduce staffing costs re promotion of housing information/capacity for partnership work
14. CC08e Save council funds by transferring strategic staff costs to Strategic Housing Fund
15. CC10b Reduce library management costs
16. CC10c Saving of £50,000 on mobile library service
17. CC12A Provide reduced level of funding for domestic abuse outreach support
18. CC12b Provide reduced level of funding for tenancy support contracts
19. EDUC01a Align disability access budget (for adaptations in education centres) with current demand following previous underspend
20. EDUC01b Review Service Level Agreement for home and hospital tuition in line with previous demand
21. EDUC01c Reduce education Quality Improvement Team materials budget
22. EDUC01d Align specialist equipment budget with demand following previous underspend
23. EDUC01e Reprioritise repairs and maintenance budget for Education HQ
24. EDUC01h Manage cover for ASN assistants from within current devolved budget at individual schools
25. EDUC01i Deliver ASN efficiencies and match resources to greatest assessed need
26. EDUC03a Continue to provide statutory duties only for children under 5 – part saving only
27. EDUC03b Budget levels reduced for pre-5 resources – part saving only
28. EDUC03d Reduction in Early Years third sector grants and services – part saving only
29. EDUC03e Part saving (10%) in Early Years Change Fund

30. EDUC03c Provide for a 1% inflationary uplift only on payments to Early learning and Child Care Commissioned providers (in line with current indicators)
31. EDUC05a Reduce central administrative support
32. EDUC05c Provide reduced level of funding for PE facilities matched to priorities
33. EDUC05d Janitorial cover availability reduced
34. EDUC05e Education central repairs budget reduced and prioritised
35. EDUC05h Remove Attendance Officer posts and use current processes and systems in place to manage attendance
36. EDUC05j Align clothing grant budget to current demand following previous underspend
37. EDUC02b Provide reduced level of creative arts programmes in schools
38. EDUC02c Increase fees for non-statutory music tuition, reduced to 44% to accommodate inflation
39. EDUC02d Instrumental instructor provision reduced by 20%
40. EDUC07b Accept 5% reduction only in clerical assistants in primary schools
41. EDUC07c Pupil Support Assistants to be matched to greatest assessed need – part reduction only (equates to 111 fewer hours per year across 30 primary schools)
42. EDUC07e Continue primary school supply teacher cover at reduced level
43. EDUC07f Remove management development and training budget (primary schools)
44. EDUC07g Prioritise primary school grounds maintenance work to manage 20% resource reduction
45. EDUC07h Reduce devolved budgets for individual primary schools as they are supplementary to central education budget, prioritizing expenditure
46. EDUC07i Provide foreign language training through Scottish Government Languages 1+2 budget
47. EDUC12a Provide statutory Educational Psychology services following 7% budget reduction
48. EDUC12b Align residential schools budget to current demand following reduced demand
49. EDUC08b Accept 5% reduction only in secondary school clerical support
50. EDUC08d Provide secondary school supply teacher cover at reduced level
51. EDUC08e Remove management development and training budget in secondary schools
52. EDUC08f School librarians in secondary schools no longer provided
53. EDUC08h Prioritise grounds maintenance work in secondary schools to manage 20% reduced resource
54. EDUC08i Reduce devolved budgets for individual secondary schools as they are supplementary to central budget, prioritizing expenditure
55. CSS03a/b/c Increase email and electronic transactions to save more on postage, printing and stationery
56. CSS01a/b/c/d/j Change in opening hours for Customer Service Points and promote alternatives to over the counter payments

57. CSS01e Tیره Service Point service provided through voluntary sector contract in line with Jura and Colonsay
58. CSS01f/l Increase use of emails at Customer Service Points to save money on postage, printing and stationery
59. CSS01k Remove small repairs budget at Jura and Colonsay service points where requirements have been minimal
60. CSS01m Change Rothesay Service Point opening hours in line with current volume, delivering service over five half-days
61. CSS04b More economical replacements for broadband circuits in offices and schools to match capacity and usage
62. CSS02c/d Increase use of email to avoid use of pre-paid envelopes and reduce costs
63. CSS02g Develop in-house services for council tax e-billing/landlords portals in place of external contract
64. CSS02h Apply landlord penalties where applicable to help council tax collection
65. CSS02i Retrieve cost of administering double charge council tax from income raised
66. CSS02j Align benefit advisor posts to match reduced caseload
67. FS01a-c Long term redesign of catering service
68. FS01d Build up and develop catering service for events and functions
69. FS02a-b Long term redesign of cleaning service
70. FS03f Generate water utility savings with no significant impact on current service
71. FS03g Generate energy utility savings with no significant impact on current service
72. FS03h Increase heating efficiency through use of biomass boilers
73. FS03i Use opportunities for external providers to reduce costs of Estates service
74. FS03j Prioritise use of central repairs budget for schools, libraries and social work services to manage 14.5% reduction
75. FS03k Prioritise maintenance for shared offices with 8.4% central budget reduction
76. FS03l Prioritise use of shared office central repairs budget with 21.6% reduced resource
77. FS04b Explore external partnership working to improve use of fleet/transport resources between council teams
78. FS04f Prioritise/reduce bus shelters and stops built or replaced in 2016/17 only
79. GL01a1 Reduced committee/governance/elected member support including increased self-service approach for members
80. IHR03a Redesign staff personal safety training including online development
81. IHR03b Redesign health and safety service including increased online support and prioritizing high risk service areas

82. IHR01a Combine HR and Improvement/Organisational Development teams to create a single one-stop shop service, with reduced saving in 2018/19 to retain statistician post
83. ED02a Phased reduction of subsidy payments to freight operators in Campbeltown to align with standard rates by 2018/19
84. ED02b Increase piers and harbours berthing charges
85. PRS02b Introduce charges for pre-application advice for major and locally significant planning applications, in line with other local authorities
86. PRS02c Reduce planning development management team with increase in time to register planning applications
87. PRS02d Remodel planning enforcement team with increase in response time to planning breach complaints
88. PRS03b Provide in-house solution for aerial photography currently sourced externally
89. PRS03c Introduce charges for developers/property owners for statutory street numbering in line with other local authorities.
90. PRS03d Develop in-house solutions to allow removal of software/licences used for local development plan consultation
91. PRS03e Increase use of online consultation for Local Development Plan
92. PRS03f Provide core duties/statutory access rights of way and up to date Core Path Plan
93. PRS03g Remove footpath survey software and Local Access Forum budget and use alternative ways of surveying and supporting the forum
94. PRS03h Use in-house legal advice if required to resolve access disputes to allow removal of specialist legal expenses budget
95. PRS03i Introduce charges for Phase 1 Habitat Surveys
96. PRS03j Efficiency savings and business support costs reduced through staff reductions
97. PRS03k Remodel Access Team to focus on statutory duties
98. PRS03l Review Development Policy Team
99. PRS04a Remove vacant Regulatory Services alternative enforcement post
100. PRS04c Increase charges to businesses for inspection and certification of food export certificates in line with other local authorities
101. PRS04e Achieve central administration cost savings through improved processes and systems
102. PRS04f Review advice services across Argyll and Bute while maintaining a reduced allocation of funding to advice agencies (25% reduction)
103. PRS04h Increase income from private landlord registration scheme through targeted enforcement work on unregistered private landlords
104. RAMS01a Increase burial charges by 20% while costs still remain below average in 9 comparative council areas
105. RAMS01b Cremation charges increase limited to 14%
106. RAMS01e Remove subsidies to Tobermory Harbour Association on phased basis

107. RAMS01g Rose and shrub beds to be returned to grass
108. RAMS01h Hedges maintained in winter only with one cut per year
109. RAMS01i Grass cutting carried out once in October/November with other areas returned to meadow/natural growth
110. RAMS01j Phased recovery of costs for services to Cowal Games including temporary toilets, event support, litter collection, staffing etc
111. RAMS01l Reduce street sweeping frequency – half saving only accepted from original proposal of 50%
112. RAMS01m Prioritise dangerous/urgent maintenance within Roads and Amenity property to manage 25% reduced resource
113. RAMS01n Prioritise dangerous/urgent maintenance within depots to manage 25% reduced resource
114. RAMS02c Achieve central administration cost savings by improving processes and systems and reducing training budgets
115. RAMS02d Reduce central administrative support from 2017
116. RAMS03a Increase car parking charges from 80p to £1, introduce to Mull car parks and introduce year round charging at other car parks
117. RAMS03b Remove school crossing patrollers only in relation to lunchtime patrols and where there is already an electronic crossing in place
118. RAMS03d Reduce roads operations costs by removing a vacant post and reducing budget for vehicles and plant
119. RAMS04a Christmas lights funding – saving accepted in longer term only with funding from reserves for a period of three years
120. RAMS04b Increase street lighting planned repairs on an area basis, reduce reactive repairs
121. RAMS04c Use new lighting units which would reduce maintenance and energy costs
122. RAMS04d Recover costs for event banners and other non-core council activities
123. RAMS05a5 Rubbish collection – three-weekly collection with new shift pattern to make better use of fewer vehicles, retaining fortnightly recycling collections using double shift patterns
124. RAMS05b Three-weekly general waste, bi-weekly co-mingled uplift by internal resource for Islay in line with other local areas
125. RAMS05e Remove vacant post in Waste Management Service
 - Value of savings options accepted - £5.186m
 - FTE impact restricted to 82 in 2016/17

12. Agrees to make financial provision within the revenue expenditure from 2017/18 onwards to fund the Unitary Charge requirements for the new DBFM schools in Campbeltown and Oban in recognition of ESA10 changes and requirements;

Reserves:

13. Notes the advised opening position of £12.216m as at 31st March 2015;

14. Adds to this figure the budgeted surplus of £154,000 for 2015/16;
15. Further adds to this figure the sum of £115,000 from the release of earmarked reserves from the Community Resilience Fund (£100,000) and Bute Advice Centre saving (£15,000, representing a 25% reduction in line with savings option PRS04f);
16. Further adds to this figure the sum of £8.586m from the release of earmarked reserves previously allocated to the DBFM School Project as a result of ESA10 and the provision being made for Unitary Charge requirements met from within the council's revenue expenditure;
17. Notes and agrees the total available finance of £21.071m for distribution and support of the Single Outcome Agreement objectives and Planning our Future initiatives, making provision for the following from the available reserves:
 - Proposals of £0.651m already committed and new proposals of £5.747m as outlined in the report prepared by the Head of Strategic Finance, unless specified otherwise below
 - Establish the Argyll, Lomond and Islands Rural Regeneration Initiative, which will encompass all strategies and plans relating to repopulation, including:
 - Allocation of £5.579m towards capital provision for the Helensburgh Waterfront development
 - Allocation of £3m for regeneration and economic sustainability in Lochgilphead and Tarbert areas
 - Creation of a £2m Asset Management Fund to generate additional income
 - Creation of a £1m Inward Investment Fund to attract significant inward investment or by investing in facilities and infrastructure to support business development/growth
 - Creation of a £500,000 Rural Resettlement Initiative to support population growth with the council's Strategic Management Team corporately to bring forward plans and proposals for consideration by members
 - Provision of £300,000 funding for Christmas lights across the current administrative areas, to be managed by Area Committees, with a report to be brought forward by the Executive Director of Development and Infrastructure outlining allocation arrangements and funding timescales in relation to replacement of current revenue provision
 - Provision of £200,000 for flood and coastal protection, both proactive and reactive
 - Provision of £170,000 for improvements to Tarbert sports pitch
 - Reduce severance provision from £4.5m to £3.5m as a result of rejected and reduced savings options
 - Increase the general fund contingency from 1.5% to 2% (£1.192m)
18. Notes that as a result of the above changes, the closing position balance is £1.732m in addition to a 2% contingency equivalent to £4.743m;
19. Approves the Capital Plan and spending proposals as set out in the report from the Head of Strategic Finance;

20. Approves the contingency level for the General Fund Reserve at a level of 2%, equivalent to £4.743m;
21. Approves the revenue estimates for 2016/17 with the above revisions and that consequently the local tax requirement estimated at £41.2m is funded from council tax;
22. Approves the following rates and charges for the year as outlined in the Introductory Report on Revenue Budget:
 - Council tax due in respect of a chargeable dwelling in Band D will remain unchanged at £1,178 per year
 - Council tax due in respect of a chargeable dwelling in each of the other valuation bandings, in accordance with Section 74(1) of the Local Government Finance Act 1991, will remain unchanged
23. Notes that business rates will be determined by Scottish ministers;
24. Agrees to put in place appropriate arrangements for the following:
 - Management review
 - Further exploration of innovative delivery of education, school management and potential of school clusters
 - Review and amalgamation of all grant structures and criteria (for example, allowing community councils to apply)
 - Promote and develop a participatory budgeting scheme for Area Committees
 - To note that discussions are progressing by officers with regard to projects in the Council's Capital Plan that may well produce additional external funding together with the release of current provisions for underwriting, and to agree that, in the event that further monies are available, that provision is made from freed-up capital and earmarked reserves to be used towards phase 2 of the Dunoon wooden pier project and exploration of Rosneath Peninsula and Garelohead priorities
 - Implementation of the Argyll, Lomond and the Islands Rural Regeneration Initiative as set down above.
25. Instructs the council's Chief Executive on the following:
 - To report back on areas of transformation of service delivery throughout 2016/17 with a view to implementation from 2017/18 onwards
 - To make arrangements for the review and future provision of advice services across Argyll and Bute

Moved Councillor Dick Walsh, seconded Councillor Ellen Morton.

Amendment 1

Council notes the findings in the Planning our Future Consultation and thanks all those who contributed thus providing the Council with a list of options to choose from that have been the subject of public scrutiny and comment. This budget proposal has been informed and takes account of those expressed preferences as far as possible. Council notes the report on Assessing Equality Impact.

Council notes the Revenue Budget monitoring position as at 31 December 2015.

Council notes the financial risks analysis as set out in the Revenue Budget pack

REVENUE

The Council notes the forecasts and information provided in the budget pack and approves the revenue estimates for 2016-17 and that consequently the local tax requirement estimated at £41.0m is funded from Council Tax.

Further the Council:

Additional Funding from Scottish Government

Agrees to accept the following additional funding on offer from the Scottish Government:

£16.529m through the flooring mechanism.

£1.432 not to increase Council Tax rates

£0.385m (amount in 2015-16) of support for the Teachers Induction Scheme. (Allocations of £37.475m fund for 2016-17 still to be distributed).

£0.860m to maintain the pupil teacher ratio as agreed with the Scottish Government and additionally agrees to maintain overall FTE teaching posts in secondary schools.

Further the Council accepts the Scottish Government offer of Argyll & Bute's share of the £250m Integration Fund amounting to £4.58m and notes that this has allowed the Council to fund the £8.25 per hour Living Wage commitment to Care Workers.

Rates and Charges

Approves the following rates and charges for the year:

- i) Council Tax to be paid in respect of a chargeable dwelling in Band 'D' of £1,178 (representing no change).
- ii) Council Tax to be paid in respect of a chargeable dwelling in each of the other valuation bands in accordance with Section 74(1) of the Local Government Finance Act 1992 (accordingly representing no change).
- iii) Business Rates as determined by Scottish Ministers.

Forecast Overspend

Notes the forecast overspend for 2016 -17 of £10.052m.

Actions to address Forecast Overspend and Related Matters

- 1) Agrees the Management/Operational Savings as per Appendix 1 of the Revenue Budget Report thus reducing forecast overspend by £1.044m.
- 2) Agrees the general increase of 3% for Council set fees as detailed in the Fees and Charges Report thus reducing the forecast overspend by £0.305m.
- 3) Agrees that all policy options in Appendix 2 of the Revenue Budget which offer no savings in 2016-17 be referred to the Policy and Resources Committee for consideration and recommendation as to their possible contribution in future years.
- 4) Agrees the review of staffing structure within Strategic Finance reducing the forecast overspend by £0.140m.
- 5) Agrees to take forward the policy options for Community and Culture with the exception of:
 - (CC02a) No Reduction in adult learning and literacies service availability.
 - (CC03b) Maintain third sector grant funding
 - (CC03c) Continue current arrangements with Centre Councils

- (CC06a) Maintain grant support to major events and festivals
- (CC08b) Maintain funding for rent deposit scheme and service user involvement
- (CC10c) Retain mobile library service
- Reducing the forecast overspend by £0.560m

- 6) Agrees to take forward the policy options for Education with the exception of:
 - (EDUC01d) Maintain specialist equipment budget
 - (EDUC02c) No increase in music tuition fees
 - (EDUC02d) No reduction in instrumental instructors
 - (EDUC03b) Maintain support to Council and providers of Early Learning and Childcare
 - (EDUC03c) Maintain annual increase to Early Learning and Child Care commissioned Providers
 - (EDUC03d) Maintain Early Years third sector grants and services
 - (EDUC05c) Maintain PE facilities budget
 - (EDUC05g) Retain subsidy to community swimming pools
 - (EDUC05h) Retain Attendance Officers
 - (EDUC07a & 08a) Maintain Classroom Assistants
 - (EDUC07b & 08b) Maintain Clerical Assistants
 - (EDUC07c) Maintain pupil support assistants in primary schools
 - (EDUC07h & 8i) Maintain individual school budgets)
 - (EDUC07k & 08k) Continue free lunches for lunchtime supervision staff
 - (EDUC08f) Retain secondary school librarian posts
 - (EDUC08g) Maintain schools technician budgets
 - (EDUC12a) No reduction to Educational Psychology services.Reducing forecast overspend by £1.053m
- 7) Instructs the Executive Director of Community Services to bring to the next Council meeting proposals to delegate education budgets (excluding NPDO budgets) to Area Committees a methodology to fairly and equitably allocate each Area Committee its share of the Education budget.
- 8) Agrees all the policy options for Customer and Support Services with the exception of:
 - (CSS02k) Maintain NDR relief for charitable bodiesReducing the forecast overspend by £0.426m.
- 9) Agrees all the policy options for Facility Services with the exception of:
 - (FS04g) Maintain Discretionary Community Grant FundingReducing the forecast overspend by £0.236m.
- 10) Agrees all the policy options for Improvement and HR thus reducing the forecast overspend by £0.205m.
- 11) Agrees all the policy options for Economic Development thus reducing the forecast overspend by £0.056m.
- 12) Agrees all the policy options Planning and Regulatory Services with the exception of:
 - (PRS04f) Maintain direct funding of advice agencies.Reducing the forecast overspend by £0.236m

- 13)Agrees to reduce the Roads revenue budget by £0.500m noting that spending priorities are already delegated to each Area Committee and the existing allocation formula for this budget. Notes the additional capital budget provided results in a net increase in the overall roads budget of £1.000m.
Reducing the forecast overspend by £0.500m.
- 14)Within Amenity Services agrees to accept revenue raising options RAMS01a, RAMS01b and RAMS 03a and options relating to centralised decisions RAMS02c, RAMS04c, RAMS04d, RAMS05a, RAMS05b and RAMS05e.
Reducing the estimated overspend by £0.900m
Agrees a further reduction of overall Amenity Services budget of £0.650m and that the decisions on spending priorities be delegated to each of the Area Committees.
Reducing the forecast overspend by £1.550m.
- 15)Instructs the Executive Director of Development and Infrastructure to bring to the next Council meeting proposals to delegate Amenity Services budgets to Area Committees and a methodology to fairly and equitably allocate each Area Committee its share of the Amenity Services budget.
- 16)Agrees the Council's contribution to the Health and Care Partnership as detailed in Section 9 of the Revenue Budget Overview. Reducing forecast overspend by £1.741m.
- 17)Notes that Community Councils currently receive funding from the Council for administrative purposes and agrees that Community Councils be added to the list of organisations eligible to apply for Third Sector Grants for purposes other than administrationand delegates the detail of how this will be implemented to the Executive Director of Community Services.

Reserves and Balances

Notes the report on Reserves and Balances.

Approves the contingency level for General Fund Reserves at 1.5% of net expenditure of £239.176m equivalent to £3.588m.

Notes the estimated Unallocated General Fund Balance as at 31 March 2016 of £12.565m.

Adjustment to contingency (£3.588 - £3.551m) of £0.037m

Agrees to earmark in reserves:

Provision for residual overspend of £2.000m

Provision should delegation to Area Committees not be agreed of £0.650m

Estimated cost of Severance in 2016-17 of £2.051m

Broadband Pathfinder Cost Pressure of £0.580

Hermitage Park Underwriting of £0.268m

Potential Investment in HubCo of £0.506m

Notes the revised estimated free balance of £6.473m which is available to support this transformational budget and for delivering the outcomes of the Single Outcome Agreement.

CAPITAL PLAN

Agrees the recommendations in Section 2 of the Introductory Report on Capital Planning and Asset Management Planning.

Moved Councillor Sandy Taylor, seconded Councillor Richard Trail.

Amendment 2

This amendment proposes an alternative set of budget options to the papers. In so doing it:

1. **Rejects** all of the options from the Service Choices process other than the ones that are contained within the summary savings overleaf, the detail of which is the appendix.
2. **Proposes** an increase in fees and charges of 3.72% that will yield £377,977 rather than the 3% or £305,000 as shown on page 255 of the report by the Head of Strategic Finance dated 3 February 2016 (the Budgeting Pack). We further propose a comprehensive review of all fees and charges to ensure charges are fair, reasonable and which are structured in a manner that encourages the citizens of Argyll & Bute to use the council facilities as fully as possible. This review will be undertaken by a short life working group which will report back to the June 2016 meeting of this council.
3. **Proposes** a set of budget options that meet the funding gap identified on page 1 of the report by the Head of Strategic Finance dated 3 February 2016 (the Budgeting Pack) of £10.052m. These options plus additional fee income close the funding gap and produce a balanced budget with a budgeted surplus of £132,257. These options affect far fewer individuals and services and provide the basis for a more efficient council and more accountable elected members.
4. **Notes** the findings of Planning Our Future Consultation as per the report by the Head of Strategic Finance dated 3 February 2016 (the Budgeting Pack) but also notes the very considerable amount of public concern expressed subsequently to elected members of this council.
5. **Notes** the Equality Impact Assessment as per the report by the Head of Strategic Finance dated 3 February 2016 (the Budgeting Pack) but notes also that this assessment was carried out on the Service Choices options and not on all the proposals in this amendment.
6. **Notes** the Financial Risks Analysis as per the report by the Head of Strategic Finance dated 3 February 2016 (the Budgeting Pack) but also notes that officers have expressed concern at what they see as additional risks in some of the proposals in this amendment. Whether there is any overall additional risk is not clear and has not been quantified.
7. **Recommends** approval of the revenue estimates for 2016/17 and that consequently the local tax requirement estimated at £41m is funded from council tax.
8. **Recommends** approval of the following rates and charges for the year 2016/17:
 - a. Council Tax to be paid in respect of a chargeable dwelling in Band D of £1,178 (representing no change).

b. Council Tax to be paid in respect of the chargeable dwelling in each of the other valuation bands in accordance with Section 74(1) of the Local Government Finance Act 1992 (accordingly representing no change).

c. Business Rates as determined by Scottish Ministers.

d. A contingency level of 1.5% of net expenditure equivalent to £3.556m and to note the report on reserves and balances.

9. **Recommends** approval of a revenue budget of £237.044m for 2016/17.

10. **Accepts** the capital spending plans proposed on pages 1 onwards of the Capital Plan 2016-2020 by the Head of Strategic Finance dated 3 February 2016 (the Budgeting Pack).

11. **Proposes** additional uses of the free reserves for the express purpose of improving the efficiency of this council and addressing the critical issue of the population decline in Argyll & Bute. These are summarised below and identified in detail on pages 13 to 15 of the appendix and include the use of reserves proposed by the Head of Strategic Finance dated 3 February 2016 (the Budget Pack).

12. **Proposes** that the Third Sector Grant Scheme is renamed as the Community Grant Scheme for the purposes of widening the range of applicants to include, among others, community councils for the purpose of funding projects. Any necessary changes to the scheme to facilitate this are delegated to officers of the council.

13. **Proposes** that the necessary notice of 1 year is given to COSLA to enable the council to withdraw from COSLA from 1 April 2017.

Summary of savings options

Current budget for elected members	£1,235,000
Revised budget for elected members	£937,442
Savings	£297,558
Saving as a percentage	24%
Current Corporate Management Costs	£2,935,000
Revised Corporate Management Costs	£1,884,767
Saving	£1,050,233
Saving as a percentage	36%
Current travel and subsistence budget	£1,680,208
Revised travel and subsistence budget	£730,208
Saving	£950,000
Saving as a percentage	57%
Current strategic finance budget	£1,743,235
Revised strategic finance budget	£1,364,235
Saving	£189,500
Saving as a percentage	11%
Current adult literacies & library budget	£2,057,783

Revised adult literacies and library budget	£896,286
Saving	£1,200,000
Saving as percentage excl. Property Maintenance allocation	58%
Current economic development budget	£2,142,257
Revised economic development budget for outsourcing	£1,372,257
Saving after factoring in GAE reduction	£517,055
Saving as a percentage	24%
Current education budget	£69,695,000
Target savings for school clusters is 6% or	> £4,181,700
Savings as proposed in 2016/17	£775,000
School clusters to produce savings in 2016/17 of	£1,300,000
Total savings in 2016/17	£2,075,000
Saving in 2016/17 as a percentage	3%
Current committee services budget	£601,805
Revised committee services budget	£504,844
Saving	£153,039
Saving as a percentage	25%
Current business gateway budget inc West Dunbartonshire	£362,000
Additional budget	£50,000
Revised budget for 2016/17	£412,000
Additional costs as a percentage	14%
Current budget for property services	£2,271,072
Revised budget for elected members	£2,209,072
Savings: FS03F, FS03G, FS03H, FS03I, FS03M	£62,000
Saving as a percentage	3%
Current budget for housing strategy	£1,365,709
Revised budget for housing strategy	£1,228,709
Savings: CC08E from Service Choices	£137,000
Saving as a percentage	10%
Current budget for improvement & HR	£2,528,000
Revised budget for improvement & HR	£2,017,333
Savings: IHR01A, IHR03a, IHR03b from Service Choices	£510,667
Saving as a percentage	20%
Current budget for waste management	£6,613,000
Revised budget for waste management	£6,033,000
Savings: RAMS05a5, RAMS04c, RAMS02c, RAMS05e from Service Choices	£580,000
Saving as a percentage	9%
Current budget for social work	£56,543,000
Revised budget for social work	£55,553,000
Maximum saving allowable	£990,000
Saving as a percentage	2%
Current budget for planning & regulatory services	£3,891,620

Revised budget for planning/regulatory	£3,856,620
Savings: PRS03k from Service Choices	£35,000
Saving as a percentage	1%

16 Management & Operational Savings

We accept the proposed management and operational savings from the budget papers. These total £1,044,000. Details are in the budgeting pack.

17 Salary Costs

Although the increase is 1% for 2016/17, we have factored in a modest 75% saving to the salary bill from the savings above. This saving equates to -£65,228 and the saving, in practice is likely to be greater than this.

Reserves Summary

1 Upgrade 5 sites to the same VC standard as the existing system in Kilmory.	-£250,000
2 Property & Land Improvement Fund	-£ 600,000
3 One off £100k allocation to 4 area committees	-£400,000
4 New Business Premises Fund	-£1,080,000
5 New Small Business Grant and Loan Fund	-£100,000
6 Earmarked reserves to cover social care costs	-£1,000,000
7 Earmarked reserves for getting staff live in A&B	-£300,000
8 General contingency draw from reserves	-£500,000
9 Additions to reserves as per budgeting pack	£1,000,000
10 Allocations from reserves as per budgeting pack	-£2,005,000
11 Estimated severance allocation	-£4,200,000
12 Increase gen fund contingency to maintain 1.5%	-£5,000
Estimated Revised General Fund Balance	£2,776,000

Moved Councillor Michael Breslin, seconded Councillor Vivien Dance

Councillor Vivien Dance intimated that she had a further amendment but was advised that as she was the seconder of the foregoing Amendment she would be unable to move a further amendment.

The requisite numbers of members present required the vote to be taken by calling the roll and Members voted as follows –

Motion	Amendment 1	Amendment 2
Councillor R Colville	Councillor J Armour	Councillor M Breslin
Councillor M Corry	Councillor G Blair	Councillor V Dance
Councillor R Currie	Councillor A Horn	Councillor B Marshall
Councillor M J Devon	Councillor D Kelly	
Councillor D Kinniburgh	Councillor D Philand	
Councillor J McAlpine	Councillor J Robb	
Councillor R McCuish	Councillor I Strong	
Councillor A MacDougall	Councillor S Taylor	
Councillor N MacIntyre	Councillor R Trail	
Councillor R G MacIntyre		
Councillor D MacMillan		
Councillor A McNaughton		
Councillor J McQueen		

Councillor A Morton
Councillor E Morton
Councillor G Mulvaney
Councillor E Robertson
Councillor L Scoullar
Councillor D Walsh

Decision

The Motion was carried by 19 votes to 9 for amendment 1 and 3 for amendment 2 and the Council resolved accordingly.

(Reference: Budgeting Pack 2016/17, submitted; Motion by Councillor Dick Walsh, seconded by Councillor Ellen Morton; Amendment 1 by Councillor Sandy Taylor, seconded by Councillor Richard Trail; and Amendment 2 by Councillor Michael Breslin, seconded by Councillor Vivien Dance, tabled)

5. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY

The Council considered the proposed Treasury Management Strategy Statement and Annual Investment Strategy, a requirement of the Treasury Management in the public services Code of Practice issued by CIPFA, which set out the Council's strategy for borrowing and investment for the forthcoming year along with the Council's prudential indicators which require to be set for a three year period.

Decision

The Council –

1. Approved the Treasury Management Strategy Statement and Annual Investment Strategy subject to review by the Performance Review and Scrutiny Committee in February.
2. Approved the removal of Abu Dhabi (UAE) and Qatar from the list of approved countries for investment.

(Reference: Report by Head of Strategic Finance dated 3 February 2016, submitted)

6. POLITICAL MANAGEMENT ARRANGEMENTS

The Council considered a report updating Members on vacancies which had arisen on the Councils Committees and other outside bodies/organisations.

Decision

The Council:

- a) Noted the material change in circumstances in relation to the council's representation on the Integrated Joint Board (IJB) and, in light of this change and in accordance with Standing Orders, appointed Councillor Maurice Corry to the IJB with immediate effect to avoid any gap in representation;

- b) Nominated Councillor Maurice Corry as the council-appointed Chair of the IJB;
- c) Noted the vacancies arising on the Audit Committee and Performance, Review and Scrutiny Committee following Councillor Maurice Corry's resignation;
- d) Appointed Councillor Robert E MacIntyre to the Performance, Review and Scrutiny Committee;
- e) Deferred consideration of the Audit Committee vacancy until after the Oban North and Lorn by-election on Thursday 18th February;
- f) Noted the resignation of Councillor Douglas Philand as the council's substantive representative on the Stramash Board;
- g) Appointed Councillor John McAlpine as the council's substantive representative on the Stramash Board;
- h) Noted the resignation of Councillor George Freeman from the council's Administration and his resignation from the role of Vice Chair of the Helensburgh and Lomond Area Committee;
- i) Appointed Councillor Robert G MacIntyre to the role of Vice Chair of the Helensburgh and Lomond Area Committee;
- j) Noted the resignation of Councillor Douglas Philand from the council's Community Services Committee and appointed Councillor Iain Angus MacDonald to the arising vacancy;
- k) Noted the resignation of Councillor Donald Kelly from the council's Policy and Resources Committee and appointed Councillor Neil MacIntyre to the arising vacancy.

(Reference: Report by Executive Director – Customer Services dated 1 February 2016, submitted; and Notice of Motion by Councillor Dick Walsh, seconded by Councillor Ellen Morton, tabled)

7. APPOINTMENT OF RECRUITMENT PANEL: POST OF CHIEF EXECUTIVE

The Council considered a report advising of a tender of resignation from the Chief Executive of the Council, Sally Loudon, with effect from 8 May 2016. The report invited the Council to establish an appointments Panel of 7 Members to appoint to the post of Chief Executive.

Motion

The Council:

1. Establishes an Appointments Panel to appoint to the post of Chief Executive;
2. Agrees that the Appointments Panel will consist of seven members – five from the Administration and two from the main Opposition, with appropriate substitutes;
3. Appoints Councillors Dick Walsh, Ellen Morton, Aileen Morton, Roddy McCuish and Gary Mulvaney as the five Administration members;
4. Appoints Councillors Mary-Jean Devon, Rory Colville, Alex McNaughton and Maurice Corry as the Administration substitute members;

5. Invites the Leader of the council's main Opposition group to notify two Panel members and appropriate substitutes;
6. Notes that, as an operational matter, arrangements will be made as necessary to ensure continuity of service delivery.

Moved Councillor Dick Walsh, seconded Councillor Ellen Morton.

Amendment

That the Council agree not to replace the post of Chief Executive and consider appointing the three current Directors to carry out the duties of the Chief Executive on a four month rotational basis.

Moved Councillor Donald Kelly, seconded Councillor Douglas Philand

Decision

Following a show of hands vote the Motion was carried by 21 votes to 3 and the Council resolved accordingly.

(Reference: Report by Chief Executive dated 4 February 2016, submitted; notice of Motion by Councillor Dick Walsh, seconded by Councillor Ellen Morton, tabled; and Amendment by Councillor Donald Kelly, seconded by Councillor Douglas Philand, tabled)

**MINUTES of MEETING of ARGYLL AND BUTE COUNCIL held in the COUNCIL CHAMBER,
KILMORY, LOCHGILPHEAD
on THURSDAY, 17 MARCH 2016**

Present: Councillor Len Scoullar (Chair)

Councillor John Armour	Councillor Robert E Macintyre
Councillor Gordon Blair	Councillor Robert G MacIntyre
Councillor Michael Breslin	Councillor Donald MacMillan
Councillor Rory Colville	Councillor James McQueen
Councillor Maurice Corry	Councillor Bruce Marshall
Councillor Robin Currie	Councillor Aileen Morton
Councillor Vivien Dance	Councillor Ellen Morton
Councillor Anne Horn	Councillor Gary Mulvaney
Councillor David Kinniburgh	Councillor Elaine Robertson
Councillor John McAlpine	Councillor James Robb
Councillor Roderick McCuish	Councillor Isobel Strong
Councillor McKenzie	Councillor Sandy Taylor
Councillor Alistair MacDougall	Councillor Richard Trail
Councillor Neil MacIntyre	Councillor Dick Walsh

Attending: Sally Loudon, Chief Executive
Douglas Hendry, Executive Director of Customer Services
Cleland Sneddon, Executive Director of Community Services
Pippa Milne, Executive Director of Development and Infrastructure Services
Charles Reppke, Head of Governance and Law
Peter Cupples, Finance Manager
Christina West, Chief Officer – Health and Social Care
Stephen Whiston, Head of Strategic Planning and Performance
Robin Creelman, Chair – Argyll and Bute CHP

The Provost welcomed Councillor Julie MacKenzie to her first meeting of the Council following her election to the Oban, North and Lorn Ward on 18 February 2016. He wished her well for her time with the Council.

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillors Mary Jean Devon, George Freeman, Donald Kelly, Iain Stewart MacLean, Ellen Morton and Douglas Philand.

2. DECLARATIONS OF INTERESTS

There were none intimated.

3. INTEGRATION OF HEALTH AND SOCIAL CARE - STRATEGIC PLAN

The Council considered a paper apprising them of the preparation and consultation process employed and to highlight the content of the final version of the Strategic Plan for Health and Social Care, 2016 to 2019.

Decision

The Council -

1. Noted that the Argyll and Bute Strategic Plan had been prepared in accordance with statutory requirements and incorporated feedback from a prescribed consultation process.
2. Noted that the Strategic Plan would be presented to the IJB for its approval and agreement on 23 March 2016 following a two- step process:
 - a) The IJB agrees to adopt and implement the Strategic Plan
 - b) The IJB considers and agrees the proposed budgetary allocation from Argyll and Bute Council and NHS Highland.
3. Noted that the budgetary allocation to the IJB as approved at the full council meeting in February 2016 had been accepted by the IJB Chief Officer for submission to the IJB on 23 March.
4. Agreed to approve the production of the final version of the Strategic Plan subject to IJB agreement as detailed in paragraph 2.2 of the submitted report, noting that NHS Highland Board had also noted and approved this version of the Strategic Plan.

(Reference: Report by Chief Officer – Health and Social Care dated February 2016, submitted)

Councillors David Kinniburgh and Robert G MacIntyre joined the meeting during consideration of the foregoing item.

The Provost thanked, on behalf of the Council, Cristina West, Chief Officer, Health and Social Care, Stephen Whiston, Head of Strategic Planning and Performance; and Robin Creelman, Chair of Argyll and Bute CHP for their attendance at the meeting.

**MINUTES of MEETING of POLICY AND RESOURCES COMMITTEE held in the COUNCIL
CHAMBER, KILMORY, LOCHGILPHEAD
on THURSDAY, 11 FEBRUARY 2016**

Present: Councillor Dick Walsh (Chair)

Councillor Rory Colville	Councillor Ellen Morton
Councillor Robin Currie	Councillor Gary Mulvaney
Councillor Maurice Corry	Councillor James Robb
Councillor Donald Kelly	Councillor Len Scoullar
Councillor Roderick McCuish	Councillor Isobel Strong
Councillor Alistair MacDougall	Councillor Sandy Taylor
Councillor Aileen Morton	

Also present: William Marshall, Teacher Rep Alison Palmer, Teacher Rep

Councillor Michael Breslin	Councillor Donald MacMillan
Councillor Vivien Dance	Councillor Alex McNaughton
Councillor Bruce Marshall	Councillor James McQueen
Councillor John MacAlpine	Councillor Elaine Robertson

Attending: Sally Loudon, Chief Executive
Douglas Hendry, Executive Director of Customer Services
Cleland Sneddon, Executive Director of Community Services
Pippa Milne, Executive Director of Development and Infrastructure Services
Patricia O'Neill, Central Governance Manager
Kirsty Flanagan, Head of Strategic Finance
Peter Cupples, Finance Manager
Jane Jarvie, Communications Manager
Anne Marie Knowles, Head of Education

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillor Iain MacLean.

The Central Governance Manager advised that Councillor Donald Kelly had intimated his resignation from the Policy and Resources Committee before the agenda was issued for this meeting. She advised that Members would note that his name still appears on the agenda for the meeting and that Councillor Kelly had requested that it be clarified that he was no longer a member of the Committee. The Executive Director of Customer Services advised that this vacancy would be filled in due course.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The Minute of the Policy and Resources Committee held on 17 December 2016 were approved as a correct record.

* **4. BUDGETING PACK**

(a) **Revenue Budget 2016 - 2017**

Consideration was given to the full package of papers included in the budget pack in relation to the Revenue Budget for 2016-2017. The budget pack included - Planning our Future Consultation – Findings Report; Service Choices – Assessing Equality Impact; Revenue Budget Overview; Fees and Charges; Revenue Budget Monitoring as at 31 December 2015; Financial Risks Analysis 2016-17; and Reserves and Balances. An amended page 270 of the Revenue Budget pack was tabled to the meeting.

Decision

The Committee agreed to refer this item, without recommendation, for consideration by the Council at their meeting on 11 February 2016.

(Reference: Report by Head of Strategic Finance dated 3 February 2016 and Revenue Budget Pack for 2016-20, submitted; amended page 270, tabled)

(b) **Capital Plan 2016 - 2020**

Consideration was given to the full package of papers included in the budget pack in relation to the Capital Plan 2016 – 2020. The budget pack included – Capital Plan Summary; Corporate Asset Management Strategy; Corporate Asset Management Plan; and Service Asset Management Plans.

Decision

The Committee agreed to refer this item, without recommendation, for consideration by the Council at their meeting on 11 February 2016.

(Reference: Report by Head of Strategic Finance and Capital Plan Budget Pack for 2016-20, submitted)

* **5. TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY**

A report setting out the Council's strategy for borrowing and investment for the forthcoming year along with the Council's Prudential Indicators which require to be set for a three year period was considered.

Decision

The Committee agreed to recommend to the Council approval:-

1. of the proposed Treasury Management Strategy Statement and Annual Investment Strategy subject to review by the Performance Review and Scrutiny Committee in February; and
2. of the removal of Abu Dhabi (UAE) and Qatar from the list of approved countries for investment.

(Reference: Report by Head of Strategic Finance dated 3 February 2016 and Treasury Management Strategy Statement and Annual Investment Strategy 2016-17, submitted)

6. FINANCIAL REPORTING 2015/16 SUMMARY

The Committee considered a report providing a summary of the financial monitoring reports as at the end of December 2015. The report provided summaries of the Revenue Budget Monitoring Report as at 31 December 2015; Monitoring of Financial Risks; Reserves and Balances; Capital Plan Monitoring Report as at 31 December 2015; and Treasury Monitoring Report as at 31 December 2015.

Decision

The Committee noted:-

1. the Revenue Budget Monitoring report as at 31 December 2015;
2. the current assessment of the Council's financial risks;
3. the overall level of reserves and balances and monitoring of the earmarked reserves;
4. the Capital Plan Monitoring report as at 31 December 2015; and
5. the Treasury Monitoring report as at 31 December 2015.

(Reference: Report by Head of Strategic Finance dated 26 January 2016, submitted)

7. COMPLIANCE WITH TEACHER NUMBERS COMMITMENT

At its meeting of 10 December 2015, the Community Services Committee considered a report updating Members on the Council's position in respect of meeting the teacher numbers commitment in relation to the financial settlement for 2015-16. As part of its decision the Committee agreed to refer the report to the Policy and Resources Committee to give consideration to the financial implications arising from the position represented in the report which was before this Committee for consideration.

Decision

The Committee agreed:-

1. to note the report referred to the Policy and Resources Committee by the Community Services Committee; and
2. to note the position outlined in the letter from Angela Constance, Cabinet Secretary for Education and Lifelong Learning in relation to the financial consequences arising from the 2015 -16 teacher numbers census.

(Reference: Reports by Executive Director – Community Services dated 12 November 2015 and 11 January 2016, submitted)

8. POLICY AND RESOURCES COMMITTEE WORK PLAN

The Committee considered their Work Plan as at February 2016.

Decision

The Committee noted the Work Plan.

(Reference: Policy and Resources Committee Work Plan as at February 2016, submitted)

**MINUTES of MEETING of COMMUNITY SERVICES COMMITTEE held in the COUNCIL
CHAMBERS, KILMORY, LOCHGILPHEAD
on THURSDAY, 10 MARCH 2016**

Present:

Councillor Robin Currie (Chair)

Councillor Gordon Blair	Councillor John McAlpine
Councillor Rory Colville	Councillor Roderick McCuish
Councillor Maurice Corry	Councillor Aileen Morton
Councillor Neil MacIntyre	Councillor Elaine Robertson
Councillor Robert E Macintyre	Councillor Isobel Strong
Alison Palmer	William Marshall

Attending:

Cleland Sneddon, Executive Director – Community Services
Ann Marie Knowles, Head of Education
Anne Paterson, Education Manager – Learning and Achievement
Tricia O'Neill, Central Governance Manager
Louise Long, Head of Children and Families
Brian Reid, Locality Manager, Community Services
Allen Stevenson, Head of Adult Services
Moir MacVicar, Housing Services Manager
Douglas Whyte, Team Leader – East, Community Services
Donald MacVicar, Head of Community and Culture
Stuart Craig, Educational Psychologist
Alex MacDonald, Skills Scotland

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Councillors Mary Jean Devon, George Freeman, Anne Horn Iain Angus MacDonald, James McQueen and Church Representative William Crossan.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest intimated.

3. MINUTES

The Minutes of the Community Services Committee held on 10 December 2015 were approved as a correct record.

4. PERFORMANCE REPORT FQ3 - 2015/2016

Consideration was given to a report on the Community Services FQ3 performance scorecard.

Decision

The Committee noted the performance for the quarter.

(Reference: Report by Executive Director – Community Services dated 10 March 2016, submitted)

Councillors Maurice Corry, Isobel Strong and Robert E MacIntyre joined the meeting during discussions of the following item.

5. OPPORTUNITIES FOR ALL AND YOUTH EMPLOYMENT

The Committee considered a report which provided an update to elected members on the information contained within the Skills Development Scotland annual report produced for the Community Planning Partnership and published in December 2015.

Decision

The Committee;

- a) noted the actions of Education Services and their partners in progressing Opportunities For All and Youth Employment;
- b) agreed to continue to support the local authority focus on Opportunities for All in order to increase young people's participation in post-16 learning, training or employment through appropriate intervention and support;
- c) agreed to continue to offer assistance and support to our young people, particularly those young people who are Looked After and Accommodated (LAAC) and the furthest removed from employment cohort, through the provision of appropriate summer internship placements and training opportunities;
- d) agreed to support and endorse the work of the Argyll and Bute Employability Partnership as appropriate; and
- e) agreed to continue support for Developing Scotland's Young Workforce recommendations in relation to Argyll and Bute young people.

(Reference: Report by Executive Director – Community Services dated 10 March 2016, submitted)

Councillor Elaine Robertson left the meeting prior to conclusion of this item.

6. SKILLS DEVELOPMENT SCOTLAND

A presentation on Skills Development Scotland was given by Alex MacDonald, Team Leader for Argyll and Bute, Skills Development Scotland.

Decision

The Committee thanked Alex MacDonald for his informative presentation and noted the presentation.

7. ARGYLL AND BUTE COUNCIL YOUTH EMPLOYMENT OPPORTUNITIES FUND

Consideration was given to a report which provided an update on the current impact of the Youth Employment Framework's impact and to provide an update on the budget spend that was allocated through the Youth Employment Opportunities Fund.

Decision

The Committee agreed;

- a) to endorse and support the continued planned use of the Youth Employment Opportunities Fund to support succession planning and support our vulnerable young people to access and sustain positive destinations through:
 - The ABC Modern Apprenticeship Training Scheme
 - The ABC Summer Internship programme for Looked After and Accommodated young people in their final year of secondary education
- b) to actively encourage:
 - ABC departments to identify potential opportunities for work placements and Modern Apprenticeships: and
 - Support young people as they progress through the various placements on offer
- c) to continue to support the work of the Opportunities for All team to provide the Activity Agreement programme and Trusted Professional support to vulnerable school leavers and unemployed young people; and to widen this support to now include young people in the final 6 months of their secondary education.

(Reference: Report by Executive Director – Community Services dated 29 January 2016, submitted)

Councillor Robert E MacIntyre left the meeting during discussion of this item, and re-entered prior to discussion of the following item.

8. EDUCATION (SCOTLAND) ACT 2016

Consideration was given to provisions introduced by the Education (Scotland) Act 2016 which was passed by the Scottish Parliament on 2 February 2016.

Decision

The Committee;

- a) noted the provisions contained within the Education (Scotland) Act; and
- b) requested that a further report be presented to a future meeting of the Committee once the Council has received additional statutory guidance which considers the implications for Argyll and Bute Council and the actions necessary to comply with the new statutory duties.

(Reference: Report by Executive Director – Community Services dated 10 February 2016, submitted)

Councillor Robert E MacIntyre left the meeting during discussion of this item.

9. NATIONAL IMPROVEMENT FRAMEWORK FOR SCOTTISH EDUCATION

Consideration was given to a report which provided the Committee with information on the statutory intention of the Scottish Government to introduce the new National Framework, and outlined some of its provisions.

Decision

The Committee;

- a) noted the publication of the revised National Improvement Framework for Scottish Education by the Scottish Government;
- b) noted the consultation feedback received by the Scottish Government during the consultation programme for the draft improvement framework;
- c) noted the timeline indicated by the Scottish Government for the phased implementation of the National Improvement Framework; and
- d) agreed to instruct officers to approach the Scottish Government to review the criteria to be used for allocation of Attainment Fund monies to reflect rural funding.

(Reference: Report by Executive Director – Community Services dated 14 January 2016, submitted)

10. VALIDATED SELF EVALUATION FOR EDUCATIONAL PSYCHOLOGY SERVICES

Consideration was given to a report which provided Elected Members with details of the outcome of the process of Validated Self Evaluation (VSE) for the Educational Psychology Service (EPS), undertaken in conjunction with Education Scotland in November 2015.

Decision

The Committee;

- a) noted the outcomes of the formal report produced by the Education Scotland team;
- b) agreed the EPS report and key areas for action arising from the VSE process. This report and the associated self-evaluation documents were included in the appendices; and
- c) noted the report and associated self-evaluation documents as referred to in the appendices.

(Reference: Report by Executive Director – Community Services dated 21 January 2016, submitted)

At 1.25pm, the Chair ruled, and the Committee agreed, to adjourn for lunch and to reconvene at 1.50pm.

Councillors Maurice Corry, Robert E MacIntyre, John McAlpine and Aileen Morton left the meeting at this point.

11. EDUCATIONAL LEADERSHIP

Consideration was given a report which updated Members on the current work within Argyll and Bute on Educational Leadership in partnership with the new Scottish College of Educational Leadership (SCEL) and University of the Highlands and Islands Education Faculty (UHI).

Decision

The Committee:

- a) noted the current work being taken forward by Education Services focusing on educational leadership development;
- b) agreed to support the future developments with partners and the commitment to continuing professional development; and
- c) noted the impact of educational leadership within the improvement agenda of raising attainment.

(Reference: Report by Executive Director – Community Services dated 10 March 2016, submitted)

Councillors Maurice Corry and Aileen Morton entered the meeting during discussion of this item. Councillor Gordon Blair left the meeting during discussion of this item.

12. ASHFIELD PRIMARY SCHOOL

Consideration was given to a report which proposed that Ashfield Primary School is “mothballed” and that the building be retained on a care and maintenance basis until June 2017.

Decision

The Committee agreed that:

- a) Ashfield Primary School discontinue as a school on a temporary basis and that the building be retained on a care and maintenance basis;
- b) if there are no registered pupils by the commencement of session 2017/18, the school be considered for formal closure through the statutory process, and
- c) the community will have prearranged access to the building to promote community functions.

(Reference: Report by Executive Director – Community Services dated 10 March 2016, submitted)

Councillor Rory Colville, Alison Palmer and William Marshall left the meeting at this point.

13. THE HOUSING OPTIONS PROCESS IN ARGYLL AND BUTE

Consideration was given to a report which updated Members on the operation of housing options in Argyll and Bute and highlighted the work which had been carried out to develop the housing options approach and the impact that this has had on the number of people presenting as homeless to the local authority. It detailed the housing options process and how it linked in with the Statutory reporting of homeless cases (HL1) and prevention cases (Prevent1) to the Scottish Government.

Decision

The Committee noted the content of the report.

(Reference: Report by Executive Director – Community Services dated 2 February 2016, submitted)

* **14. STRATEGIC HOUSING FUND GRANTS - INTERIM ARRANGEMENT**

The Committee considered a report highlighting an increase in the Government benchmark grant subsidy for affordable housing development and proposals for an interim amendment to Strategic Housing Fund Grants.

The report noted that the development of affordable housing was subsidised by Scottish Government grants and in Argyll and Bute, this was supplemented by the Council's Strategic Housing Fund grants. The Committee was advised that no other Scottish Council provided this supplementary support to the extent that Argyll and Bute Council did. Given the increase in Scottish Government subsidy announced in January 2016, the report proposed an interim amendment to Strategic Housing Fund grants to be applied with immediate effect on approval by Council and to remain in place until a review of the Strategic Housing Investment Plan (SHIP) was concluded this summer and a further report was submitted for consideration by the Community Services Committee.

Decision

The Committee agreed to recommend to Council to approve a reduction in the Strategic Housing Fund grant to £12k per unit thereby maintaining the status quo in terms of total grant subsidy to Registered Social Landlords (RSLs) developing affordable housing in Argyll and Bute. This is an interim arrangement to take immediate effect on approval and to be the subject of a future report in September 2016 following the evaluation and review of the SHIP.

(Reference: Report by Executive Director – Community Services dated 25 February 2016, submitted)

Councillor Rory Colville rejoined the meeting during discussion of this item.

15. SUPPORTING SERVICES FOR YOUNG CARERS 2016-19

Consideration was given to a report which noted the support needs of young carers in Argyll and Bute and responsibilities placed on the Local Authority to meet those needs outlined in statutory guidance and in the imminent Carers (Scotland) Bill.

Decision

The Committee:

- a) noted the increased responsibility that the Carers (Scotland) Bill will place on Argyll and Bute Council to provide Young Carers' Statements detailing the support available locally for any young carer;
- b) agreed to acknowledge the lack of resilience in funding for support provided to young carers across Argyll by the range of third sector groups identified;
- c) agreed to approve £0.020m for Helensburgh and £0.020m for Oban to allow infrastructure within current carer services to remain in place while services access funding from the Health and Social Care Partnership or external charitable trusts;
- d) noted that Argyll & Bute Health and Social Care Partnership will work with Mid Argyll Kintyre and Islay, to access appropriate funding to re-establish services for young carers locally; and
- e) noted that Argyll and Bute Health and Social Care Partnership will work with Dunoon's young carer service to establish a plan to sustain the service once the 3 year funding from the Big Lottery ends.

(Reference: Report by Executive Director – Community Services dated 15 December 2015, submitted)

Councillor Robert E MacIntyre rejoined the meeting and Councillor Aileen Morton left the meeting during discussion of this item.

16. COMMUNITY JUSTICE REDESIGN: TRANSITION PLAN PROGRESS REPORT

Consideration was given to a report which provided Members with an update regarding the submission and progress of the transition plan regarding the establishment of local Community Justice Partnerships.

Decision

The Committee noted the progress made under the terms of the Transition Plan 2016 – 17 with regard to community justice redesign.

(Reference: Report by Executive Director – Community Services dated 23 February 2016, submitted)

17. JOINT INSPECTION OF OLDER PEOPLES SERVICES 2015

Consideration was given to a report which confirmed and set out the grades and improvement actions from the Inspection of Older People's Services by the Care Inspectorate and Healthcare Improvement Scotland between April and June 2015.

Decision

The Committee;

- a) noted the grades achieved by the partnership as a result of the inspection of Older People's Services in Argyll and Bute;
- b) agreed to endorse the Improvement Actions set out by the Care Inspectorate as at Appendix 1; and
- c) noted the next steps to be undertaken by the Partnership to address the improvement actions contained within the inspection report.

(Reference: Report by Executive Director – Community Services dated 10 March 2016, submitted)

Councillor Strong left the meeting at the conclusion of discussion of this item.

18. COMMUNITY SERVICES WORK PLAN 2015-2016

Consideration was given to the outline work plan to facilitate forward planning of reports to the Community Services Committee.

Decision

The Committee noted the outline work plan and agreed that the following reports be added to the meeting of the Committee being held on 2 June 2016;

- (i) Updated Education Strategy; and
- (ii) Remit of Community Services Committee and the Integrated Joint Board.

(Reference: Report by Executive Director – Community Services dated 10 March 2016, submitted)

**MINUTES of MEETING of POLICY AND RESOURCES COMMITTEE held in the COUNCIL
CHAMBER, KILMORY, LOCHGILPHEAD
on THURSDAY, 17 MARCH 2016**

Present: Councillor Dick Walsh (Chair)

Councillor Rory Colville	Councillor Aileen Morton
Councillor Robin Currie	Councillor Gary Mulvaney
Councillor Maurice Corry	Councillor James Robb
Councillor Roderick McCuish	Councillor Len Scoullar
Councillor Alistair MacDougall	Councillor Isobel Strong
Councillor Neil MacIntyre	Councillor Sandy Taylor

Also Present: Councillor Donald MacMillan
Councillor John McAlpine
Councillor James McQueen
Councillor Elaine Robertson

Attending: Sally Loudon, Chief Executive
Douglas Hendry, Executive Director of Customer Services
Cleland Sneddon, Executive Director of Community Services
Pippa Milne, Executive Director of Development and Infrastructure Services
Peter Cupples, Finance Manager
Patricia O'Neill, Central Governance Manager
Jane Fowler, Head of Improvement and HR
Ishabel Bremner, Economic Development Manager
Matt Mulderrig, Development Policy Manager
Mark Steward, Marine and Coastal Development Manager
Helen Ford, CHORD Project Manager
Judy Orr, Head of Customer and Support Services

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mary Jean Devon, Iain MacLean and Ellen Morton.

2. DECLARATIONS OF INTEREST

There were none intimated.

3. MINUTES

The Minutes of the meeting of the Policy and Resources Committee held on 11 February 2016 were approved as a correct record.

4. FINANCIAL REPORT MONITORING PACK – JANUARY 2016

The Committee considered a report which provided a summary of the financial monitoring reports as at the end of January 2016.

Decision

The Committee noted –

1. The revenue budget monitoring report as at 31 January 2016.
2. The current assessment of the Council's financial risks.
3. The overall level of reserves and balances and the monitoring of the earmarked reserves.
4. The capital plan monitoring report as at 31 January 2016.
5. The treasury monitoring report as at 31 January 2016.

(Reference: Report by Head of Strategic Finance dated 16 February 2016, submitted)

5. PERFORMANCE REPORT FQ3 2015/16

The Committee considered a report presenting them with the Customer Services Departmental Performance Report with the Scorecards for Strategic Finance and Customer Services for FQ3 2015/16.

Decision

The Committee noted the Scorecards as presented.

(Reference: Report by Executive Director – Customer Services dated March 2016, submitted)

* **6. SERVICE PLANNING 2016-17**

The Committee considered a report presenting the Service Plans 2016/17 for approval.

Decision

The Committee agreed to recommend to Council approval of the Service Plans for 2016-17.

(Reference: Report by Executive Director – Customer Services dated 24 February 2016, submitted)

* **7. SCOTTISH GOVERNMENT FUNDING FOR WELFARE REFORM AND DISCRETIONARY HOUSING PAYMENTS - REPORT ON SPEND TO DATE AND FUTURE PROPOSALS**

A report providing an update on the spending against welfare reform mitigations and advising that an estimate of £232,100 would be unspent at 31 March 2016, was considered. The report sought approval for the carry forward of the unspent balance to be used in a continuation of the work. Approval was also requested for the carry forward of the expected underspend of £30,000 DHP monies from the year end.

Decision

The Committee –

1. Noted the information provided in respect of progress made, and the estimate of projected expenditure to 31 March 2016 of £232.6k from the balance of Scottish Government funding for DHPs of £464.7k in March 2015.
2. Approved the continued carry forward of the balance of this as earmarked funds estimated at £232.1k and approved the proposals for their use as summarised at paragraph 4.20 of the submitted report.
3. Approved the carry forward of the balance of the unspent 2015/16 DHP monies estimated at £30,000 as earmarked funds to be used to fund DHP payments in 2016/17 in order to help maintain current priority levels into 2016/17.
4. Requested a further report to be brought back to a future meeting on the progress with the proposals approved at decisions 2 and 3 above.

(Reference: Report by Executive Director – Customer Services dated 24 February 2016, submitted)

Councillor Maurice Corry joined the meeting at this point.

8. BROADBAND PATHFINDER NORTH UPDATE

A report updating the Committee on the Broadband Pathfinder re-procurement for a wide area network for the Council providing connectivity to all schools, libraries and offices was considered.

Decision

The Committee –

1. Noted the details provided.
2. Noted the actions being taken to mitigate the risks described.

(Reference: Report by Executive Director – Customer Services dated 3 March 2016, submitted)

9. CIVIC FURNITURE AND MEMORABILIA MANAGEMENT

The Committee considered a report highlighting issues relating to furniture and other items that had been held in buildings which were now surplus to requirements as part of the office rationalisation projects. The report invited determination of some general principles.

Decision

The Committee -

1. Agreed the protocol as set out in paragraph 4.3 of the submitted report.

2. Agreed that a report should be brought to each Area Committee regarding current issues in their locality, and that an update should be provided on a regular basis to each Area Committee as required.

(Reference: Report by Executive Director – Customer Services dated March 2016, submitted)

10. PETITION FOR JUDICIAL REVIEW - ROTHESAY HARBOUR

The Committee considered a report advising Members that an action of judicial review had been raised against the Council by Calum MacMillan/Argyll Workboats in respect of the operation of Rothesay Harbour at various points since 2007.

Decision

The Committee noted the position.

(Reference: Report by Executive Director – Customer Services dated 24 February 2016, submitted)

*** 11. BUSINESS LOANS SCOTLAND**

The Committee considered a report which sought approval of changes to operations of Business Loans Scotland Ltd which had not been identified the previous year when the Committee agreed to join the new fund.

Decision

The Committee –

1. Endorsed the proposal to join BLS without BLS conducting consumer lending.
2. Endorsed the proposal to transfer the minimum Council contribution (£90k) from WSLF to BLS.
3. Endorsed the proposal to transfer £10k from WSLF to BLS to cover BLS management charges for the first three years (estimated at 3% per year).
4. Endorsed the proposal to seek to transfer any WSLF surplus to the Council's Economic Development Service, or other appropriate body able to provide loans, for the purposes of promoting commerce by giving financial assistance by way of loans, donations or subscriptions, noting that this may require the unanimous approval of all WSLF Member Authorities.
5. Agreed to recommend to Council appointment of an elected member to represent Argyll & Bute's interests on the Board of Business Loans Scotland.

(Reference: Report by Executive Director – Development and Infrastructure Services dated March 2016, submitted)

*** 12. LONG AND WINDING WAY**

The Committee considered a report containing an assessment of a funding request from the Long and Winding Way using approved methodology which had been agreed by the Committee on 19 March 2015.

Decision

1. The Committee agreed to recommend to the Council, to grant funding to the LWW of £10,000 per annum for a three year period commencing April 2016; subject to -
 - a) the completion of a service level agreement with the LWW which requires that the LWW should continue to develop its partnership working with the Argyll & the Isles Coast and Countryside Trust and its Long Distance Routes Forum,
 - b) evidence of financial viability for each year being presented to and approved by the Council before the release of each annual payment and;
 - c) that LWW be advised that this is the final financial support from the Council; to be funded from General Fund Balance.
2. In addition members noted that if the LWW cannot find a sustainable way forward no financial burden would fall upon the Council.

Councillor Gary Mulvaney, who had moved an amendment which failed to find a seconder, requested that his dissent be recorded from the foregoing decision.

(Reference: Report by Executive Director – Development and Infrastructure Committee dated March 2016, submitted)

* **13. DEVELOPING A STATUTORY REGIONAL MARINE PLAN FOR THE FIRTH OF CLYDE**

A report setting out proposals for the establishment of a Marine Planning Partnership to develop a statutory Regional Marine Plan for the Scottish marine region of the Clyde. The report also identified the legal duties and implications, including benefits, risks and resources, associated with the direct involvement in regional marine planning and membership of the Clyde MPP.

The Committee were given a verbal update of the decision taken by the Planning Protective Services and Licensing Committee held on 16 March 2016 in regard to this item.

Decision

The Committee –

1. Noted the content of the report.
2. Noted the decision of the PPSL Committee on 16 March 2016
3. Agreed to recommend to Council to –

- a) Agree to be a Member of the Clyde MPP, to be represented by an officer from Development and Infrastructure Services;
- b) Agree to accept the offer of a permanent position on the Partnership Board of the Clyde MPP, and seek appointment by Council of an elected member;
- c) Approve the constitution for the Clyde MPP, as detailed in Appendix 2; and;
- d) Give consent to the draft Direction from Scottish Ministers delegating functions under the Marine (Scotland) Act 2010 to the Clyde Marine Planning Partnership, as detailed in Appendix 3.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 24 February 2016, submitted)

14. POLICY AND RESOURCES COMMITTEE WORK PLAN

The Committee considered the Work Plan as at March 2016.

Decision

The Committee noted the Work Plan.

(Reference: Policy and Resources Committee Work Plan as at March 2016, submitted)

The Chair advised that in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, the appendices relating to the following two items of business would require him to exclude the press and public should any Member wish to discuss the content of those appendices on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraphs 8&9 respectively of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

15. LORN ARC - UPDATE REPORT

The Committee considered a report updating them on progress in the delivery of the Lorn Arc Tax Incremental Financing Programme and its nine capital infrastructure investment projects.

Decision

The Committee –

1. Noted the current progress with the Lorn Arc Programme;
2. Noted that recruitment is underway for 1 full time Lorn Arc Programme Manager, 1 full time Lorn Arc Project Manager and a Secondment opportunity for a Lorn Arc Project Manager;
3. Approved Officers formally requesting from the Lorn Arc TIF Executive the removal of the two Barcaldine projects from the Lorn Arc Business Case but retaining the option to borrow up to £18.9m across the remaining projects or bringing forward additional projects in due course subject to approval and affordability.
4. Approved revising the reporting Tolerance levels in line with the levels set for the Council's monthly Capital Financial Reporting i.e. Project Plan +/- 2 months on agreed

completion and Project Budget +/- 5% of agreed budget subject to a minimum of £50,000.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 16 February 2016, submitted)

16. MAJOR CAPITAL REGENERATION PROJECT - PROGRESS REPORT

A report updating the Committee on the progress in the delivery of the twelve major capital regeneration projects was considered. The report also advised on key issues which would impact on the successful delivery of the projects from the design development stage through to procurement and implementation.

Decision

The Committee noted the current progress and agreed allocation of budget resources to date against each of the projects.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 12 February 2016, submitted)

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

E2 17. NEW SCHOOLS REDEVELOPMENT PROJECT

(a) NEW SCHOOLS REDEVELOPMENT PROJECT (Pages 9 - 12)

The Committee considered a report providing them with an update on progress on the Stage 2 Submissions by hubNorth Scotland Ltd (hubNorth) to build new secondary schools in Campbeltown and Oban and a new primary school in Kirn, Dunoon; together with an update on the project in respect of Dunoon Primary School. There was tabled an updated Appendix 1 to the submitted report.

Decision

The Committee agreed the recommendations as contained within the submitted report.

(Reference: Joint report by Executive Director – Community Services and Executive Director – Customer Services dated 7 March 2016, submitted)

(b) NEW SCHOOLS REDEVELOPMENT PROJECT INVESTMENT OPPORTUNITY - HUB CO SUB DEBT

The Committee considered a report advising of an opportunity for the Council to exercise its right to invest in its own new Schools Project.

Decision

The Committee agreed the recommendations as contained within the submitted report.

(Reference: Joint report by Head of Strategic Finance and Executive Director – Customer Services dated March 2016, submitted)

**MINUTES of MEETING of ENVIRONMENT, DEVELOPMENT AND INFRASTRUCTURE
COMMITTEE held in the COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD
on THURSDAY, 7 APRIL 2016**

Present: Councillor Ellen Morton (Chair)

Councillor John Armour	Councillor Alex McNaughton
Councillor Anne Horn	Councillor Aileen Morton
Councillor Alistair MacDougall	Councillor Elaine Robertson
Councillor Robert G MacIntyre	Councillor Len Scoullar
Councillor Donald MacMillan	Councillor Sandy Taylor
Councillor Bruce Marshall	Councillor Richard Trail
Councillor John McAlpine	Councillor Dick Walsh

Also Present: Councillor Michael Breslin Councillor Robin Currie

Attending: Pippa Milne, Executive Director – Development and Infrastructure Services
Jim Smith, Head of Roads and Amenity Services
Fergus Murray, Head of Economic Development and Strategic Transportation
Patricia O'Neill, Central Governance Manager
Ishabel Bremner, Economic Development Manager

The Chair advised the Committee of an amended Appendix 2 which had been tabled in relation to item 5 of the agenda (Roads Asset Management). This was due to a misprint in the agenda pack of papers.

The Chair ruled and the Committee agreed that the business dealt with at item 11 of this Minute be dealt with as a matter of urgency by reason of the need to recommend to Council agreement of a time limited interest free loan subject to the delivery of a specific number of street lighting units by November 2016.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor David Kinniburgh.

2. DECLARATIONS OF INTEREST

There were none intimated.

3. MINUTES

The Minute of the Environment, Development and Infrastructure Committee meeting held on 14 January 2016 was approved as a correct record.

**4. DEVELOPMENT AND INFRASTRUCTURE SERVICES - PERFORMANCE
REPORT FQ3 2015-16**

Consideration was given to a report presenting the Development and Infrastructure Services departmental performance reports with associated scorecard performance in financial quarter 3 2015-16.

Decision

The Committee -

1. Noted the Development and Infrastructure Services departmental performance report and associated scorecard performance for financial quarter 3 2015-16.
2. Commended the work of the Campbeltown Ferry Group, who worked along with other community groups to secure a commitment to operate a permanent summer ferry link between Campbeltown and Ardrossan.
3. Delegated the Executive Director – Development and Infrastructure Services, in consultation with the Chair and Vice Chair of the Committee, to write to SPT and the Scottish Government expressing the Council's support to the wishes of the community of Kilcreggan in the transfer of the ferry service to the Scottish Government.

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

5. ROADS ASSET MANAGEMENT

A report introducing the Annual Status and Options Report which makes an analytical assessment of the condition of the Council's road network and associated infrastructure as well as setting out projected conditions based on varying levels of investment was considered. The report also provides the proposed 2016/17 Roads Reconstruction Programme and introduces the Roads Asset Management Plan.

This item was continued in the course of the meeting to allow further discussion at the end of the agenda.

Decision

The Committee –

1. Endorsed the Roads Asset Management Plan.
2. Endorsed the Annual Status and Options Report and the positive analytical feedback it provided with regard to the improvement to the Council's Road Condition Index as a result of the ongoing investment in roads reconstruction works.
3. Noted the issues raised by members of the Committee in relation to area programmes.
4. Noted that the percentage allocation remains the same as previous years.
5. Delegated to the Executive Director – Development and Infrastructure Services in consultation with the Chair of the Committee and 4 Area Chairs, the authority to finalise the roads reconstruction programme.

6. Noted that the total roads capital allocation to 16/17 is £4.872 including the allocation from Bute and Cowal roads capital budget of £375K to Dunoon CHORD.

(Reference: Report by Executive Director – Development and Infrastructure Services dated February 2016; 2015/16 Annual Status and Options Report; 2016/17 Draft Roads Reconstruction Programme; and Roads Asset Management Plan, submitted)

* **6. PROCEDURE FOR ROAD SAFETY INSPECTIONS AND DEFECT CATEGORISATION**

The West of Scotland Roads Working Group, which is an officer group working through SCOTS and currently chaired and facilitated by Argyll and Bute Council have produced a revised roads inspection document. This document coupled with revised methods of working, using ICT and capturing 'live' inspections into the WDM asset system will make the inspection process more effective and efficient. Consideration was given to a report recommending the adoption of the Procedure of Roads Safety and Defect Categorisation document.

Decision

The Committee

1. Agreed to recommend to the Policy and Resources Committee that the Procedure for Roads Safety Defect Categorisation be adopted by the Council.
2. Delegated officers to look at the possibility of holding a Seminar on Roads for all Members and to look at inviting appropriate external organisations to attend.

(Reference: Report by Executive Director – Development and Infrastructure Services dated March 2016 and Procedure for Road Safety Inspections and Defect Categorisation effective from 1 April 2016, submitted)

* **7. NORTHERN ROADS COLLABORATION FORUM**

A report outlining work currently being undertaken within the Scottish public roads section to explore and develop opportunities for greater collaboration between roads authorities and highlighting how this is being taken forward in the north of Scotland was considered.

Decision

The Committee agreed to this report being presented to the Council with the following recommendations:-

1. Note expectations that roads authorities will 'take forward the design and delivery of a package of shared service initiatives (Option 30 report).
2. Agree to participate in the Northern Roads Collaboration Forum and recommend to Council to nominate the Chair and Vice-Chair of the Committee to represent the Council on the Forum.

3. Note that a meeting of the Forum took place in early March for Lead Members and supporting officers.
4. Note that the Forum is considered a precursor to forming a Joint Committee to support formal sharing/collaboration across roads services and that any proposal to form a Joint Committee will be submitted to a future meeting of Council.
5. Note that the Council have also been working with colleagues to the south of Argyll and Bute who have been gathering data relating to budgets, workforce and challenges and will continue with these discussions.

(Reference: Report by Executive Director – Development and Infrastructure Services dated January 2016, submitted)

8. DELISTING OF ROAD AT KILBOWIE

A report seeking instructions in relation to the possible delisting of the road shown shaded in red on the plan annexed to the report and forming part of the subjects of Kilbowie, Oban (“the said road”) which the Oban, Lorn and the Isles Area Committee agreed on 10 December 2014 to sell to Carden Studios Limited was considered.

Decision

The Committee agreed to instruct the Director of Customer Services in consultation with the Director of Development and Infrastructure Services to take all necessary steps on behalf of the Council as Roads Authority to delist the said road in accordance with the procedures set out in Section 1, subsections (4) (5) (6) and (7) of the Roads (Scotland) Act 1984.

(Reference: Report by Executive Director – Development and Infrastructure Services dated March 2016, submitted)

9. WASTE MANAGEMENT - WASTE STRATEGY

A report setting out the current position relating to waste collection and disposal was considered. This report considers the financial, contractual and legislative implications regarding waste and seeks to put in place a long term waste strategy.

Decision

The Committee agreed to:-

1. Note the report.
2. Endorse the work being progressed towards a long term waste strategy.
3. Note recruitment of a project manager to lead on the provision of a new waste strategy.
4. Note that a further report will be brought to a future meeting regarding the Waste Charter.

(Reference: Report by Executive Director – Development and Infrastructure Services dated February 2016, submitted)

10. FLOOD RISK MANAGEMENT - LOCAL FLOOD RISK MANAGEMENT PLAN

The Flood Risk Management (Scotland) Act 2009 places duties on SEPA, Scottish Water, National Park Authorities, Forestry Commission and Local Authorities as Responsible Authorities to reduce flood risk across the country. In December 2015 SEPA, as the supervising authority published the Flood Risk Management Strategies which have been approved by Scottish Ministers. Supporting the Strategies will be Local Flood Risk Management Plans (LFRMPs). Argyll and Bute Council are partially responsible for producing two LFRMPs – Highland and Argyll LFRMP and Clyde and Loch Lomond LFRMP. The Strategies have identified objectives to tackle flooding in Scotland and they have also identified Actions to deliver the objectives. A report updating the Committee on progress and seeking endorsement of the summary of actions to be taken forward by the Council in the LFRMPs noting the status of the funding arrangements was considered.

Decision

The Committee agreed:-

1. To approve the summary of actions and programme forming the basis of the Local Flood Risk Management Plans within Argyll and Bute listed in the report in Appendix 2, subject to appropriate funding being in place from the Scottish Government and the Council.
2. To delegate authority to the Executive Director – Development and Infrastructure Services, in consultation with the Policy Lead and the two Member representatives on the Local Plan District Groups to approve the LFRMPs when they are available.
3. That the Elected Members appointed to the LDPs can substitute for each other when necessary.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 16 February 2016, submitted)

*** 11. ENERGY EFFICIENCY STREET LIGHTING PROJECT FUNDING**

The Committee considered a report inviting them to consider an offer of an interest free loan of £400,000 from Salix to progress energy efficient lighting subject to a condition that works were completed by November 2016.

Decision

The Committee agreed to recommend to Council that the Salix funding is utilised and in order to meet the timescales that the first phase of the lighting project is delivered by internal resource.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 7 April 2016, tabled)

12. SUSTRANS COMMUNITY LINKS FUNDING BIDS 2016/17

Consideration was given to a report advising of funding bids totalling £470,000 which have been submitted to the Sustrans 2016/17 Community Links Programme by the Strategic Transportation Team.

Decision

The Committee agreed to note the report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 14 March 2016, submitted)

13. BUSINESS GATEWAY LOCAL GROWTH ACCELERATOR - ERDF APPLICATION

A report providing an update on the scope, delivery and launch of the Business Gateway Local Growth Accelerator Programme was considered.

Verbal confirmation was given that notification had been given that morning that the application had been successful.

Decision

The Committee agreed to:-

1. Note the scope of the proposed support to businesses.
2. Note the scale of the programme.
3. Note that no additional Council funding is required.
4. Approve the proposed launch, noting that timescales are dependent on Scottish Government approval timescales.
5. Note the success of the application.

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

14. TIREE, ROTHESAY AND CRINAN CANAL CHARRETTE UPDATE

A report updating Members on the delivery mechanism and timescale for three charrettes, which are currently being delivered across Argyll and Bute, was considered.

Decision

The Committee agreed to note the content of the report and the timelines for delivery of each charrette.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 29 February 2016, submitted)

15. STRATEGIC INFRASTRUCTURE PLAN (SIP) UPDATE

A report providing a briefing on the Strategic Infrastructure Plan to be developed for Argyll and Bute was considered.

Decision

The Committee agreed to note the briefing paper on the Argyll and Bute Strategic Infrastructure Plan.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 22 February 2016, submitted)

16. MARKETING ARGYLL AND BUTE

A report providing the Committee with a proposal for a marketing strategy which works alongside other economic development measures to encourage individuals and businesses to live, work and invest in Argyll and Bute, with a view to reversing the decline on population was considered.

Decision

The Committee agreed to:-

1. Note the contents of the report.
2. Approve in principle the draft marketing plan so work could begin on apportioning timescales and budget to the key tasks as outlined in Appendix 2 of the report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 8 March 2016, submitted)

17. ECONOMIC FORUM REPORT

Consideration was given to a report concerning the main findings of the Argyll and Bute Economic Forum Report by Mr Nicholas Ferguson CBE, the Chair of the Forum.

Decision

The Committee agreed:-

1. To note the content of the report together with the main findings of the Argyll and Bute Economic Forum Report attached as Appendix 2 to the Executive Director's report.
2. That the work of the Economic Forum contributes to the delivery of strategic objectives and is of great value towards the delivery of the overall objective that Argyll and Bute's Economic Success is Built on a Growing Population.

3. To record their thanks to all members of the Forum for their endeavours with particular thanks to Nicholas Ferguson CBE for leading on the development of the invaluable report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 15 March 2016; Recommendations from Economic Forum Report dated February 2016; and Economic Forum Report dated February 2016, submitted)

18. ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION (EDST) UPDATE AND STRATEGIC PRIORITIES

A report setting out and reaffirming the strategic context within which the EDST operates was considered. The report also provided the Committee with the latest position on the restructure of the Economic Development and Strategic Transportation Service and sought comments on the identified headline strategic and area priorities of the EDST Service developed to best deliver the council's main priority to achieve economic growth through a growing Argyll and Bute population. The report also drew attention to the emerging Rural Funding Initiative that will be used to inform the UK and Scottish Governments on ways they could possibly assist in addressing the unique economic issues facing the region and unlocking the full potential of the Argyll and Bute economy for the benefit of its residents.

Decision

The Committee agreed to note the content of the report.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 14 March 2016, submitted)

The Committee adjourned for lunch at 1.45pm and reconvened at 2.05pm. Councillors Donald MacMillan and Richard Trail left the meeting at this point.

* **19. ENHANCED EMPLOYABILITY PIPELINE STRATEGIC INTERVENTION - EUROPEAN SOCIAL FUND**

A report providing the Committee with an overview of the proposed Enhanced Employability Pipeline strategic intervention application to the European Social Fund 2014 to 2020 was considered.

Decision

The Committee agreed:-

1. To select Option 2 in principle, and agreed that in order to lever in an initial total investment of circa £3 million to the area, a non-legally binding stage one application (Strategic Intervention) will be submitted to the Scottish Government subject to acceptable conditions and level of risk.
2. To note that a second stage application (Operation Application) would provide the detail on pipeline delivery and associated match funding and that a report in this regard will be submitted to the Policy and Resources Committee in May 2016 to update Members and set out details of any match funding requirements prior to seeking approval of the match funding required from Argyll and Bute Council and

the submission of the Operation Application (which will have legal implications) by end of June 2016 deadline.

3. To note the significant concerns raised in terms of potential risks associated with the application and the requirement for further detailed information to support the decision making process.

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

20. ENVIRONMENT, DEVELOPMENT AND INFRASTRUCTURE COMMITTEE WORK PLAN

The Committee considered the Environment, Development and Infrastructure Services Work Plan as at April 2016.

Decision

The Committee noted the Work Plan.

(Reference: Environment, Development and Infrastructure Services Work Plan as at April 2016, submitted)

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REPORT BY THE POLICY LEAD FOR ISLAND AFFAIRS

1. INTRODUCTION

This report provides an update to the main focus of work in relation to islands over the period November 2015 – March 2016.

2. RECOMMENDATION

It is recommended that members note the contents of this paper.

3. DETAIL**3.1 Our Islands Our Future Up-date**

- 3.1.1** Since the launch of the Our Islands Our Future Campaign in 2013, the issue of additional powers and protection for Scotland's islands has been widely discussed at both a Scottish and UK level. In June 2014, the Scottish Government published Empowering Scotland's Island Communities Prospectus which set out a series of proposals which could give greater power to island communities. The appointment of Derek Mackay as Minister for Transport and Islands in November 2014 and the re-convening of the Islands Ministerial Working Group in February 2015 have added further weight to this movement.

Argyll and Bute Council has, for a long time, recognised and communicated with the Scottish and UK Government in relation to the importance of our islands and their need for special consideration. On the 23 January 2014 the Council agreed to the setting up of a short life working group to investigate the issues affecting our islands and to develop a vision statement as well as key actions necessary to address the issues. Council received an update on the activities of this group on 25 June 2015.

On 29 September 2015, the Scottish Government published a Consultation on Provisions for a Future Islands Bill.

The Future Island Bill consultation sought the views of interested stakeholders on plans for more power and protection for Scotland's islands. The responses to the consultation document will help shape the development of a future Islands Bill. The consultation document set out a number of issues as follows:

- Island-Proofing – whether a legal duty should be placed on Ministers and relevant public bodies to 'island-proof' their functions and decisions. Island-proofing involves building an awareness of the needs and circumstances of the islands into decisions made by the public sector and taking these into account when exercising their functions.
- Empowering Island Communities – what additional powers and

functions could be passed to island councils to benefit or better protect the island communities they serve? Whether additional powers are required for councils responsible for islands including whether any of the powers set out in the Zetland County Council Act 1974 and Orkney County Council Act 1974 should be extended to cover other relevant councils.

- National Islands Plan – whether a legal duty should be placed on all future Scottish Governments to prepare a 'National Islands Plan', setting out on-going commitments across all policy areas of Government to support, promote and empower our island communities.
- Statutory protection for the Na h-Eileanan an Iar Scottish parliamentary constituency boundary; and
- Local Government Electoral Wards – whether the Local Government Boundary Commission in Scotland should have discretion to recommend wards with less than three councillors so that populated islands are not placed in an electoral ward that contains a significant proportion of mainland population.

The consultation period closed on 23 December 2015 and following a report to Full Council a formal response was submitted to the Scottish Government. (Link to Argyll and Bute response: https://consult.scotland.gov.uk/islands-team/islands-bill-consultation/consultation/view_respondent?uuld=467541328)

Through the Argyll Islands Task Force, the Council continue to work on the delivery of the key actions identified when the Task Force was first set up.

3.2 Other Island Up-dates

3.2.1 Rothesay Charrette

The council has been working with the Alliance for Action in the delivery of the Rothesay Charrette. Workshops were undertaken during February and the key actions are being agreed during March.

3.2.2 Rothesay HLF Bid

In January the council was advised that HLF had approved their stage one TH 2 bid for Rothesay. The development works will be undertaken over the next 12 months and a stage two bid submitted in 2017

3.2.3 Tiree Charrette

The Council is working with Tiree Community Development Trust in the delivery of the Tiree Charrette, workshops are being held during February/March 2016

3.2.4 Digital Connectivity

The first live next generation broadband connections were available on Mull in late 2015 when Craignure exchange area was connected to the new fibre network, Tobermory is expected to follow in the first half of 2016.

Community Broadband Scotland are supporting a community broadband project

covering the Kyles of Bute, which would include premises on Bute not benefiting from the superfast infrastructure.

3.2.5 Vodafone Rural

A number of locations on the Isle of Seil now have Vodafone Open Sure Signal which can provide a 3G Vodafone service. It is expected that the Isle of Luing will be the next location to benefit.

4.0 CONCLUSION

Argyll and Bute Council continues in its efforts to work with Government and campaign to have our Island's special issues recognised; this effort is now clearly returning results. I will continue to keep members updated on further outcomes.

Councillor Name: Councillor Len Scoullar
Policy Lead for: Island Affairs
Date: 30th March 2016

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ARGYLL AND BUTE COUNCIL**COUNCIL****POLICY LEAD REPORT****21 April 2016**

REPORT BY POLICY LEAD FOR COMMUNITY, CULTURE, GAELIC AND STRATEGIC HOUSING

1. INTRODUCTION

This is my fourth report as Policy Lead for Community, Culture, Gaelic and Strategic Housing and covers the period from September to March 2016 and aims to highlight developments within my portfolio.

2. RECOMMENDATION

It is recommended that Members note the contents of this paper.

3. DETAIL**3.1 COMMUNITIES****3.1.1 Third Sector Grant Funding**

The closing date for the receipt of Third Sector grant applications for the first round of funding was the 8 February 2016. The total amount made available for 2016/17 is £126,000 allowing an allocation of £31,500 to each area. In addition, £9,941 has been carried forward from 2015/16 to 2016/17.

In total, 93 applications were received (3 ineligible, 2 withdrawn and 3 deferred to the second round). The Community Development team have assessed the remaining 85 applications and submitted reports for a decision at local area committees in April. The closing date for the second round of funding is 13 June 2016.

3.1.2 Modern Apprenticeship in Youth Work – Oban Lorn and the Isles

The Community Planning and Community Development team have worked with partners in Youth Services, Education, and Governance and Law to develop a modern apprenticeship in youth work based with the community development officer in Oban. The post is for a level 2 modern apprentice and aims to increase youth engagement with local community planning in Oban, Lorn and the Isles. Progress and success will be monitored throughout and regular reports will be provided to the Community Planning manager who will line-manage the position. On the ground support and mentoring will be provided locally by the Community Development officer. The closing date for applications was 11 March with interviews due to take place on 18 April.

3.1.3 Scottish Older Peoples Assembly (SOPA) Oban, Lorn and the Isles

The Scottish Older Peoples Assembly took place in Oban on the 13 November 2015. The all-day event took in the business of SOPA, workshop activities, entertainment and outreach into local care homes. The Community Development Team took the lead on the event and worked in with Age Scotland, NHS Highland, Argyll TSI, Alzheimer's Scotland, North Argyll Carers Centre and

the Salvation Army to ensure a co-ordinated approach. Funding was secured from the local Health and Wellbeing Network (HWN) to support the event and supported participation from the islands of Coll, Tiree, Mull and Islay. The issues raised at Oban will be taken forward to inform the Scottish Older Peoples Assembly in 2016.

3.1.4 Alliance for Action and Rothesay Charrette - Bute and Cowal

Alliance for Action for Rothesay secured funding from the Scottish Government to carry out a Charrette in Rothesay. The Company appointed to deliver the Charrette was Ice Cream Architecture. The community development team supported Ice Cream Architecture by providing information on the various community groups on Bute prior to the delivery of workshops and interactive sessions as part of the Charrette process. The team will also be involved in the post Charrette meeting in April working with the facilitator appointed by SURF and the Alliance for Action team to take forward the identified projects.

3.1.5 Riverside Swim and Health Centre, Dunoon Information Day – Bute and Cowal

The community development team facilitated a community engagement and information exercise in partnership with the Councils Leisure Services team at the Riverside Swim and Health Centre, Dunoon on the 18 & 19 January 2016. There were four information sessions held out over the two days with the aim of gathering feedback from the community on the planned work to be carried out at the Riverside Centre and to address concerns for alternative arrangements for swimming and relocation of the gymnasium.

3.1.6 Partnership Training – Mid Argyll, Kintyre and Islay

Third Sector partners came together for Partnership Training in Lochgilphead in December 2015. The training looked at both the theory and legal practicalities of writing a partnership agreement or a Memorandum of Understanding, and in what circumstances they might be appropriate. All attendees took useful templates home and a checklist of things to take into account when considering a partnership. The training was commissioned and part-written by the community development team and delivered and part-written by Charlotte Lamb, trainer in Scottish Law.

3.1.7 Funding Day – Mid Argyll, Kintyre and Islay

Co-hosted by the Third Sector Interface, a Funding day was held in the Gaelic Centre, Islay on the 16 December 2015. Twenty-three Third Sector organisations were in attendance and received presentations from the Community Development team on Third Sector Funding, the Health and Wellbeing fund and the new Lottery initiatives, as well as from Foundation Scotland on the funding opportunities they have to offer.

3.1.8 Film and Editing Training – Helensburgh and Lomond

The Community Development team facilitated Filming & Editing Training in March. Five young people, 13 Third Sector representatives and 3 Council staff from around Argyll and Bute participated in the training provided by UrbanCroft Films (<http://urbancroft.co.uk/>). The purpose of the training was to provide participants with the skills to use accessible devices, like mobile phones, to

make, edit and upload short films to websites like You Tube and Instagram. Twenty out of the 21 participants rated the training as 'excellent' and one; Oban Community Playpark, has already created a short film about their project, to assist with securing funding.
<https://www.youtube.com/watch?v=IHd0qFhTSQ8&feature=youtu.be>.

- 3.1.9 Kirkmichael Community Development Group – Helensburgh and Lomond**
Community Development facilitated a multi-agency partnership to support residents in the Kirkmichael area of Helensburgh. The Kirkmichael area was identified in the Scottish Index of Multiple Deprivation 2012 as the area of highest multiple deprivation in Argyll & Bute and in the top 5% of deprived areas in Scotland. The Kirkmichael Partnership, which includes representatives from Police Scotland, NHS Highland, ACHA, Dunbritton Housing Association, Third Sector Interface and Criminal Justice Service; as well as the Council's Social Work, Amenities, Youth, Adult Learning, Governance and Community Development departments, is also supporting a new constituted community based group, the Kirkmichael Community Development Group.

3.2 CULTURE AND LIBRARIES

3.2.1 Culture and Libraries.

The Macmillan Cancer Information and Support Service will launch in Dunoon Library on 16th May (this is a "soft" launch only – an official launch of the service will be arranged for a later date).

Heritage Lottery Funding (HLF) of £100,000 has been secured for the "Written in the Landscape" Project aimed at digitising key documents held in our archives, as well as the archives of Argyll Estates. I was delighted to meet up with the Duke of Argyll at Inverary Castle to acknowledge receipt of this funding. Two Project Archivists will be appointed early in the new financial year to undertake this work, including liaising with smaller archive collections throughout Argyll and Bute. Further funding has also been secured from heritage organisations locally.

In October I was delighted to officially open the new library at Tarbert. This is a wonderful facility and a huge improvement to the old library and similar to the other excellent small library at Cardross.

3.3 SPORT

3.3.1 Community Sport Hubs

The last seven months have been extremely positive and productive in the development of Community Sport Hubs across Argyll and Bute. Following a period of scoping and strategic engagement, Community Sport Hubs were secured in Argyll and Bute until 2019, thanks to funding from **sportscotland** and Argyll and Bute Council.

The strategic plan for 2015 - 2017 is now underway with new Community Sport Hubs planned in Cowal, Helensburgh and Oban along with continued support for Rothesay Community Sport Hub.

Rothesay Community Sport Hub has delivered exciting projects throughout the year, which have been having a positive impact across the island. These include the introduction of four new activities aimed at getting the community actively involved in sport and physical activity. New ladies netball and hockey clubs have seen a combined total of over 50 participants each week, and growing all the time. Jog Scotland began at the tail end of summer and has a steady membership of 18 joggers out and about on the streets of Rothesay twice a week. Finally, Walking Football sessions started for the over 50s. This is led by a local volunteers and offers a slower pace of football in a social and fun environment.

Alongside new activities on the island a joint programme between sports clubs, local agencies, Active Schools and the Community Sport Hub delivered a holiday programme for primary children in the summer and October holidays in 2015. Both were extremely successful attended by over 40 children and will be replicated in the summer 2016.

Another exciting project in Rothesay Community Sport Hub and thanks to funding from the Scottish Ambulance Service and Rothesay Rotary Club, a Public Access Defibrillator was installed at Bute Shinty Clubhouse in September 2015.

Most recently in Rothesay the Community Sport Hub organised and delivered a charity Fun Run, on Sunday 13th March, which saw over 120 entrants run, walk or jog either 1 mile, 2 miles or 3 miles. The Sport Hub Fun Run raised funds for the local "Kidney Dialysis for Bute Campaign" and to date, the charity have collected over £2000! The run started and ended at Bute Shinty Clubhouse with the opportunity for participants to enjoy tea and cake whilst learning about the various activities available on the island. A fantastic time was had by all!

In other areas, two Community Sport Hub meetings have taken place in Cowal, with 18 sports clubs actively engaged thus far. Cowal Community Sport Hub is likely to focus on promotion of activities, increasing participation, sharing resources and coordinated coach education and training courses in the coming year. Exciting developments lie in the year ahead.

The first meeting of Helensburgh Community Sport Hub is due to take place at the end of April. The feedback from meetings with sports clubs, Hermitage Academy and the Active Schools Coordinators, has been extremely positive and it looks to be a great year ahead in sport in Helensburgh and Lomond.

Sportscotland recently announced that an additional £6m will be invested in the Community Sport Hub programme which will now continue to 2020. This is good news for Argyll and Bute as the programme is now developing well and demonstrating results for our sporting communities.

Community Sport Hubs bring together sport clubs and key local partners, including local authorities, who want to develop and grow the number of sports and physical activities in the community. They focus on sustainable, community-led approaches that get clubs working together to develop welcoming, safe and

fun environments for sport.

3.3.2 Living Well Physical Activity Coordinators

A joint bid between the Leisure Service and NHS staff was submitted to the Integrated Care Fund local grants for three new posts in Helensburgh and Lomond, Bute and Cowal and Mid Argyll, Kintyre and Islay. Funding awards were made for a full-time post based in Helensburgh and a part-time post for MAKI.

The Coordinators will have the fundamental aim of increasing the uptake of physical activity in sedentary members of the community to adopt active, healthy lifestyles through long-term behaviour change. They will also be responsible for developing and managing physical activity pathways within the area that link to the ArgyllActive programme as well as linking to existing and further developing wider community programmes. They will also be responsible for developing an infrastructure to recruit, support and sustain a network of volunteers, coaches, leaders and teachers who in turn deliver physical activity sessions in the wider community.

The posts will be managed within the Leisure Service and the recruitment process is now underway.

3.3.3 Scottish Schools Swimming

Tuesday 10th November saw over 100 pupils from Argyll and Bute schools travel to Aqualibrium, Campbeltown, to take part in the Argyll and Bute Scottish Schools Swimming Trials. Thanks to incredible support from Kintyre Amateur Swimming Club volunteers and the Active Schools team, the trials were a huge success.

This annual event serves as the regional trials for swimmers to gain entry to the national Scottish Schools Swimming Finals, which were held at Tollcross International Swimming Centre on Saturday 30th January. This event is the only opportunity for our swimmers to represent their school, as opposed to their swimming club and is a huge honour for pupils and schools alike. This year a total of 20 swimmers represented eight Argyll and Bute schools across 26 events including a relay team from Dalintober Primary School.

3.4 GAELIC

3.4.1 Gaelic Up-date

There has been quite a bit of activity by the council in relation to Gaelic issues over the past few months and progress is being made on delivering the actions in the agreed Gaelic Action Plan.

Regular meetings take place with officers to progress actions in the Gaelic Language Plan. The most recent actions underway are to take advantage of the funding available through GLAIF to support delivery of the Plan and to put in place arrangements for a 'Gathering' of Gaelic groups in Argyll and Bute, to share good practice and improve networking, all in support of promoting the Gaelic Language. This event will be held at the Corran Halls on 20th August.

Regular activities continue to be delivered by officers across the council to support Gaelic language. A selection of these is highlighted in this report.

3.4.2 Visit to Mull

I recently spent a day on Mull and met a number of individuals involved in Gaelic and enjoyed the Feis at Bunessan. It was great to be made aware of the strong positive interest in Gaelic from youngsters and parents in Mull.

3.4.3 Furan Gaelic Centre - Oban

Furan Gaelic Centre continues to be a valuable resource for Gaelic learners and fluent speakers and for the young and not so young.

Regular events and classes include Bookbug, Gaelic for Parents, Speaking our Language, Furan Conversation Group, Forestry Conversation Group, Lynn Court Cèilidh, Stramash Gaelic lessons.

Furan Gaelic Centre also offers reading lessons to children who are in Gaelic Medium Education and one-to-one adult conversation sessions.

Following on from the success of the Oban Royal National Mod 2015, Furan is working closely with the local Mod committee in preparation for the 2016 local Mod which takes place on the 3rd and 4th June. Furan will host some of the children's competitions and will also be the base for the Mod office.

3.4.4 Recent Developments

New, recent developments include "Leugh Leabhar", a weekly "book club" for school children and the fortnightly Mid-Argyll Conversation Group which meets in the Grey Gull Hotel in Ardrishaig.

The bookbug initiative continues to grow in Argyll & Bute with 214 sessions delivered during 2014-15, attended by 1111 adults and 1690 children. New training took place on the 20th of February and the response to this was good. An annual report on Book Bug to include statistics for 2015-16 is due to be published in April. I look forward to being able to update members.

The Mid-Argyll Gaelic Bookbug session has recently moved from Lochgilphead Library to the Ardrishaig Primary School Early Learning Centre. Children from the nursery and local families attend this weekly session.

3.4.5 Gaelic language classes for Council employees

Working in partnership with Ionad Chaluim Chille Ile (ICCI), Gaelic language classes for Council employees began in January 2016, funded by Bòrd Na Gaidhlig. The classes are delivered weekly and will run up until the end of June 2016. The classes are delivered using video teleconferencing via the Council's Microsoft Lync communications system. The classes are delivered by ICCI tutors using the Council's Islay Service Centre and learners join the classes from multiple locations across the Council area. Learners can join the classes from their usual work location or can join other learners using Council meeting rooms for a shared learning experience. The majority of learners are based in

Lochgilthead with a few learners joining from Helensburgh, Dunoon, Oban and Campbeltown.

Learners follow the Ceumannan text books as used in High Schools. Classes are grouped by experience levels. We have 2 intermediate classes and 4 beginners classes. There is also some homework provided to embed the learning. We have over 20 people regularly attending a 1 hour class each week which is scheduled on a Tuesday or Thursday morning. Classes have been well received as evidenced by requests from new learners to join the classes after hearing about them by word of mouth.

In addition to the above there are 2 employees currently enrolled on the Ùlpan course delivered by the Tìree Community Development Trust. These are delivered via traditional evening class format and learners follow a 6 level system. This option is currently only available to employees based on Tìree and helps to support a local organisation.

Learning and Development recently carried out an evaluation to look at how the classes have been received so far and to also gauge interest in extending the classes beyond June 2016. The evaluation was sent to the 20 learners 10 of which responded. Learners were asked how many classes they had been able to attend so far.

- 1 learner had been unable to attend any
- 1 learner had managed between 1 and 2 classes
- 3 learners had made 3-4 classes
- 4 learners had managed 5 or more classes.

When asked if those participating would like to be included in dates beyond June 2016 all 9 out of the 10 learners that responded, and had managed to attend classes said yes and stated that they would recommend the classes to a colleague.

On the whole, the use of the Lync system has been successful as it has allowed us to reach learners in multiple locations therefore increasing participation. It has also reduced travelling to attend classes. Learners who prefer group interaction are able to join classes as a group, using Council meeting rooms. There have been some instances where delays have occurred to the class start time where the technology has held things up but Learning and Development are looking into options to improve the way delegates join the meetings. Generally learners have found this method positive. The learners were asked to rate the use of the Lync system for the classes as excellent, very good, good, poor, fair. The majority (7) of the learners found using the Lync system good or very good with 2 stating that it had been fair. Learners were also asked to rate the class delivery. All learners found the tutor's teaching method and the materials used excellent very good, or good. 2 learners have found the pace of the learning fair with the remaining 7 finding it excellent, very good or good. When asked what their overall assessment of the classes was, 3 responded excellent, 2 very good and 4 good.

Learners were also asked to provide any feedback which could be used to

improve classes. Learning and Development will use these comments to make improvements for future sessions.

Based on feedback from learners the Council will be submitting an application to secure funding to deliver classes beyond June 2016. Existing learners will be invited to attend. Learning and Development will also communicate the next session of classes to Employees once these have been scheduled.

3.4.6 Gaelic on the Council website and intranet

Press releases in Gaelic are issued at a rate of 2 per month and these are all included on the website. Gaelic page has been set up and, whilst in the early stages of development, highlights the council's Gaelic Language Plan and also the Gaelic Schools in the area. Events at Furan, Feis events and other Gaelic community events are included in the 'What's On' section of the website. It was agreed that wholesale translation of website pages into Gaelic was not the appropriate route to take, but that interesting and appropriate content is much more engaging and more likely to gather interest and promote the language. The website can now also be translated fully into Gaelic by using Google translate. Officers are currently working on improving the Gaelic content of the site.

The council's Hub provides information for employees on using the Gaelic language. Soundbites illustrating how to pronounce the language are included in toolkit sections called WhyGaelic, TalkGaelic and UseGaelic. These all enable employees to access the language easily, at a time that suits them and helps to build confidence in their use of the language.

3.4.7 Education Support Officer

We continue to await a start date for Catriona Garvin, our new Education Support Officer for Gaelic. Catriona's teaching post needs to be filled first before she can be released, and there has so far been insufficient interest in successive adverts for her position. Catriona will commence this post as soon as a replacement has been appointed to Rockfield.

Meanwhile Don McAllister, Education Officer Learning and Achievement is dealing with any matters requiring urgent attention with regard to Gaelic Education, and is working closely with Duncan MacNeil, Gaelic Centre Administrator.

3.4.8 Priorities in Gaelic Education

Priorities in Gaelic Education continue to be:-

- Recruitment and retention of Gaelic Medium Teachers and Staff
- Planning local delivery of Gaelic Teacher Training working with UHI and Ionad Chaluim Chille Ìle
- Planning and delivering quality CPD for Gaelic staff
- Monitoring and Evaluating the quality of Gaelic provision
- GLPS and Language 1+2 to promote Gaelic learners.
- Engaging with parents and Comann nam Pàrant

Islay and North Mull clusters of schools have opted for Gaelic to be the second

language within the government's **Languages 1+2** initiative to be learned in English medium education from P1 up from August 2015 (English being the first language). Within all Gaelic Medium classes, Gaelic is already the second language being learned through immersion from P1 to P3. The education service will promote Gaelic as the preferred third language for all children from P5 to P7 in establishments where French has been chosen as the second language.

3.4.9 Education Bill

The Education Bill continues to make progress and within this there are areas which require further clarification with regard to Gaelic Education. There are currently a number of areas of challenge:

- Lack of available Gaelic Teachers
- Funding to support the implications of Gaelic provision Education Bill
- Meeting the needs of the parents including the potential for changes in favour of parents' right to request Gaelic Medium Education

Guidance for local authorities is required and is being considered by COSLA.

3.4.10 Ardrishaig Primary

Argyll and Bute Council has recently established a dual language Early Learning and Child Care (ELCC) provision at Ardrishaig Primary. We have been successful in recruiting a Childcare and Education worker at the school to deliver dual language learning. Part of her remit is to also to promote Gaelic language awareness and language learning provision within the local community. The medium to longer term sustainability of this provision will be monitored during the coming months.

3.4.11 Learning Needs

A small working group of teachers and educational psychologists has been set up to concentrate on creating resources to help children who have significant learning needs within Gaelic Medium education. This group have made a good start and hope to share information nationally.

3.5 HOUSING

3.5.1 Welfare Rights.

The amount of money generated by the Welfare Rights Officers as a result of all their income maximisation activities from 01/04/15 to 31/12/15 was £1,994,737. This means the service is on target to achieve the same amount of income as last year. We have achieved 94% positive outcomes for clients in Argyll and Bute during quarter three and consequently have assisted vulnerable people to increase their income despite the introduction of more rigorous assessments and DWP sanctions.

3.5.2 Local Housing Strategy

Preparation is underway for the next Local Housing Strategy which will cover the period 2016 to 2021. Stakeholder engagement and consultation is ongoing.

Before being finalised the final draft will be submitted to the Scottish Government for peer review. Underpinning the strategy is a comprehensive housing need and demand assessment which has received very positive feedback from the Centre for Housing Market Analysis. Indeed the supporting technical paper on housing for particular needs is to be circulated to other authorities as an example of best practice.

3.5.3 Homelessness

The delivery of homeless services has been subject of an internal audit which has concluded that there was a high level of assurance and no recommendations.

3.5.4 Strategic Housing Investment Plan (SHIP)

The SHIP is currently being reviewed as part of the two year review process. The review includes an analysis of the SHIP programme from 2011-15 including cost comparisons across the housing market areas. It will need to take into account the revised Scottish Government targets for affordable housing and the revisions to the Scottish Government's subsidy benchmarks.

3.5.5 Health and Social Care Integration

Housing staff are working with the new Integration Joint Board (IJB) to ensure that the strategic plan and local housing strategy are closely aligned. The Housing Contribution Statement was prepared and submitted to the IJB for consideration within the wider strategic plan. There is an emphasis on forward planning for people with particular needs whose housing needs cannot be met within the existing housing stock. Focussed work has been done to identify the long term needs of people with learning disabilities and staff are currently supporting the Children and Families team to meet the needs of previously looked after children.

3.5.6 Tenancy Support Contracts

Negotiations are underway with tenancy support providers to re-negotiate the contracts in light of budget decisions taken by the Council.

3.5.7 Energy Efficiency

The government has announced that energy efficiency has been designated a national infrastructure priority. The refreshed Infrastructure Investment Plan, published on Wednesday 16th December, reflects this commitment, which will be delivered through Scotland's Energy Efficiency Programme (SEEP).

The new programme is now in its first phase and over the next two years, the government will be working with stakeholders to develop it. The process for this will include building on existing activity whilst testing new approaches and preparing for the effective implementation of the powers over domestic energy efficiency obligations set to be devolved through the Scotland Bill. The second

phase of the programme will begin in 2018, after new powers have been devolved.

The Scottish Government see local authorities as having a central role to play in the development of SEEP. The aim of SEEP is to improve the energy efficiency rating of domestic and non-domestic buildings over a 15-20 year period, contributing to broader ambitions around reducing fuel poverty, energy demand and harmful green-house gas emissions. SEEP will build upon the successful Home Energy Efficiency Programme for Scotland: Area-Based Schemes and the Low Carbon Infrastructure Transition Programme (which was launched last year). This programme cuts across services within the Council. It is not proposed that we participate in the pilot in 2016/17 as there is insufficient capacity to do so but it is an area which will require to be resourced in future years.

3.5.8 New Development- Tayvallich

I was delighted to attend the official opening of the 2 houses in Tayvallich at the end of March. The official ceremony was conducted by Councillor Colville, as Chair of the MAKI Area Committee. This ACHA project is another good example of the Council supporting and enabling developments in rural locations.

4.0 CONCLUSION

As Policy Lead for Community, Culture, Gaelic and Strategic Housing, I am pleased to be a part of the work of council services which are taking action to ensure that Argyll and Bute is a great place to live work and visit. These efforts make a significant contribution to our Single Outcome Agreement.

Councillor Name: Councillor Robin Currie

Policy Lead for: Community, Culture, Gaelic and Strategic Housing

Date: 1st April 2016

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ARGYLL AND BUTE COUNCIL
COUNCIL**DEVELOPMENT AND
INFRASTRUCTURE SERVICES****21 April 2016**

**Policy Lead Report - Transportation (Strategic, Local, Ferries, Piers,
Harbours and Airports)**

1. INTRODUCTION

1.1 This is my second report as Policy Lead for Transportation (Strategic, Local, Ferries, Piers, Harbours and Airports).

2.0 RECOMMENDATIONS

2.1 It is recommended that members note the contents of the paper.

3.0 UPDATES**3.1 Funding**

The Strategic Transportation Team have secured external funding, or are awaiting the outcome of bids, to deliver a number of transportation projects across Argyll and Bute during 2016/17.

3.1.1 SPT External Funding

SPT are the Regional Transport Partnership (RTP) for the West of Scotland and their remit within Argyll and Bute covers the Helensburgh and Lomond area with the rest of Argyll and Bute within HITRANS' remit. SPT's capital programme has been subject to a significant cut in 2016/17 and SPT received funding applications totalling £40m from their 12 Councils for a funding pot of £15m.

For 2016/17 SPT have awarded capital funding totalling £180k to Argyll and Bute Council to deliver the following projects:-

- Bus Infrastructure Upgrades - £100k
- Park and Ride (Gasometer Site) Land Purchase - £80k

Details of these projects are as follows:-

3.1.1.1 Bus Infrastructure Upgrades

Argyll and Bute Council have been awarded £100k from SPT's 2016/17 Capital Programme to continue the programme of bus infrastructure upgrades on local bus routes in the Helensburgh area. These works are undertaken by the Council's Roads Services and include installation of high raised kerbs, replacement of shelters and lining works. High raised kerbs allow better access to low floored buses for

passengers by reducing the vertical/horizontal gap between the bus and footway. New tactile paving will also be installed to assist partially sighted passengers to board buses. The bus stop waiting environment will be improved with the installation of new contemporary designed shelters and information panels. Bus shelters will be identified by the Council's Public Transport Manager based on patronage figures and discussions with local elected members and bus operators. Lining of stops, where required, will also be undertaken as a priority.

3.1.1.2 Park and Ride (Gasometer Site)

It has been an aspiration to deliver a park and ride facility serving Helensburgh for a number of years to ease pressure on town centre parking from commuters. SPT previously funded a feasibility study into a park and ride site serving Helensburgh. Since the feasibility study was undertaken, a site has become available in the centre of Helensburgh which could potentially be developed into a park and ride facility.

This site is the former gasometer works located between East Princess Street and Grant Street which is ideally located for access to local public transport facilities e.g. Helensburgh Rail Station. Land negotiations are currently being progressed with Scottish Gas Networks (SGN) by Argyll and Bute Council's Estates Department with a view to the Council purchasing the site for a park and ride facility. Land negotiations are understood to be at an advanced stage and this it is intended to purchase the site and undertake design works and planning in 2016/17 with a view to constructing a park and ride in 2017/18.

This funding bid covers the anticipated costs associated with the land purchase and design. The Council are awaiting SGN providing ground condition surveys as the value of the site will be dependent of the level (if any) of remediation works required to decontaminate the ground.

3.1.1.3 Sustrans Funding

Funding bids totaling £470,000 have been submitted to the Sustrans 2016/17 Community Links Programme by the Strategic Transportation Team. Sustrans will provide funding for up to 50% of the total cost of infrastructure that encourages increased levels of active travel, in particular walking and cycling.

Funding bids are prepared by the Strategic Transportation Team who consult with other Council departments, including Roads Services, to identify potential projects and submit bids. Ultimately it is Sustrans who decide which projects are awarded funding as the Community Links Programme is always oversubscribed. It is therefore unlikely that all projects will be successful.

Following consultation with relevant Council teams, funding bids for the following projects have been submitted to the 2016/17 Community Links Programme:-

- Hermitage Park Walking and Cycling Links - £300,000;
- Helensburgh and Lomond Cycleway - £100,000;
- Letterdaill (Cairnbaan) Footway Community Link - £50,000;
- Cycle Counter Upgrades - £20,000.

Where possible, projects that are awarded funding will be designed and constructed in-house by Argyll and Bute Council, providing work for local Roads Services and

Design teams.

3.2 Awards

3.2.1 Nomination for Scottish Transport Award

South Islay Distilleries Path has been nominated for a Scottish Transport Award.

In 2015/16 the Council secured in excess of £300,000 of funding from Sustrans and this included the final phase of the South Islay Distilleries Path, which is a 5km remote cycle path, connecting the villages of Port Ellen with Ardbeg, in the south of the island. This project was managed by the Islay Community Access Group (ICAG) with support from Argyll and Bute Council and it was delivered following efforts to secure in excess of £700k of public and private sector funding.

The path provides a traffic free, surfaced walking and cycling link between the villages of Port Ellen and Ardbeg and it is also a safe route to the local primary school at Port Ellen. In addition, the path provides access to the distilleries at Ardbeg, Lagavulin and Laphroaig, which are key employers in the area and are also major local tourist attractions.

Constructing such a considerable length of a path in a remote location, such as Islay, was both technically and financially challenging and, as such, every effort was made to source materials locally and use local contractors in order to keep project costs viable at the same time as achieving maximum benefit to the local economy.

Initial monitoring indicates that in excess of 9000 people have used the path since August, averaging around 2500 users per month during summer 2015, and this figure is expected to grow, now that all sections of the route are complete and open for use. The path has proved extremely popular and was recently featured in an article in the Telegraph regarding the top 10 destinations in the Highlands and Islands to visit.

3.3 Rest and Be Thankful Bus Turning Facility

All stakeholders are working together (Citylink, Transport Scotland, SPT, WCM) to resolve issues surrounding the use of the new bus turning facility at the Rest and Be Thankful by services operated by West Coast Motors. Discussions have now moved forward and stakeholders are working towards a resolution that will see services operated by West Coast Motors using the turning facility in May on a ring and request basis. The local 302 service continues to use the new facility.

3.4 Argyll and Bute Council: Road Safety Unit

3.4.1 “Scottish Biker Magazine” Launch

The 3rd edition of the Scottish Biker Magazine, a publication produced by Road Safety West of Scotland, was launched on 20th March at a Biker event in Inveraray. Bikers came from all over Scotland and from as far as Northern Ireland, Newcastle Upon Tyne and Cumbria. Representatives also attending the event included Police Scotland, Scottish Fire and Rescue, MOTOScotland, West Safety Camera Unit, Mary’s charity and Institute of Advanced Motorists The Council’s Road Safety Unit have been concentrating efforts on reaching motorcyclists who travel to the area. In partnership with Road Safety West of Scotland, the magazine aimed at

motorcyclists, both local and visitors, who ride on roads in the West of Scotland is being distributed free of charge throughout the area in an initiative supported by the 12 local authorities, Police and Fire Service.

The magazine called Scottish Biker is written for bikers by bikers and aims to give information on all aspects of riding, from getting started on basic skills, more advanced training and tips on maintenance and equipment. It includes popular routes and links and covers the types of issues that bikers may come across, from the skills of cornering, to where to get a cup of coffee.

The roads in the West of Scotland are understandably very attractive to motorcyclists from all parts of the country and beyond. Although it is extremely positive that riders come to enjoy the scenery and roads within the area, there have been concerns at the number of motorcycle casualties experienced in recent years.

Motorcyclists are roughly 35 times more likely to be killed in a road traffic accident than car occupants, per mile ridden. It is hoped this magazine will help to focus the attention of bikers on all aspects of their riding. Copies of the magazine are available from Motorcycle dealers and venues popular with motorcyclists. Road safety officers in all of the Councils in the West of Scotland will also be able to supply copies on demand, and the magazine will also be available digitally on the Council website.

3.5 Argyll and Bute Council: Oban and the Isles Air Services

3.5.1 Oban and the Isles Air Services

The passengers carried on the isles air services operated out of Oban airport continue to grow in the first quarter of 2016. This continues the trend of growth from last year.

In 2015 passengers carried on Oban and the Isles Air Services rose to just over 4,200. In total 4,262 passengers were carried during 2015 compared to 3,516 during 2014. This equates to a 21.2% annual increase.

The Council's three airports will also feature as part of an airport documentary series filmed by BBC Alba which is due to be aired on Monday 25 April at 8.30pm for a run of 8 weeks.

3.6 External Transport Agency: Transport Scotland

3.6.1 Road Safety Framework Annual Report

The 2015 Road Safety Framework Annual Report has been published outlining key progress made in the last 12 months towards government targets in this vital policy area. Key highlights in the report include:

- the continued success of drink driving legislation, introduced by the Scottish Government, which is leading the way in the United Kingdom,
- the positive developments with seatbelts on school transport,
- dramatic improvements in driver behaviour on the A9 following the introduction of average speed cameras,
- numerous Scottish cities exploring the possibility of implementing 20 mph speed limits in city centre streets, following the publication of revised Scottish

Government's guidance

Further details are available on Transport Scotland's website:

<http://www.transport.gov.scot/news/road-safety-annual-report-shows-improving-picture#sthash.QWm7iRY3.dpuf>

3.6.2 CHFS Contract

CalMac Ferries Ltd provide the Clyde and Hebrides ferry services under tendered contract with Scottish Ministers. The three year contract runs from October 2013 to September 2016. The selection process for the next Clyde and Hebrides Ferry Services (CHFS) contract is underway that will see a contract awarded at the end of May 2016 for the provision of the services from October 2016.

Further details are available on Transport Scotland's website:

<http://www.transport.gov.scot/ferries/clyde-and-hebrides>

3.6.3 Ferry Freight Fares

Transport Scotland's report, following consultation, on research and analysis of options for ferry freight fares was published last summer. There was a consensus view amongst stakeholders that it will be crucial to ensure the outcomes of the review provide a freight fares policy which firmly supports the economic development and sustainability of the islands.

Further analysis, approved by the Working Group, will therefore be carried out by Transport Scotland. The intention is that a new freight fares structure will be implemented during future Scottish Government ferry contracts. The exact timing of the introduction of the new freight fares structure has yet to be decided.

3.7 Trunk Roads

3.7.1 A82

Transport Scotland is operating an improvements programme to address a number of long-standing issues along the route of the A82. The A82 is a vital artery for communities in the western Highlands, linking Fort William, the Highlands and the Western Isles with Glasgow and the Central Belt. The programme covers areas including Pulpit Rock, Crianlarich and Tarbet to Inverarnan.

3.7.2 Crianlarich Bypass

A new bypass has been constructed in order to tackle the delays experienced by road users during the busy tourist season.

3.7.3 Pulpit Rock

The A82 at Pulpit Rock has offered a significant engineering challenge for decades.

Since completion of the improvement works in May 2015, road users are now able to pass through this section of the A82 without stopping at traffic lights.

3.7.4 Tarbet to Inverarnan Upgrade

Transport Scotland have commissioned CH2MHILL - Fairhurst Joint Venture to look at options for upgrading the A82 between Tarbet and Inverarnan.

The route runs adjacent to the west bank of Loch Lomond.

3.7.5 A83

£6.6M of funding has been awarded for work on the A83 local diversion route; the Old Military Road, so it can be improved to help keep Argyll open for business in the event of a landslide at the Rest and Be Thankful.

Transport Scotland will look to improve the general layout, access points and the operation and implementation of the diversion route should it be required. The local diversion route is part of the range of measures being progressed on the A83 under the Red Option to help reduce the risk of impacts of landslides at the Rest and Be Thankful. As well as the diversion route, it has seen the introduction of additional fencing and debris netting as well as drainage and culvert improvements.

3.8 External Transport Agencies

3.8.1 External Transport Agency: Scotrail - Changes to services to and from Glasgow Queen Street.

As part of Scotrail's preparations to deliver faster, longer, greener trains for Scotland, on Sunday 20 March, Glasgow Queen Street High Level tunnel closed for 20 weeks, for essential upgrading. It will re-open on Monday 8 August. This means that Queen Street High Level station is temporarily closed too. Queen Street Low Level station remains open and services are being diverted either to Low Level or to Glasgow Central.

As a consequence of diverted services using Queen Street Low Level station, alterations need to be made across the network, particularly west of the city, to ensure that there is room on the line for trains to follow the diverted route. This means a temporary timetable is in place for other services, particularly trains that currently use Queen Street Low Level and Glasgow Central Low Level stations. Some services have been retimed with different stopping 'patterns', and some trains terminate/start at different stations than normal. This affects the Helensburgh to Edinburgh service and details of the changes can be found at Scotrail's website: <http://www.scotrail.co.uk/queenstreettunnel>

3.8.2 External Transport Agency: HITRANS - Oban Railway Station

HITRANS are undertaking a feasibility study to improve Oban railway station and its integration with the CalMac Ferry terminal which will complement the CHORD Project Public Realm Works in this area. In order to understand opportunities for development and to gain a good understanding of the current layout, HITRANS have commissioned Robert Gordon University to undertake a Scanning and Engagement study of Oban Harbour, Rail Station and Bus Stance Area. This work will see a 3D model developed of the area, with visual options of what the pier may look like if the ferry terminal and railway station were to operate more effectively. HITRANS will be using the model and visual options to consult with stakeholders and members of the public.

3.8.3 External Transport Agency: HIE - Research

HIE have commissioned a research study to assess the impact of current transport connectivity on economic performance in Mid Argyll, Kintyre, Cowal and Bute and consider the scope for significant investments in transport infrastructure to produce transformative economic impacts. Consultations have taken place with over 30

stakeholders, businesses and service providers and the findings of the study will be published shortly by HIE.

3.9 Piers and Harbours

3.9.1 Road Equivalent Tariff

Road Equivalent Tariff (or RET) was introduced for the Mull (Oban to Craignure) ferry in October 2015. The RET formula for calculating fares is a combination of a fixed element (to ensure services remain sustainable and to cover fixed costs such as maintaining harbour infrastructure and vessels) and a rate per mile (calculated by Transport Scotland analysts using contemporary independent research by the RAC). The Isle of Mull ferry normally operates on the Mull (Oban to Craignure) route. With the commencement of the summer timetable on 25 March 2016, and following the introduction of RET, a second ferry, the MV Coruisk, now operates on this route – adding, approximately, 50 sailings per week. Early indications are that there has been a marked increase in passenger and vehicle numbers already.

Argyll and Bute Council officers have worked closely with the local community to discuss, and plan for, the expected additional traffic likely to be generated by RET. In the short-term, minor works are planned at Craignure marshalling area to improve traffic management; these works will be carried out early this summer. Additional advisory signing is also being erected. Assistance has also been provided by ABC officers to facilitate the compilation of an advisory leaflet for motorists, providing information on issues such as driving on single track roads, using passing places, allowing overtaking, camping etiquette etc. Going forward, through our working with the RET Group on the island, longer-term options are under consideration including adjustments to assist with traffic management in the village. ABC officers will continue to work closely with stakeholders to ensure that alterations and improvements to road-signing, parking layouts etc. are fully discussed with users prior to implementation of any changes.

3.9.2 Port Marine Safety Code

As a 'Statutory Harbour Authority' (SHA), the Council has specific obligations set out in national legislation (notably the Harbours Act 1964) - all SHAs are subject to the Port Marine Safety Code (PMSC). The Code is not statutory, but it has relevance and moral force that means it is obligatory. In order to comply with the Code, the Council must develop and operate an effective marine 'Safety Management System' (SMS). Each harbour authority must appoint a Designated Person (DP) to provide independent assurance directly to the "Duty Holder" that the marine Safety Management System (SMS) is working effectively. Their main responsibility is to determine, through assessment and audit, the effectiveness of the Marine SMS in overall compliance with the Code.

Audits have now been carried out by the Council's DP at Rothesay, Oban and Campbeltown Harbours. Navigational Risk Assessments (NRAs) have been completed for the six main ports: Craignure, Oban North Pier, Dunoon, Port Askaig, Campbeltown and Rothesay. A draft Safety Management System (SMS) structure/framework document, for application to all piers and harbours, has been compiled and this document is now being progressed. User group meetings are being arranged at Rothesay, Oban, Dunoon and Campbeltown Harbours to facilitate interaction between key stakeholders.

A database using specialist marine software (MarNIS) has been installed for use by key marine staff. All NRA's have been moved onto the MarNIS database. In future, monthly reports produced by Piers and Harbours staff will be filed on the new system ensuring consistency in reporting. Further training of port staff has now been carried out this month (April). Essentially, work on the compilation of the SMS document continues with a target date for completion of October 2016. Stakeholder meetings will be held in April.

3.9.3 Oban Single Harbour Authority

The Council is the owner of, and Statutory Harbour Authority (SHA) for, the North Pier in Oban Bay; the Council's SHA area extends to just a few metres off the berth. CMAL is the owner of, and SHA for, the South Pier (the main ferry terminal in Oban Bay) - CMAL's SHA area also extends just a short distance out from its berths.

Outside of these two small SHA areas, there is no other statutory body responsible for the bay. With the introduction of RET on the Mull route, there is now an additional ferry in operation. In January 2014, ABC collaborated with CMAL and the Northern Lighthouse Board (NLB) to appoint consultants (Fisher Associates) to prepare a management strategy to improve marine safety in Oban Bay. A number of options have been put forward for the future management of Oban Bay. In order to discuss these options in greater detail it has been suggested that representatives from the Council's Harbour Board meet with representatives from the CMAL Harbour Board. At the recent ABC Harbour Board, held on 7 April 2016, it was agreed that Members should arrange to meet with members of the CMAL Harbour Board in order to take forward discussions on the Single Harbour Authority for Oban. A date will be arranged for later this year, which may coincide with a 'Development Day' for members of the Harbour Board.

4.0 CONCLUSION

As I stated in my previous report in September, Improving transport links across Argyll and Bute continues to be a key part of delivering on our Single Outcome Agreement and will contribute significantly to bringing more people and more jobs to our area. Alongside our own investment, we continue to work with partners, stakeholders and funding bodies to continuously raise the potential of this area, increase competitiveness and make improvements from which the local economy can benefit. We continue to monitor the effects of RET in order to gauge the challenges and benefits that it brings in order that we can respond appropriately and exploit any emerging opportunities for the benefit of the area.

Councillor Name: Councillor Alistair MacDougall

Policy Lead for: Transportation (Strategic, Local, Ferries, Piers, Harbours and Airports)

Date: 9th April 2016

ARGYLL AND BUTE COUNCIL**COUNCIL****CUSTOMER SERVICES****21 April 2016**

Service Plans 2016-17

1.0 EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to present to the Council the Service Plans 2016-17 for approval. These plans were considered by the Policy and Resources Committee on 17 March 2016 and The Committee agreed to recommend to Council approval of the Service Plans for 2016-17.
- 1.2 Due to the Service Choices process the Service Plans 2016-17 were prepared outside the normal process of presentation at Strategic Committees prior to agreement. They were presented to SMT on 23 November 2015 following a facilitated workshop attended by each Head of Service, after which a quality assurance check was completed on the draft Service Plans. They were then finalised following the budget decisions taken by Council on 11 February 2016.
- 1.3 The Service Plans 2016-17 are a measureable framework within which resource is allocated to deliver the Corporate Plan outcomes and the Council's contribution to the Single Outcome Agreement and contain employee and revenue resources available to the Council to deliver services.
- 1.4 A well-established performance monitoring process through the Strategic Committees and the Performance Review and Scrutiny (PRS) Committee is in place.
- 1.5 The Service Plans are attached to this report.
- 1.6 It is recommended that the Council approve the Service Plans 2016-17.

ARGYLL AND BUTE COUNCIL

COUNCIL

CUSTOMER SERVICES

21 APRIL 2016

Service Plans 2016-17

2.0 INTRODUCTION

- 2.1 The purpose of this report is to present to the Council the Service Plans 2016-17 for approval.
- 2.2 The 2016-17 Service Plans are a measurable and well established framework within which to deliver the Corporate Plan for 2016-17. The Policy and Resources Committee considered the service plans on 17th March 2016 and agreed to recommend them for approval to the Council on 21st April 2016.
- 2.3 The Service Plans 2016-17 are attached to this report.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Council approve the adoption of the Service Plans 2016-17.

4.0 DETAIL

- 4.1 Due to the Service Choices process the Service Plans have been prepared outside the normal process of presentation at Strategic Committees prior to agreement.
- 4.2 The Service Plans were presented to SMT on 23 November 2015 following a facilitated workshop attended by each Head of Service, after which a quality assurance check was completed on the draft Service Plans.
- 4.3 The Service Plans are aligned, as per the Planning and Performance Management Framework, to the Single Outcome Agreement Outcomes and to the Council's Corporate Outcomes, as stated in the Corporate Plan. These are –
- People live active, healthier and independent lives
 - People live in safer, stronger communities
 - Children and young people have the best possible start
 - Education, skills and training maximises opportunities for all
 - The economy is diverse and thriving
 - We have infrastructure that supports sustainable growth

The Corporate Plan also includes service delivery enablers, which highlight the support services.

- 4.4 The Service Plans contain employee and revenue resources available for the council to deliver services to our communities and to deliver on the Single Outcome Agreement (Local Outcome Implementation Plan).
- 4.5 Performance against the Service Plans will be monitored through the well-established quarterly scorecard performance review and scrutiny process undertaken by both the Strategic Committees and the PRS Committee.
- 4.6 Following the Service Choices decisions made by Council on 11 February 2016 the Service Plans are now populated with budget information.

5.0 CONCLUSION

- 5.1 The Policy and Resources Committee are requested to approve the Service Plans 2016-17.

6.0 IMPLICATIONS

- | | | |
|-----|------------------|---|
| 6.1 | Policy | The Service Plans are a component part of the Council's Planning and Performance Management framework and contribute to delivery of Best Value. |
| 6.2 | Financial | The service plans contain financial information on the revenue budget available to services to deliver on the corporate and SOA outcomes |
| 6.3 | Legal | None |
| 6.4 | HR | The service plans contain HR information on the people resource available to services to deliver on outcomes. |
| 6.5 | Equalities | Service Plans comply with the Equalities Act 2010 and the Council's Public Sector Equality Duty |
| 6.6 | Risk | Failure to approve the Service Plans could result in non-delivery of agreed Corporate Outcomes. |
| 6.7 | Customer Service | None |

Douglas Hendry, Executive Director of Customer Services
Policy Lead, Cllr Dick Walsh.
24 February 2016

For further information contact: Jane Fowler, Head of Improvement and HR

APPENDICES - Appendix 1 – Service Plans 2016-17

2016-17 SERVICE PLAN - COMMUNITY AND CULTURE

SERVICE OVERVIEW

Service Purpose:

Working together to support our communities to realise their potential by enhancing access to learning, leisure, culture and housing

Description of areas covered:

Developing and implement the local housing strategy in partnership with key stakeholders

Providing a comprehensive welfare rights service to reduce poverty and support independence

Improving the standard of private sector housing: energy efficiency; property condition and suitability for disabled people

Delivering a responsive and accessible housing option service to prevent homelessness

Providing a comprehensive public library service including free access to a wide range of lending materials, ICT facilities and lifelong learning

Promoting the arts and culture through provision of advice and support to organisations and individuals; and provide advice and support to the

Delivering the Active Schools programme

Increasing participation in sport & physical activity through programmes, events and facility development at our pools, halls and gyms

Contributing positively to the Learning Needs of young people in schools and communities

Addressing the issues of exclusion, inequality and disadvantage through lifelong learning and literacies provision

Support the Community Planning Partnership Management Committee in the delivery of the Single Outcome Agreement

Facilitating community development and capacity building to support and sustain 3rd sector organisations and develop communities

Resources available to the service:

Staffing - 202.5 FTE

5 Community Centres; Management Information System (PIES); 7 flats; Park House; Lease 112 temporary homeless tenancies; Strategic housing land bank; ABRITAS Case Management System; 6 halls; 4 Leisure Centres; 1 Sport Centre; 1 3G All Weather Pitch; Dunoon Youth Centre; 58 cardiovascular machines and 65 resistance machines; SYX Leisure Management System; 1 mobile library; 1 museum and Council Arts Collection; 7 Libraries and 2 leased libraries; 1 central archiving facility; Civica library, archives and digital content management system; Library book stock – 200,000 books

2016-17 SERVICE PLAN - COMMUNITY AND CULTURE

SERVICE OVERVIEW

Significant strengths:

Installation of Syx Leisure System

Four schools named amongst the first 15 schools in Scotland to be recognised with a gold Sport Scotland School Sport Award recognising innovation and achievement in delivering physical education and extra-curricular sport.

Secured £400,000 funding from Creative Scotland to help boost youth arts provision across Argyll & Bute

104 3rd sector groups received financial support totalling £217,000

164 new affordable social housing built with support from Strategic Housing Fund

£2.818m in additional benefits secured by the Welfare Rights Service. The highest amount ever achieved.

Argyll Active won the provost award and gold award at Employee Awards Ceremony in October 2014

Successful refurbishment and re-opening of Tarbert Library on 10th March 2015

1678 adults accessing learning that increases employability

Completion of SOA for 2013-23 and implementation of monitoring plan for delivery plans

Led the incorporation of HOMEARGYLL on line common housing register into the ABRITAS case management system

Led the expansion of Argyll and Bute Advice Network on line directory and referral system to 330 system users. Inter-agency referrals have Local and National Awards, including COSLA Bronze Excellence Award for outstanding and Innovative Empty Homes Projects returning over 562 measures were installed in properties via HEEPS:ABS improving energy efficiency and tackling fuel poverty.

Development of SOA:Local documents for each of the four Area Community Planning Groups

Review of CPP governance arrangements with inclusion of key partners such as Scottish Enterprise in CPP Management Committee and at Community and Culture was a key partner in the delivery of the Scottish Rural Parliament.

65 community volunteers received training to increase their capacity to manage village halls and community facilities

Community engagement training programme delivered to community councils across the Council area

Bute Community Sports Hub held sport engagement event attended by over 700 people – in excess of 10% of the island population and we have secured continuation of Community Sports Hub funding from sportscotland until 2019.

Implemented the key recommendations of the Cultural Strategy Action Plan. All geographical and thematic “Hubs” have now met and representatives from each Hub will form the “Cultural Assembly” that will take forward arts development within Argyll and Bute.

Library visits increased by 8% and use of libraries by outside agencies increased by 6% from the previous year (2013/14).

52 volunteers assisted with the delivery of adult literacy services

Opportunities to learn basic computer skills offered in 24 venues across Argyll and Bute, 18 of which were in rurally isolated locations

403 adults received accredited learning certificates in a range of basic skills, including employability, computer skills and communication

The MacMillan Cancer Information and Support service won gold award along with Provost Award at the Council's Excellence and Recognition

The Queens Baton Relay team won the Outstanding Achievement award at the Council's Excellence and Recognition awards in October 2015

2016-17 SERVICE PLAN - COMMUNITY AND CULTURE

SERVICE OVERVIEW

Significant challenges:

Increasing participation in sport and athlete development

Development and scrutiny of indicators within SOA Delivery Plans

Maintaining and developing qualified workforce required to deliver complex sport, physical activity and leisure services.

Secure continuation of accreditation status for Campbeltown Museum.

Sustainability of Macmillan Cancer Information and Support Service once Macmillan funding runs out in March 2018.

Sustaining supply of affordable housing

Service Choices implementation

Equalities:

E-books and talking books for visually impaired, housebound customers and remote rural locations

Concession rates for individuals, disadvantaged families and vulnerable groups in facilities and sports programmes

Partnership working with Housing Associations, Homeargyll common housing register and Abritas

Customer Service:

Progress social media interaction and online facilities for relevant services

All housing staff trained to Scottish National Standards for Information and Advice providers by March 2016

Progression with on line bookings and payments for community lets

Complete the Customer Service Excellence Standard for Culture and Libraries

**2016-17 SERVICE PLAN - COMMUNITY AND CULTURE
OUTCOMES**

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives	CC02	Raised lifelong participation levels in sport and physical activity to enable us to lead more active healthier lives
		CC04	Less people will become homeless each year in A&B as a result of our proactive approach to prevention & support
	People live in safer, stronger communities	CC06	Our Third Sector and communities have access to information and support which will enable them to engage more fully in developing communities
		CC08	Improved literacy, health and well-being by providing access to quality culture, archives, libraries and museums.
	Children and young people have the best possible start	CC01	Our young people are supported to lead more active and healthier lives
A place people choose to learn	Education, skills and training maximises opportunities for all	CC03	Our adults are supported to access learning opportunities through which they gain skills and confidence to participate fully in their work, family, community and social lives.
A place people choose to work and do business	The economy is diverse and thriving	CC05	Argyll and Bute's economic success is built on a growing population
	We have infrastructure that supports sustainable growth	CC07	People successfully access a choice of suitable & affordable housing options in the area that they want to live and can participate in the housing market
Making it happen	Service delivery enablers		

2016-17 SERVICE PLAN - COMMUNITY AND CULTURE

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
CC01	Our young people are supported to lead more active and healthier lives	Number of young people gaining Sports Leadership and Coaching Awards	175 qualified senior pupils by March 16	Active School Scotland 150	133	Failure to support our young people to lead more active and healthier lives
		Number of extracurricular sport opportunities for schools	Term 1 - 250, Term 2 - 270, Term 3 - 200	Active School Scotland 247		
CC02	Raised lifelong participation levels in sport and physical activity to enable us to lead more active healthier lives	Number of visits to council pools	Q1 - 75,000, Q2 - 70,000, Q3 - 60,000 Q4 - 80,000	Internal facility benchmark 24000	2,769	Failure to raise lifelong participation levels in sport and physical activity to enable us to lead more active healthier lifestyles
		Number of visits to council gyms	Q1 - 23,000, Q2 - 20,000, Q3 - 30,000 Q4 - 25,000	Internal facility benchmark 8500		
		Number of children's swimming lessons completed	Q1 - 4500, Q2 - 2500, Q3 - 4500 Q4 - 4500	Internal facility benchmark 15000		
CC03	Our adults are supported to access learning opportunities through which they gain skills and confidence to participate fully in their work, family, community and social lives.	Number of adults accessing Community Based Adult Learning	Q1 - 350, Q2 - 250, Q3 - 350 Q4 - 350	Internal benchmark 300	818	Failure to ensure our adults are supported to access "first steps"
		Number of participants in activities that improve literacy and numeracy	110 per quarter	Internal Benchmark 100		
CC04	Less people will become homeless each year in A&B as a result of our proactive approach to prevention & support	% of RSL relets to homeless people	50%	Local Housing Strategy (LHS) 51%	2,064	Failure to ensure less people will become homeless each year as a result of our proactive approach to prevention and support
		Number of people accessing housing advice and assistance	600 per quarter	Internal 600		
		% of clients leaving the Housing Support Service with a planned approach	80	Baseline 70		
		Amount of income generated by Welfare Rights	£2.5m per year	Internal benchmark £2.3m		
CC05	Argyll and Bute's economic success is built on a growing population	Maintain regular information updates and monitoring for the 6 SOA delivery plans	6 per quarter	Internal benchmark 6		Failure to improve communications and achievements with key CPP partners
		Outcome reports presented to CPP Management Committee	2 per quarter	Internal benchmark 2		
CC06	Our Third Sector and communities have access to information and support which will enable them to engage more fully in developing communities	Number of capacity building support sessions given to community groups	350 per quarter	Internal 300	725	Failure to ensure our Third Sector and communities have access to information and support which will enable them to engage more fully in developing communities
CC07	People successfully access a choice of suitable & affordable housing options in the area that they want to live and can participate in the housing market	Number of new affordable homes completed per annum	110	LHS 80	711	Inability to ensure people successfully access a choice of suitable and affordable housing options in the area that they want to live
		Number of empty properties back in use per year	50	LHS 10		
CC08	Improved literacy, health and well-being by providing access to quality culture, archives, libraries and museums.	Number of visits to libraries	850 per quarter	Scottish national quartile benchmark 1005	1,582	Failure to improve literacy, health and well-being by providing access to quality culture, archives, libraries and museums
		Number of times libraries are used by outside agencies	120 per quarter	Internal benchmark 100		
		Number of visits to council owned and/or funded museums	Q1 - 45000, Q2 - 65000, Q3 - 40000 Q4 - 45000	Internal benchmark 200,000 per year		
		Number of archive enquiries	130 enquiries per quarter	Internal benchmark 125		
Central Management					299	
					9,100	

2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES

SERVICE OVERVIEW

Service Purpose:

Customer and Support Services provides a range of first-line contact facilities for council customers for a growing range of services through a network of customer service points in all the main towns, a telephony based service and the council's web site. Customer and Support Services is also responsible for collection of local taxes, administering housing benefit and discretionary housing payments and the council tax reduction scheme, administering the Scottish Welfare Fund and registration of births, deaths and marriages. It also provides a range of services, relating to the provision of ICT, creditor payments, procurement and commissioning of goods and services, and the intranet Hub, internally to council departments.

Description of areas covered:

Collection of local taxes (council tax, domestic water and sewerage charges on behalf of Scottish Water, non-domestic rates) and sundry debts and other income.

Billing and collection of income for Oban and Dunoon Business Improvement Districts, and water and sewerage for Machrihanish Airbase Community Company.

Administration of housing benefit and council tax reduction scheme, discretionary housing payments, and Scottish Welfare Fund.

Registration of births, deaths and marriages.

Provision of customer services - through a range of channels including website, telephone contact centre and network of service points.

Development and maintenance of external website and intranet hub.

Payment of suppliers.

Payments of travel and subsistence claims for employees and Members, maintenance of register of Members expenses.

Procurement and commissioning of goods and services for all council departments, central teams for travel and accommodation, education and construction purchasing.

Corporate ICT and print services.

Provision of ICT infrastructure for education.

ICT support for primary schools.

Resources available to the service:

Staffing - 207.05 FTE

60.14 FTE for ICT (including 2 for workforce deployment and 2 modern apprentices funded from disposal contract)

32.31 FTE for procurement and commissioning

48.87 FTE for customer service centre and registration and digital services team

62.23 FTE for revenues and benefits

3.50 FTE for support team

2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES

SERVICE OVERVIEW

Significant strengths:

The ICT service is particularly low cost compared to other councils. It provides a fully converged voice and data network with leading edge unified communications which supports the area's challenging geography. Applications are provided through a carefully planned approach to the deployment of market leading packaged solutions. IT engineers are deployed on a geographically dispersed model allowing fast responses to local issues. Satisfaction levels are measured regularly and are increasing. ICT development framework agreed for assessing ICT capital programme proposals and approved through ICT Steering Board. Benchmarking is regularly undertaken through SOCITM.

The Procurement service has won national Procurement awards in 2010 and 2011 and was a finalist in various categories in 2013, 2014 and 2015 and has received improving Procurement Capability Assessment scores from 21% in 2009 to 72% in 2014. Particular strengths are strategy and objectives, defining the supply need and people. Formal contract management introduced for all large or high risk contracts and commodity sourcing strategies introduced. Sustainable procurement policy in place with community benefits considered for all services contracts over £100k and works contracts over £500k.

Council website has been re-engineered onto an open source mobile adaptive platform which is state of the art and rated as a 4 star Better Connected site. There have also been significant improvements to the intranet.

A dedicated team is working on increasing the range of customer services available through the customer service centre and online transactions are above targeted levels.

A new digital services team is in place to deliver the council's Digital First policy and new telephony and customer contact management systems have been recently acquired. Customer Service Action Managers are active in all departments with key customer service improvement actions now included in service plans.

Institute of Rating, Revenues and Valuation silver award won in 2014 for effective implementation of double council tax on empty homes.

New sheriff officer contract put in place in 2014 with significant savings which are used to fund improved single person review process ensuring fraud in this area is minimised. Benefits processing well within Scottish averages. Well prepared for introduction of Universal Credit through being a trial site for Universal Support Delivered Locally.

2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES

SERVICE OVERVIEW

Significant challenges:

To implement "service choices" savings options.

To increase the adoption of ITIL service management framework and provide more customer responsive ICT services with more formal service level agreements.

To maintain PSN accreditation.

To manage the transition to Universal Credit starting March 2016 and ensure the new counter fraud team is cost effective.

To ensure that funds provided for Discretionary Housing Payments and Scottish Welfare Fund are fully utilised but not overspent.

To ensure local tax collection levels do not drop given the continuing difficult economic circumstances.

To encourage take-up of more efficient customer channels and provide a greater range of council services through the website through a single authentication and promoting digital first.

To increase the value that the council gets from its bought in goods and services, whilst ensuring that local suppliers are given every opportunity to win work from the council, and move to a more commercial approach.

To improve council's invoice payment performance, and improve levels of orders placed through systems in order to provide better management information on purchases as well as support commitment accounting.

To respond to customers' demands for services beyond "normal" council hours and start to move systems to the Cloud for added resilience.

To commence transition to SWAN wide area network following end of Pathfinder contract extension in March 2016, and ensure this goes smoothly with minimum disruption to services.

To support health and social care integration through making it easy to access relevant council applications securely and through commissioning appropriate services to meet the requirements of the new locality plans.

To support those adversely affected by welfare reforms.

Equalities:

To provide equality of access to council contracts and to pay council suppliers promptly.

To maximise take-up of benefits from those who are eligible whilst minimising fraud and error.

To provide a range of channels for council customers to access services which do not disadvantage any sectors.

To ensure that income is collected from customers fairly and sensitively in relation to their circumstances.

Customer Service:

To improve the customer experience when transacting with Argyll and Bute Council ensuring that customer charter standards are adhered to as much as possible, and that all staff interacting with customers are well trained in customer service principles.

To ensure that customer feedback is taken into account when designing or re-designing services.

To ensure that the council's Customer Service Board effectively champions customer service across the council.

**2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES
OUTCOMES**

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives	CS01	Benefits are paid promptly whilst minimising fraud
		CS08	Financial and digital inclusion barriers are removed from disadvantaged citizens through effective joint working
	People live in safer, stronger communities		
	Children and young people have the best possible start		
A place people choose to learn	Education, skills and training maximises opportunities for all		
A place people choose to work and do business	The economy is diverse and thriving	CS02	Businesses are supported in claiming Non-Domestic Rates (NDR) relief
		CS03	Opportunities for SMEs to sell services to the Council are maximised and all suppliers paid promptly
		CS05	Increased value is delivered from procurement, with key contracted services of better quality and effectiveness
	We have infrastructure that supports sustainable growth		
Making it happen	Service delivery enablers	CS04	Income from local taxes and sundry debtors is maximised and properly controlled
		CS06	IT applications and infrastructure are available to users when they want to use them, and meet business needs
		CS07	Customers (internal and external) can access council services more easily and these services are of better quality

2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
CS01	Benefits are paid promptly whilst minimising fraud	Process all changes promptly and accurately	New claims processed within average of 23 days, changes within 8 days, accuracy rate of 94%	Scottish average 2014/2015 24 days for new claims and 8 days for changes, Scottish average error rate 2014/2015 is 94%	1,120	Failure to pay Benefits promptly and risk of paying benefit where no entitlement with commensurate loss of subsidy.
		Scottish Welfare Fund claims processed promptly and accurately and annual spend is maximised.	95% of Crisis Grant claims within 2 days and 90% of Community Care grant applications in 15 days	Scottish avg 2014/15 CGs 94% within 2 days; CCGs 82% within 15 days		
		Discretionary Housing Payment (DHP) funding is maximised and distributed to those that need the support most	Annual spend as a percentage of programme funding is a minimum 97.5%	Scottish average 2014/2015 is 95%		
			Annual spend as a percentage of overall funding is a minimum 95%	62% of local authorities in the UK spent up to 100% of DHP funding in 2014/2015; source DWP website		
CS02	Businesses are supported in claiming Non Domestic Rates (NDR) relief	Cost of NDR discretionary relief within the annual budget	Within budget throughout year. Measured quarterly.	No external benchmark	106	Failure to maintain discretionary NDR relief within budgeted amounts.
		Increase value of total relief awarded	Target £9.2m by 31 March 2017	No external benchmark. £9.1m awarded in year to August 2015		

2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
CS03	Opportunities for SMEs to sell services to the Council are maximised and all suppliers paid promptly	Increase percentage of suppliers paid within 30 days	Min 94% of invoices paid within 30 days for 2016/17	91.8% for full year 2014/15; Scottish Avg 91.5%	244	Failure to maximise opportunities for local businesses to sell services to the Council and failure to pay suppliers promptly.
		Increase percentage of SMEs winning council contracts	90% throughout 2016/17	85% in 2014/15		
		Increase percentage of local suppliers bidding for business on portal	35% by 31 March 2017	23% in 2014/15		
		Increase percentage of local suppliers winning contracts where local suppliers have placed a bid	70% by 31 March 2017	66% in 2014/15		
		Increase number of community benefits delivered through contracts	25% of all contracts > £100k for services or > £500k for works deliver tangible community benefits	No external benchmark		
CS04	Income from local taxes and sundry debtors is maximised and properly controlled	Maintain collections of Council Tax and NDR	96.3% Council Tax, 97.5% NDR cumulatively at March 2017 (including year end accruals)	Scottish average 2014/15 Council Tax 95.62%; NDR 97.08%	332	Failure to ensure income from local taxes and sundry debtors is maximised and properly controlled.
		Maintain the cost of collecting Council Tax per chargeable dwelling at current levels	Cost £6.25 per chargeable dwelling at 31 March 2017	Performance at £6.25 per chargeable dwelling in 2014/2015 as per CIPFA Directors of Finance Stats		
		Increase percentage of Council Tax payers paying by Direct Debit	Target of 78%	76.4% July 2015		
		Amount of Outstanding Sundry Debtors' balances aged over 3 months	Aged debt over 3 months not to exceed £900k by 31 March 2017	£1.00m at March 2015		
		100% of bank reconciliations completed within 2 weeks of month end with no unreconciled balances	100%	No external benchmark		
		Minimise erroneous claims for discount and exemption in Revenues	Error detection target of £17,250 per quarter	No external benchmark		

2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
CS05	Increased value is delivered from procurement, with key contracted services of better quality and effectiveness	Increase percentage of all spend under contract or SLA	Target of 90%	Avg contracted spend 2014/15: 88%	814	Failure to increase value from procurement with key contracted service of better quality and effectiveness
		Key/high risk contracts continually and actively managed to ensure quality of services being provided	Top 80 contracts	68 at June 15		
		Achieve target cost savings	Target £1.25m new savings in year	£2.37m procurement savings in 2014/15		
		Increased % of orders placed electronically through Oracle purchasing project	40% for Q1; 45% Q2 50% Q3; 55% Q4	40.2% in 2014/15		
		Improved annual Procurement Capability Assessment (PCA) score in new Procurement Commercial Improvement Programme assessment	Target for assessment is equivalent to PCA score of 75%	72% achieved in 2014		
CS06	IT applications and infrastructure are available to users when they want to use them, and meet business needs	Less than 0.8% unscheduled application downtime during specified core time linked to users' service requirements	All year with monthly figures	Less than 1% unscheduled application downtime during specified core time linked to users service requirements - SOCITM Benchmarking	3,962	Failure to ensure availability of IT applications when business needs them or to meet demand from services for assistance with implementing new technological advances
		Less than 1% unscheduled infrastructure downtime during specified core time	All year with monthly figures	Less than 1% unscheduled downtime during specified core time - SOCITM Benchmarking		
		85% of applications and databases within one version of current – to maintain vendor support and enable use of new applications facilities	All year with monthly figures	No external benchmark		
		Maintain average time to resolve ICT incidents under 5 hour benchmark	Year to March 2017	No direct external benchmark - SOCITM uses more complex time bandings depending on type of incident		
		100% Seasonal upgrades done in time	Dates determined by users each year	No external benchmark		
		Average success score for projects	82% annual average	SOCITM KPI 3 (80%)		
		Regular scheduled replacement of PCs, laptops and MACs	Target replacement of 500 corporate devices and 1100 Education devices each year (133 per month)	No external benchmark		
		Clear strategic direction is gained from the Health and Social Care Partnership Integrated Joint Board and Council IT services and systems are available to appropriate IJB staff	Appropriate council systems published externally and available by September 2016	No external benchmark		

2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
CS07	Customers (internal and external) can access council services more easily and these services are of better quality	Improved quality of registration service	Target error rate 1.7%	Scottish average 1.7% 2014, ABC current error rate 1.8%	1,411	Failure to meet growing Customer expectations for improved access to Council services
		Increased demand for civil marriages in Argyll and Bute	Target 450 in year	442 civil marriages and 11 civil partnerships for 2014 but only 306 to Sept 2015		
		Improved %age of calls through CSC dealt with at first point of contact.	Targets: 65% for Planning 60% for Social Work 75% for Regulatory 65% for General Enq 90.5% for all other services	Stats at Sept 2015 Planning 63.6% Social Work 60% Regulatory 75.8% All other services 91%		
		Reduced call abandon rate	Abandon rate below 7.5% Average answered talk time 3.00 dec minutes	Abandon Rate Sept 2015 6.32% Average answered talk time Sept 2015 2.34 dec mins		
		Increase percentage of self service directory calls successfully routed	Target 75%	Sept 2014 73%		
		Reduce face-to-face transactions as a percentage of total CSC interactions	Target of max 20% for year	Avg of 20% to end Sept 2015. Will decline in 2016/17 once council tax payments end at servicepoints		
		Reduce Agent handled telephony as percentage of total CSC interactions	Target of max 25% for year	Avg of 25% to end Sept 2015. May increase in 2016/17 once council tax payments end at servicepoints, but this will be offset by channel shift on other transactions		
		Increase number of online transactions	50K trans Q1, 55K Q2, 60K Q3, and 65K in Q4	88K to end Sept 2015. Targets based on CRM business case for channel shift		
		Maintain Better Connected score for the website	4 star Better Connected score	4 star 2014/15		
		Improve employee satisfaction with the content of The Hub	Target 90% are satisfied with the content of the Hub	Currently 90% satisfaction rate		
	Improve customer satisfaction levels	% satisfied or very satisfied with service: 90% for face to face 90% telephony 77% web 90% emails	Customer satisfaction survey Sept 2015: face to face: 92% telephony: 91% web: 91% emails: 79%			

2016-17 SERVICE PLAN - CUSTOMER AND SUPPORT SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
CS08	Financial and digital inclusion barriers are removed from disadvantaged citizens through effective joint working	IT capital programme projects delivered to time and budget	Annual spend within plans; 100% projects delivered within agreed timescales	No external benchmark	0	Failure to secure funding from ESF/BLF will mean that financial and digital inclusion barriers will still exist for disadvantaged citizens in Argyll and Bute.
		Successful bids for funding from ESF and BLF	Bids agreed by 31 December 2016, monies available from 1 April 2017	No external benchmark		
		Council Wi-fi and ICT Infrastructure supports the needs of the Council's Digital Inclusion learning projects	Dates determined by users each for each project	No external benchmark		
Central Management Costs					324	
					8,313	

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

SERVICE OVERVIEW

Service Purpose:

To assist in the delivery of the overarching aim of the agreed Single Outcome Agreement, endorsed by the 2014 Economic summit, with a focus on key outcomes 1, 2 and 3 that aim to grow our local economy, create the necessary infrastructure to facilitate economic growth and ensure that local people have sufficient work skills to take advantage of available employment opportunities that enables our population to grow.

Description of areas covered:

Economic Growth (Business Gateway, Economic Growth (sectoral and skills development focus) European policy and funding, and Employability services), capital regeneration projects (CHORD, Lorn Arc Initiative), heritage led regeneration, renewables, film, broadband and mobile phone coverage and key sectors including tourism, food and drink and forestry, social enterprise providing third sector support and community empowerment activities, connectivity (roads, ferries, air, rail) and transport policy (including road safety) and strategic infrastructure. Sourcing and securing external funding to delivery physical regeneration projects delivered both directly by the Council and by third sector organisations.

Resources available to the service:

Staffing - 78 FTE (in addition this will reduce by 5 FTEs going into 2016/17 due to the scaling back of the Employability Team).

Staff resource includes the Head of Service, 4 Senior Managers (incl 1 sub-contracted Programme Manager); 1 Promotion & Marketing post; 7 team members in Business Gateway; 6 core team members in Employability; 10 team members in the European Team; 3 team members on the economic growth team, 5 Project Managers in Capital Regeneration Team and 2 Administrators; 10 team members in Projects and Regeneration including social enterprise staff and 3 officers and 2 finance/administrative staff delivering externally funded projects; and 21 team members in Strategic Transportation (incl Road Safety and Airport Operations);

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

SERVICE OVERVIEW

Significant strengths:

Creating an open for business environment through a robust and up to date set of area specific Economic Development Action Plans (EDAPs) aligned to the overarching EDAP, 2013-2018, that focus the Council's resources on the economic development activities (including strategic transportation) that are designed to have the greatest beneficial socio economic impact on the areas local communities as well as across Scotland as a whole. In particular the strategic EDAP provides a clear focus on the actions that we should focus our resources on delivering across the key sectors (tourism, renewables, forestry (marine science - no actions at present) and food and drink) in order to contribute to the outcomes outlined in the SOA and area-based EDAPs.

The Renewable Energy Action Plan (REAP), 2010-2013 (to be refreshed) has been developed by the Argyll and Bute Community Planning Partnership (CPP), and is a key action within our Community Plan/SOA, in order to assist Argyll and Bute realise its vision for the development of the renewable energy sector. The on-going delivery of the EDAP and REAP has resulted in good, effective, strong and robust partnership working throughout the Service. The Argyll and Bute Renewable Alliance (ABRA) is a partnership of both public and private stakeholders which seeks to secure the delivery of the REAP.

Establishing the Economic Forum and preparing a robust evidence base i.e. compelling skills report, for further economic interventions and initiatives such as Oban as a University Town, Continuing to maximise productive linkages between the Economic Development Service, Development and Infrastructure Directorate and the wider Council e.g. key officer representation from across the Council on the Argyll and Bute Employability Partnership.

Effective communication between senior management and staff below senior management level continues to improve due to reinstating utilising quarterly Economic Development Officer Group (EDOG) meetings which includes staff from the other services within the Development and Infrastructure Directorate. On an ongoing basis a more holistic knowledge of the Economic Development Service has been sought through regular team meetings and individual staff one-to-one meetings.

Reputation for robust and effective partnership working with key agencies such as HIE through taking a coordinated and complementary approach with all internal and external customers/partners and their respective delivery plans.

Significant success in progressing and developing key business sectors such as tourism, renewables and food and drink with external partners e.g. participation in the Argyll Tourism Partnership, food from Argyll, the establishment of the Argyll Economic Forum, the Argyll and Bute Renewables Alliance (ABRA).

A significant track record in sourcing, securing and delivering external funding that has allowed the delivery of capital regeneration projects, business support, creation of a substantial network of active travel routes, transport and infrastructure improvements together with the regeneration of a number of our town centres including economically fragile communities such as Rothesay and Campbeltown.

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

SERVICE OVERVIEW

Significant challenges:

The delivery of the key outcomes of the SOA associated with the economy and business growth, infrastructure and skills and endorsed by the 2014 Economic summit in order to facilitate population growth.

Improving the image of Argyll and Bute as a great place to live, invest, visit and work in.

To be able to quickly and effectively respond to the challenges arising from globalisation that impacts on the Argyll and Bute economy including the rise of competition and the current lack of public and private sector liquidity.

Staying focused on agreed strategic and area based EDAP priorities and actions including managing the delivery of SMART targets and effectively communication progress to a wide range of stakeholders.

To establish a sustainable financial model for the future delivery of the council's Employability service that is currently delivered on a commercial basis. In order to meet its contractual obligations, Argyll and Bute Council has agreed to finance the Employability team until the end of 2017/18.

To ensure that the economic and social interests of our island communities are protected and enhanced through the work of the Argyll Islands Task Force.

Ensuring sufficient service capacity and breadth of skills to continue to effectively deliver the Capital Regeneration projects (currently 21 projects being taken forward) including CHORD, Inveraray CARs, the Lorn Arc TIF, Hermitage Park, Helensburgh Waterfront and Dunoon piers and other area wide regeneration priorities.

Delivering the key outcomes and actions arising from private sector partnerships e.g. AISTP/AITC and ABRA and recommended actions arising out of the of the Argyll and Bute Economic Forum and budget process including the Mid Argyll Regeneration project.

Maintaining effective partnership working with CPP partners and the private sector to deliver the 'Compelling' component of EDAP.

Maintaining the continued delivery of the Council's Maximising Attendance at Work Procedures in order to increase average attendance levels during 2015/16 through 2016/17.

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

SERVICE OVERVIEW

Equalities:

The Economic Development Service is aligned with the Council's Equal Opportunities policies and practices and Equality Impact Assessments are undertaken as appropriate.

Customer Service:

The Economic Development and Strategic Transportation Service is committed to providing excellent customer service further to its regular contact with customers and clients through the service activities delivered by teams such as, Business Gateway, Employability, European Policy and Funding (including Argyll and the Islands LEADER Programme), Social Enterprise, Renewables, Projects (Tourism, Food and Drink, and Forestry), Town Centre Regeneration activity and Strategic Transportation (which includes transport policy and the Road Safety Unit) and Marine Operations. The Economic Development and Strategic Transportation Service's strong customer focus is evidenced by excellent feedback from customers. A range of research methods are utilised by the service to measure performance, reliability and better understand how the service is regarded by customers in order to continuously improve service delivery.

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

OUTCOMES

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives		
	People live in safer, stronger communities	ET03	Renewables are further developed in the area in partnership for the benefit of our communities.
		ET04	Harness the potential of the third sector and increase their capacity to deliver sustainable communities.
	Children and young people have the best possible start		
A place people choose to learn	Education, skills and training maximises opportunities for all		
A place people choose to work and do business	The economy is diverse and thriving	ET01	Sustainable economic growth in Argyll and Bute
	We have infrastructure that supports sustainable growth	ET02	Argyll and Bute is better connected, safer and more attractive
Making it happen	Service delivery enablers		

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ET01	Sustainable economic growth in Argyll and Bute	Maximising the sustainable economic opportunities within Argyll and Bute.	The updating of all our plans and strategies, as appropriate, in response to the findings of the Compelling Skills report and the Argyll and Bute Economic Forum's report during 2016/17.	As appropriate.	1,196	SRR01: Population and economic decline.
		To undertake a detailed action plan for the tourism industry across Argyll and Bute and by administrative area, with input from the Compelling study and the recent Tourism Barometer work at the local level being undertaken by Argyll and the Isles Tourism Co-operative (AITC).	Identify opportunities and gaps in the market that can be taken forward with appropriate stakeholders and partners by end of March 2017.			
		To undertake a detailed action plan for the food and drink sector across Argyll and Bute and by administrative area, with input from the Compelling study and Economic Forum report.	Identify opportunities and gaps in the market that can be taken forward with appropriate stakeholders and partners by end of March 2017.			
		To undertake an updated and detailed action plan, (referencing the Argyll and Bute woodland and forestry strategy) of the forestry sector across Argyll and Bute and by administrative area, with input from the Compelling study and the Economic Forum report.	Identify opportunities and gaps in the market that can be taken forward with appropriate stakeholders and partners by end of March 2017.			
		Number of start-up businesses supported.	100 by March 2017.	Data is now available through the SLAED Economic Indicators work prepared by the Improvement Service.		
		One year survival rate for business start-ups (rolling 12 month average)	77%	National benchmark data available.		
		Three year survival rate for business start-ups (rolling 12 month average)	62%	National benchmark data available.		
		Number of existing businesses supported.	200 by March 2017.	Not applicable: With regard to benchmarking, support to existing businesses is not a Business Gateway national performance measure so benchmarking data is not available.		

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ET01	Sustainable economic growth in Argyll and Bute	Work Programme - number of job starts, subject to decision to enter into the contract extension with Working Links for 2016/17.	Secure 35 job starts for Argyll and Bute	The Council delivers the UK Government's Work Programme on behalf of Working Links, one of the two Scottish main contractors for the Department for Work and Pensions (DWP), any benchmarking information can only be published at the discretion of DWP.		
			Secure 95 job starts with Partners			
		Work Programme - number of sustainable job outcomes, subject to decision to enter into the contract extension with Working Links for 2016/17.	Secure 15 sustainable job outcomes for Argyll and Bute	The Council delivers the UK Government's Work Programme on behalf of Working Links, one of the two Scottish main contractors for the Department for Work and Pensions (DWP), any benchmarking information can only be published at the discretion of DWP.		
			Secure 25 sustainable job outcomes with Partners			
	Maximise European funding investment within Argyll and Bute.	Working with Employability partners to secure, as far as practicable, £3.66m of ESF funding allocated to Argyll and Bute Council to deliver an Enhanced Employability Pipeline; and £0.53 for Poverty and Social Inclusion measures. We will also be working through Business Gateway to lever in an allocation of £298,762 of ERDF funding. Launch of LEADER Programme early January 2015 (depending on governance issues being sorted out). Launch of EMFF FLAG programme - no date as Operational Programme not yet approved by European Commission. Working on 3 potential Interreg bids - currently working to assess viability of projects.	Not applicable			

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ET01	Sustainable economic growth in Argyll and Bute	Number of Capital Regeneration Full Business Cases completed and approved.	Oban Transit Berthing Facility; Helensburgh Waterfront development; Lorn Arc - Lorn Road/Kirk Road improvements; North Pier Extension/streetscape; Dunbeg development Road.	Not applicable: specific to Argyll and Bute.		
		Number of Capital Regeneration contract projects let.	Three contracts let: Refurbishment of Rothesay Pavilion, Redevelopment of Queens Hall, Dunoon and Oban Maritime Visitor Facility	Not applicable: specific to Argyll and Bute.		
		Delivery of physical economic regeneration projects in 2016/17.	Three physical economic regeneration projects completed in 2016/17: Oban public realm ph2; Oban Maritime Visitor Facility; and the Helensburgh Shopfront Initiative phase 1.	Not applicable: specific to Argyll and Bute.		
		Working with the community and partners to develop and deliver town/community wide development and action plans.	Charrette for Tiree, Rothesay and Crinan Canal. (complementing further work programmed by the councils Planning service)	Specific to those communities.		
		Delivery of projects and support to key sectors - Film and Argyll kayak trail.	One stop shop created for Film support, number of film enquiries received and productions made in Argyll and Bute and continued development and promotion of Argyll Kayak trail. Stalled spaces projects delivered. Development of cultural and heritage trail.	Not applicable: specific to Argyll and Bute.		
		Delivery of and support to partner heritage led regeneration projects.	Inveraray and Campbeltown CARS, and commence delivery of Hermitage Park Parks for People project. The implementation of investing for economic growth and the Mid Argyll Regeneration Project. Development phase delivery of Rothesay TH, Work with Kilmartin Museum, St Peters NVA and Campbeltown Cinema.	Not applicable: specific to Argyll and Bute.		

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ET02	Argyll and Bute is better connected, safer and more attractive.	Secure external funding for the delivery of strategic transport projects.	Annual target: £400,000	Not applicable: specific to Argyll and Bute.	2,104	Failure to deliver lifeline area services to the islands.
		Actively influence partner agencies to assist in the delivery of strategic transport projects.	95% delivery against programme of work incorporating Argyll and Bute representation at national strategic transportation forums	Not applicable: specific to Argyll and Bute.		
		Maintain Airport safety essential for service delivery	Monthly Target: 70% pass mark on Red Kite Fire Fighting Training Systems of staff at Oban Airport	Investigating the suitability of benchmarking		
		Number of passengers carried on Argyll and the Isles Air Services.	Annual target: 3,500 (based on 8 passenger seat airplane)	2011: 2510; 2012: 3,224; 2013: 3,334 2014: 3,516		
		Delivery of Strategic Infrastructure Plan to form the foundation for a justification for a Rural Deal Initiative	Stage 1: Understanding the current situation, March – April 2016. Stage 2: Defining strategic economic goals for a positive economy (consultation), May – June 2016 Stage 3: Using the key economic goals to identify priority (through consultation feedback), July – August 2016 Stage 4: Funding Options, July – September 2016 Stage 5: Finalising the Strategic Infrastructure Plan, Oct – November 2016	Not applicable: specific to Argyll and Bute.		
		Delivery of road safety education and training publicity programme across educational establishments.	Annual target: 80 -pre-schools, primary and secondary schools.	Not applicable: specific to Argyll and Bute.		
ET03	Renewables are further developed in the area in partnership for the benefit of our communities.	Promote the new community benefit guidance to secure socio-economic benefit for the communities across Argyll and Bute and review this every two years. Continue the development of CROP - online community renewables portal.	New Community Benefit Framework finalised and launched Summer 2015. 95% delivery against programme of work promoting the opportunities associated with the Community Renewable Web Portal.	Not applicable: specific to Argyll and Bute.	30	Failure to deliver the Renewable Energy Action Plan and related ambitions.
		Maintain the planned rate of delivery of the REAP (Action Plan to ensure that we maximise the local socio economic opportunities for our communities and businesses from renewables.)	Revised REAP to be finalised end of 2015/16 aligned to revised EDAP, 2013-18 and SOA; further detail over timescales will follow.	Not applicable: specific to Argyll and Bute.		

2016-17 SERVICE PLAN - ECONOMIC DEVELOPMENT AND STRATEGIC TRANSPORTATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ET04	Harness the potential of the third sector and increase their capacity to deliver sustainable communities.	Support Third Sector organisations to access external funding to deliver projects.	30; this will be assessed through an annual survey carried out after the final quarter of the year.	Not applicable: specific to Argyll and Bute.	163	Failure to deliver sustainable communities through limited resources and inadequate partnership working and commitment to outcome delivery.
		No. of third sector organisations being supported through Council agreed asset transfer process.	Initiate 2 projects per annum to progress through the third sector asset transfer process. This may take approx. two years to complete the full transfer.	Not applicable: specific to Argyll and Bute.		
		No of Argyll and Bute Council services implementing new models of service delivery in partnership with local communities.	1	Not applicable: specific to Argyll and Bute.		
Central/Management Costs					286	
					3,779	

2016-17 SERVICE PLAN - EDUCATION

SERVICE OVERVIEW

Service Purpose:

The Education Service is forward looking and ambitious, continuously improving the quality of its education provision through self-evaluation, reflection and action for all children and young people in Argyll and Bute.

Description of areas covered:

Education Services is responsible for the delivery of all aspects of Education, as prescribed in the Education Act and subsequent Standards in Scotland's Schools etc. Act of 2000. This includes Early Years, Primary, Secondary Education provision and the implementation of the requirements of various Acts including: Additional Support for Learning Act, Parental Involvement Act, Children and Young Peoples Act. The Service also provides Education Psychological Services, 16+ Learning Choices and Youth Services. The Quality Improvement team support all education services in the delivery of high quality learning and teaching and improving educational outcomes for children and young people. The service is supported by administrative, clerical and janitorial functions.

Resources available to the service:

Primary and secondary school teachers and educational psychology, area principal teachers, early learning childcare and education workers, clerical assistants, additional support needs assistants, school technicians, librarians, janitors, Quality Improvement Team, 3 education offices, 73 primary schools and 5 secondary schools, 4 x 3-18 schools, 1 joint campus, 6 Gaelic Medium Units, 1 school for pupils with complex additional needs, 54 Local Authority Pre-school Units (2 of which are stand-alone and 4 of which provide Gaelic preschool within the school). There are currently 22 commissioned preschool providers. The FTE staffing for the service currently stands at 1505.55 FTE.

Significant strengths:

Continued development and implementation of Curriculum for Excellence in all schools.

Overall, the curriculum design models in place across Argyll and Bute Secondary Schools meet the requirements of the Early Years Curriculum, the Broad General Education and the Senior Phase.

Approaches to improvement, through effective self-evaluation are increasingly evident across the service.

Teacher Learning Communities model used to take forward the assessment agenda to improve educational attainment.

Our robust approach to delivering a downward trend in the small number of children and young people placed out with Argyll and Bute for education, whilst ensuring that educational needs are being met coupled with legislative compliance.

All primary aged looked after children are assessed to support their educational development.

Our robust approach in securing continuous improvement in the Council's performance in securing positive destinations when leaving school.

Significant progress has been made in taking forward the key aspirations of the Early Years Collaborative family pathway and Developmental Milestones toolkit.

Good partnership working at all levels; Getting It Right from the Start; The implementation of the GIRFEC practice model; Commitment to continuous improvement; Self-evaluation; improved inspection gradings across in house and commissioned providers; Early and Effective Intervention (EEI).

GIRFEC implementation across Argyll and Bute Schools and Early Years settings.

Implementation of increased ELCC for children aged from 2 years.

Stronger liaison between local ELCC settings, leading to high quality area transition experiences.

Robust ASN review leading to the update of the policies on staged intervention and highly able pupils over 2015-16.

2016-17 SERVICE PLAN - EDUCATION

SERVICE OVERVIEW

Significant challenges:

Maintaining a high quality of service in a time of reducing resources whilst undergoing a significant national curriculum change and the introduction of new legislation relating to Wellbeing (Children and Young People (Scotland) Act 2014).

Improving educational attainment and wider achievement experiences and outcomes for all children and young people whilst responding to a number of key national challenges eg National Improvement Framework, revised approach to self-evaluation and improvement (HGIOS 4), Education Bill.

Raising educational attainment for all LAC with a particular focus on those at the secondary stage.

Pressures arising from the requirements of the Additional Support for Learning Act

Ensuring all S3 pupils have a pupil profile

Continuing to support schools and fulfil statutory functions.

Continued implementation and evaluation of our coherent and partner focused strategy for Opportunities for All.

Maintaining and improving the downward trend in the number of young people placed out with Argyll and Bute for education where educationally appropriate.

Implementation of the ICT Strategy Paper in particular, enhancing the use of technology to deliver aspects of the curriculum where teacher availability and expertise is limited.

Responding to the challenges around recruitment and retention of teaching staff levels in all Argyll and Bute establishments through workforce planning and growing our own.

Continued implementation of key aspects of the Early Years and Childcare national policy directive.

Implementing increasing flexibility of ELCC provision as outlined within CYP Act 2014.

Implementation of free meals for children accessing ELCC over lunch times as outlined within CYP Act.

Implementation of a revised self-evaluation framework ie HGIOS4 and the revision of School Review processes.

Declining school rolls.

New Legislative duties (Education Act; C&YP Act; Community Empowerment Act)

Equalities:

All service planning, design and delivery is underpinned by the Education Service's explicit ethos of inclusion and access to broad and high quality education for all.

Customer Service:

Ensure our schools and their communities are engaged and informed and issues raised are dealt with timeously and effectively. Embracing technology, to communicate with pupils and parents (text, school websites, etc). Improving our transactional capability on-line.

**2016-17 SERVICE PLAN - EDUCATION
OUTCOMES**

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives		
	People live in safer, stronger communities		
	Children and young people have the best possible start	ED04	The educational additional support needs of children and young people are effectively met, ensuring compliance with legislative requirements.
		ED07	Young children and their families are given assistance to help them achieve the best start in life, ensuring compliance with legislative requirements.
A place people choose to learn	Education, skills and training maximises opportunities for all	ED01	Primary school children are enabled to increase levels of attainment and achievement and realise their potential.
		ED02	Secondary School children are enabled to increase levels of attainment and achievement and realise their potential.
		ED03	Education Central management team ensures continuous improvement in service delivery.
		ED05	An effective system for Opportunities for All will operate in all Secondary schools.
		ED06	Education staff have improved capacity for leadership, professional learning and knowledge.
		ED08	Young people have the opportunity to access accredited wider learning opportunities.
A place people choose to work and do business	The economy is diverse and thriving		
	We have infrastructure that supports sustainable growth		
Making it happen	Service delivery enablers		

2016-17 SERVICE PLAN - EDUCATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ED01	Primary school children are enabled to increase levels of attainment and achievement and realise their potential.	Increase the overall percentage of primary attendance rates.	96.50%	96%	26,268	Failure to enable Primary school children to realise their potential through CfE will result in the reduction of attainment and achievement and widen the attainment gap.
		Number of pupils excluded are reduced	17	19		
		Number of exclusion openings per 1,000 are reduced	105	114		
		Number of exclusion incidents are reduced.	25	27		
		Increase in % of P4 pupils attaining their expected levels in the Suffolk reading test	85%	82.5% of P4 pupils will attain a score of 85 or more in the Suffolk reading assessment		
		The percentage of children in P1 who are achieving CfE early level in reading.	66% FQ1	New Measure. No benchmark currently available.		
		The percentage of children in P1 who are achieving CfE early level in writing.	66% FQ1	New Measure. No benchmark currently available.		
		The percentage of children in P1 who are achieving CfE early level in numeracy.	66% FQ1	New Measure. No benchmark currently available.		
		The percentage of children in P4 who are achieving CfE first level in reading	66% FQ1	New Measure. No benchmark currently available.		
		The percentage of children in P4 who are achieving CfE first level in writing	66% FQ1	New Measure. No benchmark currently available.		
		The percentage of children in P4 who are achieving CfE first level in numeracy.	66% FQ1	New Measure. No benchmark currently available.		
		The percentage of children in P7 who are achieving CfE second level in reading	66% FQ1	New Measure. No benchmark currently available.		
		The percentage of children in P7 who are achieving CfE second level in writing.	66% FQ1	New Measure. No benchmark currently available.		
		The percentage of children in P7 who are achieving CfE second level in numeracy.	66% FQ1	New Measure. No benchmark currently available.		
Secure retention of 2015-16 probationers as newly qualified teachers.	6 FQ2	New Measure. No benchmark currently available.				
Secure retention of 2015-16 probationers as newly qualified teachers.	12 FQ2	New Measure. No benchmark currently available.				

2016-17 SERVICE PLAN - EDUCATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ED02	Secondary school children are enabled to increase levels of attainment and achievement and to realise their potential.	Increase the overall percentage of secondary attendance rates.	93%	92%	26,418	Failure to enable Secondary school children to realise their potential through CfE will result in the reduction of attainment and achievement, widen the attainment gap and impact on positive destinations.
		Number of pupils excluded are reduced.	126	132		
		Number of exclusion openings per 1,000 are reduced.	850	874		
		Number of exclusion incidents are reduced.	181	191		
		Increase the overall percentage of attainment across National Improvement Measures:				
		The percentage of children in S3 who are achieving CfE third level in reading	66% FQ1 (June 16)	New Measure. No benchmark currently available.		
		The percentage of children in S3 who are achieving CfE third level in writing.	66% FQ1 (June 16)	New Measure. No benchmark currently available.		
		The percentage of children in S3 who are achieving CfE third level in numeracy.	66% FQ1 (June 16)	New Measure. No benchmark currently available.		
		Improvement in School leaver attainment data reported within INSIGHT:				
		The percentage of school leavers achieving SCQF Level 4 or better in Literacy.	92.75% Update in FQ4	Argyll and Bute 91.75% Virtual Comparator 94.65%		
		The percentage of school leavers achieving SCQF Level 4 or better in Numeracy.	83.51% Update in FQ4	Argyll and Bute 82.51% Virtual Comparator 86.91%		
		The percentage of school leavers achieving SCQF Level 5 or better in Literacy.	72.40% Update in FQ4	Argyll and Bute 71.40% Virtual Comparator 76.24%		
		The percentage of school leavers achieving SCQF Level 5 or better in Numeracy.	61% Update in FQ4	Argyll and Bute 59.96% Virtual Comparator 65.07%		
		Increase the Average Total Tariff Score of leavers in the Lowest Attaining 20% of School Leavers	180 Update in FQ4	Argyll and Bute 174 Virtual Comparator 208 National 163		
		Increase the Average Total Tariff Score of leavers in the Middle Attaining 60% of School Leavers	842 Update in FQ4	Argyll and Bute 838 Virtual Comparator 897 National 806		
		Increase the Average Total Tariff Score of leavers in the Highest Attaining 20% of School Leavers	1790 Update in FQ4	Argyll and Bute 1773 Virtual Comparator 1844 National 1818		
		Secure retention of 2015-16 probationers as newly qualified teachers.	4 FQ2	New Measure. No benchmark currently available.		
		Provide probationer placements.	6 FQ2	New Measure. No benchmark currently available.		

2016-17 SERVICE PLAN - EDUCATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ED03	Education Central Management Team ensures continuous improvement in Service delivery.	Completion of a maximum of 8 Reviews across Early Years, Primary and Secondary.	2 in FQ1; 3 in FQ3; 3 in FQ4	Minimum of 8 annually	3,993	Failure to embed a programme of Quality Reviews, HT Meetings, and scrutiny of key documents ie Standards and Quality Reports, School Improvement Plans, Performance Reports would prove difficult to ensure improvement in Service Delivery.
		Maintain the percentage of positive primary inspection report gradings including Gaelic medium establishments.	75%	75%		
		Maintain the percentage of positive secondary inspection report gradings at good or very good.	75% FQ4	75%		
		Maintain the overall percentage of positive local authority Care Commission Inspection Evaluations	75% FQ4	75%		
		Percentage of positive Care Commission Inspection Evaluations in commissioned Early Learning and Childcare Providers.	75% FQ4	75%		
		Delivery of a minimum of 5 Head Teacher meetings that has learning and teaching at its core.	FQ3=3 FQ4=2	Minimum of 5 annually		
		Sample school usage of Insight data to ensure effective intervention.	FQ2=2 FQ4=2	100%		
		Roll-out of the secondary school domain extension programme.	FQ4=80%	80% of secondary schools by FQ4		

2016-17 SERVICE PLAN - EDUCATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary	
					2016/17		
ED04	The educational additional support needs of children and young people are effectively met, ensuring compliance with legislative requirements.	Number of young people placed outwith the Authority.	<26		25	8,374	Failure to meet the additional support needs of children and young people would be a failure to adhere to legislation.
		Number of Looked After Children excluded are reduced.	30		32		
		Number of Looked After Children exclusion openings per 1,000 are reduced.	128		133		
		The Number of Looked After Children exclusion incidents are reduced.	33		35		
		Overall percentage of attainment of all Looked After Children in Argyll and Bute across National Improvement Measures:					
		S4 SCQF Level 4 or better in Literacy and Numeracy.	35% Update in FQ4	33% - Argyll and Bute 37% - National			
		S4 SCQF Level 5 or better in Literacy and Numeracy.	1% Update in FQ4	0% - Argyll and Bute 5.6% - National			
		S5 SCQF Level 4 or better in Literacy and Numeracy.	68% Update in FQ4	66.7% - Argyll and Bute 50.2% - National			
		S5 SCQF Level 5 or better in Literacy and Numeracy.	18% Update in FQ4	16.7% - Argyll and Bute 13.7% - National			
		S5 SCQF Level 4 or better in Literacy and Numeracy.	84.5% Update in FQ4	100% - Argyll and Bute 84.5% - National			
		S5 SCQF Level 5 or better in Literacy and Numeracy.	46.6% Update in FQ4	42% - Argyll and Bute 46.6% - National			
		1 or more qualification at SCQF Level 3 or better	85% Update in FQ4	83.3% - Argyll and Bute 91% - National			
		1 or more qualification at SCQF Level 4 or better	85% Update in FQ4	83.3% - Argyll and Bute 74% - National			
		1 or more qualification at SCQF Level 5 or better	50% Update in FQ4	50% - Argyll and Bute 40% - National			
		1 or more qualification at SCQF Level 6 or better	20% Update in FQ4	27.8% - Argyll and Bute 12% - National			
1 or more qualification at SCQF Level 7 or better	8% Update in FQ4	11.1% - Argyll and Bute 2% - National					
Adherence of statutory timescales for Co-ordinated Support Plans.	100% compliance by end of each quarter.	100%					
ED05	An effective system for Opportunities for All will operate in all Secondary Schools.	Percentage of school leavers achieving positive destinations.	92% Update in FQ4	91.53% Skills Development Scotland	674	Failure to meet the additional support needs of children and young people would be a failure to adhere to legislation.	
		Percentage of Looked After Children achieving positive destinations.	78% Update in FQ4	78% Update in FQ4			
		Percentage of young people moving into a positive destination after the completion of an Activity Agreement.	70% FQ4	69% National			
		Maintain and develop the provision of appropriate Vocational and Training Courses (including Skills for Work) in line with Developing Young Workforce within Argyll and Bute.	Appropriate Courses in place in all Secondary Schools. FQ4	New Measure. No benchmark currently available.			

2016-17 SERVICE PLAN - EDUCATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ED06	Education staff have improved capacity for leadership, professional learning and knowledge.	Continuing professional learning opportunities for all staff.			17	Failure to increase capacity for leadership, professional learning and knowledge will reduce the successful learning processes for the children and young people within our schools. It will also hinder our capacity for succession of leadership
		Targetted Events	FQ1=2; FQ3=4; FQ4=4	FQ1=2; FQ3=4; FQ4=4		
		Aspiring Leaders	FQ1=1; FQ3=1; FQ4=1	3 annual events		
		Newly appoined Head Teachers	FQ1=1; FQ3=1; FQ4=1	3 annual events		
		Opportunities for All	FQ1=1	1 annual event		
		GTCS Professional Update requirements	100% by FQ4	100% of teaching staff required to		

2016-17 SERVICE PLAN - EDUCATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ED07	Young children and their families are given assistance to help them achieve the best start in life, ensuring compliance with legislative requirements.	The overall percentage of uptake of pre-5 education (PS2)	100% of those parents who request it by FQ4	98%	6,242	Failure to ensure that vulnerable children and their families are given assistance to achieve the best start in life.
		Overall percentage of Early Education and Childcare staff holding Scottish Social Services Council (SSSC) qualifications.	100% by FQ5	94%		
		The overall percentage of uptake of Early Learning and Childcare (PS2)	100% of those parents who request it by FQ4	98%		
		% of Children achieving their developmental milestones by the time they start P1 (EYC Stretch Aim 3)	80% by FQ1	Not Yet Captured		
		Implementation of the Development Milestone Tool 0-3 Years within 1 area of Argyll and Bute	1 Locality within Argyll and Bute by FQ1	Not yet Implemented		
		% of Early Level Classes in Argyll and Bute	25% by FQ4	15%		
		% of ELCC settings delivering PATHS (emotional literacy programme)	35% by FQ1	25%		
		Increase the number of Bookbug volunteers across Argyll and Bute	120 volunteers by FQ1	100 volunteers		
		Increase the overall percentage of Early Learning and Childcare staff holding or working towards Scottish Social Services Council (SSSC) qualifications.	100% by FQ4	94%		
		Increase the overall percentage of Care Inspectorate gradings with a minimum of grade 4 within each Quality Theme	95% by FQ4	90%		
		Increase number of settings making provision for family learning and family engagement	35% by FQ1	25%		
		Increase uptake of eligible 2 year olds for ELCC (PS2c) (CYP Act)	80 Children by FQ1	48 children		
		Maintain the number of Community Childminders to support vulnerable children and their families when they need it	26 CCMs by FQ1	26 CCMs		
		Maintain the number of Providers commissioned by the Local Authority to provide ELCC to ensure flexibility of provision within each area of Argyll and Bute	23 Commissioned Providers by FQ1	23 Commissioned Providers		
		Increased flexibility of ELCC provision within Local Authority Providers (CYP Act)	3 settings by FQ1	1 Setting		
		Increase the number of Partner Childminders Providing ELCC for Two Year Olds (CYP Act)	25 partner childminders by FQ4	22 partner childminders		
Increase the number of local authority ELCC settings which meet CI requirements for 2 year old children (CYP Act)	Increase to 15 settings by FQ4	6 Settings				

2016-17 SERVICE PLAN - EDUCATION

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
ED08	Young people have the opportunity to access accredited wider learning opportunities.	Increase the number of young people successfully completing accredited wider learning opportunities.	350 accredited learning opportunities successfully completed by FQ4	338 accredited learning opportunities successfully completed 14/15	0	Failure to offer alternative learning opportunities may have an impact on levels of attainment and achievement and positive and sustained destinations.
		Youth Service team members trained in delivery of Youth achievement Awards.	100% by FQ4	60% of team have completed required training.		
		Improve data collection and information sharing amongst youth work providers.	Hold 3 multi agency meetings per year - FQ1=1, FQ3=1 and FQ4=1	New Measure. No benchmark currently available.		
					71,985	

**2016-17 SERVICE PLAN FACILITY SERVICES
SERVICE OVERVIEW**

<p>Service Purpose:</p> <p>Facility Services provides a range of support to all other Council Services through teams which manage assets, catering, cleaners, pool cars, school transport, property design and improvement, property maintenance, energy consumption and estates services. The service has responsibility for the Council's Corporate Asset Management processes together with the design and delivery of property related capital projects. In addition, Facility Services manages and supports public transport contracts and community transport initiatives.</p>
<p>Description of areas covered:</p> <p>Catering and Cleaning: The core service provided by Catering Services is the school meals service. Annually 1.02 million school meals are prepared and served from 66 production units to 14 dining centres, 10 secondary schools and 76 primary schools. Cleaning is undertaken in 104 offices and 37 schools across the Council, with the remainder of janitor/cleaners in schools being directly managed by Education. Approximately 15.7 million m2 per annum is cleaned with the bulk of the input being in schools.</p> <p>Property Services: provides a range of support to all other Council Services through teams which manage assets, property design and improvement, property maintenance, energy consumption and estates services. The service has responsibility for the Council's Corporate Asset Management processes together with the design and delivery of property related capital projects.</p> <p>Integrated Transport: manage the Council's light vehicle fleet which comprises 204 vehicles including 19 pool cars; manage school transport contracts which carry 3,188 pupils on a daily basis; 74 school contracts are delivered in-house; responsible for transport infrastructure including bus stops and shelters; prepare and display timetable information.</p>
<p>Resources available to the service:</p> <p>Staffing - 346.25 FTE</p> <p>This comprises Catering 167.15 FTE; Cleaning 80.1 FTE; Catering and Cleaning Management and Support - 8 FTE; Asset and Estates Management – 4.5 FTE; Property Design – 19 FTE; Property, Energy and Building Services Maintenance – 11 FTE; Integrated Transport Team - 49 FTE; Admin Support Team – 5.5 FTE; Head of Facility Services Team - 2 FTE.</p>
<p>Significant strengths:</p> <ol style="list-style-type: none"> 1 Successful implementation of Universal Free School Meals for P1 – P3 pupils was achieved by January 2015 2 Successful implementation of Oban/Dalmally train service from start of 2014/15 academic year 3 Successful implementation of remaining contracts for planned/emergency maintenance 4 Revised customer satisfaction process introduced as a pilot with the Education client to improve the amount and quality of customer feedback received for property maintenance 5 Disposal of property assets 6 Roll out and installation of IT equipment across all Primary school kitchens was achieved by March 2015 7 Successful roll out of the Allergen legislation in school kitchens and Kilmory was achieved by December 2014 8 Successful pilot of a Recruitment Fayre for catering, cleaning and driver/escort staff in Helensburgh and Lochgilphead, leading to the filling of 26 vacant posts 9 Award of school transport contracts in Islay, Mid Argyll and Lorn, achieving savings 10 Installation of solar pv on 8 Non NPDO schools successfully completed 11 Kilmory Biomass heating system is now fully operational 12 Mid-Argyll Office Rationalisation delivered and Dalriada House now vacated by Council staff 13 Successful implementation of the Community Services and Facility Services Capital Programme 2014/15 14 Central Repairs (Emergency, Planned and Statutory Maintenance Works) budget fully committed at financial year end

2016-17 SERVICE PLAN FACILITY SERVICES

SERVICE OVERVIEW

Significant challenges:

1 Delivery of carbon Management Plan target of 20% saving on CO₂ emissions to a revised date of March 2015

Central Management Costs

3 Delay to completion of Helensburgh Office Rationalisation Project.

Equalities:

In the School Transport service, all directly employed drivers and escorts are provided with appropriate equalities training.

Where required, appropriate transport is provided for pupils with additional support needs

The public transport team consult with users of rural transport through local community transport forums

All Council offices and schools have appropriate public access areas which are suitable for disabled visitors.

Any office rationalisation or facility redesign work includes taking cognisance of individual users needs

In schools, any necessary design works required for pupils with additional support needs are designed in consultation with the appropriate Quality Improvement Officer

School meals are provided, where appropriate, to pupils with special dietary requirements, as a result of religious, cultural or dietary needs.

The school meals service has a rolling programme of pupil focus groups that include participants from protected groups, to ensure that they are consulted on menu changes

Equality Impact Assessments are conducted as part of any policy or process change, to ensure that consideration is given to the impact of any changes on minority groups

Customer Service:

The Property Maintenance team undertake quarterly customer satisfaction surveys on the maintenance programme for schools to establish lessons learnt and areas for improvement

On going customer satisfaction surveys are carried out for Capital Property Works on completion of each project.

The Catering and Cleaning Service conducts a monthly Customer Satisfaction Survey with all clients. The results are monitored through the Team Plan and these are published on Pyramid quarterly.

The Catering and Cleaning Service consults with pupils and Head Teachers during the menu preparation process, so that customers have direct input into the service they are offered.

The Integrated Transport team holds quarterly service standard meetings with main contractors to ensure compliance with contract terms and conditions

**2016-17 SERVICE PLAN FACILITY SERVICES
OUTCOMES**

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives		
	People live in safer, stronger communities	FS02	Communities are safer and more successful through improved facilities
		FS03	We contribute to the sustainability of the local area
		FS04	School and public transport meets the needs of communities
	Children and young people have the best possible start	FS01	Children are healthier because nutritionally balanced school meals are available to as many pupils as possible, and uptake is encouraged.
A place people choose to learn	Education, skills and training maximises opportunities for all		
A place people choose to work and do business	The economy is diverse and thriving		
	We have infrastructure that supports sustainable growth		
Making it happen	Service delivery enablers		

2016-17 SERVICE PLAN FACILITY SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
FS01	Children are healthier because nutritionally balanced school meals are available to as many pupils as possible, and uptake is encouraged.	All school pupils are provided with menus that comply with Schools (Health Promotion and Nutrition)(Scotland) Act 2007. This will ensure that nutritionally balanced school meals are provided.	Achieve acceptable nutrition levels for all measurable vitamins and minerals. This is measured using Nutmeg nutritional analysis software. New Primary menus are produced twice annually: April and October.	100%. Provision of nutritionally balanced meals is benchmarked by APSE annually.	288	Failure to ensure that the number of pupils opting to choose a nutritionally balanced school meal is maximised.
		The uptake of free school meals provided to eligible pupils is maintained and, where appropriate, improved to maximise the number of pupils benefitting from a nutritional lunch.	Achieve average uptake of 86.28% for free primary meals.	86% (Scottish average uptake 2014/15 APSE benchmarking data).		
			Achieve average uptake of 60.21% for free secondary meals.	55% (Scottish average uptake 2014/15 APSE benchmarking data).		
		The uptake of paid school meals, is maintained and, where appropriate, improved to maximise the number of pupils benefitting from a nutritional lunch.	Achieve average uptake of 42.78% for paid primary meals.	42% (Scottish average uptake 2014/15 APSE benchmarking data).		
			Achieve average uptake of 39.80% for paid secondary meals.	38%(Scottish average uptake 2014/15 APSE benchmarking data).		
		Quality meals are provided to all pupils, within managed cost margins.	Minimise quarterly food cost variance of ≤ 5%.	No external benchmarking is available. Benchmarking will be against last year's performance: 4.89%.		

2016-17 SERVICE PLAN FACILITY SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
FS02	Communities are safer and more successful through improved facilities.	Customers report improved cleaning and improved facilities through customer satisfaction reports.	≥ 90% rated good or above.	85% (APSE benchmarking average customer response rate 2014/15).	2,227	Failure to ensure are improved to make communities safer and more successful.
		Council buildings are improved and safer due to the implementation of the Capital Plan.	Maintain 80% of operational buildings included in the LGBF/Core Facts return in a satisfactory condition (B rated or above)	Scottish average LGBF return rate 81%		
			Maintain 65% of operational buildings included in the LGBF/Core Facts return to be suitable for their current use. (B rated or above)	Scottish average LGBF return rate 78%		
			On an annual basis, deliver 90% of capital projects, project managed by Property Services, that are programmed for practical completion in the financial year.	No external benchmarking is available. Benchmarking will be against last year's performance: 92.8%		
			Minimum 94% of Property Design Team payments processed within 14 days	Benchmarking will be against last year's performance: 96.4% and the Scottish average of 90.7%		
		The Council has maintained public buildings which are safe, efficient and fit for purpose.	Maintain 100% completion of statutory tests, inspections and remedial maintenance. There are approximately 3700 checks per annum, but this figure changes due to the number of assets the Council holds.	No external benchmarking is available. Benchmarking will be against last year's performance; 100%		
			Attain cumulative percentage reduction in Gross Internal Floor Area of 15% through office rationalisation	No external benchmarking is available. Benchmarking will be target of 15% by FQ4 2015-16		
			Attain cumulative year-on-year savings of £170k through office rationalisation	No external benchmarking is available. Benchmarking will be target of £170k by FQ4 2015-16		
		The Council ensures that its property assets are aligned to support service delivery requirements	A corporate challenge is applied to services for 100% of assets subject to lease renewal to determine whether properties are required to sustain service delivery in accordance with Council objectives	No external benchmarking is available. Benchmark will be the reduction in leased assets		
		Income from leased properties is maximised.	Non operational properties- 95% of rent due successfully collected (a total of £715k)	No external benchmarking is available. Benchmarking will be against last year's performance: 95%		

2016-17 SERVICE PLAN FACILITY SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
FS03	We contribute to the sustainability of the local area	The Council's use of energy and utilities is monitored and its carbon emissions are reduced	Deliver a new Carbon Management Plan to take cognisance of project opportunities and align where possible with national targets by March 2017.	No external benchmarking is available. Target is completion of the new plan.	120	Failure to reduce Carbon footprint.
			Expend and start re-investment of Central Energy Efficiency Fund (CEEF) by March 2016	No external benchmarking is available. Target is to expend £275k of CEEF Fund and to re-invest £35k by March 2016.		
		The Council's services work collaboratively to add value to the local economy through effective estate management	The Council's non-operational property portfolio is successfully managed to ensure available units are quickly brought to market. Where technically possible, all available properties are brought to market within 20 working days.	No external benchmarking is available. Benchmark will be 95%		
		Have a high quality and efficient light vehicle fleet which is more environmentally friendly	Ensure the total pool car mileage exceeds the breakeven mileage. This ensures best value is achieved by deploying pool cars.	No external benchmarking is available. Benchmarking will be against last year's performance: 188,000 miles (FY 14/15).		
			Maintain the average age of the light vehicle fleet at below 5 years at March 2017	No external benchmarking is available. Benchmarking will be against last year's performance: 3.5 years (FY 14/15).		
FS04	School and public transport meets the needs of communities	Improved public transport infrastructure across Argyll and Bute	Increase the number of bus stops by 10 during 2016/17	No external benchmarking is available. Benchmarking will be against last year's performance: New bus stops - 11.	9,178	Failure to deliver adequate school and public transport service.
		Maintain average subsidy per passenger accessing council funded public transport, taking into account the seasonal passenger fluctuation.	£1.78 by March 2017	No external benchmarking is available. Performance will be measured against the rolling annual average.		
		Maintain number of school bus inspections across Argyll and Bute	48 Inspections by March 2017	No external benchmarking is available. Benchmarking will be against last year's performance: 48.		
Central Management Costs					430	
					12,243	

2016-17 SERVICE PLAN - GOVERNANCE AND LAW
SERVICE OVERVIEW

<p>Service Purpose: Governance and Law administers the core services against which the governance arrangements and corporate objectives of the Council and Community Planning Partnership are pursued. It includes a range of largely (but not exclusively) internal services in supporting other Council Services, Elected Members and Council Committees, and delivers key legal services including litigation, licensing and conveyancing. The service is responsible for delivering all elections, and provides support to Community Councils and the Children's Panel. The Council's Civil Contingencies function is managed by Governance and Law, along with information compliance matters such as Freedom of Information, Data Protection, corporate complaints and records management.</p>
<p>Description of areas covered: The areas covered are: Governance arrangements & compliance with Council Constitution; Committee management and administration; election services, Elected Member Services; risk management; freedom of information; data protection; records management; complaints compliance; community safety & anti-social behaviour duties; Community Planning (operational & administration) and support for partnership working; Community Councils; business continuity and Civil Contingencies. Legal advice, litigation, licensing, conveyancing, contracts, insurance, debt recovery.</p>
<p>Resources available to the service: Staffing - 53.46 FTE (2015-16 figure) A range of customised IT systems are used by the Service, including the following: MOD Gov (Committees), Members Portal, Eros / Avantguard (election management), IKEN (case management and time recording), Westlaw (legal research), Northgate (licensing), Lagan (corporate complaints), AXLR8 (Freedom of Information), Authority Financials (debt recovery)</p>
<p>Significant strengths: Governance and Law has an extensive knowledge base, providing technical guidance across all council services and partner agencies, supported by strong internal & external networks. The service consists of a professionally qualified workforce; with many staff achieving sector specific qualifications. The team have an in-depth knowledge of election processes, and experienced staff provide valuable legal expertise across a wide range of issues. The service is committed to delivering excellent customer care, and has achieved the Customer Service Excellence accreditation.</p>
<p>Significant challenges: Implementation of the Community Empowerment Bill Introduction of the Integrated Joint Board for Health and Social Care and associated governance arrangements Management of Scottish Government Elections in 2016, and potential European Union Referendum Preparation for implementation of revised arrangements following the local government boundary commission review Preparation for new Council in 2017 following local government elections in 2017 Preparation for the next review of the Scheme for Establishment of Community Councils Effective implementation of the new Members Portal Revised election franchise to include 16-17 year olds Implementation of the Records Management Plan and delivery of associated Development Plan</p>
<p>Equalities: Equalities are embedded in the Service. Prior to elections, all polling stations are checked that they are suitable for access by all citizens. In addition, the Council promotes electoral participation including postal and proxy voting. Electoral management arrangements adhere to the requirements in respect of equalities. Equality issues in terms of access are considered when arranging meetings and events.</p>
<p>Customer Service: The Customer Service Excellence award has been achieved by the service, and requires ongoing commitment in order to maintain this accreditation.</p>

2016-17 SERVICE PLAN - GOVERNANCE AND LAW

OUTCOMES

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives		
	People live in safer, stronger communities	GL3	Improved quality of life and reduced risks for residents and visitors.
		GL7	Communities and employees are prepared to deal with major incidents
	Children and young people have the best possible start	GL4	The best interests of children at risk are promoted
A place people choose to learn	Education, skills and training maximises opportunities for all		
A place people choose to work and do business	The economy is diverse and thriving		
	We have infrastructure that supports sustainable growth		
Making it happen	Service delivery enablers	GL1	A high quality support and governance framework enables open and transparent decision making to take place
		GL2	Council compliance with governance and information management arrangements
		GL5	Provision of high quality, timely legal advice and documentation
		GL6	Timely provision of liquor licences and Civic Government licences to the public

2016-17 SERVICE PLAN - GOVERNANCE AND LAW

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risks
					2016/17	
GL1	A high quality support and governance framework enables open and transparent decision making to take place	(a) Maintain the percentage of draft minutes published and action mandates issued on time	95%	2015/16 to date FQ1 - 100 FQ2 - 100	1,100	Failure to ensure a quality framework supporting democratic decision making is in place.
		(b) Percentage of participants in the Members CPD framework with a development plan in place	75% by September 2016	N/A		
		(c) Increase the percentage of members very satisfied or satisfied with member services support	90%	2013/14 - 100% 2014/15 - 85%		
		(d) Maximise the number of transactions dealt with via the Members Portal	600 per annum FQ1 - 150 FQ2 - 150 FQ3 - 150 FQ4 - 150	2015/16 to date FQ1 - 118 FQ2 - 146		
		(e) Performance standards set by the Electoral Commission are met	100%			
		(f) Maximise the percentage of community councils with more than 70% membership	75%	2015/16 to date FQ1 - 78.4% FQ2 - 78.7%		
		(g) Maximise the percentage of community councils who feel supported	75%	2013/14 - 65% 2014/15 - 81.8%		
GL2	Council compliance with governance and information management arrangements.	(a) Maximise the percentage of responses within timescales for subject access requests under Data Protection Act	100%	2015/16 to date FQ1 - 100% FQ2 -	123	Failure to ensure Council compliance with governance and information management arrangements.
		(b) Maximise the percentage of Freedom of Information responses within timescales	100%	2015/16 to date FQ1 - 93% FQ2 -		
		(c) Maximise the percentage of complaints resolved by frontline (Stage 1) resolution.	75%	2015/16 to date FQ1 - 96.3% FQ2 -		
GL3	Improved quality of life and reduced risks for residents and visitors.	(a) Maintain the percentage of antisocial behaviour cases subject to joint tasking and problem solving - % of cases which have a multi-agency action plan	70%	2015/16 to date FQ1 - 84% FQ2 - 78%	48	Failure to improve quality of life and reduce risks of residents and visitors.

2016-17 SERVICE PLAN - GOVERNANCE AND LAW

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risks
					2016/17	
GL4	The best interests of children at risk are promoted.	(a) Maximise the percentage of satisfaction of Children's Panel members / Area Support Team with Council support	75%	2014/15 - 75%	34	Failure to ensure the best interests of children at risk are promoted.
		(b) Achieve optimum number of fully trained and serving Children's Panel members	optimum range 40-50			
GL5	Provision of high quality, timely legal advice and documentation	(a) Provide substantive response to all requests for advice in cases of urgent nature within one working day	100%	2015/16 to date FQ1 - 100% FQ2 - 100%	708	Failure to provide high quality, timely, legal advice and documentation
		(b) Provide full response for other requests for advice within 20 working days unless an extension has been agreed with client department	100%	2015/16 to date FQ1 - 100% FQ2 - 100%		
		(a) Complete all property transactions (Conveyances, Leases, Securities, Discharges) by agreed date of entry	100%	2015/16 to date FQ1 - 100% FQ2 - 100%		
		(b) Register all Section 75 Planning agreements within 4 months from receipt of titles	100%	2015/16 to date FQ1 - 100% FQ2 - 75%		
GL6	Timely provision of liquor licences and Civic Government licences to the public	(a) Determine all new Civic Government licence applications (with the exception of taxi licences) within 32 working days, provided there are no objections or representations	100%	2015/16 to date FQ1 - 98% FQ2 -	-121	Failure to ensure Timely processing of liquor and Civic Government licences to the public.
		(b) Where there are objections or representations, or where it is an application for a taxi licence, determine all such Civic Government licence applications within 50 working days	95%	2015/16 to date FQ1 - 50% FQ2 -		
		(c) Determine all personal liquor licence applications within 32 working days (with the exception of those where this is an objection)	95%	2015/16 to date FQ1 - 96.1% FQ2 -		
		(d) Determine all extended hours liquor licence applications within 32 working days	100%	2015/16 to date FQ1 - 100% FQ2 -		
		(e) Determine all occasional liquor licence applications within 32 working days	100%	2015/16 to date FQ1 - 100% FQ2 -		
GL7	Communities and employees are prepared to deal with major incidents	(a) Maximise the percentage of key partners satisfied with the administration and delivery of emergency planning exercises	75% (annual survey to be carried out by Dec 16)	New target	93	Failure to ensure Communities and employees are prepared to deal with major incidents
Central Management Costs					199	
					2,182	

2016-17 SERVICE PLAN - IMPROVEMENT AND HR SERVICE OVERVIEW

Service Purpose:

Improvement and HR service provides a range of professional support, advice and training for over 5000 council employees, managers and elected members. It is responsible for enabling management to put arrangements in place to ensure the health and safety of employees and service users under the Health and Safety at Work Act. The service provides the council's professional HR and payroll service in line with our legal responsibilities as an employer. Improvement and organisational development delivers planning, performance and scrutiny support to officers and members, improvement planning and business improvement tools and techniques, ensuring Best Value. The service also supports the council to comply with its statutory duties in Equalities and Gaelic. Learning and development provide employees with the skills that they need to deliver services through training and learning opportunities. The Corporate Communications Team supports business change, improvement and delivery of council objectives by promoting the work of the council, and contributing to customer and employee engagement.

Description of areas covered:

Health and Safety, Corporate communications, social media, Planning and Performance Management, Best Value, Improvement, Learning and Development, Leadership and Management Development, Organisational Development, HR, Payroll and pensions, employment contracts and recruitment, trade union relations

Resources available to the service:

Staffing - 82.4 FTE

The service is responsible for the management of a number of corporate IT systems including Pyramid, Resourcelink and ETC (Enrolment, Training and Certification) systems. There are training materials and equipment resources owned by the service including laptops, projectors cameras, TR1 equipment and coffee machines. There are no other fixed assets other than IT equipment and a share of office accommodation.

Significant strengths:

The service provides comprehensive people management and improvement services for the council. The team is responsible for delivering all aspects of the Council's strategic Planning and Performance Management Framework which underpins improvement and best value. The HR service provides efficient end to end processes for transactional HR with tight targets to ensure that the organisation has the right employees with the right skills at the right time to deliver services. Professional HR advice and guidance is provided through comprehensive policies and procedures on the Hub and through personal HR advice through the HR enquiries advice line available to all employees by telephone. Automated systems provide real time HR management information such as attendance and regular reporting on metrics assists managers to manage their teams and deliver improvements. The service is developing our approach to becoming the employer of choice 2020. ICT improvements are underway across the service on the HR and payroll database Resourcelink; Health and Safety management; learning and development systems including e-learning, webinars and the nationally recognised SVQ centre's remote assessment and verification. Learning and development achieves an average of 85% satisfaction rates for training delivered, including the Argyll and Bute Manager Programme. Communications are extending the Council's connection with its customers, and supporting achievement of the Council's objective to attract people and jobs to the area by developing improved online services and increased social media presence. We deliver a wide range of health and safety training and the H&S team provide practical advice which enables operational services to be provided safely. The team has a strong partnership and networking approach to service development and improvement, ensuring that the service is at the forefront of support service delivery. The research function of the service supports improvement in services and informs policy and strategy across the council, through data collation survey and analysis.

2016-17 SERVICE PLAN - IMPROVEMENT AND HR SERVICE OVERVIEW

Significant challenges:

Supporting organisational change and improvement in the context of ongoing efficiencies alongside an ambitious agenda for economic and population growth, service choices and health and social care integration as well as delivering business as usual will be a challenge for the service. There is a demand for and plans in place for improvement and new developments in systems, processes, campaigns and change programmes. Ongoing management of attendance and employee engagement during this period of uncertainty across the council will remain a challenge for the service. The strategic action plans the service has in place for delivery will aim to manage these issues and deliver improvements. The service will also be required to implement the reduction in the health and safety team by 24.9% or 2.5 posts and to design an effective, newly structured HR/OD team, planning for the reduction of 24.7% and 12.2 further posts. This will be a fundamental restructure of roles and responsibilities and will require retraining of staff. Increased demand on existing resources will require prioritisation of outcomes for the Communications Team.

Equalities:

The service has led on the council's compliance with our specific duties in the Equality Act 2010 including the operation of an equal pay environment. The service leads on the Equality Forum, developing Equality Outcomes and Actions and oversees the completion of quality assured Equality Impact Assessments. The service is responsible for ensuring that all employer related policies are fully compliant with equalities legislation. The council's recruitment policy and procedures ensure that we are able to use the double tick positive about disabled people logo.

Customer Service:

Improvement and HR has both internal and external customers and seeks to improve engagement and satisfaction with all of our customers. We have a role in supporting and driving improvement across the whole council and seek to lead by example in improving our own service's approach. Improvement and HR places a high priority on all employees completing the Customer Service Management training, has undertaken a Customer Service Healthcheck and developed an improvement plan as a result. We carry out and record customer satisfaction questionnaires on a quarterly basis and for all training courses delivered.

**2016-17 SERVICE PLAN - IMPROVEMENT AND HR
OUTCOMES**

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives		
	People live in safer, stronger communities	IHR01	Managers are enabled to manage health and safety effectively.
	Children and young people have the best possible start	IHR02	We, as a Council, recognise and tackle discrimination and promote equality.
A place people choose to learn	Education, skills and training maximises opportunities for all		
A place people choose to work and do business	The economy is diverse and thriving		
	We have infrastructure that supports sustainable growth		
Making it happen	Service delivery enablers	IHR03	Our customers and employees are informed and engaged.
		IHR04	Improve the Council's efficiency and service delivery through the use of systems and frameworks.
		IHR05	Performance, continuous improvement and organisational change is developed and supported.
		IHR06	Our workforce has the skills, knowledge and behaviours that support our culture and vision
		IHR07	Provide high quality support services to our workforce

2016-17 SERVICE PLAN - IMPROVEMENT AND HR

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
IHR01	Managers are enabled to manage health and safety effectively.	Contractors health and safety competence assessments carried out promptly	100% carried out and forwarded to the customer within 10 working days of receipt by the health and safety team	100%	309	Risk that the Council fails to meet its equalities duties
		Number of persons made competent to manage specific health and safety hazards	700 by the end of the financial year	1200		
		Number of employee Health and Safety assessments / tests	150 by end of the financial year	200		
		Percentage of accidents and incidents processed and investigation initiated within 1 working day	100%	100%		
		Number of fire risk assessments carried out	26 by March 2017	28		
		RIDDOR - The number of reportable incidences per 1,000 employees	Annual rate of 4 per 1,000	Annual rate of 4 per 1000 (national average)		
IHR02	We, as a Council, recognise and tackle discrimination and promote equality.	Increase % of workforce who have completed equalities training	20% of the workforce have completed equalities training by March 2017	Current figures around 10% of workforce have completed equalities training since 2013 (381)	0	Risk that the Council fails to meet its equalities duties
		Equality forum increases awareness of and promotes equalities issues	4 promotional activities per year	New measure - no benchmark		
		Maintain high quality of equality impact assessments completed	100% of Equality Impact Assessments quality assured	100%		
IHR03	Our customers and employees are informed and engaged.	Increase Facebook followers	20% increase from 2015-16		234	Risk that the Council fails to meet its equalities duties
		Increase Twitter followers	20% increase from 2015-16			
		Enquires are dealt with promptly and within deadlines	95% enquiry deadlines met	91%		
		Develop and implement internal branding design	Jun-16	N/A		
		Develop and Implement designed templates	Aug-16	N/A		
		Revise Citizen's Panel contract to broaden opportunities for involvement	Aug-16	N/A		
		Develop and issue plain English guide for employees	Oct-16	N/A		
		Change is supported by developing internal communication	Cascade is redesigned to include a people element by December 2016	N/A		
Increase response rate to employee survey	35% of the workforce complete the employee survey	25%				

2016-17 SERVICE PLAN - IMPROVEMENT AND HR

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
IHR04	Improve efficiency and service delivery through the use of systems and frameworks.	Increase councils compliance rating against assessment of Public Performance Reporting	69%	67%	267	Risk the council fails to demonstrate best value
		Maintain low cost of HR service per employee	£349	Council current figure £349 Average from CIPFA benchmarking group £339		
		Increase efficiency of the IHR service through improvements to the Resourcelink system	RL4 and 5 Project milestones delivered			
IHR05	Performance, continuous improvement and organisational change is developed and supported.	Services complete self assessment in accordance with agreed programme of self assessment activity.	Self Assessment framework and programme to be agreed by March 2016. Target will be confirmed following approval of the programme	New measure	547	Risk the council fails to demonstrate best value through continuous improvement and organisational development
		Maintain high level of performance scorecards created or reviewed in Pyramid in alignment with demand.	100%	100%		
IHR06	Our workforce has the skills, knowledge and behaviours that support our culture and vision	Increase percentage of current managers enrolled on Argyll and Bute Manager programme	60% by March 2017	44%	592	Risk that the workforce does not have the skills knowledge and behaviours required to support the achievement of the Council's objectives
		Increase percentage of current managers who have completed Argyll and Bute Manager programme	14% by March 2017	7%		
		Maintain high satisfaction levels with Argyll and Bute Manager courses	85% of candidates satisfied with courses	85%		
		Maintain high level of satisfaction with all courses delivered (including corporate training and social work training)	85% of learners satisfied with courses	85%		
		Percentage of all learners satisfied with E-learning courses	85% of learning satisfied with elearning courses	New measure		
		Maintain high proportion of Corporate training delivered against agreed Corporate learning and development plan following learning needs analysis	100% of training delivered in line with agreed corporate learning and development plan by March 2017			
		Council continues to attract Modern Apprentices by providing skills development opportunities	15 new Modern Apprentices appointed by March 2017	12 (20 by March 2016)		

2016-17 SERVICE PLAN - IMPROVEMENT AND HR

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
IHR07	Provide high quality support services to our workforce	All contracts are issued promptly	100% HR contracts issued within 5 working days of receipt of the successful candidate form	98%	1,125	Risk that the HR service does not meet the needs of our internal customers
		All vacancy adverts are processed promptly	100% of vacancy adverts processed within 5 working days of receipt of paperwork	100%		
		HR transactions are processed promptly	100% of all other HR transactional targets met	99%		
		Employees are paid accurately and on time	99.75% of all employees are paid accurately and on time	99.70%		
Central Management Costs					131	
					3,205	

2016-17 SERVICE PLAN - PLANNING AND REGULATORY SERVICES
SERVICE OVERVIEW

Service Purpose:

Planning and Regulatory Services is an outward looking service which seeks to harness development opportunities, support businesses, protect the public and improve the economic, social and environmental well being of the area by ensuring development takes place in a sustainable manner.

Description of areas covered:

Development Management - facilitating the delivery of the place-shaping vision for the community, environment and economy as set out in the Development Plan through the processing of planning applications and related submissions. Activities extend beyond the scrutiny and determination of planning applications to include: pre-application shaping of developments to promote desired outcomes, monitoring the delivery of proposals and evaluating their outcomes.

Building Standards - processing of building warrants and completion certificates. Primary aims are to ensure health, safety and wellbeing of people in and around buildings and the conservation of energy and power.

Development Policy - preparation, monitoring, review and implementation of the Argyll and Bute Local Development Plan together with all associated strategies including the Local Biodiversity Action Plan; Woodland and Forestry Strategy; Integrated Coastal Zone Management Plans and the access function under the Land Reform Act and delivering the Council's GIS functions.

Environmental and Animal Health - to protect public health having regard to physical, chemical and psychological factors which impact on health, and to ensure compliance with statutory requirements through working with business and to initiate enforcement action where appropriate. The nature of the work is wide ranging and includes food safety (farm to fork), workplace health and safety, environmental protection, public health including investigation and control of communicable disease and animal health and welfare.

Trading Standards - to ensure fair, safe and competitive trading within the council area. The service supports legitimate businesses in meeting statutory duties related to fair trading, consumer safety and metrology, as well as helping consumers to access and enforce their rights under that legislation. Debt counselling/advice service provided for complex debt cases.

Licensing Standards - for licensed premises work is undertaken to support the industry and the public by Licensing Standards Officers focusing on the principles of compliance, mediation and support.

Resources available to the service:

Staffing - 101.87 FTE

Supported by customised ICT systems - Civica/Uniform/Arcinfo.

Environmental Health have 5 small vans (4 hired, 1 owned) used for operational purposes.

2016-17 SERVICE PLAN - PLANNING AND REGULATORY SERVICES
SERVICE OVERVIEW

Significant strengths:

Effective and embedded Planning & Performance Management Framework e.g. Development Management performance set against peers notably above both the Scottish Average and over Rural Authority benchmarking partners.
Implementation and review of Building Standards Balanced Scorecard which received positive feedback from the Scottish Building Standards Division.
Positive feedback (no red markers) from the Scottish Government on Council's submission of the Planning Performance Framework Annual Report.
Project driven and managed activities based on strong partnership working e.g. adoption of the Argyll and Bute Local Development Plan and associated Action Programme; approval by the Council of the Joint Health Protection Plan for 2014-16.
Customer-centric services with high and sustained levels of stakeholder satisfaction. Building standards retention of the National Customer Services Excellence Award.
Implementation and review of Balanced Scorecard for Regulatory Services.
Developed national performance measure benchmarks for environmental health with the association of public services excellence which are used by other Scottish Local Authorities.
We successfully secured an extension to the shellfish monitoring contract which we provide on behalf of the Food Standards Agency to the 31st March 2017.
Building Standards successful attainment of contract with Babcock International to provide verification process for MOD projects.

Significant challenges:

To continue to demonstrate that customer care is embedded within our service delivery arrangements e.g. Building Standards retention of Customer Services Excellence.
Implement e-development project (new national portal to deliver on-line submission of planning and building warrant applications).
To review and develop a Regulatory Enforcement Policy to meet the Scottish Regulatory Strategic Code.
Review our arrangements as a Food Authority in light of the new Food Standards body and deliver our Food Improvement Plan.
Implementation of Regulatory Reform Act and associated 'penalty' clause related to the Planning Performance Framework.
Development of a range of national benchmarks for Trading Standards.
Recruitment and retention of professional staff.
Improved focus on delivery of development through housing site assessments, key sites action programme and key sites task force working group.
Responding to national and strategic review of Trading Standards.

Equalities:

Planning & Regulatory Services (PRS) is aligned with the Council's Equal Opportunities policies and practices and Equality Impact Assessments are undertaken as appropriate.
Improve engagement and involvement with Local Access Panels to help improve service delivery arrangements and disability outcomes.

Customer Service:

Planning & Regulatory Services (PRS) has undertaken a customer health check which has identified scope for improvement in customer service. This has resulted in a new Customer Service Development Plan which is now being implemented (improvements include better customer information through the expansion of social media to all PRS services; improved performance information; tailored consultation methods to better reflect customer needs; action plans generated from User Forums).

**2016-17 SERVICE PLAN - PLANNING AND REGULATORY SERVICES
OUTCOMES**

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives	PR08	Protect the health of our communities through effective partnership working.
	People live in safer, stronger communities	PR02	Empowered confident customers capable of successfully exercising their legal rights and accessing advice / support.
		PR03	We secure standards relating to public health and health protection through working with businesses, partner agencies and the public, through risk-based proportionate enforcement.
		PR04	The health, safety, welfare and convenience of people in and around buildings is protected and improved.
		PR06	We live and work in an environment which is safe, promotes health and supports the local economy.
	Children and young people have the best possible start		
A place people choose to learn	Education, skills and training maximises opportunities for all		
A place people choose to work and do business	The economy is diverse and thriving	PR01	The local economy is improved through the delivery of sustainable development.
	We have infrastructure that supports sustainable growth	PR05	We have improved and enhanced our access and enjoyment of the natural environment and built heritage.
		PR07	The creation of well-designed and sustainable places where people are able to access employment, housing, recreation opportunities supported by essential services and necessary infrastructure.
Making it happen	Service delivery enablers		

2016-17 SERVICE PLAN - PLANNING AND REGULATORY SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
PR01	The local economy is improved through the delivery of sustainable development.	Improve speed of determination of Planning Applications	Determine "All Local" Planning Applications in the whole of Argyll and Bute on average in less than 12 weeks	Large Rural Local Authority Benchmarking Group (HoPS) - Current Average of Group is 17 Weeks.	403	Failure to deliver the sustainable development of land through the positive management and regulation of development
		Increase Speed of responses for pre-application enquiries	Process 75% of pre-application enquiries within 20 working days	Large Rural Local Authority Benchmarking Group - Benchmarking data not currently available but shall be sought by May 2015		
		Demonstrate that the service is 'Open for Business' by approving Sustainable Development Proposals in accordance with the LDP	Achieve a planning application approval rate of over 95%	Large Rural Local Authority Benchmarking Group. Average is 92%.		
		Increase the speed of consultation / notification for valid Planning Applications	Register and neighbour notify 90% of valid applications within 5 days.	Large Rural Local Authority Benchmarking Group (HoPS) - Benchmarking data not currently available but shall be sought by May 2015		
PR02	Empowered, confident customers capable of successfully exercising their legal rights and accessing advice / support.	Provide advice and intervention for consumers in relation to service requests to allow them to make informed choices and to undertake formal interventions as appropriate.	80% resolved within 14 days from receipt	SPI for Scottish local authorities and we will compare our performance against the published SPI average.	513	Failure to support consumers leading to consumers being unsupported and being vulnerable to illegitimate business
		Reduction in customers facing significant financial problems through the provision of debt counselling support and intervention	90% of clients satisfied that they are better able to deal with their debt following our intervention	Being developed Benchmarking data not currently available but will be sought by May 2016		

2016-17 SERVICE PLAN - PLANNING AND REGULATORY SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
PR03	We secure standards of public health and health protection, through working with business partner agencies and the public through risk-based proportionate enforcement.	Increase the number of compliant businesses following intervention relating to food safety	80% of all premises are broadly compliant	SOLACE Benchmarking Club and national measure. Benchmark will be available June 2016	1,208	Failure to deliver Councils statutory functions as food authority and health and safety authority Non-compliant business which may lead to increased risks to public health/consumer safety , who are unable to trade safely and promote high quality goods from Argyll and Bute.
		The provision of appropriate advice to businesses to assist them in meeting current and emerging challenges across environmental health, animal health and trading standards	Complete 80% of alternative enforcement plan	No benchmark but internal service measure. Will assess progress against our previous years performance		
		To undertake fair and proportionate enforcement action	90% of those surveyed through our customer surveys are satisfied that the enforcement decisions taken were risk based; proportionate and discussed with them	Under development. Internal measure and can compare against previous years		
PR04	The health, safety, welfare and convenience of people in an around buildings is protected and improved.	Increase the efficiency and speed of the processing of building warrants.	Respond to 80% Building Warrant applications within 20 days	Quarterly with members of Clyde Valley Benchmarking group	11	Failure to protect the health, safety, welfare and convenience of people in and around buildings
		Production of a Balanced Scorecard (Business Plan) and Continuous Improvement Plan	Annual Balanced Scorecard submission and quarterly performance reports accepted by the Building Standards Division of the Scottish Government - currently August each year for Balanced Scorecard with quarterly reports due July, October, January and April (See our webpages under performance where our Balanced scorecard is published)	Annual review with other 31 LAs. Annual report issued retrospectively by the Building Standards Division of the Scottish Government (BSD) based on the quarterly returns we submit to the BSD which shows the national picture. The quarterly returns provide info on number and type of BW applications received, fees taken, costs of service, time taken to issue approvals etc.		
		Increase the efficiency and speed of the processing of completion certificates	Determine all applications within 10 days	Statutory target is 14 days. Benchmarking data not currently available but shall be sought by December 2015		

2016-17 SERVICE PLAN - PLANNING AND REGULATORY SERVICES

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
PR05	We have improved and enhanced our access and enjoyment of the natural environment and built heritage.	Produce 5 Conservation Area Appraisals	5X CAs adopted by FQ4	Explore performance measure / benchmark with other Local authorities with view to measure by end of 2016 (Suggest % of CAs with Appraisals??)	88	Failure to achieve better access to the natural environment
		Increase visitor numbers to the Argyll and Bute Core Path network by promoting awareness and knowledge of footpath routes.	Create 80 online guides for footpaths identified in the Core Path Plan per annum	Explore with other access authorities (suggest % of Core Footpaths with online guide)		
PR06	We live and work in an environment which is safe, promotes health and supports the local economy	To deliver our agreed service plans for food safety and health and safety, meeting the Councils statutory duties and with the aims of health protection and supporting business.	100% of high risk premises inspected	SOLACE Benchmarking Club and national measure. Benchmark will be available June 2016	86	Illness associated with the environment through failure to ensure that risks are adequately controlled
		Improve performance in the delivery of the shellfish monitoring programme which supports the shellfish industry and protect public health	95% compliance with specified sampling plan for each of the programmes-(i) phytoplankton; (ii) biotoxin and (iii) E.coli.	Benchmark will be available quarterly and in April 2016		
		Provide an effective response to public health incidents which have an immediate impact on public health.	Resolve 85% of environmental health service requests within 20 working days	SOLACE Benchmarking Club and national measure. Benchmark will be available June 2016		
PR07	The creation of well-designed and sustainable places where people are able to access employment, housing, recreation opportunities supported by essential services and necessary infrastructure.	Maintaining a Local Development Plan less than 5 years old.	Adoption of the Local Development Plan Scheme by end of FQ1. Complete 3 LDP Community Plans end of FQ4. Launch Call for Sites end of FQ3. Quarterly Reporting for Key Sites Access Programme FQ2	Large Rural Authorities Benchmark Club: percentage of population coverage by Local Development Plan (100%); LDP scheme on track	495	Failure to produce an up to date Local Development Plan with appropriate settlement strategy will adversely impact on the delivery of sustainable economic growth.
		To improve the supply of our housing	Maintain an effective five year housing land supply at all times. Complete Housing Site Assessment Appraisal end of FQ3.	(Explore with large rural authorities: Suggest, Av. no of years effective supply)		
PR08	Protect the health of our communities through effective partnership working.	To deliver the formally approved Joint Health Protection Plan with NHS Highland, Highland Council and Argyll and Bute Council	90% of JHPP 2015-17 plan 90% of plan achieved by 31/3/2017	Not applicable	(2)	Failure to work with NHS Highland and other partners to deliver the health protection priorities to our communities increase incidence of illness (e.g. E.coli 1057) due to consumption of poor quality drinking water.
		Monitoring the quality of private water supplies within Argyll and Bute Council and initiating public health interventions as necessary	95% of planned category A commercial supplies sampled in accordance with statutory requirements	SOLACE Benchmarking Club and national measure. Benchmark will be available June 2016		
Central Management Costs					300	
					3,102	

2016-17 SERVICE PLAN - ROADS AND AMENITY SERVICES
SERVICE OVERVIEW

Service Purpose:

To ensure that Argyll and Bute's roads and marine infrastructure enables the safe and convenient movement of people and goods across a geographically diverse and sparsely populated area. The service also maintains the physical appearance of Argyll and Bute by managing open spaces, cemeteries, street cleaning, refuse collection and waste management. Priority is given to services which are likely to contribute greatest to economic growth and improved quality of life.

Description of areas covered:

Roads Management and Maintenance - maintaining road network including co-ordination of public utilities, asset management, policy and strategy

Amenity - Refuse collection and street cleaning, grounds maintenance, cemeteries, warden service

Design Infrastructure - design and project management of infrastructure projects

Fleet, Waste and Infrastructure - Fleet maintenance, O Licence, Waste Management, management and coordination plant. Operation and management of 37 piers, harbours and slipways. Operation of 4 ferry services.

Resources available to the service:

Internal works and professional teams. A range of national contractors and SMEs. Highlands and Islands Professional Services Framework. Shanks PPP Contract. Resources from other Local Authorities, Transport Scotland including their operating companies and other partners through innovative and collaborative working. The service also has responsibility for depots, a range of vehicles and plant, piers and harbours.

Significant strengths:

Management of the Waste PPP Contract. Proven effective response to severe weather incidents, both winter and flooding/storms. Delivery of capital programme, improved rigour for performance and programme management for a range of projects across the service. Maintain high level of vehicle pass rate and maintain O Licence. Successful alternative weekly refuse collection in Helensburgh and Lomond, and high diversion of waste from landfill and Oban and Lorn, Mid Argyll and Kintyre and Bute during 2014/15.

Significant challenges:

Maintaining acceptable levels of service with reducing revenue budgets and responding to requests for service/service demands etc. Recruitment of staff. Delivery of Winter Maintenance Plan within budget given the lack of control to weather patterns. . Delivering Capital and Revenue Programmes on budget, time and specification. Delivery of a revised waste strategy that is affordable and compliant.

Equalities:

The Council's design standards for Roads & Amenity Services will reflect the requirements of the Disability Discrimination Act (DDA) and will aim for inclusive design in the construction, operation and maintenance of services.

Customer Service:

The Roads and Amenity Service is committed to providing excellent customer service further to its regular contact with various customers and clients through the service activities delivered by teams such as, roads maintenance, refuse collection, street cleansing, grounds maintenance, cemeteries and crematorium and marine services. The Roads and Amenity Service's strong customer focus is evidenced by excellent feedback from customers, excellent results from LEAMS assessments and good performance in introducing innovation such as the co-mingled recycled collections and improved carriageway condition through a range of in-house and contractor delivered treatments.

**2016-17 SERVICE PLAN
OUTCOMES**

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives		
	People live in safer, stronger communities	RA01	Road and lighting defects repaired timeously
		RA02	High percentage of planned road repairs rather than reactive repairs
	Children and young people have the best possible start		
A place people choose to learn	Education, skills and training maximises opportunities for all		
A place people choose to work and do business	The economy is diverse and thriving	RA05	Streets are maintained to a clean standard
		RA04	Projects delivered to time, budget and specification
		RA06	We continue to recycle and divert waste from landfill
	We have infrastructure that supports sustainable growth	RA07	Safe and available piers, harbours and slips to support the ferry services, fishing industry, commercial activity and tourism/leisure.
Making it happen	Service delivery enablers	RA03	Council vehicle and plant maintained to a high standard and are available to provide and deliver services

2016-17 SERVICE PLAN

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
RA01	Proportionate, safe and available roads infrastructure	% category 1 defects repaired timeously	90%	88.25% APSE Performance	8,712	Risk of reduced funding resulting in a deterioration to carriageway and footway condition.
		Roads operations % productivity	100%	No, new local measure		
		Average response time for completion of	2.5 hours	2.52 hours APSE Performance		
		% street lighting faults repaired in 7 days	88%	92% APSE Performance Networks		
RA02	Roads maintenance strategies prioritise routes which are likely to contribute to economic growth and improved quality of life.	% road repairs carried out right first time (rolling	75%	No, new local measure	(525)	Risk of reduced funding having a negative impact on existing businesses and potential new businesses looking elsewhere should infrastructure not be maintained to an acceptable level.
		Planned roads repairs 'v' reactive repairs as % of revenue budget	73%	72.82% APSE Performance Network		
RA03	Reliable, safe and efficient vehicles fleet	MOT HGV % of vehicles passed first time	82%	79% VOSA. National Benchmark	(1,380)	
		% of down time for vehicles	*%	Benchmark		
		MOT LV % of vehicles passed first time	95%	99% (outturn 11/1)		
RA04	Capital projects improve the transport infrastructure	% roads reconstruction capital projects on time	90%	No, local measure	423	Reduced funding resulting in infrastructure not being fit for purpose and possibly no being available.
		% road reconstruction projects on Budget	90%			
		% infrastructure capital projects on time	94%	93.6% (outturn 11/12)		
		% infrastructure projects on budget	94%			
		% bridge inspections complete per 2 year plan (907 bridges in total)	Target no of bridges to inspect over 2013/14 = 460 rolling to be reported	No, local measure		
		No of bridges where time between inspections exceeds 2 years	Maximum of 45 at any one time	No, local measure		

2016-17 SERVICE PLAN

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
RA05	High level of street cleanliness	% overall street cleanliness	74%	67% LEAMS (Keep Scotland Beautiful)	3,910	Risk of litter and untidy streets.
RA06	Sustainable disposal of waste	% waste recycled, composted and recovered	40%	38% SEPA published average LA	11,298	Risk of managing a compliant service within budget with changes to legislation and codes of practice
		No of tonnes of Biodegradable Municipal	Annual number of tonnes 21,500	21,382 (outturn 10/11)		
RA07	Marine Services - maintenance and management of piers, harbours and slips.	Argyll and Bute is better connected, safer and more attractive	TBC	Investigating the possibility of benchmarking against Clyde Marine Services and/or introducing a measure relating to the condition of the infrastructure asset..	(1,100)	Failure to deliver lifeline ferry services to rural and island communities and lifeline are services to the islands.
Central Management Costs					309	
					21,647	

2016-17 SERVICE PLAN - STRATEGIC FINANCE

SERVICE OVERVIEW

Service Purpose:

The service purpose is to maintain high standards of financial management and control whilst contributing to corporate management and leadership alongside supporting officers and members in an effective and responsive manner. It does this through provision of strategic financial advice, provision of accounting and budgeting services, treasury management, risk management, internal audit and assurance. The Head of Strategic Finance is the Council's Chief Financial Officer (Section 95 Officer).

Description of areas covered:

The service works across four main functions:

Corporate Support prepare the Council's statutory accounts, complete statutory returns, provide technical advice, VAT advice/returns, indirect tax advice, carry out the treasury management function and create and monitor the capital programme.

Departmental Support provide accounting support, advice and guidance to departments on all aspects of the revenue budget, lead the revenue budget monitoring process, maintain the medium term financial model and are supporting Service Choices

Income Maximisation provide Social Work with accounting and budgeting support, advice, contractual and specialist financial support.

Internal Audit work to an annual audit plan as agreed by the Audit Committee. Assurance and Risk Management is also provided via Internal Audit which is required to operate to Public Sectors Internal Audit Standards and is an important independent internal scrutiny activity. The Section 95 officer must ensure Internal Audit is adequately resourced and fit for purpose and that the Audit Committee receives necessary advice and information.

Resource available to the service:

The service currently has full time equivalent staff of 44.5FTE.

There are no significant fixed assets other than a share of office accommodation. Various IT systems from Oracle FMS which is the Councils main accounting system to specific systems for treasury, loans fund records, capital expenditure monitoring, capital accounting, audit analysis tools and internal recharges.

Significant strengths:

The service supports the organisation in preparing, monitoring and reporting on the revenue and capital budgets in a timely and comprehensive manner

The Statutory Accounts continue to be unqualified which is testament to the high standard of work throughout the year end process.

The service continues to achieve treasury targets for borrowing costs and investment returns.

Internal audit plan is delivered on time and within budget.

Significant challenges:

Whilst accommodating Service Choices changes maintain the existing level of performance but seeking to improve systems and processes and address challenges that exist between financial and performance information. Aligning financial information to the SOA . Undertaking longer term financial planning whilst incorporating unit costs and cost drivers

Equalities:

Equalities Impact assessment has been carried out in respect of the service choice savings options. Assessments are also carried out in respect of the overall budget process.

Customer Service:

The service is mainly internally focussed. Customer satisfaction is measured through periodic surveys, liaison with heads of service and departmental management teams, benchmarking and CIPFA Financial Management Model.

**2016-17 SERVICE PLAN - STRATEGIC FINANCE
OUTCOMES**

Corporate Theme	Corporate Outcome	Code	Service Outcomes
A place people choose to live	People live active, healthier and independent lives		
	People live in safer, stronger communities		
	Children and young people have the best possible start		
A place people choose to learn	Education, skills and training maximises opportunities for all		
A place people choose to work and do business	The economy is diverse and thriving		
	We have infrastructure that supports sustainable growth		
Making it happen	Service delivery enablers	SF01	Effective planning, reporting and management of finance, risk and money and capital market transactions
		SF02	Assurance is provided that financial and management controls are operating effectively

2016-17 SERVICE PLAN - STRATEGIC FINANCE

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary
					2016/17	
SF01	Effective planning, reporting and management of finance, risk and money and capital market transactions.	The Councils financial position is reported effectively	Unaudited accounts complete by 30 June	Unaudited accounts complete by 30 June	1,539	Failure to effectively plan, report and manage finance, risk and treasury transactions
			Audited accounts complete by 30 September	Audited accounts complete by 30 September		
			No qualifications in audit certificate	No qualifications in audit certificate		
			Annual Efficiency statement produced by 30 June	Annual Efficiency Statement published by mid August		
		Unaudited accounts summary and snapshot complete by 30 June	Unaudited accounts summary report prepared by 30 June			
		Audited accounts summary and snapshot prepared by 15 Oct	Audited accounts summary report prepared by 15 Oct			
		The Councils finances are planned and managed effectively	Revenue budget prepared within agreed timescales	Revenue budget agreed by mid February		
			Capital budget prepared within agreed timescales	Capital budget agreed by mid February		
			Budgetary outlook reviewed and updated at the end of each financial quarter - June, September, December and March	Budget outlook reviewed regularly		
			Comprehensive revenue and capital budget monitoring reports prepared monthly within 20 days of month end	Monitoring reports prepared within 20 days of month end		
			Average timescale of no more than 4 working days after period end for distribution of routine reports to budget holders - monthly target	Average timescale is 9 days based on VFM 2013-14 Benchmarking report.		
		Strategic Finance provide a quality service	Maintain current CIPFA FM Model score of 2.7 out of 4 - annual assessment by 31 March	Average score at end of 2013-14 was 2.7 out of 4.		
			Compliance with 7 out of 10 (70%) of the CIPFA VFM management practice indicators	Benchmark average is 7 out of 10 (70%) , upper quartile is 8 out of 10 (80%)		
			Maintain score of 4.26 out of 5 from user satisfaction surveys carried out annually.	An average score of 3.61 out of 5 based on VFM Benchmarking return 2013-14.		
			Maintain score of 3.72 out of 5 from user satisfaction surveys carried out annually.	An average score of 3.5 out of 5 based on VFM Benchmarking return 2013-14.		

2016-17 SERVICE PLAN - STRATEGIC FINANCE

FULL SERVICE SUMMARY

Code	Service Outcome	Success Measures	Target / Timescale	Benchmark	Budget £000	Risk summary					
					2016/17						
SF01	Effective planning, reporting and management of finance, risk and money and capital market transactions.	Cashflow, banking, money market and capital market transactions are managed effectively	Return on investment of surplus funds at least equal to 7 day money market rate - monitor quarterly but target is for 31 March each year	7 day money market rate		Failure to effectively plan, report and manage finance, risk and treasury transactions					
			The average loans fund rate is 5.5% - monitored quarterly but target is for 31 March each year	Average rate at 31 March 2015 was 4.83%							
			Annual assessment against good practice target is 90% - completed by 31 March each year	Annual assessment against good practice carried out and score is at least 90%							
			Review 100% of treasury management practice (TMP) statements by 31 March each year.	100% of TMPs reviewed annually							
		Risks are planned, managed and reported effectively	Risk management policy, strategy and guidance manual reviewed by 31 March each year	Risk management policy, strategy and guidance manual reviewed regularly							
			Risks are incorporated in approved service plans by 1 April each year	Risks are incorporated in approved service plans by 1 April each year							
			Annual report on Risk Management Activity to 31st March prepared by September	Annual report on Risk Management Activity to 31st March prepared by September							
			Bi-annual reports on strategic and operational risk registers prepared August and February	Bi-annual reports on strategic and operational risk registers prepared August and February							
			SF02	Assurance is provided that financial and management controls are operating effectively.			Audit activity is targeted towards key audit risks	Draft Audit risk assessment complete by December each year	Draft Audit plan supported by a risk assessment	235	Failure to ensure Financial and Management controls are operating effectively
								Final Audit plan approved by 31 March each year	Audit plan approved March Audit Committee		
The audit plan is completed effectively	100% of audits in the audit plan completed	100% of audits in the audit plan completed									
	High and medium risk audit recommendations accepted by management. monitored monthly but target is for 31 March	100%									
	Continuous Monitoring Programme report quarterly to Audit Committee	Quarterly Summary Activity Report completed									
	Effective participation in National Fraud Initiative - data completion	Data Matches completed as per agreed timetable.									
Internal Audit deliver a quality service	A mean score of 3 or more out of 4 - monitored monthly but target is for 31 March each year	Average mean score for 2014/15 was 3.5 out of 4									
	Central Management Costs					191					
					1,965						

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ARGYLL AND BUTE COUNCIL

COUNCIL

CHIEF EXECUTIVE

21 APRIL 2016

**REPRESENTATION OF THE PEOPLE ACT 1983 AS AMENDED
APPOINTMENT OF RETURNING OFFICER**

1.0 EXECUTIVE SUMMARY

- 1.1 This report invites the Council to appoint a Returning Officer. Section 41 of the Representation of the People Act 1983 requires every local authority in Scotland to appoint an officer of the authority to be the Returning Officer for each election of Councillors for the authority.
- 1.2 Since 2010 I have undertaken the role of Returning Officer. I leave my post as Chief Executive of the Council on 6 May 2016 and the role of Returning Officer will fall vacant at this point.
- 1.3 This report invites the Council to appoint, in terms of Section 41 of the Representation of the People Act 1983, with effect from 7 May 2016 Charles Reppke to be the Returning Officer and by that appointment to be the Counting Officer for the EU Referendum on 23 June 2016.
- 1.4 The Council will require to give further consideration to the role of Returning Officer at a future meeting following the EU Referendum.

ARGYLL AND BUTE COUNCIL

COUNCIL

CHIEF EXECUTIVE

21 APRIL 2016

**REPRESENTATION OF THE PEOPLE ACT 1983 AS AMENDED
APPOINTMENT OF RETURNING OFFICER**

2.0 INTRODUCTION

- 2.1 This report invites the Council to appoint a Returning Officer. Section 41 of the Representation of the People Act 1983 requires every local authority in Scotland to appoint an officer of the authority to be the Returning Officer for each election of Councillors for the authority.
- 2.2 Since 2010 I have undertaken the role of Returning Officer. I leave my post as Chief Executive of the Council on 6 May 2016 and the role of Returning Officer will fall vacant at this point.

3.0 RECOMMENDATIONS

- 3.1 To invite the Council to appoint, in terms of Section 41 of the Representation of the People Act 1983, with effect from 7 May 2016 Charles Reppke to be the Returning Officer and by that appointment to be the Counting Officer for the EU Referendum on 23 June 2016.
- 3.2 The Council will require to give further consideration to the role of Returning Officer at a future meeting following the EU Referendum.

4.0 DETAIL

- 4.1 Section 41 of the Representation of the People Act 1983 requires every local authority in Scotland to appoint an officer of the authority to be the Returning Officer for each election of Councillors for the authority.
- 4.2 Other legislation provides that the Returning Officer appointed as above becomes the relevant Returning Officer at UK Parliament, Scottish Parliament and European Parliament elections; and at any referendum held under relevant legislation.
- 4.3 While the Council must appoint an officer of theirs to be the Returning Officer, the Returning Officer's appointment is separate to any other post held. The Returning Officer does not carry out the duties on behalf of the local authority but in their own personal capacity because the

responsibilities and duties become personal to that person.

- 4.4 The Council has been undertaking a recruitment process for the appointment of my successor , however there is a need to provide experienced direction on the administration of the Oban North and Lorn By-election and the EU Referendum and it is appropriate therefore to cover these events.
- 4.5 It is recommended that Charles Reppke, Head of Governance and Law be appointed as the Returning Officer and as consequence of that appointment to be the Counting Officer for the EU Referendum for Argyll and Bute.

6.0 IMPLICATIONS

- 6.1 Policy – Council requires to appoint a Returning Officer
- 6.2 Financial - None
- 6.3 Legal - None
- 6.4 HR - None
- 6.5 Equalities - None
- 6.6 Risk - None
- 6.7 Customer Service - None

Sally Loudon
Chief Executive and Returning Officer
30 March 2016

For further information contact: Charles Reppke, Head of Governance and Law
Tel: 01546 604269

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**ARGYLL AND BUTE COUNCIL
ELECTION OF COUNCILLOR
WARD 5 - OBAN NORTH AND LORN
18 FEBRUARY 2016**

The name and address of the person who has been elected as a Councillor in Ward 5 – Oban North and Lorn at the by-election held on 18 February 2016 is as follows:-

ELECTORAL WARD	NAME	ADDRESS	DESCRIPTION
Oban North and Lorn	Julie MacKenzie	37 Creag Bhan Village, Glengallan Road, Oban PA34 4BF	SNP

Sally Loudon
Returning Officer
18 February 2016

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ARGYLL AND BUTE COUNCIL
CUSTOMER SERVICES

COUNCIL
21 APRIL 2016

POLITICAL MANAGEMENT ARRANGEMENTS

1. EXECUTIVE SUMMARY

1.1 The purpose of this report is to update the Council on revised political management arrangements and on vacancies which have arisen on the Councils Committees and other outside bodies/organisations.

It also addresses recommendations arising from other Committees on potential appointments to External Bodies.

1.2 Changes to the political composition of the Council reflect the recent election of Councillor Julie MacKenzie to represent Ward 5, Oban North and Lorn, and the resignation of Councillor Iain Angus MacDonald as a Councillor for Ward 5 on 11th March 2016. Council is also advised of the resignation of Councillor Iain Stewart MacLean as a member of the SNP Group on 14th March 2016 and Councillor Robert E Macintyre as a member of Argyll First on 13th April 2016.

1.3 In light of changes to the political management arrangements and changes in committee membership Council is invited to consider appointment to vacancies which have arisen on Council Committees as follows:

- Audit Committee – 2 vacancies
- Performance Review and Scrutiny Committee - 1 vacancy
- Community Services Committee – 1 vacancy
- Harbour Board - 1 vacancy
- Regulatory Cohort/PPSL Committee – 1 vacancy
- Argyll and Bute Licensing Board – 1 vacancy

1.4 Council is further requested to consider a recommendation from the Short Life Working Group – Argyll Islands Task Force on 16th February 2016 to nominate Councillor Roddy McCuish as an additional member the Task Force.

1.5 Council is also asked to make nomination to vacancies on the West of Scotland Archaeology Service Joint Committee and the Argyll Ferries User Group arising from the resignation of Councillor Iain Angus MacDonald

1.6 There are a number of recommendations from other Committees of the Council which if approved by Council will consequently require the nomination of an Elected Member to a number of external bodies. These are as follows:

Recommendation from Policy & Resources Committee 17th March 2016

Appointment of an Elected Member to represent Argyll and Bute's interests on the Board of Business Loans Scotland.

Additionally Members are requested to consider a delegation to the Director of Customer Services, in consultation with the Director of Development and Infrastructure Services, to agree the terms of, and enter into, any documents and agreements in relation to the Council's membership of Business Loans Scotland Limited. This is in order to progress matters relating to the "Articles of Association" and 'Members Agreement' for the BLS.

Recommendation from Policy & Resources Committee 17th March 2016 & from Planning Protective Services and Licensing Committee 16th March 2016

Appointment of an Elected Member to Partnership Board of the Clyde Marine Planning Partnership

Recommendation from Environment, Development and Infrastructure (EDI) Committee 7th April

Nomination of Chair and Vice Chair of EDI to represent the Council on the Northern Roads Collaboration Forum – namely Councillors Ellen Morton and Robert G MacIntyre

POLITICAL MANAGEMENT ARRANGEMENTS

2. INTRODUCTION

- 2.1 The purpose of this report is to update the Council on revised political management arrangements and on vacancies which have arisen on the Councils Committees and other outside bodies/organisations.

It also addresses recommendations arising from other Committees on potential appointments to External Bodies.

3. RECOMMENDATIONS

- 3.1 The Council is invited to:

- a) Note the updated political composition of the Council
- b) Make appointments to each of the following Committees/Sub committees of the Council:
 - Audit Committee – 2 vacancies
 - Performance Review and Scrutiny Committee - 1 vacancy
 - Community Services Committee – 1 vacancy
 - Harbour Board - 1 vacancy
 - Regulatory Cohort/PPSL Committee – 1 vacancy
 - Argyll and Bute Licensing Board – 1 vacancy
- c) Consider the recommendation from the Short Life Working Group – Argyll Islands Task Force on 16th February 2016 to nominate Councillor Roddy McCuish as an additional member the Task Force.
- d) To make a nomination to vacancies on the West of Scotland Archaeology Service Joint Committee and the Argyll Ferries User Group
- e) Subject to the approval by Council of recommendations arising from Strategic Committees to:
 - i. make a nomination to the Board of Business Loans Scotland
 - ii. to authorise the Director of Customer Services, in consultation with the Director of Development and Infrastructure Services, on behalf of the Council to agree the terms of, and enter into, any documents and agreements in relation to the Council's membership of Business Loans Scotland Limited
 - iii. make a nomination to the Partnership Board of the Clyde Marine Planning Partnership
 - iv. confirm the nomination of the Chair and Vice Chair of EDI to represent the Council on the Northern Roads Collaboration Forum

4. DETAIL

4.1 Political Composition

The political composition of the Council has been updated to reflect the recent election of Councillor Julie MacKenzie to represent Ward 5, Oban North and Lorn, and the resignation of Councillor Iain Angus MacDonald as a Councillor for Ward 5 on 11th March 2016. Council is also advised of the resignation of Councillor Iain Stewart MacLean as a member of the SNP Group on 14th March 2016 and Councillor Robert E Macintyre as a member of Argyll First on 13th April 2016. Councillor Macintyre remains a member of the Administration as an Independent Councillor. The updated composition is attached at Appendix 1.

4.2 Vacancies on Committees/Sub- Committees

4.2.1 *Audit Committee*

At the Council meeting on 11 February 2016 it was agreed to defer consideration of filling a vacancy on the Audit Committee until after the Oban North and Lorn by-election on Thursday 18 February 2016. As the by-election has now taken place, the Council is invited to reconsider making an appointment of a Member to the Audit Committee. Since this decision a further vacancy has arisen due to the resignation of Councillor MacDonald and therefore there are currently 2 vacancies on the committee.

The Audit Committee is comprised of 5 Members, none of which shall be a Policy Lead; and two members who are not Councillors, and who will be respectively Chair and Vice Chair of the Committee. The current membership is –

Martin Caldwell (Chair)
Sheila Hill (Vice-Chair)
Councillor Iain S MacLean
Councillor Michael Breslin
Councillor Richard Trail
Vacancy x 2

4.2.2 *Performance Review and Scrutiny (PRS) Committee*

The PRS Committee is comprised of 11 members, 4 from the opposition, 3 from the administration, 3 Community Planning Partnership nominees and an independent Chair. The current membership is:

Ian MM Ross – Independent Chair
Councillor Gordon Blair
Councillor Anne Horn
Councillor John McAlpine
Councillor Robert E Macintyre
Councillor Donald MacMillan
Councillor Sandy Taylor (Vice –Chair)
Vacancy

And 3 Community Planning Partnership nominees:

Grant Manders, Police Scotland
James Hymas, Fire and Rescue
Vacancy - awaiting nomination by Community Planning Partnership

4.2.3 *Community Services Committee*

The Community Services Committee has 16 Elected Members. It has 1 vacancy arising from resignation of Councillor MacDonald and the current membership is -

Councillor Gordon Blair
Councillor Rory Colville
Councillor Maurice Corry
Councillor Robin Currie (Chair)
Councillor Mary-Jean Devon (Vice Chair)
Councillor George Freeman
Councillor Anne Horn
Councillor John McAlpine
Councillor Neil MacIntyre
Councillor Robert E Macintyre
Councillor Roderick McCuish
Councillor Jimmy McQueen
Councillor Aileen Morton
Councillor Elaine Robertson
Councillor Isobel Strong
Vacancy – Councillor

4.2.4 *Harbour Board*

The Council is the Statutory Harbour Authority for all the piers and harbours under its ownership and has delegated that function to the Harbour Board as a sub-committee of the Economic Development and Infrastructure Committee with due regard to relevant area representation. The Board has 10 members with 1 vacancy arising from resignation of Councillor MacDonald and current membership is:

Councillor John Armour
Councillor Alistair MacDougall
Councillor Robert G MacIntyre (Vice Chair)
Councillor Alex McNaughton
Councillor John McAlpine
Councillor Ellen Morton (Chair)
Councillor Elaine Robertson
Councillor Len Scoullar
Councillor Isobel Strong

4.2.5 *Regulatory Cohort and PPSL Vacancy*

The members of the Regulatory Cohort also sit on the Planning, Protective Services and Licensing Committee and consequently a vacancy requires to be filled on both. Members of the Regulatory Cohort become eligible for selection to various Appeals Committees and Local Review Bodies.

The current membership of the Planning, Protective Services and Licensing Committee and Regulatory Cohort (15 Members) is as follows –

Councillor Gordon Blair
Councillor Rory Colville
Councillor Robin Currie
Councillor George Freeman
Councillor David Kinniburgh
Councillor Roddy McCuish
Councillor Alistair MacDougall

Councillor Neil MacIntyre
Councillor Robert G MacIntyre
Councillor Donnie MacMillan
Councillor Alex McNaughton
Councillor Jimmy McQueen
Councillor Sandy Taylor
Councillor Richard Trail
Vacancy

4.2.6 *Licensing Board*

Members of the Argyll and Bute Licensing Board are appointed from the Council's Regulatory Cohort. There are ten members appointed to the Argyll and Bute Licensing Board and currently there is 1 vacancy.

The current membership of the Argyll and Bute Licensing Board is as follows –

Councillor Gordon Blair
Councillor Rory Colville (Chair)
Councillor Robin Currie
Councillor Roddy McCuish
Councillor Alex McNaughton (Vice-Chair)
Councillor Donnie MacMillan
Councillor James McQueen
Councillor Sandy Taylor
Councillor Richard Trail
Vacancy

4.3 *Short Life Working Group – Argyll Islands Task Force*

At a meeting of the Short Life Working Group (SLWG) – Argyll Islands Task Force on 16th February 2016 it was agreed to recommend to Council the nomination of Councillor Roddy McCuish as an additional member the Task Force. Council is therefore requested to consider this recommendation and if so minded to agree the nomination.

Membership of the SLWG is currently:

Councillor Robin Currie
Councillor Mary Jean Devon
Councillor Anne Horn
Councillor Alistair MacDougall
Councillor Robert E MacIntyre
Councillor Len Scoullar
Councillor Isobel Strong

4.4 *Appointments to Outside Bodies*

The resignation of Councillor Iain Angus MacDonald has also given rise to vacancies on the following outside bodies:

West of Scotland Archaeology Service Joint Committee which provides information and advice to planning departments and other services of its 12 member councils. A vacancy exists for the council's main representative, and Councillor Mary-Jean Devon is the substitute.

Argyll Ferry User Group which deals with operational, and some strategic, issues arising from the ferry services operating in the Argyll area. There are 4 elected members appointed to the Group by the Council and the 3 other current

members are Councillors Robin Currie, Alistair MacDougall and Elaine Robertson.

4.5 There are a number of recommendations from other Committees of the Council which if approved by Council will consequently require the nomination of an Elected Member to a number of external bodies. These are as follows:

4.5.1 *Recommendation from Policy & Resources Committee 17th March 2016*

Appointment of an Elected Member to represent Argyll and Bute's interests on the Board of Business Loans Scotland

Following on from this meeting and in order to progress matters relating to Business Loans Scotland with regard to the content of the 'Articles of Association' and 'Members Agreement' Members are also requested to consider a delegation to grant authorisation for signing these documents once complete as follows:

"That the Director of Customer Services, in consultation with the Director of Development and Infrastructure Services, is authorised on behalf of the Council to agree the terms of, and enter into, any documents and agreements in relation to the Council's membership of Business Loans Scotland Limited."

4.5.2 *Recommendation from Policy & Resources Committee 17th March 2016 & from Planning Protective Services and Licensing Committee 16th March 2016*

Appointment of an Elected Member to Partnership Board of the Clyde Marine Planning Partnership

4.5.3 *Recommendation from Environment, Development and Infrastructure (EDI) Committee 7th April*

Nomination of Chair and Vice Chair of EDI to represent the Council on the Northern Roads Collaboration Forum – namely Councillors Ellen Morton and Robert G MacIntyre

5.0 CONCLUSION

The Council is invited to note the updated political composition for the Council and to make appointments to fill vacancies on Council Committees, sub committees and external bodies including appointments arising from recommendations of strategic committees.

Additionally there is a request for a delegation to the Director of Customer Services, in consultation with the Director of Development and Infrastructure Services to agree the terms of, and enter into, any documents and agreements in relation to the Council's membership of Business Loans Scotland Limited.

The Council is also invited to consider a recommendation from a meeting of the Short Life Working Group (SLWG) – Argyll Islands Task Force on 16th February 2016 to nominate an additional member the Task Force.

6.0 IMPLICATIONS

6.1 Policy – Appointments to vacant positions will support focus on policy.

- 6.2 Financial – Travel and Subsistence costs of Members attending meetings.
- 6.3 Legal - None
- 6.4 HR - None
- 6.5 Equalities - None
- 6.6 Risk – On-going vacancies pose a risk to effective elected member engagement in decision making processes.
- 6.7 Customer Service - None

Douglas Hendry
Executive Director of Customer Services
22 March 2016

For further information contact: Charles Reppke, Head of Governance & Law 01546 604192

Appendices:

- Appendix 1 – Argyll and Bute Council Political Composition
- Appendix 2 – Extract from SLWG – Argyll Islands Task Force

Argyll and Bute Council Political Composition
ARGYLL FIRST (2)
Donald Kelly (Con) (Leader of Argyll First) Douglas Philand (Ind)
THE ARGYLL, LOMOND AND THE ISLANDS GROUP (10)
Rory Colville (LD) Robin Currie (LD) Aileen Morton (LD) Ellen Morton (LD) (Leader of the Argyll, Lomond and the Islands Group)(Depute Leader of the Council) Maurice Corry (Con) David Kinniburgh (Con) Gary Mulvaney (Con) Elaine Robertson (Ind) Roddy McCuish Mary Jean Devon
ALLIANCE OF INDEPENDENT COUNCILLORS (7)
Dick Walsh (Leader of Alliance of Independent Councillors)(Leader of the Council) Alistair MacDougall (Ind) Donnie MacMillan (Ind) Alex McNaughton (Ind) Jimmy McQueen (Ind) Len Scoullar (Ind) (Provost) Robert G MacIntyre (Ind)
SCOTTISH NATIONAL PARTY GROUP (8)
Sandy Taylor (Leader of SNP Group) Anne Horn James Robb Isobel Strong Richard Trail William Gordon Blair John Armour Julie McKenzie
REFORM GROUP (3)
Michael Breslin (Leader of the Reform Group) Vivien Dance (Depute Leader of the Reform Group) Bruce Marshall (Secretary of the Reform Group)
George Freeman (Ind) Robert E Macintyre (Ind) Iain Stewart MacLean (Ind) John McAlpine (Ind) Neil McIntyre (LAB)

Note:

Ind = Independent

SNP = Scottish National Party

NPA = Not Politically Affiliated

LD = Liberal Democrat

Con = Conservative

LAB = Labour

**Argyll and Bute Council
Administration Composition (19)**

Rory Colville

Maurice Corry

Robin Currie

Mary Jean Devon

David Kinniburgh (Depute Provost)

Alastair MacDougall

Robert E MacIntyre

Robert G MacIntyre

John McAlpine

Roddy McCuish

Donnie McMillan

Alex McNaughton

Jimmy McQueen

Aileen Morton

Ellen Morton (Depute Leader)

Gary Mulvaney

Elaine Robertson

Len Scoullar (Provost)

Dick Walsh (Leader)

ARGYLL & BUTE COUNCIL

COUNCIL

CUSTOMER SERVICES

21 APRIL 2016

**EXTRACT OF MINUTE OF SHORT LIFE WORKING GROUP – ARGYLL ISLANDS
TASK FORCE HELD ON 16 FEBRUARY 2016**

PRIORITIES AND ACTIONS MOVING FORWARD

The Task Force was presented with a table which set-out initial actions required to progress priorities agreed with North Ayrshire Council and The Highland Council as noted at Council 25 June 2015.

Decision

The Task Force;

- considered the table noting that the availability of resources required within the teams to support the activity had not been determined as agreement from the relevant services and Policy Leads had yet to be obtained;
- agreed the proposed priorities subject to the amendments of item 7 to include reference to the Ambulance Service and Patient Transport arrangements for island communities;
- agreed to invite senior representatives of the Ambulance Service to May's meeting in relation to item 7;
- requested a report come to May's meeting focusing on item 7 of the priorities;
- agreed to recommend to Council the nomination of Councillor McCuish as an additional member the Task Force

(Reference: Report by Executive Director – Development and Infrastructure Services dated February 2016, submitted)

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ARGYLL AND BUTE COUNCIL
CUSTOMER SERVICES

COUNCIL
21 APRIL 2016

SCHEME OF REMUNERATION FOR COUNCILLORS

1.0 EXECUTIVE SUMMARY

- 1.1 This report advises members that adjustments have been made to remuneration arrangements for Councillors in accordance with the Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2016 which come into force on 1st April 2016.

This affects the salary level of the Provost, Leader and the basic salary of Councillors and that the adjustments relate to the financial year 2016-17. The intention is for arrears to be paid in May 2016.

As the Council has discretion on the remuneration for Senior Councillor roles the report invites Council to consider whether to apply the increases on a similar basis to Elected Member Policy Leads/ Area Chairs on the basis of parity and in recognition of the additional responsibilities they hold within their portfolio. This recommendation can be accommodated within existing budgetary provision for Elected Members.

SCHEME OF REMUNERATION FOR COUNCILLORS

2.0 INTRODUCTION

- 2.1 The Council has been notified that the Scottish Government has introduced legislation to increase the remuneration arrangements for Councillors, the Leader and the Civic Head.
- 2.2 The rise for 2016/17 is effective from 1st April 2016 and is 1%.
- 2.3 The Council is invited to consider whether to apply the same increase to Senior Councillors on the basis of parity.

3. RECOMMENDATIONS

- 3.1 To note the increased payments as detailed in the report and to note that the arrears due will be paid in the May pay run.
- 3.2 To agree a similar increase to the remuneration of Senior Councillors by 1% for 2016/17 with effect from 1st April 2016 to be consistent with national decisions on payments determined by statutory instrument.

4.0 DETAIL

- 4.1 Remuneration arrangements for the Council Leader, Civic Head and basic salary for Councillors are governed by Scottish Government regulations, which originally came into force on 3 May 2007 and which have been updated several times since then. These regulations cover Members Allowances, reimbursement of expenses and pensions rights. The regulations allow for a standardised procedure across all Scottish local authorities for the payment of Councillors' allowances and expenses.
- 4.2 The Scottish Parliament recently passed legislation amending the Local Governance (Scotland) Act 2004 (remuneration) regulations 2007. This confirms that Councillors have been awarded a 1% pay raise for 2016/17 to have effect from the 1st of April of this year. The legislation also determines the remuneration level for the leader of the Council and sets the maximum level for the remuneration of the Civic Head. Arrears will be paid in the May pay run.
- 4.3 The Council has discretion on the remuneration arrangements for Senior Councillors and has historically adopted the same percentage increase as that set nationally.
- 4.5 Within Argyll and Bute Council the standard rates for Councillors remuneration with effect from 1st April 2016 are as follows:

- Councillor - £16,893
- Provost/Civic Head - £25,341

- Leader - £33,789

Senior Councillor Remuneration

- The existing rate for a Policy Lead is £23,697 - with 1% increase this would be £ 23,934
- The existing rate for an Area Chair is £19,757 - with 1% increase this would be £ 19,955

In the event that a person holds more than one position they only receive the higher amount in respect of the relevant position.

5.0 CONCLUSION

- 5.1 Remuneration arrangements for the Council Leader, Civic Head and basic salary for Councillors are governed by Scottish Government regulations and the award of 1% uplift will be applied retrospectively with effect from 1st April 2016.

It is recommended that there should be parity in the uplift with regards to the remuneration for Senior Councillors and Council is invited to agree a similar increase to the remuneration of Senior Councillors by 1% for 2016/17 with effect from 1st April 2016 to be consistent with national decisions on payments determined by statutory instrument.

All uplifts can be accommodated within existing budgetary provision.

6.0 IMPLICATIONS

- 6.1 Policy - None
- 6.2 Financial - Uplift can be accommodated within existing budget provision.
- 6.3 Legal - None
- 6.4 HR - None
- 6.5 Equalities - None
- 6.6 Risk - None
- 6.7 Customer Service - None

Douglas Hendry
Executive Director of Customer Services
23rd March 2016

For further information contact: Charles Reppke, Head of Governance and Law, telephone 01546 604192 or email Charles.reppke@argyll-bute.gov.uk

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ARGYLL AND BUTE COUNCIL

COUNCIL

CUSTOMER SERVICES

21 APRIL 2016

LICENSING (SCOTLAND) 2005 - LOCAL LICENSING FORUM

1.0 EXECUTIVE SUMMARY

- 1.1 This report provides an update by the Licensing Board (the Board) on current issues relating to the membership of the Local Licensing Forum (the Forum).
- 1.2 The report outlines proposals to review the range of businesses, agencies and local groups participating in the Forum in order to optimise its effectiveness.
- 1.3 The recommendation of the report supports the development of a more diverse membership for the Forum.

LICENSING (SCOTLAND) 2005 - LOCAL LICENSING FORUM

2.0 INTRODUCTION

- 2.1 Section 10 of the Licensing (Scotland) Act 2005, requires the Council to establish a Local Licensing Forum. The Forum must consist of no more than 20 members, and should include one of the Council's Licensing Standards Officers and a representative nominated by the Chief Constable of Police Scotland; leaving a maximum of 18 places to be filled.
- 2.2 The role of the Forum is to keep under review the operation of the licensing system in the area and to give advice and recommendations to the Board. The Board has a duty to "*have regard*" to the Forum's views and must offer reasons where it takes decisions against the advice of the Forum.
- 2.3 Argyll and Bute Council, at the meeting held on 22nd May 2012, agreed that the Forum should be established with membership drawn from the licensed trade, police, Licensing Standards Officer, persons involved in health, education or social work functions, the Alcohol and Drug Action Team, local residents and young people.
- 2.4 At their meeting on the 9th February 2016 the Board decided to present a report to Argyll and Bute Council proposing a review of the recruitment to and membership of the Forum.

3.0 RECOMMENDATION

- 3.1 To approve the proposal to refresh and extend the scope of Forum membership as detailed in section 4.4 below.

4.0 REVIEW OF CURRENT ARRANGEMENTS

- 4.1 At the meeting on the 9th February 2016, the Board discussed the fact that since its establishment in 2012, membership of the Forum had changed considerably and that attendance at the meetings had gradually declined during that period.
- 4.2 It was noted at this meeting however that attendance levels had increased when important topics requiring input or action from the Forum had arisen e.g. progressing consultation on overprovision.
- 4.3 At this meeting the Forum also discussed the potential composition of the Forum and the methods that could potentially be used to attract new members from a variety of organisations and business representatives operating with

Argyll and Bute.

4.4 In particular the Forum will take action to recruit members representing:-

- Each of the 4 decentralised areas of Argyll and Bute
- A broader range of trade representatives e.g. hotels, off-sales
- Relevant council services e.g. education, social work
- Relevant officers from specific health service teams e.g. education
- The Scottish Children's Reporter Administration (Children's Hearings system)
- Argyll and Bute Alcohol and Drugs Partnership
- Additional Community Councils
- Relevant trade associations
- Local 'Pub Watch' groups
- Other relevant groups or agencies

5.0 CONCLUSION

5.1 The current membership of the Forum should be reviewed to improve its capacity to support the Board.

5.2 The proposals detailed at s4.4 above will assist in optimising the work of the Forum.

6.0 IMPLICATIONS

6.1 Policy: no change

6.2 Financial: Members of the public serving on the Forum are paid travel and subsistence rates in line with the rates paid to members of the public who sit on similar Council operated Committees. In addition Forum members attend the national training sessions, the cost of which is met by the Council.

6.3 Legal: within relevant statutory powers

6.4 HR: no additional resource required

6.5 Equalities: no additional implications

6.6 Risk: will assist in reducing risk in that the capacity of the Forum support the Board should improve

6.7 Customer Service: likely to improve in terms of broader scope of representation

Executive Director of Customer Services - Douglas Hendry

Policy Lead – Dick Walsh

6th April 2016

For further information contact - Susan Mair Tel: 01546 604117

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ARGYLL AND BUTE COUNCIL

COUNCIL

CHIEF EXECUTIVE, FINANCE AND
CUSTOMER SERVICES

21 April 2016

REVIEW OF CHARITABLE TRUSTS HELD BY ARGYLL & BUTE COUNCIL

1.0 EXECUTIVE SUMMARY

- 1.1 The Council at their meeting on 21 January 2016 approved the proposal for reorganising the Norman Stewart Institute Trust (Scottish Charity Number SC019601) to apply OSCR to reorganise the Trust by transferring all the funds held to For Bute (Scottish Charity Number SC044153).
- 1.2 The main purpose of this report is to advise members of the decision by Office of Scottish Charity Regulator to approve the proposal to transfer the funds held by the Norman Stewart Institute Trust to For Bute.

The report details the steps that now require to be taken to formally wind up the trust.

2. RECOMMENDATIONS

- 2.1 For the proposal approved by OSCR for the Norman Stewart Institute Trust (SC019601) give final authorisation for the action outlined detailed below. The trustees now require to provide authority to make payment to the recipient charity as detailed and have the trust wound up and removed from the OSCR register namely:-

Norman Stewart Institute Trust (SC019601). Approve the payment of the remaining funds to the For Bute Trust (SC044153) and then wind up the Trust and remove it from the OSCR register.

ARGYLL AND BUTE COUNCIL

COUNCIL

CHIEF EXECUTIVE, FINANCE AND
CUSTOMER SERVICES

21 April 2016

REVIEW OF CHARITABLE TRUSTS HELD BY ARGYLL & BUTE COUNCIL

1.0 INTRODUCTION

- 1.1 The Council at their meeting on 21 January 2016 approved the proposal for reorganising the Norman Stewart Institute Trust (Scottish Charity Number: SC019601) to apply to OSCR to reorganise the Trust by transferring all the funds held to For Bute (Scottish Charity Number: SC044153).

OSCR have now approved the proposed charity reorganisation scheme for this charity. It is therefore necessary for the trustees to give final authorisation to the reorganisation scheme for it.

2.0 RECOMMENDATIONS

- 2.1 For the proposal approved by OSCR for the Norman Stewart Institute Trust (SC019601) give final authorisation for the action outlined detailed below. The trustees now require to provide authority to make payment to the recipient charity as detailed and have the trust wound up and removed from the OSCR register namely:-

(1) Norman Stewart Institute Trust (SC019601). Approve the payment of the remaining funds to the For Bute Trust (SC044153) and then to wind up the Trust and remove it from the OSCR register.

3.0 DETAIL

3.1 APPROVAL BY OSCR OF REORGANISATION SCHEMES

The Council at their meeting on 21 January 2016 approved the proposal for reorganising the Norman Stewart Institute Trust (SC019601) to transfer all the funds held to For Bute (Scottish Charity Number: SC014153). OSCR have approved this proposal, therefore it is now necessary for the trustees to give final approval on this action. The trustees now require to provide authority to make payment to the recipient charity as detailed and have the trust wound up and removed from the OSCR register namely:-

(1) Norman Stewart Institute Trust (SC019601). Approve the payment of the remaining funds to the For Bute Trust (SC044153) and then to wind up the Trust and remove it from the OSCR register.

3.2 **PROCESS OF REORGANISATION**

If the trust is a registered charity then reorganisation requires to be undertaken in terms of the Charities and Trustees Investment (Scotland) Act 2005. In order to be able to reorganise a charity, the proposals must meet all of the reorganisation conditions.

There are three types of reorganisation namely (1) varying the terms of the constitution of the charity (2) transfer of the property to another charity and (3) amalgamation of the charity with another charity. All of these changes require approval of the Office of the Scottish Charity Regulator.

The reorganisation conditions which are relevant for the purposes of this report in relation to registered charities are:-

- (a) that some or all of the purposes of the charity have been fulfilled as far as possible or adequately provided for by other means;
- (b) can no longer be given effect to (whether or not in accordance with the directions or spirit of its constitution);
- (c) that some or all of the purposes of the charity have ceased to be charitable purposes;
- (d) that some or all of the purposes of the charity have ceased in any other way to provide a suitable and effective method of using its property having regard to the spirit of its constitution; or
- (e) that the purposes of the charity provide a use for only part of the property.

The reorganisation scheme must lead to either (a) if seeking reorganisation because the current purposes are in some way no longer relevant, useful or appropriate that the scheme would enable the resources of the charity to be applied to better effect for charitable purposes consistently with the spirit of its constitution, having regard to changes in social and economic conditions since it was constituted (b) if seeking reorganisation because can no longer give effect to a provision or a provision is no longer desirable that the reorganisation would enable the charity to be administered more effectively.

The Council, if satisfied that any of those conditions are met, can then resolve to proceed on this basis. An application would thereafter require to be made to the Office of the Scottish Charity Regulator seeking approval of the reorganisation scheme who will publish the proposal on the OSCR website for those charities with annual income of less than £250,000. None of the trusts which the Council is trustee for has an income over this level. The public may object to the proposal and it will then be for OSCR to determine whether they will approve the reorganisation. If the reorganisation is approved the funds would be disbursed to the recipient charities and the trusts wound up.

- 3.3 The Council has a duty to ensure it manages and invests the funds of the trusts appropriately. Currently we have numerous charitable trusts that are effectively dormant as they do not earn enough interest on their own to be able to pay any grants out. By combining some of the trusts this would allow us to make grant payments from the combined interest and also invest the funds in a higher earning interest deposit account.

The Council is also currently undergoing a review of the investment management of the trust funds, therefore ensuring the best possible performance is achieved.

Previously all registered charitable trusts were independently examined by Inverclyde Council and Argyll & Bute Council reciprocated this service by examining Inverclyde Councils trusts. However, from 2013-14 the Local Government (Scotland) Act 1973 requires a full audit to be carried out on all registered charitable trusts by the appointed auditor of the local authority. Audit Scotland charge for this service therefore by reducing the number of trusts we administer, through some of the options mentioned above, will subsequently reduce the number of audit fees charged.

For some of the smaller charities, after the payment of the audit fee there may be insufficient funds remaining to pay out grants, or it could even eliminate the charity altogether. Therefore, by amalgamating charities this avoids excessive fees and the potential elimination of the smaller trusts.

The Trustees have certain legal duties and obligations they must perform and the Council is also required to carry out legal and administrative work in relation to the trusts. By reducing the number of trusts, this process becomes more streamlined.

4.0 CONCLUSION

4.1 In order that the funds of the registered charities can be used more effectively and the trusts achieve their objectives, the members are asked to consider giving final approval to the reorganisation of the Norman Stewart Institute Trust (SC019601) as outlined, the proposed scheme have been approved by OSCR.

5.0 IMPLICATIONS

5.1 Policy - None

5.2 Financial – None

5.3 Legal – In reorganising charities it is necessary to comply with the Charities and Trustees Investment (Scotland) Act 2005.

5.4 HR - None

5.5 Equalities - By reorganising the charities it should enable more equal access to funds.

5.6 Risk - Failure to reorganise the charities would lead to the objectives of the charity not being met and potential that trusts could be eliminated due to audit fees.

5.7 Customer Service - Reorganising the charities will enable more individuals to access the funds.

Executive Director of Customer Services

16 March 2016

Kirsty Flanagan

Head of Strategic Finance

For further information contact: Sheila MacFadyen – 01546 604265

Sandra Coles – 01546 604303

ARGYLL AND BUTE COUNCIL
CUSTOMER SERVICES

COUNCIL
21 April 2016

ROTHESAY COMMON GOOD FUND

1.0 EXECUTIVE SUMMARY

- 1.1 This report recommends to Members a mechanism to enable the Rothesay Common Good Fund to determine applications for grants where attendance of all trustees of the Fund is not possible.
- 1.2 A mechanism is in place for the Campbeltown Common Good Fund to enable meetings where not all trustees can attend.

ROTHESAY COMMON GOOD FUND

2.0 INTRODUCTION

2.1 The Rothesay Common Good Fund is controlled by three trustees appointed by the Council, being the three elected members for the Bute Ward.

2.2 The quorum required for a meeting of the trustees is three, which precludes decision-making where a member is unable to attend.

3.0 RECOMMENDATIONS

3.1 That the Council agree a delegation to the Executive Director – Customer Services to determine in consultation with available Bute ward members applications to the Rothesay Common Good Fund on occasions where the attendance of all trustees of the Fund at a scheduled or arranged meeting of the Fund is not possible.

4.0 DETAIL

4.1 Applications to the Rothesay Common Good Fund for financial assistance are considered by elected members appointed as trustees of the Fund who determine these applications in accordance with the terms and criteria of the Fund.

4.2 In accordance with the Council's standing orders, the quorum for meetings of the Fund is three trustees. The trustees of the Fund are the three Bute ward members of the Council. Accordingly, for a meeting of the trustees of the Fund to be quorate, all trustees must attend.

4.3 To enable decision-making by the Campbeltown Common Good Fund during the long-term absence of one trustee, Council agreed a delegation to the Executive Director – Customer Services to determine applications to that fund, in the absence of a quorum, in consultation with those trustees available to attend the meeting. This delegation enables the Fund to make decisions to award grants to applicants in the absence of one or more trustees while enabling the Fund to act having regard to the interests of the inhabitants of the town.

4.4 A similar delegation in respect of the Rothesay Common Good Fund will enable the Fund to make awards to applicants, having regard to the interests of the inhabitants of Rothesay, at times when due to absence

or declaration of interest a quorum for a meeting of the trustees of the Fund cannot be achieved.

5.0 CONCLUSION

- 5.1 This report proposes that Council agree a delegation to the Executive Director – Customer Services which will enable the continued functioning of the Rothesay Common Good Fund at times when due to absence or declaration of interest it would not otherwise be possible for the Fund to consider and determine a grant application. This will allow for the functioning of the Fund while ensuring regard continues to be given to the interests of the inhabitants of Rothesay.

6.0 IMPLICATIONS

- 6.1 Policy – the proposed delegation supports the requirement that Fund decisions have due regard to the interests of the inhabitants of Rothesay.
- 6.2 Financial – the proposed delegation would allow for appropriate management of money held by the Council in trust for the good of the people of Rothesay.
- 6.3 Legal
- 6.4 HR
- 6.5 Equalities
- 6.6 Risk
- 6.7 Customer Service – agreement of the proposed delegation will ensure the Rothesay Common Good Fund can determine applications which otherwise would require to be continued to a later date.

Executive Director of Customer Services
21st January 2016

For further information contact: Graeme B. Forrester, Area Committee Manager, Kilmory, Lochgilphead, tel: 01546 604197

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ARGYLL AND BUTE COUNCIL**COUNCIL****Customer Services****21 APRIL 2016**

SCRUTINY HANDBOOK – RECOMMENDATION FROM PERFORMANCE REVIEW AND SCRUTINY COMMITTEE

1.0 INTRODUCTION

- 1.1 The Performance Review and Scrutiny Committee at the meeting held on 25 February 2016, considered a report prepared by the Chief Internal Auditor which provided Members with a draft of a “Performance and Scrutiny Review Handbook” for approval. The Committee approved the Handbook and agreed that it would be submitted to Council for information.

2.0 RECOMMENDATION

- 2.1 Council is asked to consider and note the Performance and Scrutiny Review Handbook which is appended to this report.

3.0 DETAIL

- 3.1 Audit Scotland in their 13/14 Annual report identified that “Scrutiny still needs to demonstrate improvement under the new committee structure”. A handbook was been prepared at the request of the PRS Committee and as part of an Improvement Strategy Action Plan.
- 3.2 The handbook was prepared using the format of existing Scrutiny documents which are available within other Local Authorities and incorporates elements of best practice. The handbook provides a framework to undertaking effective scrutiny and is a starting point for the Committee. It is specifically focused on the Scrutiny role of the PRS Committee. It is seen as a live document and will evolve as scrutiny processes mature.

4.0 CONCLUSION

- 4.1 Council is requested to consider and note the Handbook which has already been approved by the PRS Committee as a reference point to undertaking effective scrutiny.

5.0 IMPLICATIONS

- 5.1 Policy None
- 5.2 Financial None
- 5.3 Legal None

5.4 HR None

5.5 Equalities None

5.6 Risk None

5.7 Customer Service None

Douglas Hendry

Executive Director of Customer Services

22 March 2016

For further information contact: Shona Barton, Area Committee Manager
Tel (01436) 657605

APPENDICES

Appendix 1 – Extract Minute

Appendix 2 - Performance and Scrutiny Review Handbook.

ARGYLL & BUTE COUNCIL

ARGYLL AND BUTE COUNCIL

CUSTOMER SERVICES

21 APRIL 2016

**EXTRACT OF PERFORMANCE REVIEW AND SCRUTINY COMMITTEE
HELD ON 25 FEBRUARY, 2016**

11. PERFORMANCE REVIEW AND SCRUTINY COMMITTEE HANDBOOK

Members considered a draft “Performance and Scrutiny Review Handbook” which had been prepared at the request of the Committee and as part of an Improvement Strategy Plan.

Decision

The Committee;

- (i) noted the report;
- (ii) approved the “Performance and Scrutiny Review Handbook” as a reference point to undertaking effective scrutiny; and
- (iii) agreed to submit the “Performance and Scrutiny Review Handbook” to Council for information.

(Ref: Report by Chief Internal Auditor, dated 25 February 2016, submitted)

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Performance Review and Scrutiny Committee Handbook

Page

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 - 2. What does it do?
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- 4. Requirements of Councillors
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INTRODUCTION

Since its establishment in 2012, Argyll and Bute's Performance Review and Scrutiny Committee has been in a continual process of development. Its greatest strengths lie in its members who devote time and commitment to the work of the committee.

As the individuals who serve on the Committee change, bringing their own skills and abilities to the process, the operational practice will continue to evolve, but the key principles should remain constant. In carrying out its work, the Committee will seek to be Deliberative, Outward looking, Investigative, Inclusive, Open, Influencing, Evidence based, Proactive, Transparent, Flexible, Accountable, Non- partisan and Responsive.

This handbook seeks to pull together, in a single document, the various processes and protocols which will underpin the Committee's activity. It also provides a narrative of the processes which the Committee follows in order to undertake its work, and, in particular, focuses on how the formal reviews are undertaken.

This handbook will be kept under review and will be updated on a regular basis to reflect any amendments to practice or procedure. This is the first issue and will focus on the Scrutiny element of the PRS Committee.

Argyll and Bute Council is committed to Openness and Transparency and the work of the PRS Committee should support this aim with a focus on continuous improvement and development.

Ian M M
Ross Chair,

Cllr Sandy
Taylor Vice-
Chair,

Sally Loudon,
Chief
Executive,

WHAT IS THE PERFORMANCE REVIEW AND SCRUTINY COMMITTEE?

The Performance Review and Scrutiny Committee is a central Committee of Argyll and Bute Council. It is made up of 7 councillors, 4 from the opposition and 3 from the administration, reflecting the political spread across the authority. The Committee also has an Independent Chairperson together with 3 representatives from Community Planning partners who are full and equal members. The Committee's terms of reference include:

Performance Review

- (1) Reviewing performance when viewed against policy objectives arising from:
 - a) The Planning and Performance Management Framework and the quarterly performance reports to committee.
 - b) External inspection reports e.g. School Inspections.
 - c) The Community Planning Partnership and other major partnership projects.
 - d) Specific performance reports requested by the committee.
 - e) Ad hoc performance reports presented to the Committee by Chief Officers.
 - f) Any other reports of a performance-related nature.
- (2) Making recommendations to the Council on performance matters in relation to (1) above.

Scrutiny

- (1) Monitoring the delivery of corporate improvement programmes and ensuring that they are progressing in line with corporate aims and objectives. Reporting the findings and recommendations to the Council.
- (2) Commenting on decisions and policies agreed by the Council and other committees and the impact they have on Argyll and Bute as an area, and making recommendations as appropriate to the Council.
- (3) Inviting Policy Lead Councillors to attend and elaborate on Council decisions or proposals.

The Committee also has Scrutiny duties arising from the Police and Fire Reform (Scotland) Act 2012

The Scottish Police Authority (SPA) and the Scottish Fire and Rescue Service (SFRS) will be under a statutory duty to ensure adequate arrangements for policing and fire and rescue services in all local authority areas.

The local authority will have statutory powers to monitor the delivery of police and fire and rescue functions in the area.

The local authority will have statutory powers to provide feedback to the Local Commander and Local Senior Officer and to make recommendations for improvements.

Sections 45-47 of the Act outline scrutiny of police service

requirements. Sections 114-116 of the Act outline scrutiny of fire service requirements.

<http://www.legislation.gov.uk/asp/2012/8/contents/enacted>

The Committee has adopted the following principles for operation:

Open	Transparent	Investigative
Deliberative Responsive	Evidence-based	Accountable
	Inclusive	Influencing
Flexible	Proactive	Non-partisan
	Outward Looking	

What does it do?

The Committee has Argyll and Bute-wide responsibilities in relation to Scrutiny and has 3 main tasks:

- 1 Monitoring the delivery of corporate improvement programmes and ensuring that they are progressing in line with corporate aims and objectives.
Reporting the findings and recommendations to the Council.
- 2 Commenting on decisions and policies agreed by the Council and other committees and the impact they have on Argyll and Bute as an area, and making recommendations as appropriate to the Council.
- 3 Inviting Policy Lead Councillors to attend and elaborate on Council decisions or proposals.

To ensure scrutiny works effectively, the Centre for Public Scrutiny (www.cfps.org.uk) has put forward four key principles. In their view, Scrutiny should:

1. Provide 'critical friend' challenge to executive policy makers and decision makers
2. Enable the voice and concerns of the public and its communities to be heard
3. Be carried out by 'independent minded members' who lead and own the scrutiny process
4. Drive improvement in public services

These principles underpin the work of Performance Review and Scrutiny Committee.

It will not work effectively if it is conducted on a purely party-political basis. For Scrutiny to be effective, the process must be open, fair, constructive and positive. Scrutiny should be challenging, as its aim is to identify areas for improvement, but the process should not be confrontational or simply a means through which to apportion blame when things go wrong.

Scrutiny bodies are all party and because they are politically balanced, the party or parties which form the political administration will usually, but not

always have a majority on each committee. The arrangements agreed for the Performance Review and Scrutiny Committee provide for a majority of the Councillor members to be drawn from the opposition groups. The Scrutiny function should always rely on evidence rather than opinion and work together to ensure that decisions taken and policies referred to the committee for consideration are properly tested and reviewed and work in the interest of the people of Argyll and Bute.

The Scrutiny process should be inclusive and a forum through which all those who wish to contribute, whether as Members, officers, co-optees, partners or members of the public, are able to give evidence and feel that their views are valued and that they are able to speak.

What does it not do?

The Committee does not make policy and does not take decisions about the operation of Council services. It may make recommendations to Council on how a policy may operate and/ or specific service delivery matters that are within its terms of reference.

The Committee is not there to re-determine decisions made by Council but rather to reflect on the process followed and to make recommendations where appropriate on the impact of the decisions.

How does it operate?

The Performance Review and Scrutiny Committee has a programmed workload. Formal meetings of the Committee are held quarterly as part of the standard schedule of council committees. However as part of the Committee's work involves carrying out an annual programme of reviews or reviews into aspects of the Council's policy implementation and service delivery, it is anticipated there will be a number of additional informal meetings. Some of these will be in the form of evidence gathering sessions; some are workshops, round table discussions with officers on particular issues; others are occasions when the Committee draws its conclusions from the evidence provided by review.

In order to carry out its research work successfully, the Committee needs to seek information from a range of sources including, Members, Management, Council employees, etc and will be supported in this respect by an officer who will have had no prior involvement with the matter or policy under consideration.

Requirements of Members of the Committee

For all members and partners sitting on the Performance Review and Scrutiny Committee, including the Chair and Vice-chair, the workload, and the nature of the work, can be particularly onerous – both in terms of time

commitment and also in the skills which are necessary to undertake the particular areas of work. The commitment will in some respects mirror the additional training requirements for members who serve on the Planning Protective Services and Licensing committee

To be able to undertake the scrutiny process, a greater provision for induction and training may be necessary for those Councillors and partners who sit on the Committee. This will allow members to develop the skills required for effective scrutiny, including subjects such as good and bad practice, the assessment of evidence in its various forms and useful questioning techniques.

The Committee has traditionally used Away /Development Days on an annual basis in order to focus on more specific training requirements on particular issues relating to the Committee's operation. In February, 2015, John Cade from the University of Birmingham, led members in a session looking at successful scrutiny and the importance of a non-political approach.

Officer Support

The Committee is also supported in its work by a team of officers, located in several services. The Chief Internal Auditor and Scrutiny officer also work closely with the Committee and shall have responsibility for drafting reports for the Committee to assist them with the formal reporting of scrutiny matters. The Business Improvement Manager and the Head of Improvement and HR work closely with the Committee on the formal reporting of Performance. The Committee's formal processes are undertaken by a committee officer, based in Governance and Law within Customer Services. Officers ensure that all possible steps are taken to make the Committee's operation effective.

The operation of the Committee also depends on the work of the officers through- out the Council who may be called to report to the Committee on a variety of matters.

Choice of topic for Scrutiny Review

Choosing a topic to be scrutinised is one of the most important parts of the Scrutiny process. The subject chosen does not need to be ground breaking or innovative but it does need to be significant and focus on issues that will have a positive impact on improving the Council's performance and the services it provides for its residents.

Suggested Approach

On an annual basis, usually in January or February of each year, all Councillors and senior Council officers are contacted to ask if there are any matters which they would wish to have considered for review by the

Performance Review and Scrutiny Committee. In thinking about possible topics to suggest, they are encouraged to consider:

- Internal and external audit reports;
- Issues raised by residents, local community groups and external organisations;
- Government policies and priorities;
- Complaints;
- Previous Scrutiny and Audit reports;
- Repeated budget over and underspend; and
- Performance Management information.

In suggesting a potential topic, the proposer is asked to explain why they are putting the topic forward and identify some key questions which they would like the review to consider.

The Scrutiny Committee then meets, in March or April, to consider all the suggestions put forward. It seeks background information from officers about the proposed topics and, in particular, will ask if there are any other reviews, current or planned, relevant to the proposed topics. This, it is hoped, would avoid unnecessary duplication of review. The proposed topics are then ranked against a set of criteria, and, on the basis of this ranking, the Committee will agree on 3 or 4 topics for review in the coming year. The Committee may also request reports on some potential topics not selected for full review, or determine that the most effective way to consider the topic would be through a workshop style detailed discussion with the relevant officers. This process is beneficial in clarifying the specific focus of any review which might arise.

Criteria for consideration

The criteria for assessing proposed review topics include the following :

- Issue identified by members as a key issue for the public (via members' surgeries and contact with constituents);
- Issue raised by staff as key matter for review;
- Poor performing service (evidence from performance indicators/ bench marking);
- Service ranked as important by Council's community (e.g. through market surveys/citizens' panels);
High level of user/general public dissatisfaction with the service (market surveys/ citizens' panel/complaints);
- Public interest issue covered in local media;
High level of budgetary commitment to the service/policy area (as percentage of total Council expenditure);
- Pattern of budgetary overspends/underspends; Council

- corporate priority area;
- Central government priority area;
- Issues raised by External Audit management letters/ Internal Audit reports;
- New government guidance or legislation; and
- Key reports or new evidence provided by external organisations on key issues.
- Review of the effectiveness of a new policy after it has been introduced and has been operating for a reasonable period of time

Topics proposed for review should be rejected if:

- The issue is already being examined by an officer group, with changes imminent;
- The issue is being examined by another internal body;
- The issue will be addressed as part of a Best Value Review within the next year or so; or
- New legislation or guidance is expected within the next year.
- This issue has been formally reported via another assurance provider.

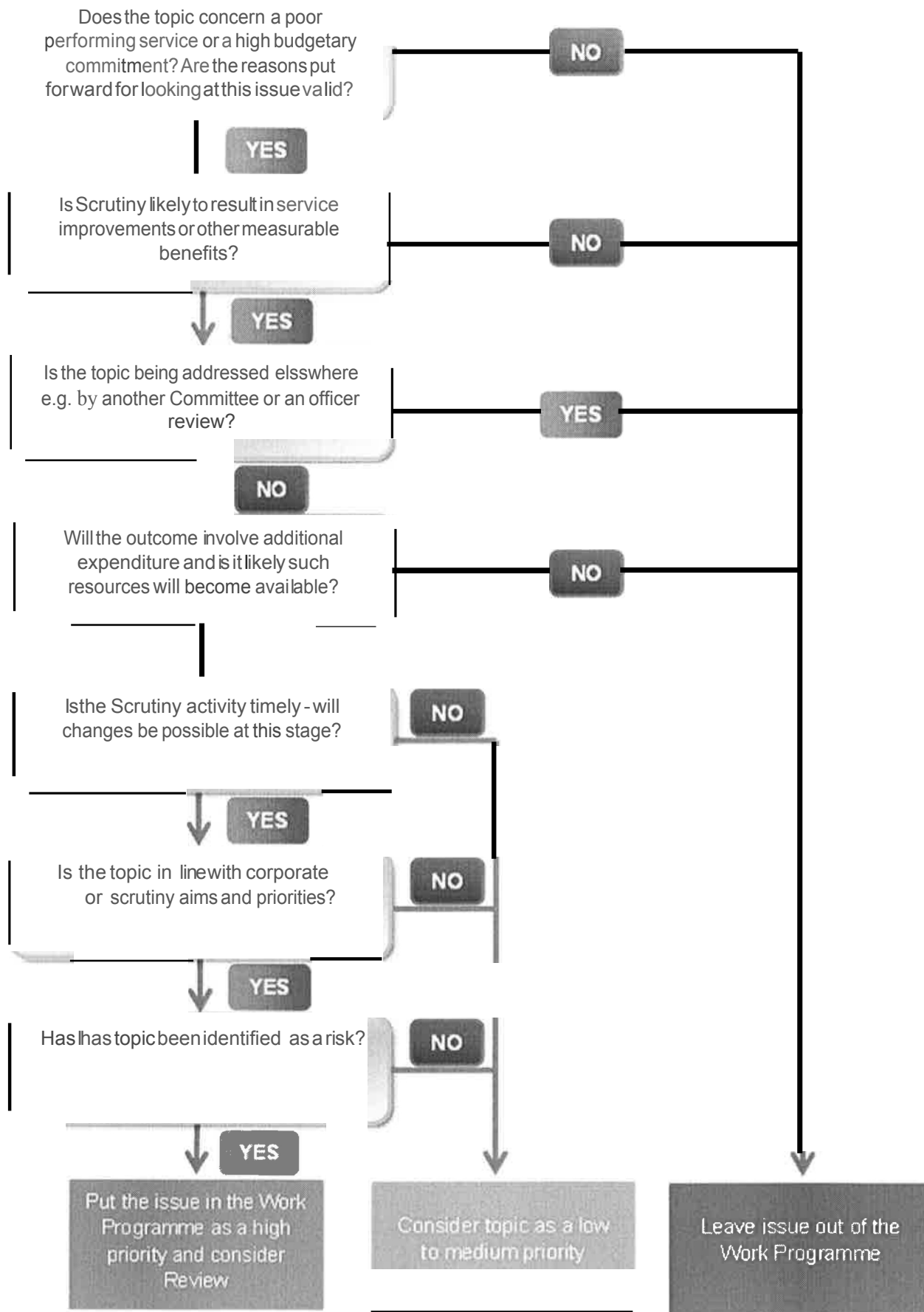
Topics which feature highly on the first list of criteria are then further examined on a graded assessment to evaluate their:

- (a) Efficiency potential,
- (b) Effectiveness potential and
- (c) Evidence, or perception, of current problems.

The topics which come top on this second assessment are those chosen for further review. In this process, there is an element of judgement applied by the members of the Committee.

It is not possible for Performance Review and Scrutiny Committees to do everything that might be suggested by members and the community. Members involved in Scrutiny must therefore be selective and ask particular questions to identify only the very best topics for more in-depth consideration. It is increasingly important for Scrutiny Committees to show why it has been decided to conduct a Review into a particular topic and Members will need to consider the arguments both for and against conducting a review before making a decision.

The diagram on the following page may be helpful in making a decision.



Approach to Scrutiny

This may not be appropriate for all topics and the following might be considered as alternatives to an officer written report or presentation:

- Organisation of a themed workshop
 - Dedicating a meeting to consideration of a single "big" issue
- Undertaking site visits
Whether to consider an issue over several meetings or to recommend that a Scrutiny Review be carried out

For most of the proposed topics, a written report will be requested initially from the relevant service, as opposed to a full review. Where required, topics dealt with in this way may be subsequently been considered for full review. Alternatively, workshop sessions can be held to explore, with officer support, other topics which may then progress to further scrutiny.

Defining the remit

Initially a topic may be quite loosely defined. If chosen for review, the definition of the issue is clarified to allow a precise focus. Comments from the various services are considered in this process and guide the Committee as to the validity of the proposed topic. As mentioned above, workshop sessions or business days may also be used to focus and define the area of interest.

Additional information will be sought which will further define the remit of any subsequent review. This work is carried out by the lead officer in consultation with the proposer of the issue, with advice provided by the appropriate service. When the lead service is contacted initially, the service is provided with briefing information (as in Appendix 1). This does not replace continuous dialogue between the lead officer and the chief officers of the service, but is intended to give services an awareness of the processes and procedures which will be followed.

A terms of reference schedule should be completed, and submitted for formal committee approval. This will define the specific target of the review, identify potential experts and witnesses who it is thought may advance the review and indicate potential costs and time implications which may be incurred in completing the review (see Appendix 2). The terms of reference statement defines the intent, as it is perceived at the start of the process, of how the review will proceed, but may need to be amended to allow the Committee to pursue additional evidence sources or lines of questioning which arise during the review timetable.

Background papers

When review remit has been agreed, the lead officer, in discussion with the appropriate service(s) and any external partners, if applicable, will identify

information on the topic to be made available to the Committee in advance of its deliberations. This may take the form of internal spreadsheets, policy documents or committee reports, published research, or other external information. The purpose in providing these background papers is to allow the Committee to have a general

awareness of, and access to information on the matter to be considered. This process is also intended to ensure that all members have access to the same information to assist their deliberations.

Process

- Topic selection
- Terms of reference
- Background papers have been made available to the Committee
- Workshop
- Hearings
- Questionnaires

Hearings begin with a session lead by the service(s) concerned, which identifies the current situation relating to the topic under discussion. This session is intended to allow members of the Committee to increase their awareness of the current status of the issue under review in addition to providing a service perspective.

Hearing potential witnesses

Once a general grounding has been provided by the relevant lead and background information has been made available to the Committee, evidence gathering sessions hear from witnesses, either individually or in groups. The witnesses will have been identified, albeit not exclusively listed, in the terms of reference adopted for the review. Witnesses may be either external to the authority, or may be drawn from its staff resources. This may include the undernoted:-

- Councillors and council employees, at any level, asked to attend because they have particular knowledge or expertise relevant to the review topic.
- Representatives of the Council's partner organisations invited to give an external viewpoint on the area being reviewed. This is an important opportunity to develop relationships with partner and external organisations and to increase the Council's understanding of their work.
- Representatives of service users, invited to attend to give their views on how services are meeting their needs and possible improvements.

Reviews may involve fact-finding visits to council offices or facilities to meet service users and employees on the front line. On occasion, visits to other local authorities or providers of similar services may be undertaken.

Potential witnesses are contacted, initially by telephone, by the lead officer for an informal discussion prior to a formal letter of invitation being issued. This allows for a more immediate relationship to begin, and helps the identification of the lead officer as a support and provider of information on the work of the Committee. It also allows some prior discussion of witness availability for evidence gathering sessions, and may suggest replacement witnesses if the one originally contacted is unable to attend. Discussions in

advance may be very helpful to both the lead officer and the witnesses. Witnesses are also informed that the meeting will provide them an opportunity to express their views on any strengths, weaknesses and possible areas for improvement of the topic being reviewed.

Preparing relevant questions

When a list of witnesses to be heard has been established, discussions take place, coordinated by the lead officer, which seek to identify the most appropriate questions to draw out the particular experience of witnesses on the issue at hand. These are generally provided to witnesses as areas of interest to be covered, allowing the discussion on the day to flow more as a conversation. All areas of interest are approved by the Committee before being issued to the witnesses.

The questions to be asked are aimed to allow the Committee to explore the issues which prompted the review in the first place. The list of questions to be addressed is issued to the witnesses in advance of the evidence gathering session. Ideally this happens at least a week before the meeting. This is intended to allow the witnesses to come prepared and seek out any information that they may need in advance. Witnesses are encouraged to send an initial written response to these questions before the meeting takes place.

The list of key questions is not fixed. Supplementary issues may be raised depending on the information provided. If a witness is unable to answer a question at the meeting, they are invited to provide it in writing or, if necessary, attend another meeting of the Committee. In addition, it may be that the discussions at the evidence gathering session identify supplementary documentation to be accessed for the Committee. Some of this information may be provided by the witnesses; some may be sourced by the lead officer.

The list of key questions may also be seen as providing a framework for the dialogue which it is hoped will take place between those giving evidence and the members of the Committee.

The lead officer should ensure that all witnesses, including members of staff, are given good advance notice of any invitation to meet members, are properly briefed about the arrangements for the meeting and receive adequate notice of the questions to be discussed at the meeting. Officers are also responsible for taking notes of evidence and ensuring that these are agreed with witnesses and members before they become matters of public record.

What happens at the meeting?

The meetings are informal and are conducted in an open and friendly manner and usually last no more than a couple of hours. Officers, who support the Committee and any independent external expert, if being used for the review, will be present. The Chair or nominated lead will open the meeting by welcoming and introducing those present and outlining the process. The key questions will be discussed, with supplementary questions being asked where appropriate. Witnesses are encouraged to be open and honest in their responses and to feel free to raise additional issues related to the topic.

Notes will be taken of the discussion at the meeting however these will not be released until the witnesses have agreed to them.

In most cases, the evidence gathering sessions are not held in public. This is intended to allow the witnesses greater comfort to give an honest and frank response. A summary of the meeting may be published alongside any report, action plan or lessons learned document arising from the review.

What happens after the meeting?

After the meeting, witnesses are sent a summary note of the discussion, so that they can check that what they said was properly understood. Witnesses are entitled to make any additions, deletions or amendments to this note and these should be highlighted and the document returned to the support officer. Those councillors attending the sessions are also afforded the opportunity to comment on the accuracy of the record. The summary note is confidential until it has been agreed by all witnesses.

In addition, those who have given evidence to the Committee are asked to complete a questionnaire (see Appendix 3) to give feedback on their experience of the evidence gathering process.

REPORTING

Once the Committee has heard all the evidence, and drawn its conclusions and recommendations, a formal review report is prepared. This process may involve "wrap-up" day(s), where the Committee meet informally, with all the agreed and draft witness evidence available to them, and discuss what has been learnt in the review. The lead officer, who has assisted in the review process, will support the Committee in its deliberations. Key themes or issues are highlighted, and the Committee analyse the evidence which has been presented to it to identify the information which has led them to particular conclusions. When this has been completed, the lead officer, in consultation with the Committee, drafts the review report or briefing.

The draft review report or briefing is then considered by the Committee, again meeting informally or via electronic review, on as many occasions as required until all are satisfied that the report accurately reflects the conclusions of the review.

The report format may vary subject to the individual topic and/or findings. However as a general rule reports should, amongst other things, include the following:

- An Executive Summary stating the purpose of the report, highlighting recommendations and conclusions.
- An Introduction which covers the subject matter, selection process and approach to undertaking the review or review
- A Detail section which outlines any themes or issues arising together with associated recommendation or observation.
- A conclusion which provides the consensus opinion of the committee.
- An Acknowledgement section thanking those who have contributed to the review process.

Reports will be in the name of the lead officer.

There may be occasions when reports do not conform to the above, i.e. where a simple briefing paper will suffice which introduces analysis of evidence or feedback.

After the review report or briefing has been agreed. The Chair or Vice Chair will present the lead officers report to the formal meeting of the PRS Committee as it is expected that the process outlined above should ensure that the Report accurately reflects the views of the Committee .If the Head of Service/SMT with responsibility for the policy wishes to comment on the Report then that will appear as section b of the item before the Committee and the Committee shall hear from the relevant officer prior to concluding their deliberations.

The recommendations of the Performance Review and Scrutiny Committee review shall be submitted to full Council for formal consideration. The Council may delegate consideration and or determination to the appropriate Strategic committee for consideration.

What happens next?

The Committee's role shifts to monitoring the implementation of the recommendations that have been accepted by Council. Every review outcome is to be reported back to the Committee formally 12 months after the adoption of the recommendations, although interim update reports may be received before the anniversary. Action points which are unresolved will be further highlighted for consideration, in particular, the reasons for delay in implementation.

If the Committee consider that some matters are not being progressed as it had expected, it may request Council to consider what action to take in the light of circumstances which may have altered.

Appendix 1 - Service Briefing Information

The Role of the Committee

The Performance Review and Scrutiny is a Committee of Argyll and Bute Council and under the terms of the Council's Scheme of Delegation is empowered to:

In carrying out its reviews, the Committee is able to:

- Call upon any Policy Lead of the Council, or Chair/Nice-Chair of the Council's Committees, to give evidence or provide written reports, as appropriate; and
- Call upon the relevant Chief Officer to provide a report on any matter within the competence of the Committee

Selection of Topics for Review

Potential topics for review are identified by the Committee members using a variety of sources of information including:

- Residents' and Employees' Surveys;
- Internal and external audit reports;
- Previous Scrutiny and Audit Reports
- Issues raised with Councillors by constituents, local community groups and external organisations;
- Government policies/priorities; and
- Comments, compliments and complaints system.

The Current Review

The Scrutiny and Audit Committee are currently reviewing <topic>.

The purpose and objectives for the review are set out in the attached brief.

Details of the background documents and research, together with an indicative list of witnesses are also provided in the brief. The Committee may also want to consult with service users where appropriate and information on possible consultation activities is also included in the brief. An approximate timescale for the review is given. The names of the officers in the project team for the review are also included.

The Process

At the beginning of the review process, the officer supporting the review meets with the senior officer in the area being reviewed, usually the Service Director or a Head of Service, to brief the service about the scope of the review, the background information required and the arrangements for meeting with officers, external witnesses and members of the public. This briefing also provides the Service with an opportunity to comment on the proposed arrangements and make suggestions about evidence and witnesses.

The review officially begins with the relevant senior officer being asked to give a presentation to members of the Committee, setting out the current position relating to the review topic and providing some information about how Argyll and Bute Council fits into the national context.

Chief Officers and/or senior managers with relevant knowledge and/or expertise are invited to meet with Committee members to discuss areas of enquiry the Committee wishes to explore. The staff members should be fully briefed about how the Committee operates and what is expected of them (see attached briefing note). To enable staff to prepare for the meeting, approximately a week before the meeting, they are sent four or five key questions which will form the basis of the discussion at the meeting. Witnesses are encouraged to send an initial written response to these questions to the Committee Officer in advance of the meeting. It is expected that Officers will be familiar with the matter as they will have contributed to the initial service report to the committee

The Committee likes to conduct these meetings in an open and friendly manner. Staff members are normally invited in groups of two or three to provide a more relaxed atmosphere. The Chair or nominated lead will open the meeting by welcoming and introducing those present and outlining the process. The key questions are then discussed, with supplementary questions being asked where appropriate.

Once the Committee has considered the information gathered members of the Committee hold a workshop meeting to draw up their conclusions and recommendations. A report is drafted by the lead officer, in consultation with the Chair and Vice-Chair, on behalf of the Committee. The senior officer in the relevant service is sent a copy of the draft report so that he or she can make any comments on factual accuracy.

Once the Committee have reviewed and formally agreed the final report, it is submitted to full Council for consideration when there are recommendations that require further consideration.

Committee Responsibilities

The Performance Review and Scrutiny Committee undertake to conduct itself according to the following principles of operation:

Open, Transparent, Investigative, Deliberative, Evidence-based, Accountable, Responsive, Inclusive, Influencing, Flexible, Proactive, Non-partisan and Outward Looking.

Service Responsibilities

The Service(s) should assist the Committee in its review in every possible way. It is therefore necessary for all members of staff, who are involved in the area under review, to be made aware of:

- the issue under consideration, its remit, timescale; the possibility that they may be invited to attend a meeting with Committee members; and
The possibility that they may be asked to provide relevant documentation and information.

Scrutiny [Lead Officer] Officer Responsibilities

Each review has a project team. The team includes the Scrutiny Support Officer who is responsible for overseeing the review and writing the review report. The support officer's responsibilities include briefing the senior officer(s) in the Service about the review, briefing and being the main point of contact with the independent external expert, (see information on next page), providing guidance and support to the Committee and carrying out research on the Committee's behalf.

The Scrutiny Support Officer is XXXXX XXXXXX, based in Internal Audit within Chief Executives Unit and may be contacted on 01546 60.

The other member of the project team is the Committee Officer based in Governance and Law with Customer Services. That post supports, coordinates and undertakes an administrative role for all aspects of the Committee.

These officers are responsible for ensuring that witnesses, including members of staff, are given good advance notice of any invitation to meet committee members, are properly briefed about the arrangements for the meeting and receive adequate notice of the questions to be discussed at the meeting. The Assistant Committee Officer is also responsible for taking notes of evidence and ensuring that these are agreed with witnesses.

Monitoring Follow Up

The Committee monitors progress with the implementation of scrutiny review recommendations. This normally involves the relevant Service or, if it is a cross-service topic, a lead officer designated by Management Team, providing a progress report approximately one year after the submission of the report. If considered necessary, the Committee may require further progress reports.

Feedback Questionnaires

A questionnaire about the operation of the committee will be available at the end of the review. It should be completed by the main Service contact for

the review.

A separate questionnaire will be sent to all witnesses taking part in the review to provide feedback on the format and administration of the meeting.

In order that we can effectively support scrutiny arrangements and make any necessary improvements, feedback forms should be completed and returned to Scrutiny Officer at: Scrutiny@argyll-bute.gov.uk as soon as possible after receipt.

Further Information

If you need any further information or advice please contact Scrutiny Support Officer,) on 01546 60 . Alternately, xxx may be contacted at the undernoted email address: Scrutiny@argyll-bute.gov.uk

Appendix 2 - Terms of Reference Pro-forma

Performance Review and Scrutiny Committee - Scrutiny Brief	
1. Subject to be reviewed	SCRUTINY REVIEW NO.
Purpose and objectives of review	
1.1 Review methodology	
Background documents/evidence/research	
Witnesses to be invited to provide evidence	Chief Officers External Staff
Site Visits	
Consultation process	
Trade Unions Contribution	
Project Team (Officers)	SCRUTINY OFFICER COMMITTEE MANAGER SERVICE OFFICER
Other estimated costs	
Review Timetable	
Agreed to by Committee	

APPENDIX 3
SCRUTINY AND AUDIT REVIEW EVALUATION FORM - COMMITTEE MEMBERS

Review Title:
Review Number:

To evaluate how effective this review has been, please answer the following questions to assist in the continuous improvement of the Performance Review and Scrutiny Committee. Please circle the response which most closely matches your experience.

1. Planning the review

1(a) How well do you think the Committee planned this review in terms of setting clear terms of reference and timescales for completion?

Very effectively Effectively Not very effectively

1(b) How could the planning be improved next time?

2. Conducting the review and gathering evidence

2(a) Did the Committee have the right background information to gain sufficient knowledge and understanding of the subject being investigated?

Yes [Could have been better

No How could it have been better?

2(b) Did the Committee see a sufficient number of, and the right balance of, witnesses in order to conduct a fair, transparent and objective inquiry?

Yes [Could have been better No

How could it have been better?

2(c) How satisfied were you with the questioning techniques used by the Committee when interviewing witnesses?

|Very satisfied [Satisfied !Dissatisfied |Very dissatisfied

How could they have been improved?

2(d) If the Committee conducted any site visits during the course of this review, what was learnt from them and how did they "add value" to the evidence gathering process?

3. Performance

3(a) How well did the Committee perform in terms of working to the timescales set out for the review?

Very effectively	effectively	Not very effectively
------------------	-------------	----------------------

Could this have been improved, and if so, by what means?

3(b) Did the Committee meet its objectives?

Yes	Partially	No
-----	-----------	----

Could this have been improved, and if so, by what means?

3(c) How well did the Committee communicate with and engage key partners in this review?

Very effectively	effectively	Not very effectively
------------------	-------------	----------------------

Could this have been improved, and if so, by what means?

3(d) How well did the Committee communicate with and engage users of the service under review in its processes?

Very effectively	effectively	Not very effectively
------------------	-------------	----------------------

Could this have been improved, and if so, by what means?

--

3(e) Do you think the Committee had the right skills to undertake this review?

Yes	Partially	No
-----	-----------	----

Could this have been improved, and if so, by what means?

--

3(f) Have any areas been highlighted as potential future topics for training and development?

Yes	No
-----	----

Please give details:

--

4. The final report and recommendations

4(a) How satisfied were you with the quality of the Committee's final report in terms of content, structure and clarity of the Committee's findings and conclusions?

Very satisfied	Satisfied	Dissatisfied	Very dissatisfied
----------------	-----------	--------------	-------------------

How could it have been improved?

--

4(b) How satisfied were you with the recommendations put forward by the Committee?

Very satisfied	Satisfied	Dissatisfied	Very dissatisfied
----------------	-----------	--------------	-------------------

How could they have been improved?

--

5 Monitoring and follow-up work

5(a) How much impact do you think this review will have on improving the lives of the people of Argyll and Bute Council?

Significant positive impact	Little impact	No impact
-----------------------------	---------------	-----------

5(b) How will you monitor the implementation of the recommendations and their impact? How will you know if this review has made a difference?

6. What lessons can be learnt from this review? What could be done differently to make the next review more effective?

7. If you have other comments, please use the space below:

Name (Optional)

Date:

Thank you for taking the time to complete this evaluation form. Please return it to Committee Services

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ARGYLL AND BUTE COUNCIL**COUNCIL****CUSTOMER SERVICES****21 APRIL 2016**

CASTLE TOWARD – RECOMMENDATION FROM PERFORMANCE REVIEW AND SCRUTINY COMMITTEE

1.0 INTRODUCTION

- 1.1 The Performance Review and Scrutiny (PRS) Committee have produced a report on Castle Toward which was agreed by them at their meeting held on 25 February 2016. The report is presented to Council for consideration.

2.0 RECOMMENDATION

- 2.1 Council is requested to consider the contents of the report and the recommendations contained therein which is attached as Appendix 2:

3.0 DETAIL

- 3.1 At the PRS Committee meeting 26 February 2015 it was agreed to accept the request by Councillors Marshall and Dance to consider the Council decision to reject the offer of the Castle Toward estate by the SCCDC under the terms of the Land Reform (Scotland) Act 2003.
- 3.2 The PRS Committee undertook scrutiny of the Council's decision making process in relation to the community right to buy application in respect of Castle Toward submitted by South Cowal Community Development Company (SCCDC).
- 3.3 At the meeting held on 25 February 2016, the PRS Committee considered a report which had been produced by the Committee following this scrutiny process and agreed the following recommendation:-

The Committee approved the report and the recommendations contained therein for submission to the next meeting of Council for consideration.

4.0 CONCLUSION

- 4.1 Following a review of the decision of the Council in relation to the community right to buy application of Castle Toward, the PRS Committee has produced a report which makes comment on the decision and makes a number of recommendations. Council is asked to consider the contents of the report and the recommendations contained therein.

5.0 IMPLICATIONS

- | | | |
|-----|------------------|--|
| 5.1 | Policy | Some change to policy may be required if the recommendations in the report are accepted and implemented. |
| 5.2 | Financial | None |
| 5.3 | Legal | None |
| 5.4 | HR | None |
| 5.5 | Equalities | None |
| 5.6 | Risk | None |
| 5.7 | Customer Service | None |

Douglas Hendry
Executive Director of Customer Services
22 March 2016

For further information contact: Shona Barton, Area Committee Manager
Tel (01436) 657605

APPENDICES

Appendix 1 – Extract Minute of Meeting of Performance Review and Scrutiny Committee held on 25 February 2016.

Appendix 2 – Castle Toward Report approved by Performance Review and Scrutiny Committee at the meeting held on 25 February 2016.

ARGYLL & BUTE COUNCIL

ARGYLL AND BUTE COUNCIL

CUSTOMER SERVICES

21 APRIL 2016

**EXTRACT OF PERFORMANCE REVIEW AND SCRUTINY COMMITTEE
HELD ON 25 FEBRUARY, 2016**

10. CASTLE TOWARD SCRUTINY REPORT

Members considered a report which provided comments and recommendations arising from the Committee's scrutiny of the Council's decision making process in relation to the community right to buy application in respect of Castle Toward submitted by South Cowal Community Development Company.

Decision

The Committee approved the report and the recommendations contained therein for submission to the next meeting of Council for consideration.

(Ref: Report presented by Chair and Vice-Chair of Performance Review and Scrutiny Committee, dated 25 February 2016, submitted)

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ARGYLL AND BUTE COUNCIL**PERFORMANCE REVIEW AND
SCRUTINY COMMITTEE****25 FEBRUARY 2016**

CASTLE TOWARD SCRUTINY REPORT

1.0 EXECUTIVE SUMMARY

The Performance Review and Scrutiny Committee has delegated powers in terms of the Scheme of Administration and its terms of reference include responsibility for scrutiny in relation to commenting on decisions and policies agreed by the Council and other committees and the impact they have on Argyll and Bute as an area, and making recommendations as appropriate.

Good Scrutiny provides a critical friend challenge to decision makers, enables the voice of the public and should be for the purpose of driving improvement.

At the PRS Committee meeting 26 February 2015 it was agreed to accept the request by Councillor Marshall and Dance to consider the Council decision to reject the offer of the Castle Toward estate by the SCCDC under the terms of the Land Reform (Scotland) Act 2003.

This report provides comments and recommendations arising from the Committee's scrutiny of the Council's decision making process in relation to the community right to buy application in respect of Castle Toward submitted by South Cowal Community Development Company (SCCDC).

The Castle Toward right to buy process was an issue of significant profile in the Cowal area and is viewed as having a detrimental and damaging impact on the Council's reputation.

The Council's style of managing the proposed right to buy process, while in line with legislative and technical requirements, could be perceived as not conducive to demonstrating openness and responsiveness to customers and constituents.

This report will provide comment on various issues raised during the course of the Committee's scrutiny and make recommendations in connection with these with a view to ensuring that the Council has a clear, transparent and robust process for dealing with any future applications of a similar nature.

Recommendations made cover a range of themes and are underpinned by a requirement to develop a draft policy and set of procedures which provide clear guidance and instruction in relation to the Council's requirements of any potential purchaser and which outlines transparent governance and decision making arrangements.

ARGYLL AND BUTE COUNCIL**PERFORMANCE REVIEW AND
SCRUTINY COMMITTEE****25 FEBRUARY 2016**

CASTLE TOWARD SCRUTINY REPORT

2.0 INTRODUCTION

2.1 This report provides comments and recommendations arising from the Committee's scrutiny of the Council's decision making process in relation to the community right to buy application in respect of Castle Toward submitted by South Cowal Community Development Company

3.0 Detail:

3.1 The Committee noted that applications to purchase Council property by community organisations, whether made informally or in accordance with the provisions of Part 2 of the Land Reform (Scotland) Act 2003 have been dealt with on an ad-hoc basis. The Committee view is that the Council approach to dealing the SCCDC proposal was very much transactional in nature which did not demonstrate, or perhaps was not conducive to supporting a more collaborative approach. A more open and responsive style may not have altered the outcome of the application but could have negated what is seen by many as, a perceived lack of political will in progressing the application.

In order to facilitate a shift to a more collaborative approach the Committee considers that it would be appropriate for the Council to further develop guidance, policies and procedures to deal with such applications. The policies and procedures should also relate to asset transfer requests which may be submitted by community groups once the relevant provisions of the Community Empowerment (Scotland) Act 2015 are in effect.

Arising from the Committee's scrutiny of the handling of the application by South Cowal Community Development Company, a number of themes were identified and it is considered that the policies and procedures should deal with, amongst other things, the following aspects:-

3.2 Issue 1 – Governance

It is important to identify where the appropriate decision making is to lie in relation to such applications and whether there is to be any delegation to area committees and/or officers. It may be that the extent of any delegation could relate to the both the amount and/or percentage of any discount and include guidance on decision making route(s) which are aligned to the value of the property.

3.3 Issue 1 – Recommendation

The Council should request officers to provide for Member consideration and approval draft policies and procedures relating to requests by community groups to purchase Council property, whether made informally or in accordance with the provisions of Part 2 of the Land Reform (Scotland) Act 2003, and in relation to asset transfer requests submitted by community groups in accordance with the provisions of the Community Empowerment (Scotland) Act 2015.

The Council should invite officers as part of their development of draft policies and procedures for Council approval to provide options in relation to a proposed scheme of delegation in relation to such matters.

3.4 Issue 2 –: Valuation Guidance/Limitations on discounts

Valuation information was an important element of proposal. From the outset there was a difference of opinion as regards the value of the property and this underpinned much of the discussion throughout the process. The Council had a valuation figure, provided by the Scottish Government appointed District Valuer, of £1.75m. SCCDC were working to an alternative figure of £850,000 provided by Savills. There seemed to be little attempt to reconcile these figures and it could be viewed that both parties positions became entrenched as a result.

Audit Scotland in their annual report stated “it is our view that it was for the Council to decide on whether to accept or reject the purchase proposal for Castle Toward from the SCCDC. In making this decision it is appropriate that the elected members considered a range of factors including the details of the proposal, the District Valuer’s valuation of the property, and the appropriateness of alternative valuations”

3.5 Whilst acknowledging Audit Scotland’s view, as part of the draft policies and procedures it may be that the Council would wish to consider indicative amounts of discount or percentages of discount that will be available to suitable applicants. This would assist in the management of expectations of community bodies in relation to such applications. It may be that the limitations in terms of percentages available could be greater for smaller value discounts. It should of course be made clear to applicants that there is no guarantee of the indicative discount or indeed any discount being agreed and that the decision in each case will depend on its own individual facts and circumstances. It is important that parameters are defined from the outset and where proposals or application do not meet requirements the relevant parties are notified accordingly and timeously.

3.6 Issue 2 – Recommendation

It is recommended that as part of the draft policies and procedures officers should present to members options in relation to limitations on the percentages and amounts of any available discounts.

3.7 Issue 3 –Mediation

Although South Cowal Community Development Company did not produce a formal valuation of the property until January 2015, it was clear from early on in the process that there was a dispute between the Council and the community

body in relation to the valuation of the property. Whilst it is recognised that the appropriate legislation both in relation to the community right to buy and asset transfer requests provides an appeal process, it is considered that the Council should as part of its policies and procedures include an informal and quick mediation process whereby the issues in dispute are identified and the different positions of the parties involved are presented outlining any rationale which underpins a particular stance. I.e. legal or statutory obligations.

The suggested process would be used for matters in dispute which are material to the sale or disposal of an asset or progression of a project or initiative. The Committee acknowledges that it will not be possible to resolve every issue by such a procedure but considers that since the Council is dealing with local communities, it is appropriate to endeavor to seek such a solution though such a procedure without it being necessary for community bodies or group to exercise the appeal processes or complaints processes available to them.

3.8 Issue 3 –Mediation - Recommendation

It is recommended that as part of the policies and procedures to be developed, officers provide options on a quick and informal mediation procedure with a view to avoiding the necessity of community bodies or group requiring to exercise formal appeal or complaints processes available to them.

3.9 Issue 4 – State Aid

State Aid was an issue which was also the subject of much discussion during the proposal. Again as with valuation, differing interpretations and viewpoints were evident and it is the Committee's view that confusion remains in relation to the extent of which state aid applies and which party bore the residual risk. The Committee recognised that there is a disparity between the requirements contained within the Scottish Government's guidance in relation to the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and the nature and content of advice provided by the Scottish Government's specialist State Aid Unit. The guidance requires authorities to ensure "that the nature and amount of subsidy complies with the State Aid rules particularly if there is no element of competition in the disposal process". The State Aid Unit provides advice on a risk basis so that rather than stating that the nature and amount of the subsidy complies with the State Aid rules the advice will be along the lines of the risk of successful challenge is low to medium or medium to high or whatever. This disparity causes difficulties in the decision making process.

3.10 Issue 4 – State Aid - Recommendation

Whilst the superiority of the EU in determining such issues is recognised it is recommended that officers are instructed to contact the Scottish Government, highlighting the disparity referred to and seeking Scottish Government assistance whether by amending the relevant guidance to accord with the type of advice issued by the State Aid Unit or amending the nature of the advice provided by the State Aid Unit so that authorities are able to ensure following advice from the State Aid Unit that they are complying with the requirements of the Guidance.

3.11 Issue 5 – Reports

Timely availability and clarity of information presented to members was identified as an issue. The Committee recognises that of necessity, applications particularly for larger amounts of discount will involve considerable research and investigation and there will be a considerable number of documents and other information which requires to be assessed by officers before the matter is referred to Members for their decision.

It is noted however that officers will carry out the assessment of the documentation and it is therefore appropriate that they should report in clear and concise terms on their findings. Reports should also make it clear, where appropriate, matters where decisions require to be made by Members. It should be recognised that reports, on occasion, may identify multiple policy options where a decision is required by members and a recommendation from officers would be inappropriate. This should reduce the possibility of it being considered that the reports are equivocal or ambiguous because alternative decisions may be open to members.

It is also noted that some Members consider that additional information (e.g. the full business case presented by applicants) should be available for consideration by Members whereas other Members would be content to receive clear and concise conclusions on information which has been the subject of an assessment carried out by officers. It is important also that Members have a sufficient period of time to consider the information available to them.

3.12 Issue 5 – Reports - Recommendation

It is recommended that as part of the draft policies and procedures, a pro-forma style of report should be developed which sets out clearly and concisely the information required by Members, including the conclusions of any officer assessments of information provided by applicants, to enable them to make fully informed decisions. Although not an exhaustive list the assessment process should ensure information is provided on a range of areas including valuations, economic benefits, alignment with corporate objectives, community benefits, sustainability, equalities, risk and third party funding levels. The availability of the report should be such that Members have a sufficient period to allow them to consider fully the terms of the report. Members should also be provided with a link to an online repository of detailed information should they require more than the basic information provided in the report.

3.13 Issue 6 – Information

The Committee noted that reports were presented for Members' consideration when not all of the information which Members required to enable them to make their decision had been made available to the Council. It is important that efforts should be made to ensure that all the necessary information is available to Members in a single report and that there should be no need for Members to defer a decision to a later date. Applicants should be advised that unless all the required information is made available for the purposes of preparation of report, then the report will not be presented to Members until such time as the required information is available. There may still be occasion whereby a request for further information which could not have been reasonably predicted results in

decisions being deferred. The matter of the content of the required information is one that could perhaps be subject to the mediation procedure referred to in paragraph 4.1.3) above.

3.14 Issue 6 – Information – Recommendation

It is recommended that as part of the draft policies and procedures, guidance should be made available to applicants which provides, amongst other things, that (1) the relevant report will not be presented to Members unless all the information required by officials has been provided by applicants and (2) should there be any dispute as to the requirement for a particular information required by officers, other than matters of an operational matter or professional judgement, then such a dispute is a matter which may be referred to the mediation resolution procedure to be put in place in respect of these matters.

3.15 Issue 7 – Capital Monitoring

The wider financial implication of disposing of Castle Toward at less than market value was recognised as an issue. The Council as part of Capital planning assumptions and protocols had factored in an anticipated capital receipt within its Capital programme. Although this is standard practice in the public sector and accords to accounting regulations, the interpretation of this approach led to some confusion with various differing views on whether disposing of the asset at less than market value was a real “loss” or a paper based transaction.

During the course of its scrutiny of the Castle Toward matter, the Committee became aware that capital receipts are intended to form a significant part of the finance for the Council’s capital programme during the financial year 2016/17. The Committee was unable to ascertain if there was any Member monitoring of capital programme income/receipts and programme expenditure. Given both the significance of receipts to the ability of the Council to undertake the full capital programme, the Committee considered it appropriate to recommend that the Council reviews existing arrangements for Member monitoring of capital programme income/receipts and programme expenditure ensuring that progress updates provide any associated implications.

3.17 The current process also fails to recognise on-going revenue costs such as maintenance and security which may have a material impact on overall realisation value and are an important consideration in any decision making.

3.18 Issue 7 Capital Monitoring Recommendation: Officers to review capital monitoring reporting arrangements to ensure Members are provided with timely information in relation to capital receipts including underlying detail, disposal timeline, on-going costs and their impact on realisation value and progress status.

4.0 RECOMMENDATIONS

- 4.1 It is recommended that the Council should request officers to provide for Member comment and approval draft policies and procedures relating to requests by community groups to purchase Council property, whether made informally or in accordance with the provisions of Part 2 of the Land Reform (Scotland) Act 2003, and in relation to asset transfer requests submitted by community groups in accordance with the provisions of the Community Empowerment (Scotland) Act 2015.
- 4.2 It is recommended that the Council should invite officers as part of their development of draft policies and procedures for Council approval to provide options in relation to a proposed scheme of delegation in relation to such matters.
- 4.3 It is recommended that within the draft policies and procedures, officers should present to Members options in relation to limitations on the percentages and amounts of any available discounts to be available in respect of such requests.
- 4.4 It is recommended that as part of the policies and procedures to be developed, officers provide options on a quick and informal mediation resolution procedure with a view to avoiding the necessity of community bodies requiring to exercise appeal rights in terms of the relevant legislation.
- 4.5 It is recommended that officers are instructed to contact the Scottish Government, highlighting the disparity referred to and seeking Scottish Government assistance whether by amending the relevant guidance to accord with the type of advice issued by the State Aid Unit or amending the nature of the advice provided by the State Aid Unit so that authorities are able to ensure following advice from the State Aid Unit that they are complying with the requirements of the Guidance.
- 4.6 It is recommended that as part of the draft policies and procedures, there should be developed a pro-forma style of report which should set out clearly and concisely the information required by Members, including the conclusions of any officer assessments of information provided by applicants, to enable them to make fully informed decisions on all matters on which they require to make decisions and that the availability of the report should be such that Members have a sufficient period to allow them to consider fully the terms of the report. Members should also be provided with a link to an online repository of detailed information available to Members should they require more than the basic information provided in the report.
- 4.7 It is recommended that as part of the draft policies and procedures, guidance should be made available to applicants which provides amongst other things that (1) the relevant report will not be presented to Members unless all the information required by officials has been provided by applicants and (2) should there be any dispute as to the requirement for a particular information required by officers, then such a dispute is a matter which may be referred to the dispute resolution procedure to be put in place in respect of these matters.

- 4.8 Given the significance of receipts to the ability of the Council to undertake the full capital programme during 2016/17, it is recommended that the Council instruct Officers to review capital monitoring reporting arrangements to ensure Members are provided with timely information in relation to capital receipts including underlying detail, disposal timeline and progress status

5.0 Conclusion

It was the Council's democratic prerogative to determine the response to the SCCDC bid for Castle Toward. It is the view of the committee that the Council's approach to the SCCDC bid was transactional in nature and a more collaborative approach could have been beneficial. The proposed policy and process recommendations should enable the necessary shift in approach, promote transparency, facilitate engagement and ensure the Council is best placed to deal with Community Empowerment requirements.

6.0 IMPLICATIONS

- 6.1 Policy: Potential for impact on Asset Management Strategy and financial policies.
- 6.2 Financial: Potential for impact on Capital Program
- 6.3 Legal:
- 6.4 HR:
- 6.5 Equalities:
- 6.6 Risk: There are financial, legal and reputational risk associated with these recommendations. The Council must ensure it is best placed to meet the needs of their community whilst balancing legal obligations and fiscal prudence.
- 6.7 Customer Service: Revised policies and processes should improve customer engagement experience.

25 FEBRUARY 2016

For further information contact: Kevin Anderson, Chief Internal Auditor.
01369 708505

ARGYLL & BUTE COUNCIL**COUNCIL****CUSTOMER SERVICES****21 APRIL 2016**

**EXTRACT OF MINUTE OF PLANNING, PROTECTIVE SERVICES AND LICENSING
COMMITTEE HELD ON 16 MARCH 2016**

*** 12. DEVELOPING A STATUTORY REGIONAL MARINE PLAN FOR THE FIRTH
OF CLYDE**

A report setting out the current proposals for the establishment of a Marine Planning Partnership (MPP) which will develop a statutory regional marine plan for the Clyde region and identifies the implications for the Council in relation to the Marine (Scotland) Act 2010 and direct involvement in regional marine planning as a Member of the Clyde MPP was considered.

Decision

The Committee agreed to:-

1. to note the contents of this report and implications for planning services; and
2. to recommend that the Council:-
 - (a) agree to be a Member of the Clyde MPP, to be represented by an Officer from Development and Infrastructure Services; and
 - (b) agree to accept the offer of a permanent position on the Partnership Board of the Clyde MPP, and seek appointment by Council of an elected Member.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 24 February 2016, submitted)

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ARGYLL AND BUTE COUNCIL

Planning Protective Services and Licensing
Committee

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

16 MARCH 2016

DEVELOPING A STATUTORY REGIONAL MARINE PLAN FOR THE FIRTH OF CLYDE

1.0 EXECUTIVE SUMMARY

- 1.1 This report sets out the current proposals for the establishment of a Marine Planning Partnership (MPP) which will develop a statutory regional marine plan for the Clyde region and identifies the implications for the Council in relation to the Marine (Scotland) Act 2010 and direct involvement in regional marine planning as a Member of the Clyde MPP.
- 1.2 Regional Marine Planning will seek to influence the future use and development of our marine waters and adjacent coast and it is therefore essential that the Council positively influence the development of Regional Planning in the Firth of Clyde. Engagement by the Council in the marine planning process is not expected to require additional resources and presents a key opportunity to ensure that marine planning actively contributes to and supports delivery of Council priorities, in particular our SOA outcomes for sustainable economic growth.
- 1.3 A report on this matter will be considered by Policy and Resources Committee on 17th March, focussing on the specific legal and resources implications for the Council.
- 1.4 It is recommended that this committee:
- (i) Note the contents of this report and implications for planning services; and
 - (ii) Recommend that the Council:
 - a) Agree to be a Member of the Clyde MPP, to be represented by an officer from Development and Infrastructure Services; and
 - b) Agree to accept the offer of a permanent position on the Partnership Board of the Clyde MPP, and seek appointment by Council of an elected member.

DEVELOPING A STATUTORY REGIONAL MARINE PLAN FOR THE FIRTH OF CLYDE

2.0 INTRODUCTION

- 2.1 This report sets out current proposals for the establishment of a Marine Planning Partnership (MPP) to develop a statutory Regional Marine Plan for the Scottish Marine region for the Clyde and identifies the implications for Planning Services, including benefits, risks and resources, associated with direct involvement in the development and implementation of regional marine planning.
- 2.2 A report on this topic is due to be considered by Policy and Resources Committee on 17 March, with a focus on legal and resource implications.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that this committee:
- (i) Note the contents of this report and implications for planning services; and
 - (ii) Recommend that the Council:
 - a) Agree to be a Member of the Clyde MPP, to be represented by an officer from Development and Infrastructure Services; and
 - b) Agree to accept the offer of a permanent position on the Partnership Board of the Clyde MPP, and seek appointment by Council of an elected member.

4.0 DETAILS

4.1 Background

- 4.1.1 The [Marine \(Scotland\) Act 2010](#) and Marine and Coastal Access Act 2009 established a new legislative and management framework for the UK marine environment with the aim of managing competing demands on the sea in a sustainable way.
- 4.1.2 The Marine (Scotland) Act 2010 requires Scottish Ministers to prepare and adopt a national marine plan for Scotland's marine area and allows them to prepare and adopt regional marine plans for Scottish Marine Regions.
- 4.1.3 The Marine (Scotland) Act 2010 provides the Scottish Ministers with powers to give directions which designate any of the delegable functions in relation to a Regional Marine Plan which would be exercisable by the Scottish Ministers to a delegate

acting on behalf of the Scottish Ministers. The designated delegate must comprise of a person nominated by the Scottish Ministers and one or more of (i) a public authority (ii) a person nominated by a public authority with an interest in the Scottish marine region to which the regional marine plan applies as the Scottish Ministers consider appropriate.

- 4.1.4 The Scottish Ministers may give direction only with the consent of the public authority.

4.2 Marine Planning in Argyll and Bute

National Marine Plan

- 4.2.1 Scotland's first [National Marine Plan](#) was laid before Parliament on 27 March 2015 and sets out strategic policies for the sustainable use of Scotland's marine resources out to 200 nautical miles. It contains objectives and policies for the sustainable development of key marine industries and provides guidance for the development of Regional Marine Plans.

Regional Marine Planning

- 4.2.2 Regional Marine Planning will be implemented within defined regional areas known as Scottish Marine Regions. Two regions cover the Argyll and Bute area (see **Appendix 1**), the Argyll region which is fully within Argyll and Bute, and the Clyde region which encompasses our coastal waters from the Mull of Kintyre to Helensburgh. These regions extend from mean high water springs out to twelve nautical miles.
- 4.2.3 Scottish Ministers intend to delegate regional marine planning powers to MPPs to give local stakeholders ownership and decision making opportunities when developing statutory Regional Marine Plans that best reflect the economic and environmental needs and sensitivities of their area. Each MPP will be responsible for forming a Regional Marine Plan for their area in accordance with any direction to it by Scottish Ministers. The Regional Marine Plan must meet the requirements of the Marine (Scotland) Act 2010 and be consistent with the National Marine Plan. Regional Marine Plans will be subject to adoption by Scottish Ministers.
- 4.2.4 The legislative requirements for a Regional Marine Plan include:
- Assessing the condition of the region;
 - Summarising the significant pressures and consequences of human activity;
 - Keeping under review the characteristics of the region: the purposes of its use, the communication energy and transport systems and the living resources it supports;
 - Setting economic, social, marine ecosystem and climate change objectives;
 - Stating the contribution of MPAs and other designated areas;
 - Stating policies for sustainable development of the region; and
 - Developing a Statement of Public Participation and carrying out consultation.
- 4.2.5 Scottish Government do not have the resources to support the development of all eleven regional marine plans at the same time and have therefore decided that the Clyde and Shetland regions will be the first areas to set up MPPs and develop statutory regional plans. There is currently no timescale for developing a Regional Marine Plan for the Argyll region.

4.3 Implications for the Council

- 4.3.1 The importance of Local Authority involvement and membership of MPP's is recognised in the National Marine Plan and associated [Planning Circular 1/2015: The relationship between the statutory land use planning system and marine planning and licensing](#), in order to develop effective and achievable marine plans that are consistent with regional development plans and strategies. These documents clearly outline the necessity for integration between the marine and terrestrial planning systems and identify that alignment should be achieved through consistency of policy guidance, plans and decisions.
- 4.3.2 The Marine Acts require public bodies to take authorisation or enforcement decisions in accordance with the National Marine Plan and relevant Regional Marine Plans, unless relevant considerations indicate otherwise. The Council will therefore have to take account of relevant marine plans when determining planning applications for aquaculture development and coastal development which may have an impact on the marine environment or activities it supports.
- 4.3.3 In terms of planning policy, the Council will need to consider the National Marine Plan and any relevant Regional Marine Plans when developing the next Local Development Plan (LDP). Marine Scotland has now been identified as a 'key agency' in the LDP development process. Equally, MPPs will need to take account of relevant LDPs in the development of Regional Marine Plans. Marine and terrestrial planning authorities will therefore be required to formally consult each other in the preparation of their plan and collaborate closely throughout the planning process to ensure consistency. This includes mutual support for specific development proposals in marine and terrestrial plans which affect each other.
- 4.3.4 The Marine (Scotland) Act 2010 requires public authorities have regard to appropriate marine plans in making any decision which relates to the exercise by them of any function capable of affecting the whole or any part of the Scottish marine area, but which is not an authorisation or enforcement decision. This requirement could be relevant to any proposed management action, strategy or policy which has potential to affect the marine area. Examples of service areas where consideration of marine plans in decision making might be necessary include: management of Council owned ports and harbours; coastal road maintenance & coastal protection works; flood risk planning & management; and development of strategy and policy relating to marine renewables and transport.

4.4 Proposals for Regional Marine Planning in the Firth of Clyde

Marine Planning Partnership

- 4.4.1 Marine Scotland has tasked the existing Firth of Clyde Forum, of which the Council is a member, with setting up the MPP for the Scottish Marine region for the Clyde. It is intended that the initial membership of the MPP will be based on the existing membership of the Clyde Forum which includes a wide range stakeholders including public bodies, marine and coastal industry sectors and environmental organisations.
- 4.4.2 As a key local authority with a significant area of coastline within the Clyde region, Argyll and Bute Council has been identified as a key public body which should be a Member of the Clyde MPP and have a permanent position on the Partnership

Board. Partnership Board members are required to act in the wider interests of the partnership, rather than representing their own organisation and the Board will supervise the activities of the association, including making final decisions on any issue where Members cannot agree.

- 4.4.3 The [Constitution](#) for the Clyde MPP is detailed in **Appendix 2** and has been developed in consultation with Clyde Forum members. Members and Board Members of the partnership are required to conform to the constitution. The proposed legal form of the partnership is an Unincorporated Association.

Direction from Scottish Ministers

- 4.4.4 Under Section 12 of the Marine (Scotland) Act 2010, Scottish Ministers can direct a delegate to carry out marine planning functions at a regional level. The delegate must comply with the direction, and is taken to have all the powers necessary to do so. Scottish Ministers may give Directions only with the consent of the public authority and the terms of the Direction should be discussed with the delegate before the Directions are finalised and given by Scottish Ministers.
- 4.4.5 The [Draft Ministerial Direction](#) detailed in **Appendix 3** sets out the powers that Scottish Ministers propose to delegate and identifies the 'delegate' as the Clyde MPP and those public authorities which form part of the Clyde MPP and which have given consent to the Direction. Letters from Scottish Ministers were sent to the Chief Executives of Public Bodies in the Clyde area at the end of February 2016 asking for a reply to confirm that they consent to the Direction once they are in a position to do so.
- 4.4.6 The Clyde MPP was formally established on 10 February 2016 at a Clyde Forum meeting with some members able to sign up to the constitution and consent to the draft Direction from Scottish Ministers on this date. The majority of public bodies in the Clyde require longer seeking approval within their organisations and so are able to adopt and sign these documents at a later date.

Stages of plan development

- 4.4.7 The Clyde MPP will start the development of the Regional Marine Plan in spring 2016 with some preparatory work already started on a Clyde Marine Region baseline assessment. It is estimated that it could take three years to develop a Regional Marine Plan and this timescale may fit with the key stages of development of the next LDP which has to be adopted prior to March 2020.
- 4.4.8 Marine Scotland will support the Partnerships with access to research and science, provision of data and guidance on policy development. Marine Scotland is providing fixed funding for the Clyde MPP to take forward the development of a Regional Marine Plan for the Scottish Marine region for the Clyde.
- 4.4.9 The key stages of plan development will include:
1. Approval of 'assessment of the Clyde' report;
 2. Approval of 'Statement of Public Participation';
 3. Approval of 'Main Issues Report';
 4. Approval of 'draft plan' for consultation; and
 5. Approval of 'final plan' for submission to Scottish Ministers.

It is proposed that at these key stages of plan development, relevant documents would be reported to the relevant Council committees for consideration and approval.

- 4.4.10 Members should note that it may be necessary to amend the Council's constitution to delegate to the Director of Development and Infrastructure Services the nomination of an officer to sit as a member on the Clyde MPP.

4.5 Views on proposals

Membership of the Clyde Marine Planning Partnership

- 4.5.1 The coastal area of Argyll and Bute is an exceptional economic, environmental and social asset. The extensive and varied coastline is of national, and in some parts international significance, containing many areas of special landscape and ecological significance. It is also home to the majority of Argyll and Bute's population and a major focus for economic activity, recreation and tourism. The Argyll and Bute economy and many of our coastal communities, particularly in remote rural or island communities, are heavily dependent on a range of maritime economic sectors including fishing, aquaculture, marine transport and shipping, marine tourism, military use, marine services and marine science. These established sectors in addition to emerging sectors such as marine renewables offer considerable potential for economic growth in Argyll and Bute. It is therefore essential that the national and regional framework of marine planning is consistent with our Council priorities and policy, in particular our LDP and EDAP, in order to maximise delivery of our SOA outcomes for sustainable economic growth.
- 4.5.2 In addition, active involvement in the development of regional marine planning policies provide the Council opportunities to ensure regional plans are consistent with and promote delivery of Council priorities, and directly influence decision making by other consenting bodies on marine development proposals that do not require planning permission. For these reasons it is clearly in the Council's interest to directly influence the development and implementation of a Regional Marine Plan for the Scottish Marine region for the Clyde and therefore this report recommends that the Council agrees to be a Member and a Partnership Board Member on the Clyde MPP.

Legal form of the MPP

- 4.5.3 Members should note that the MPP is formed as an unincorporated association, which means that liability will fall to any or each of the Members as the association cannot be sued in its own right. While a legal challenge to the process of developing the plan is possible, it is considered that the main risk of liability of the association will be to the Scottish Ministers should the association fail to meet their obligations under the Direction. Any legal challenge to the finalised Regional Marine Plan itself is likely to be addressed against Scottish Ministers.

Constitution and Direction

- 4.5.4 The Direction is considered to be short on detail in some areas but it is acknowledged that this document needs to be read in conjunction with the [Marine \(Scotland\) Act 2010](#). While there are currently considered to be a number of points which could be improved these concerns, if not amended, are not considered to be of detriment to the Council.

- 4.5.5 Members will note that the Constitution identifies under objectives and powers that the MPP will focus on Integrated Coastal Zone Management (ICZM) activities in addition to marine planning at a regional scale whereas the draft Direction only includes powers relating to regional marine planning. The reason for this is because the MPP will replace the current Clyde Forum which has been operating as a voluntary Local Coastal Partnership for many years and undertaking a range of projects under the banner of ICZM. Clyde Forum members, who will become members of the MPP, have agreed that once a regional marine plan has been developed that the MPP should have the ability to undertake ICZM projects if it has time and resource to do so, and it contributes to the implementation of the regional marine plan.
- 4.5.6 Council officers have made a number of comments and recommendations on these documents during their development. While all of our comments have not resulted in changes to the documents, overall they are considered appropriate and no unacceptable risks have been identified. Taking account of the points raised above (paras.4.5.1 - 4.5.6), it is recommended that the Council sign up to the Constitution and give consent to the Direction.

Resource implications

- 4.5.7 The Direction from Scottish Ministers will remain in effect until it is revoked by the Scottish Ministers. It is anticipated that the Direction will be reviewed after a three year period and that a further Direction may be given by the Scottish Ministers, with agreement of the MPP and relevant public bodies, following the adoption of the Regional Marine Plan. The Marine (Scotland) Act provides that Scottish Ministers with powers to make grants to a delegate for the exercise of designated functions. Marine Scotland have committed to the funding of MPP staff and other associated running costs for a period of two years, with staff to be employed and housed by SNH, who are a member of the MPP. This is set out in a grant agreement between Marine Scotland and SNH. Marine Scotland fully intend to continue funding in the final year covered by the Direction but at this time are not able to commit to funding beyond a two year period.
- 4.5.8 The Constitution allows in-kind contributions to be made by Members to the partnership, including but not limited to, staff employment, office accommodation, meeting rooms, geographical information systems services and relevant financial management services. There is no expectation or requirement on any Member of the partnership to make any in-kind contributions and therefore there are no financial obligations for the Council should it become a member of the Clyde MPP. There may be opportunities for joint working between the Council and the MPP during the development of the Regional Marine Plan and the next LDP which might identify areas of work which directly benefits both parties and for which the Council may wish to consider in-kind contributions of some form. Any proposals which might have resources implications for the Council would be brought to the relevant committee(s) for approval.
- 4.5.9 There is a clear requirement for officer and member time in attending Clyde MPP meetings, acting on outputs and reporting to relevant departments and committees. This expected officer time can be met under current staff levels within Planning Services.

4.5.10 The duties on the Council from the Marine (Scotland) Act 2010, outlined in section 4.3 of this report, will be implemented largely by officers in the Development Policy and Development Management sections of Planning Services. These duties are not anticipated to result in a significant increase in work load and therefore can be met under current staffing levels.

5.0 CONCLUSION

5.1 Regional Marine Planning will seek to influence the future use and development of our marine waters and adjacent coast, and it is therefore essential that the Council continues to positively influence the development of Regional Planning in Scottish Marine region for the Clyde. Engagement by the Council in the marine planning process is not expected to require additional resources and presents a key opportunity to positively influence marine plans affecting Argyll and Bute to ensure that marine planning actively contributes to and supports delivery of Council priorities, in particular our SOA outcomes for sustainable economic growth.

6.0 IMPLICATIONS

- | | | |
|-----|-------------------|--|
| 6.1 | Policy | Positively influencing the development of Regional Marine Plan for the Clyde region assists the Council deliver its commitments for the environment and SOA local outcomes and objectives for the economy, communities and environment. |
| | | The Council will have to ensure that our Local Development Plan is consistent with and complements the National Marine Plan, and ensure that National and relevant Regional Marine Plans are consistent with our own development policy and corporate priorities where possible. |
| 6.2 | Financial | None |
| 6.3 | Legal | The Marine (Scotland) Act places a duty on public authorities to have regard to marine plans in: the development of the Local Development Plan; relevant authorisation and enforcement decisions; and other decisions which might impact the marine area. |
| 6.4 | HR | Meeting duties and engagement in marine planning process can be met under current staff resources. |
| 6.5 | Equalities | None |
| 6.6 | Risk | No significant risks identified. |
| 6.7 | Customer Services | None |

Executive Director of Development and Infrastructure

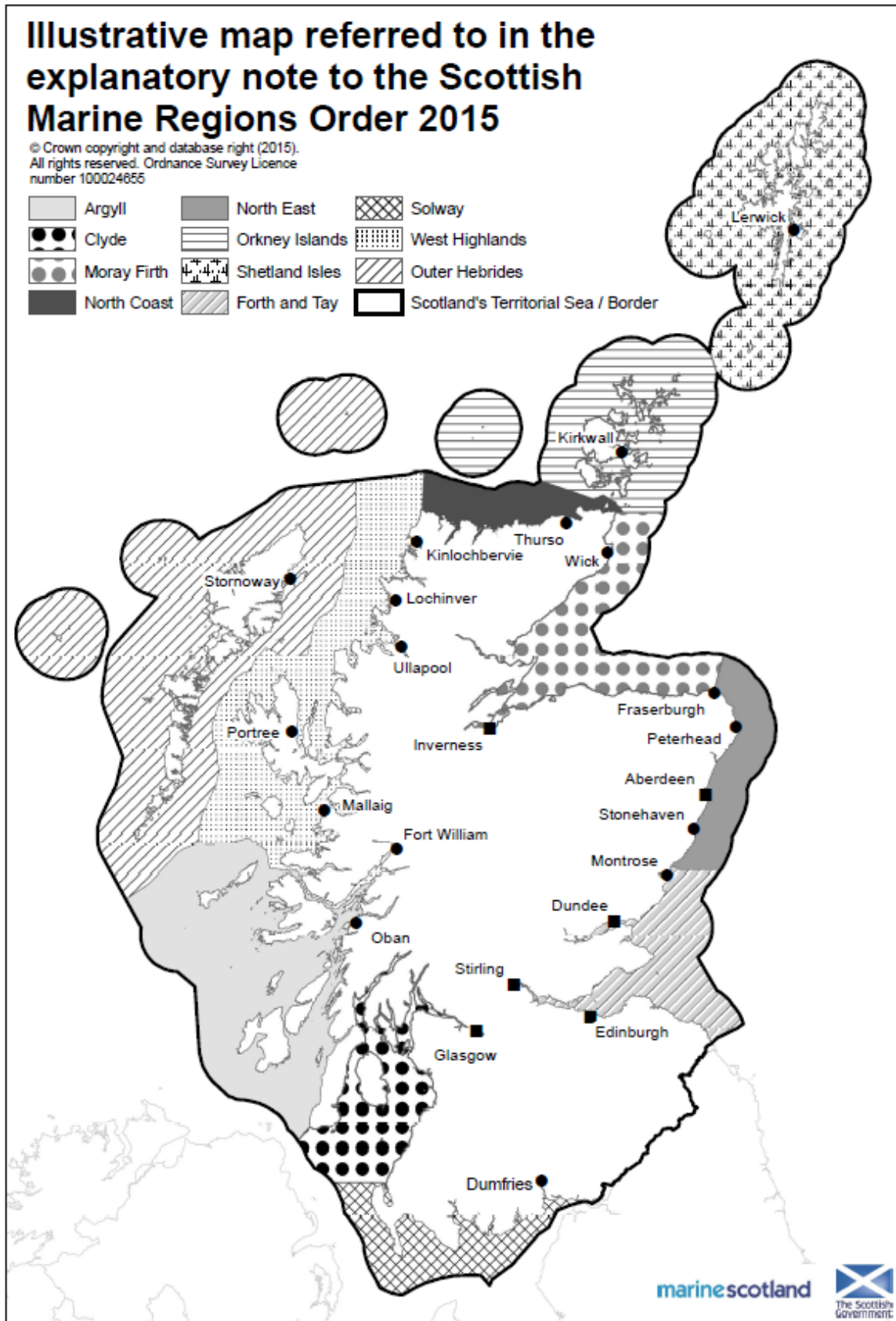
Policy Lead David Kinniburgh

24 February 2016

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APPENDICES

Appendix 1 – Map of Scottish Marine Regions for Regional Marine Planning



CONSTITUTION

of

The Clyde Marine Planning Partnership

Adopted at the first Members Meeting of the Clyde Marine Planning Partnership
on 10th February 2016

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Name

1. The name of the association is The Clyde Marine Planning Partnership.

Type of association

2. The association will be an Unincorporated Association.

Objectives

3. The association's objectives are:
 - a) To collaborate in working towards integrated, sustainable and co-ordinated planning and management of the Clyde Marine Region's environmental, economic and community resources (where sustainable management means

management which meets the needs of the present without compromising the ability of future generations to meet their own needs).

- b) To use the ecosystem approach to develop and implement marine planning/Integrated Coastal Zone Management (ICZM) initiatives through engagement with local communities and other coastal and marine stakeholders, and facilitation of discussions on key coastal and marine issues.
 - c) To develop a regional marine plan which meets the legal requirements of the Marine (Scotland) Act 2010 for the Scottish Marine Region for the Clyde as defined by the Scottish Marine Regions Order 2015, in compliance with any direction given to the association by the Scottish Ministers under Section 12 of the Marine (Scotland) Act 2010, and the associated powers thereunder.
 - d) To undertake projects, activities and further research in order to implement the statutory regional marine plan for the said Scottish Marine Region for the Clyde and to keep matters under review in order to inform development of any future regional marine plans in the Clyde or other regions as appropriate.
 - e) To carry out any further functions as agreed and delegated to the association by Scottish Ministers under the Marine (Scotland) Act 2010 and associated legislation, including acting as a statutory consultee in marine licensing processes under the Marine Licensing (Pre-application Consultation) (Scotland) Regulations 2013.
4. For the avoidance of doubt, the association can deliver both regional marine planning and other ICZM activities as previously undertaken by the Firth of Clyde Forum, resources permitting.

Powers

5. In pursuance of the objectives set out in clause 3 (but not otherwise), the association shall have the following powers:
- a) To undertake the development of a regional marine plan for the Clyde Marine Region in line with the Marine (Scotland) Act 2010 and as delegated by Scottish Ministers for their ultimate approval and potential adoption as a statutory regional marine plan.
 - b) To undertake ICZM activities as previously undertaken by the Firth of Clyde Forum.
 - c) To carry on any other activities which further any of the above objectives including those set out in clause 3.
 - d) To effect insurance of all kinds (which may include officers' liability insurance).
 - e) To invest any funds which are not immediately required for the association's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).
 - f) To liaise with other voluntary sector bodies, local authorities, overseas, UK or Scottish government departments and agencies and other bodies, all with a view to furthering the association's objectives.
 - g) To form any company with similar objectives to those of the association, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the association's assets and undertaking.

- h) To take such steps as may be deemed appropriate to support the raising of funds for the association's activities.
- i) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- j) To do anything which may be incidental or conducive to the furtherance of any of the association's objectives.

General Structure

- 6. The structure of the association shall consist of:
 - a) the MEMBERS – who have the right to attend the members meetings and have important powers under the constitution; in particular, the members elect individuals from among those members without permanent partnership board positions to serve on the partnership board and take decisions in relation to changes to the constitution itself.
 - b) the PARTNERSHIP BOARD – who hold regular meetings and generally control and supervise the activities of the association; in particular, the partnership board is responsible for making the final decision on any issue where the members cannot agree and may in exceptional circumstances overrule any member decisions that they consider to be inconsistent with the objectives of the association and for controlling the financial position of the association.

Qualifications for membership

- 7. Membership shall be open to
 - a) all Firth of Clyde Forum Core Group members at December 2015 (see Appendix I) as long as the member signs the constitution by December 2016.
 - b) any corporate body which is a Public Body with coastal and marine duties in the Firth of Clyde or an organisation with relevant statutory duties or where the corporate body represents a national body, including non-governmental organisations, with relevant marine and coastal interests where 'corporate body' is defined as a person, association, or group of persons legally incorporated.
 - c) any corporate body or person which or who, in the view of members, can provide significant additional relevant skills or expertise in delivering the objectives of the association at a Clyde-wide level and which cannot be secured by the association by other means.
- 8. Each corporate member shall nominate in writing a voting representative to attend member meetings and vote on its behalf.

Application for membership

- 9. Any corporate body or person wishing to become a member must sign, and lodge with the association a written application for membership. In the case of the corporate body this should be signed by an appropriate officer of that body.
- 10. The members shall consider each application for membership at the first members meeting which is held after receipt of the application; the members shall, within a

reasonable time after the meeting, notify the applicant of the decision on the application. Should an application be unsuccessful, the members shall provide reasons for this decision to the applicant.

11. The members may, at their discretion, refuse to admit any corporate body or person to membership. The members shall provide reasons for this decision to the applicant.

Membership subscription

12. No membership subscription shall be payable.

Register of members

13. The partnership board shall maintain a register of members, setting out the full name and contact details of each member, the date on which he/she/it was admitted to membership, and the date on which he/she/it ceased to be a member.
14. If a member or partnership board member requests a copy of the register of members, the partnership board must ensure that a copy is supplied to him/her/it within 28 days, providing the request is reasonable. In the case of individual members, only contact email addresses will be supplied.

Withdrawal from membership

15. Any corporate body or person wishing to withdraw from membership shall sign, and lodge with the association, a written notice to that effect. In the case of a corporate body this should be signed by an appropriate officer of that body. On receipt of the notice by the association, he/she/it shall cease to be a member.

Transfer of membership

16. Membership of the association may not be transferred by a member.

Expulsion from membership

17. Any member may be expelled from membership by way of a resolution passed by majority vote at a members meeting, providing the following procedures have been observed:
 - a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion
 - b) the member concerned shall be entitled to be heard on the resolution at the members meeting at which the resolution is proposed.

In-kind contributions

18. Whenever appropriate, members may provide in-kind contributions to the partnership including, but not limited to, staff employment, office accommodation,

meeting rooms, geographical information systems services and relevant financial management services.

Members meetings and annual members meetings

19. The partnership board shall convene an annual members meeting in each year (but excluding the year in which the association is formed); not more than 15 months shall elapse between one annual members meeting and the next.
20. The business of each annual members meeting shall include:
 - a) a report by the chair on the activities of the association
 - b) the election/re-election of members of the partnership board as referred to in clauses 56-59.
21. The partnership board shall convene regular (minimum 3 per year) members meetings in order for members to input to development of the regional marine plan or any other business in accordance with the objectives of the association.

Notice of meetings

22. At least 14 clear days' notice must be given (in accordance with clause 91) of any members meeting and at least 28 clear days' notice must be given (in accordance with clause 91) of any annual members meeting; the notice must indicate the general nature of any business to be dealt with at the meeting and, in the case of a resolution to alter the constitution, must set out the terms of the proposed alteration.
23. The reference to "clear days" in clause 22 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted, and also the day of the meeting should be excluded.
24. Notice of every annual members meeting and members meeting shall be given (in accordance with clause 91) to all the members of the association, and to all the members of the partnership board.

Procedure at annual members meetings and members meetings

25. No business shall be dealt with at any meeting unless a quorum is present; the quorum for an annual members meeting or members meeting shall be 8 members, present in person or attending by means of telephone or video conference or similar communications equipment whereby all members participating in the meeting can hear each other. The quorum can include partnership board members.
26. If a quorum is not present within 20 minutes after the time at which a meeting was due to commence - or if, during a meeting, a quorum ceases to be present - the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.

27. The chair of the association shall (if present and willing to act as chairperson) preside as chairperson of each annual members meeting and members meeting; if the chair is not present and willing to act as chairperson within 20 minutes after the time at which the meeting was due to commence, the members of the partnership board present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.
28. The chairperson of an annual members meeting or members meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chairperson may determine.
29. Every member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given by its duly authorised representative present at the meeting.
30. If there are an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote.
31. A resolution put to the vote at a meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairperson (or by at least three members present in person at the meeting); a secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared.
32. If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded
33. The partnership board may, at its discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting; for the avoidance of doubt, any such person who is invited to attend a meeting shall not be entitled to vote.
34. Marine Scotland may attend any annual members meeting, members meeting or partnership board meeting in order to provide relevant marine planning expertise and to ensure efficient flow of information between Marine Scotland and the association.

Personal Interests

35. A member of the association who has a personal interest in any transaction or other arrangement which the association is proposing to enter into, must declare that interest at a meeting; he/she will be debarred (in terms of clause 81) from voting on the question of whether or not the association should enter into that arrangement.
36. For the purposes of clause 35, a person shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers **or** any firm of

which he/she is a partner **or** any limited company of which he/she is a substantial shareholder, director, or employee has a personal interest in that arrangement.

37. Provided

- a) he/she has declared his/her interest
- b) he/she has not voted on the question of whether or not the association should enter into the relevant arrangement and
- c) the requirements of clause 38 are complied with, a member of the association will not be debarred from entering into an arrangement with the association in which he/she has a personal interest (or is deemed to have a personal interest under clause 36) and may retain any personal benefit which he/she gains from his/her participation in that arrangement.

38. Where a member provides services to the association or might benefit from any remuneration paid to a connected party for such services, then

- a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable
- b) the partnership board members must be satisfied that it would be in the interests of the association to enter into the arrangement (taking account of that maximum amount).

Maximum number of partnership board members

39. The maximum number of members of the partnership board shall be twelve, not including the chair and staff.

Eligibility

40. A person shall not be eligible for election/appointment to the partnership board if he/she is employed as staff to support the activities of the association.

Partnership board structure

41. The partnership board shall be a combination of individuals nominated by organisations with a permanent board position and individuals elected at each annual members meeting.

Permanent board positions

42. Members with a permanent board position initially shall be:

- a. Argyll & Bute Council
- b. North Ayrshire Council or South Ayrshire Council (1 position)
- c. Clydeplan
- d. Scottish Natural Heritage
- e. Scottish Environment Protection Agency
- f. Peel Ports Clydeport

43. The list of members with a permanent board position will be reviewed at each annual members meeting to ensure that they remain appropriate. Any changes will be made following a majority vote by members.
44. Members with a permanent board position may opt not to nominate an individual to the partnership board for any given year.
45. Individuals nominated to the partnership board by members with a permanent board position shall be from within their organisation but nominated for their personal expertise and not to represent any particular business, industry body, interest group or authority. For the avoidance of doubt, the individual may or may not be the same individual that attends the members meetings on behalf of that member organisation.
46. For the avoidance of doubt, individuals nominated to the partnership board by members with a permanent board position can remain on the partnership board for successive years for as long as that member body deems appropriate.

Alternate partnership board members (partnership board members appointed by members with a permanent board position only)

47. Any member with a permanent board position may appoint any other person from within their organisation willing to be an alternate partnership board member and may remove from office an alternate partnership board member so appointed by them.
48. For the avoidance of doubt, an elected partnership board member shall not be entitled to appoint an alternate partnership board member.
49. Any appointment or removal of an alternate partnership board member may be effected by notice to the partnership signed by the partnership board member making or revoking the appointment, or may be effected in any other manner approved by the partnership board members.
50. A notice appointing an alternate partnership board member may specify that the appointment is to relate only to the particular meetings at which the originally nominated board member will not be present; in the absence of a statement to that effect, the appointment will be deemed to relate to carrying out all the functions of the nominated board member until such time as the appointment is revoked.
51. An alternate partnership board member shall, subject to the terms of the notice of appointment, be entitled to be given notice of all meetings of partnership board members and of all meetings of committees of partnership board members of which his/her appointer is a member, to attend and vote at any such meeting at which the partnership board member who appointed him/her is not personally present and generally to perform all the functions of his/her appointer as a partnership board member in his/her absence.

52. An alternate partnership board member shall not be entitled to receive any remuneration from the partnership for his/her services as an alternate partnership board member.
53. An alternate partnership board member shall, subject to the following article, cease to be an alternate partnership board member if his/her appointer ceases to be a partnership board member.
54. An alternate partnership board member shall alone be responsible for his/her own acts and defaults; an alternate partnership board member shall not be deemed to be the agent of the partnership board member appointing him/her.
55. References in these articles to partnership board members shall, unless the context otherwise requires, be interpreted as including alternate partnership board members.

Elected partnership board members, retiral, re-election

56. At each annual members meeting, the members without a permanent board position may nominate one individual each from their organisation or in the case of a person may nominate themselves, for election to the partnership board. A maximum of 6 further individuals will then be elected to the partnership board by those members without a permanent board position. They shall be elected to the partnership board for their personal expertise and not to represent any particular business, industry body, interest group or authority.
57. The combined expertise that elected individuals bring to the partnership board should represent whenever possible a balance of 'protection and enhancement', 'recreation' and 'commerce'.
58. No more than one individual nominated under clause 56 by each member may serve as a member of the partnership board at any given time.
59. At each annual members meeting, all of the elected members of the partnership board except the chair shall retire from office – but shall then be eligible for re-election.

Termination of office

60. A nominated or elected member of the partnership board shall automatically vacate office if:
 - a) he/she becomes debarred under any statutory provision from being a charity trustee
 - b) he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months
 - c) he/she ceases to be a member of the association or (if he/she was nominated by a corporate body) the corporate body which nominated him/her ceases to be a member of the association

- d) he/she becomes an employee of the association
- e) he/she resigns office by notice to the association
- f) he/she is absent (without permission of the partnership board) from more than three consecutive meetings of the partnership board, and the partnership board resolve to remove him/her from office.

Register of partnership board members

61. The partnership board shall maintain a register of partnership board members, setting out the full name and contact details of each member of the partnership board, the name of the member which nominated each partnership board member (if applicable), the date on which each such person became a partnership board member, and the date on which any person ceased to hold office as a partnership board member.

Office bearers

62. The chair of the association shall be elected from among the members (corporate bodies or persons) by simple majority of the members who must consider the individual to be qualified and able to discharge the role.

63. Where the work of the chair is not otherwise remunerated by a member organisation, it shall be a remunerated position due to the amount of work undertaken on behalf of the association by the chair, with the number of days and day-rate agreed annually with the partnership board.

64. The chair will have a three year term of office. At the end of the term of office, nominations supported by three existing members will be sought for a new chair. The outgoing chair is eligible for re-election.

65. The chair of the association will also be the chair of the partnership board. The chair will be a member of the partnership board.

66. In order to ensure continuity, the chair of the Firth of Clyde Forum will become the first chair of the association for an initial two year term.

67. None of the partnership board members will be office bearers as these services will be provided by the staff of the association.

Powers of partnership board

68. Except as otherwise provided in this constitution, the association and its assets and undertaking shall be managed by the partnership board, who may exercise all the powers of the association.

69. A meeting of the partnership board at which a quorum is present may exercise all powers exercisable by the partnership board.

Personal interests

70. A member of the partnership board who has a personal interest in any transaction or other arrangement which the association is proposing to enter into, must declare that interest at a meeting of the partnership board; he/she will be debarred (in terms of clause 81) from voting on the question of whether or not the association should enter into that arrangement.
71. For the purposes of clause 70, a person shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder, director, or employee has a personal interest in that arrangement.
72. Provided
- a) he/she has declared his/her interest
 - b) he/she has not voted on the question of whether or not the association should enter into the relevant arrangement and
 - c) the requirements of clause 74 are complied with,
- a member of the partnership board will not be debarred from entering into an arrangement with the association in which he/she has a personal interest (or is deemed to have a personal interest under clause 71) and may retain any personal benefit which he/she gains from his/her participation in that arrangement.
73. No member of the partnership board may serve as an employee (full time or part time), and no member of the partnership board may be given any remuneration by the association for carrying out his/her duties as a member of the partnership board, with the exception of the chair (in terms of clause 63).
74. Where a partnership board member provides services to the association or might benefit from any remuneration paid to a connected party for such services, then
- a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable
 - b) the partnership board members must be satisfied that it would be in the interests of the association to enter into the arrangement (taking account of that maximum amount)
 - c) less than half of the partnership board members must be receiving remuneration from the association (or benefit from remuneration of that nature).

Procedure at partnership board meetings

75. Any member of the partnership board may call a meeting of the partnership board or request the chair to call a meeting of the partnership board.
76. Questions arising at a meeting of the partnership board shall be decided by a majority of votes (including those by alternate members); if an equality of votes arises, the chairperson of the meeting shall have a casting vote.

77. No business shall be dealt with at a meeting of the partnership board unless a quorum is present; the quorum for meetings of the partnership board shall be 6 (including, if appropriate, alternate members) and this number includes the chair. A partnership board member may participate in a partnership board meeting by means of telephone or video conference or similar communications equipment whereby all members participating in the meeting can hear each other; a member participating in a meeting in this manner shall be deemed to be present in person at the meeting.
78. If at any time the number of partnership board members in office falls below the number fixed as the quorum, the remaining partnership board members may act only for the purpose of filling vacancies or of calling an annual members meeting or members meeting.
79. Unless he/she is unwilling to do so the chair of the association shall preside as chairperson at every partnership board meeting at which he/she is present; if the chair is unwilling to act as chairperson or is not present within 20 minutes after the time when the meeting was due to commence, the partnership board members present shall elect from among themselves the person who will act as chairperson of the meeting.
80. The partnership board may, at its discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the partnership board; for the avoidance of doubt, any such person who is invited to attend a partnership board meeting shall not be entitled to vote.
81. A partnership board member shall not vote at a partnership board meeting on any resolution concerning a matter in which he/she has a personal interest which conflicts (or may conflict) with the interests of the association, he/she must withdraw from the meeting while an item of that nature is being dealt with.
82. For the purpose of clause 81, a person shall be deemed to have a personal interest in a particular matter if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder, director or employee, has a personal interest in that matter.

Conduct of members of the partnership board

83. Each of the members of the partnership board shall, in exercising his/her functions as a member of the partnership board of the association, act in the interests of the association; and in particular must
- a) seek, in good faith, to ensure that the association acts in a manner which is in accordance with its objectives (as set out in the constitution)
 - b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person
 - c) in circumstances giving rise to the possibility of a conflict of interest between the association and any other party
 1. put the interests of the association before that of the other party, in taking decisions as a member of the partnership board

- ii. where any other duty prevents him/her from doing so, disclose the conflicting interest to the association and refrain from participating in any discussions or decisions involving the other members of the management committee with regard to the matter in question
- d) act in accordance with the Ethical Standards in Public Life etc. (Scotland) Act 2000.
- e) ensure that any information clearly marked or clearly indicated to be confidential is not disseminated outwith board membership.

Establishment of sub-committees

84. The partnership board may establish any sub-committee consisting of one or more partnership board members and such other persons (if any) as the partnership board may determine.
85. The rules of procedure for any sub-committee shall be as prescribed by the partnership board.

Operation of accounts and holding of property

86. Authorisation by two partnership board members is required for payments from the association's accounts for sums over £5,000.

Minutes

87. The partnership board shall ensure that minutes are made of all proceedings at annual members meetings, members meetings, partnership board meetings and sub-committee meetings; a minute of any meeting shall include the names of those present, and the partnership board meeting minutes shall be signed by the chairperson of the meeting.
88. The partnership board shall ensure that all minutes are made publicly available.

Accounting records and annual accounts

89. The partnership board shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.
90. The partnership board shall ensure that annual accounts are prepared, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor.

Notices

91. Any notice which requires to be given to a member under this constitution shall be in writing, such a notice may either be given personally to the member or be sent by post in a pre-paid envelope addressed to the member at the address last intimated

by him/her/it to the association or be sent by electronic mail to the address last intimated by him/her/it to the association.

Dissolution

- 92. If the partnership board determines that it is necessary or appropriate that the association be dissolved, it shall convene a meeting of the members; not less than 28 days' notice of the meeting (stating the terms of the proposed resolution) shall be given.
- 93. If a proposal by the partnership board to dissolve the association is confirmed by a two-thirds majority of those present and voting at the meeting convened under clause 92, the partnership board shall have power to dispose of any assets held by or on behalf of the association - and any assets remaining after satisfaction of the debts and liabilities of the association shall be transferred to some other association having objectives similar to those of the association; the identity of the body or bodies to which such assets are transferred shall be determined by the members of the association at, or prior to, the time of dissolution.
- 94. For the avoidance of doubt, no part of the income or property of the association shall (otherwise than in pursuance of the association's purposes) be paid or transferred (directly or indirectly) to the members, either in the course of the association's existence or on dissolution.

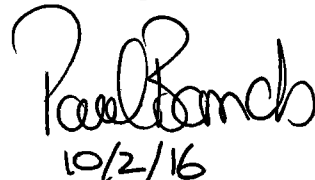
Alterations to the constitution

- 95. The constitution may be altered by a resolution passed by not less than two-thirds of those present and voting at a members meeting or annual members meeting, providing due notice of the meeting, and of the resolution, is given in accordance with clauses 22, 23 and 24.



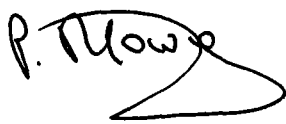
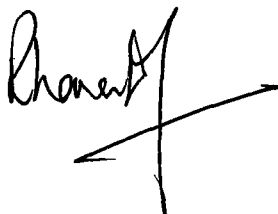
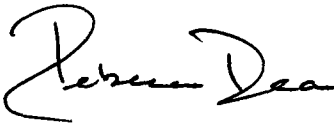
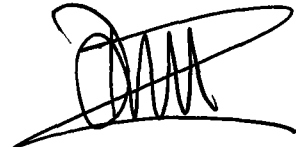
Interpretation

- 96. Any reference in this constitution to a provision of any legislation shall include any statutory modification or re-enactment of that provision in force from time to time.





This constitution was adopted at the first members meeting of the Clyde Marine Planning Partnership on 10th February 2016 by those present.

Signature	Name	Position, Organisation and Address
 10/2/16	PAUL BANKS ASSET MANAGER	THE CROWN ESTATE 6 BELLS BRAE, EDINBURGH EH4 3BJ

Contd.

Signature	Name	Date	Organisation and Address
	ISABEL GLASGOW	10/02/2016	INDEPENDENT FLAT 2 A 15 BALSHAGRAY PLACE, GLASGOW G11 7AR
	STUART TAIT	10/2/16	LYDEPLAN LOWER GROUND FLOOR 125 WEST REGENT STREET GLASGOW G2 2SA
	Phillip Cowie	10/2/16	Field Studies Council Scotland, Marine Parade, Millport, Isle of Cumbrae, WA28 0BQ
	RHONA E. FAIRGRIEVE	10/2/16	Independent / Scottish Coastal Forum % AREA 1A SOUTH VICTORIA QUAY EDINBURGH, EH6 6QQ.
	REBECCA DEAN	10/2/16	The Scottish Salmon Co Stronmeanach Lochcarron Ross-shire IV54 8YH
	DAVID ADAMS M'GILL	10/02/16	VISITSCOTLAND ALBANY STREET GLASGOW ARZILL PARK 4AN

Contd.

Signature	Name	Date	Organisation and Address
	ARTHUR KELLER	10/2/16	Scottish Natural Heritage, Caspian Ho, Clydebank Business Park, GLASGOW G81 2NR
	BRIAN FORREST	10/2/16	CLYDE OPERATIONS ROBERTSON ST GLASGOW
	BRIAN FULTON	10/2/16	CALMAC FERRIES LTD THE FERRY TERMINAL Gourock PA19 1QP
	SIMON LAMB	10/2	BRITISH MARINE SCOTLAND 90 CLYDE MARINA THE HARBOUR ARROSSAN KA22 9DB

Contd.

Signature

Name

Date

Organisation and Address

Contd.

Signature

Name

Date

Organisation and Address

Appendix I

Firth of Clyde Forum members as at December 2015

Argyll & Bute Council
British Marine Scotland
Caledonian Maritime Assets Limited
CalMac Ferries Ltd
Clyde Fishermen's Association
Clydeplan
Field Studies Council Millport
Glasgow City Council
Historic Environment Scotland
HMNB Clyde
Loch Lomond & The Trossachs National Park
Peel Ports Clydeport
Royal Society for the Protection of Birds
Royal Yachting Association Scotland
Scottish Canals
Scottish Coastal Forum
Scottish Environment Protection Agency
Scottish Natural Heritage
South Ayrshire Council
The Crown Estate Commissioners
The Scottish Salmon Company
Visit Scotland

Members who are Individuals

Isabel Glasgow – Chair

Rhona Fairgrieve – from Scottish Coastal Forum which is not a corporate body

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[DRAFT]

DIRECTION**The Delegation of Functions in relation to the Regional Marine Plan for the Scottish Marine Region for the Clyde Direction 2016**

Given by: the Scottish Ministers

Given to: the Clyde Marine Planning Partnership and the public authorities referred to in article 2

Given on: [Date]

The Scottish Ministers give the following Direction in exercise of the powers conferred by sections 12 and 13 of the Marine (Scotland) Act 2010⁽¹⁾ and all other powers enabling them to do so.

By virtue of section 12(4) of the Marine (Scotland) Act 2010 this Direction is given to the Delegate having obtained the consent of the public authorities referred to in article 2.

In accordance with section 13(1) of the Marine (Scotland) Act 2010, the Scottish Ministers have published this Direction in such a manner as they considered most likely to bring it to the attention of persons likely to be interested in or affected by it.

Citation, commencement, duration in effect and application

1.–(1) This Direction may be cited as the Delegation of Functions in relation to the Regional Marine Plan for the Scottish Marine Region for the Clyde Direction 2016.

(2) This Direction comes into effect on [] and remains in effect until it is revoked by the Scottish Ministers.

(3) This Direction applies only in relation to the regional marine plan for the Scottish marine region for the Clyde.

Interpretation

2. In this Direction–

“the Act” means the Marine (Scotland) Act 2010;

“the public authorities” means–

[Note: Those public authorities which form part of the Clyde Marine Planning Partnership and which have given consent to this Direction. The list of public authorities below is, therefore, subject to change.]

⁽¹⁾ 2010 asp 5.

Argyll and Bute Council;
Caledonian Maritime Assets Limited;
CalMac Ferries Limited;
Glasgow City Council;
Glasgow and the Clyde Valley Strategic Development Planning Authority;
Historic Environment Scotland;
Loch Lomond and The Trossachs National Park;
Scottish Canals;
Scottish Environment Protection Agency;
Scottish Natural Heritage;
South Ayrshire Council;
The Crown Estate, and
VisitScotland;
“the Delegate” is as designated and as comprised by paragraph 5 of this Direction;
and
“the Plan” means the regional marine plan for the Scottish marine region for the Clyde.

Amendment and revocation

3. The Scottish Ministers may amend or revoke this Direction at any time by notice, in writing, to the Delegate.

Direction

4.–(1) The Scottish Ministers hereby–

- (a) designate all of the delegable functions referred to in section 12(7) of the Act in relation to the Plan which would (apart from under this Direction) be exercisable by the Scottish Ministers; and
- (b) direct that the functions so designated (the “designated functions”), instead of being so exercisable, are to be exercisable by the Delegate acting on behalf of the Scottish Ministers as is designated in this Direction.

(2) Sub-paragraph (1)(b) is subject to any provision to the contrary made by this Direction or included in a direction given by the Scottish Ministers under section 14 of the Act.

Delegate

5.–(1) The Scottish Ministers hereby designate–

- (a) the Clyde Marine Planning Partnership², a person nominated by the Scottish Ministers; and
- (b) the public authorities,

⁽²⁾ Detailed information about the Clyde Marine Planning Partnership (CMPP), to include a list of all of the members of the CMPP, can be found at [insert hyperlink].

as the Delegate.

(2) The Clyde Marine Planning Partnership is comprised of a relevant group of persons.

Consultation by the Delegate

6. The Delegate must consult on the exercise of its functions in relation to the Plan with—

- (a) representatives of persons with an interest in—
 - (i) the protection and enhancement of the Scottish marine region for the Clyde;
 - (ii) the use of that region for recreational purposes;
 - (iii) the use of that region for commercial purposes; and
- (b) any such other persons whom the Scottish Ministers consider appropriate.

Requirement for the Delegate to have regard to any representations

7. The Delegate must have regard to any representations made under that consultation.

Exercise of designated functions

8. The Delegate must exercise the designated functions subject to the terms and conditions set out in the Schedule.

[signature]

[address]

[date]

SCHEDULE

Terms and conditions

Governance

1. The governance arrangements of the Delegate must be set out within its constitution. In the event that any changes are made to the constitution, governance arrangements or membership of the Delegate then the Delegate must inform the Scottish Ministers of such changes as soon as practicable and without delay.

Performance

2. The Delegate must remain fully informed of all relevant issues pertinent to its marine planning functions so as to ensure that effective marine planning is delivered in full.

Reporting on performance and progress

3. The Delegate must submit to the Scottish Ministers a report on their performance and progress at regular intervals, commencing on a date no later than 6 months from the date on which this Direction is given and, thereafter, every 6 months from that date until such time as the regional marine plan for the Scottish marine region for the Clyde has been published.

Preparation of a draft statement of public participation

4.–(1) Where the Scottish Ministers have decided that a statement of public participation (“SPP”) should be prepared the Delegate must prepare a draft SPP and submit it to the Scottish Ministers for their approval.

(2) The Delegate must submit the draft SPP to the Scottish Ministers under subparagraph 1 within the period of 6 months from the date on which this Direction is given.

Publication of statement of public participation

5. Where the Scottish Ministers have decided that the SPP should be published the Delegate must, as soon as practicable after that decision is made, publish the SPP in such manner as it considers is most likely to bring it to the attention of interested persons.

Revision of statement of public participation

6.–(1) Where the Scottish Ministers have decided that the SPP should be revised the Delegate must revise the SPP.

(2) The Delegate must submit the SPP, as revised, to the Scottish Ministers for their approval.

(3) Where the Scottish Ministers have approved the SPP, as revised, the Delegate must publish the SPP, as revised.

Consultation

7. Following the decision of the Scottish Ministers to publish a consultation draft of the Plan the Delegate must—

- (a) publish the consultation draft of the Plan in such manner as it considers appropriate; and
- (b) take such further steps as it considers appropriate to secure that the proposals contained in the consultation draft are brought to the attention of interested persons.

Independent investigation

8.—(1) Following the publication of a consultation draft of the Plan the Scottish Ministers and the Delegate must, acting jointly, consider and make a decision as to whether to appoint an independent person to investigate and report upon the proposals contained within the draft.

(2) In the event of a disagreement between the Scottish Ministers and the Delegate as to whether to appoint an independent person under paragraph (1) the final decision made under that paragraph rests with the Scottish Ministers.

(3) The Scottish Ministers and the Delegate must, acting jointly, publish any report of an independent person.

Preparation of the regional marine plan for the Scottish marine region for the Clyde

9.—(1) The Delegate must prepare, and submit to the Scottish Ministers for their approval, the Plan, together with any supporting information which may be required, within 3 years of the date on which this Direction is given.

(2) The Delegate must, when preparing the Plan, have regard to matters which the Scottish Ministers consider relevant, to include Integrated Coastal Zone Management, terrestrial land use plans and planning circulars.

(3) “Supporting information” means—

- (a) [a business and regulatory impact assessment];
- (b) a Child Rights and Wellbeing Impact Assessment, in terms of the Children and Young People (Scotland) Act 2014;
- (c) an equality impact assessment, in terms of regulation 5 of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012;
- (d) a strategic environment assessment, in terms of the Environmental Assessment (Scotland) Act 2005; and

- (e) any other relevant information, assessments or reports, including any report setting out any modifications which have been made to the proposals published in the consultation draft for the Plan.

Publication of the regional marine plan for the Scottish marine region for the Clyde

10. As soon as reasonably practicable following the decision of the Scottish Ministers to publish the Plan, the Delegate must publish the Plan, together with statements of each of the following—

- (a) any modifications that have been made to the proposals published in the consultation draft for the plan;
- (b) the reasons for those modifications;
- (c) if any recommendations made by any independent person appointed under paragraph 11 of Schedule 1 to the Act have not been implemented in the Plan, the reasons why any such recommendations have not been implemented.

Amendment of the regional marine plan for the Scottish marine region for the Clyde

11. When such a request is made by the Scottish Ministers, the Delegate must amend the Plan.

Compliance

12. In the event that the Delegate is not able to comply with this Direction, the Delegate must, as soon as practicable, notify the Scottish Ministers of that fact and the reasons for the non-compliance.

ARGYLL AND BUTE COUNCIL**COUNCIL****DEVELOPMENT & INFRASTRUCTURE****21ST APRIL 2016**

**ROTHESAY TOWNSCAPE HERITAGE PHASE TWO,
HERITAGE LOTTERY FUND OFFER OF AWARD**

1.0 EXECUTIVE SUMMARY

- 1.1 Following a successful Townscape Heritage (TH) stage one bid to Heritage Lottery Fund a grant of £109,700 has been awarded to the Council to enable the development of a second phase regeneration project for Rothesay, Rothesay Townscape Heritage (TH). The offer of grant, dated 26th January 2016, requires the Council's formal acceptance of the offer and its agreement to the associated terms and conditions. This report therefore requests that Members delegate authority to the Chief Executive of the Council to sign the Terms of Grant document, which will accept the grant conditions, enable drawdown of funds and allow the development work to commence.
- 1.2 Securing a TH is a two-stage process and as such the development work will support and culminate in a second round bid to Heritage Lottery Fund (HLF) in 2017, which will seek to secure permission to deliver the regeneration project over a five-year period.(2018-2023).

ARGYLL AND BUTE COUNCIL

COUNCIL

DEVELOPMENT & INFRASTRUCTURE

21ST APRIL 2016

**ROTHESAY TOWNSCAPE HERITAGE PHASE TWO,
HERITAGE LOTTERY FUND OFFER OF AWARD**

2.0 INTRODUCTION

2.1 This report asks Members to approve the Heritage Lottery Fund (HLF) Terms of Grant, in relation to a first round grant award of £109,700, awarded to the Council on 26th January 2016. The grant will fund development work, which is required to support and inform a second regeneration project in Rothesay - Rothesay Townscape Heritage. This report requests that Members delegate authority to the Chief Executive of the Council to sign this aforementioned document, which will accept the grant and its conditions, enable the drawdown of the award, and allow the development work to commence.

3.0 RECOMMENDATIONS

3.1 The Council agrees to the HLF Terms of Grant and delegates authority to the Chief Executive to sign and agree the terms with HLF.

4.0 DETAIL

- 4.1 At their meeting of 20th August 2015, the Policy and Resources Committee agreed that the Council should submit a first round application to HLF to seek funding for a second phase of regeneration in Rothesay, which would continue and build on the momentum of the successful Townscape Heritage Initiative (THI), which concludes on 31st March 2016. At the meeting, the Policy and Resources Committee also agreed to the need to identify match funding of up to £200,000.
- 4.2 The first of a two-stage process has been successful, with an award from HLF of £109,700 dated 26th January 2016. This award will fund a first round development phase of a year to support and inform a subsequent robust and deliverable second round bid.
- 4.3 Subject to a successful second round bid, HLF have earmarked £1,889,700 for a Rothesay TH project, which would require match funding to be identified by the Council of up to £200,000, and a match funding contribution from HIE. It is also intended to use the development year to scope out other potential funding avenues, particularly those relative to Sustrans, Leader and CARS to ensure that the resulting project is as meaningful as possible.
- 4.4 The focus of the TH will be much more holistic than that of the current project, and as such will seek to involve the community at every opportunity. Feedback and actions from the Rothesay Charrette, a community consultation and master planning exercise, held in February 2016, will shape the direction and scope of the TH project. It is also intended to work closely with the Rothesay Alliance for Action, the organisation which commissioned the Charrette and which will also seek to deliver outcomes within the Charrette action plan, which are complementary to the work proposed for the TH development phase.
- 4.5 The development work will encompass detailed building survey analysis, cost and valuation analysis and work on specific pilot projects around energy efficiency, factoring and creative industry pop-up spaces and workshops. It will also consider the movement and flow of visitors and shoppers around the

town centre and how this could be improved with enhanced signage and interpretation, and also seek to enhance navigation of the route to the Pavilion. The development phase will be undertaken in close liaison with the Pavilion Project to ensure projects complement each other and there are synergies.

4.6 A program of training and events which will seek to celebrate the Isle of Bute's unique and special characteristics will be developed and work will be undertaken to raise the profile of the area for visitors through market and branding analysis.

4.7 The award from HLF will also enable the recruitment of a dedicated officer to manage and deliver this piece of development work, and to submit the body of work alongside a second stage application to HLF in due course.

5.0 CONCLUSION

5.1 This first round development grant from HLF will allow the Council to build on the successes of the THI (concluded 31 March 2016), and to continue this momentum, whilst working closely with the community and key partners. The Council is therefore invited to agree to the terms and conditions of this grant award and to delegate authority to the Chief Executive in order to commence this development work.

6.0 IMPLICATIONS

6.1 Policy None

6.2 Financial The Policy and Resources Committee agreed to the need to identify up to £200,000 over the proposed five-year delivery period, which, subject to a successful second round bid, is likely to commence within latter half of the 2017/2018 financial year.

6.3 Legal As per the Terms of Grant which are attached to this

report.

- | | | |
|-----|-------------------|--|
| 6.4 | HR | Funding from HLF includes the provision of a TH development officer. This post will sit within Projects and Regeneration and will be recruited as a dedicated officer to manage and deliver the project. |
| 6.5 | Equalities | None |
| 6.6 | Risk | None |
| 6.7 | Customer Services | None |

Pippa Milne, Executive Director of Development and Infrastructure

Policy Lead, Councillor Aileen Morton

29th February 2016

For further information contact: Lorna Pearce, THI Project Officer, 01700 501 374

APPENDICES

Appendix 1- HLF Terms of Grant

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Townscape Heritage

Grants of £100,000 - £2million



Standard terms of grant

Definitions:

'we', 'us', 'our' – the Trustees of the National Heritage Memorial Fund (who administer the Heritage Lottery Fund).

'you', 'your' – the organisation(s) awarded the Grant as set out in the Grant Notification Letter.

Application – any documents or information you send us to support your request for a grant, or submit to us from your Development Work.

Approved Purposes – the purposes for which you applied for a grant and how you or others ('a Third Party' or Third Parties') intend to carry out those purposes as set out in your Application, but taking account of:

a) any changes we and you agree in writing, or that are required by us at any time before we release any of the Grant. These purposes include you getting and using partnership funding as set out in your Application.

b) any changes to the Detailed Scheme Plan you sent with your Application or Second-round submission which may be amended from time to time with our written approval beforehand.

Approved Usage – how you said you would use your Property in your Application (allowing for any changes that we may have agreed up to the release of any of the Grant).

Detailed Scheme Plan – the plan you sent us with your second round submission telling us how you intend to carry out and complete the Scheme, taking into account any changes to it that we and you agree in writing.

Development Work – the work involved in progressing your project to your second-round submission, including the production of designs, plans, and other documents.

Digital Outputs – all material with heritage content created in or copied into a digital format by or for you in connection with the Project.

Evaluation Report – the report you must send us before we pay the last 10% of the Grant telling the story of your Scheme, its achievements and lessons learned.

First-Round Pass Letter - our letter confirming that you can proceed to the second-round. This will identify any Development Work you need to do before you send in a second-round submission.

Grant – the amount set out in the Grant Notification Letter.

Grant Expiry Date – the date by which you must achieve the Approved Purposes as set out in the Grant Notification Letter and by which you will make the final drawdown of the Grant.

Grant Notification Letter – our letter confirming our second-round Grant award to you.

How to acknowledge your grant – the booklet that explains how we require you to acknowledge the Grant and which gives details of the acknowledgement materials we will provide.

Photography of HLF-funded projects: A guide for grantees – guidance on how to submit images to us, how we use these, and how to source consents.

Programme Application guidance – the document setting out the scope of the programme and how to apply.

Receiving a grant – the guidance we publish to explain how we will pay the Grant, monitor your Project and agree changes to the Grant.

Scheme – the townscape heritage scheme referred to in your Application that consists of, or includes, the Approved Purposes.

Scheme Completion Date – the date that we make our final payment and are satisfied that the Approved Purposes of the Grant have been met.

Third Party – anybody (other than you) who owns or controls property listed in the Detailed Scheme Plan.

Third Party Contract – a contract that you enter into with a Third Party in line with paragraph 27 of these terms of grant

Your Property – any property that you buy, create, receive or restore, or property that is otherwise funded by the Grant including Digital properties, intellectual property rights and any documents that you produce or order as part of the Approved Purposes.

Achieving the Approved Purposes

1. You must use the Grant only for the Approved Purposes, unless you get our approval beforehand.
2. You must not start work to achieve the Approved Purposes without our approval beforehand.
3. You must achieve the Approved Purposes and make your final Grant drawdown by the Grant Expiry Date.
4. You must use Your Property, or allow it to be used, only for the Approved Usage.
5. As well as these terms of grant, you must follow the conditions (if any) set out in the First-Round Pass Letter and Grant Notification Letter, address any issues we identify in the course of monitoring, and meet the requirements set out in the Programme Application guidance, *Receiving a grant*, the *How to acknowledge your grant* guidance, and *Photography of HLF-funded projects: A guide for grantees*.
6. You must carry out the Approved Purposes in line with current best practice in your area of heritage and to a standard that is appropriate to a project of importance to the national heritage. You must follow all legislation and regulations that apply.

Project development

7. The First-Round Pass Letter may offer to provide you with funding for Development Work. If it does these terms of grant will also apply to that funding but with the following changes:
 - a. when they refer to “Approved Purposes” this means your Development Work.
 - b. when they refer to “Approved Usage” this means you using the product of the Development work to further the Scheme.
 - c. when they refer to a “Grant Expiry Date” this is the date set out in the First-Round Pass Letter by which you must complete the Development Work.
 - d. when they refer to “Grant” this means the amount of funding for the Development Work set out in the First-Round Pass Letter.
 - e. when paragraphs 5 and 42 refer to the “Grant Notification Letter” this means the First-Round Pass Letter.
 - f. paragraphs 9a, 9c, 16, 17 and 18 will not apply.

Project monitoring

8. You must give us any financial or other information and records we may need from time to time on the Grant, Your Property, Third-Party Property, the Approved Purposes (and achieving them) and the Approved Usage.
9. You must allow us (or anyone we authorise) to have any access we may need to:
 - a. inspect Your Property, Third-Party Property and any work to Your Property or Third-Party Property;
 - b. monitor the conduct and progress of the Approved Purposes; and
 - c. monitor the Approved Usage.

In these cases we will give you notice. You will report on the progress of your Scheme at times agreed with us.

10. We may ask you to provide proof that you have taken action to reduce the risk of fraud. We may ask you to let us examine your accounting processes and procedures to check the effectiveness of your anti-fraud measures.

11. We will monitor the progress of your Scheme and will carry out checks at and after the end of the to confirm that it is delivering the outcomes expected. If we (or anyone we authorise) make any recommendations on the matters set out in paragraph 9, you must take those recommendations into account when meeting your obligations to us.

12. You must take appropriate steps to monitor your own success in achieving the Approved Purposes and in using Your Property for the Approved Usage. On completing the Scheme, you must submit your Evaluation Report before we will release the final Grant payment.

13. Each year on a date agreed between us you will send us an updated Detailed Scheme Plan for our review and approval.

Procurement

14. Before you or a Third Party start any phase of the work needed to achieve the Approved Purposes, you or a Third Party must put in place all necessary contracts with appropriately qualified contractors and professional advisers to allow you or a Third Party to finish that phase of the work. Building contracts must contain a clause which allows the employer to retain part of the contractors' fees on practical completion of the works. If you or a Third Party want any contracts to be on different terms, you must get our approval beforehand.

15. If the Approved Purposes involve buying goods or services or getting work done, you must carry out a tendering exercise in line with the requirements set out in the Programme Application guidance and unless we agree otherwise in writing, new posts must be advertised in line with the Programme Application guidance

Property

16. You must continue to own Your Property and keep exclusive control over what happens to it. You must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our approval beforehand. If we give you our approval, it may depend on any of the following requirements.

- a. that you pay us a share of the net proceeds of selling or letting Your Property within one month of parting with the assets or other goods (we will work out the share in line with the terms set out in Appendix 9 of the Programme Application guidance);
- b. that you sell or let the Property at its full market value;
- c. any other conditions we think fit.

We may decide not to ask you to repay the Grant (or any part of it as we think fit) for any reason but it is for us to decide that.

17. You must maintain Your Property in good repair and condition. If the Approved Purposes include creating, repairing or restoring Your Property, you must maintain Your Property in good repair and condition after the work has been done. If the Approved Purposes include the preparation of a maintenance and management plan or a conservation management plan, you must maintain, manage or conserve Your Property in accordance with the version of the relevant plan that we have approved.

18. You must insure the Property to the standard set out in (and use any proceeds of the insurance in line with) the Programme Application guidance.

19. You must keep any objects or fixtures that form part of Your Property in a physically secure and appropriate environment.
20. You must tell us, in writing, within five working days about any significant loss or damage to Your Property.
21. You must arrange for the general public to have appropriate access to Your Property. You must make sure that no person is unreasonably denied access to the Property.

Publicity and acknowledgement

22. We may make the purpose and amount of the Grant public in whatever way we think fit.
23. Once we have announced the Grant, you must acknowledge the Grant publicly in line with the requirements set out in our *How to acknowledge your grant* booklet. You must meet any other acknowledgement or publicity requirements we may tell you about from time to time. Before we make any public announcement of the Grant, you must not issue any public statement, press release or other publicity in relation to the Grant or which refers to us, other than in a form we have approved beforehand.
24. You must also provide us with digital images in electronic format of your Scheme – or hard-copy photographs or transparencies. You give us the right to use those you provide us with at any time, including putting them into a digital format and altering them. You must get all the permissions required for you and us to make use of them before you use them or send them to us. See *Photography of HLF-funded projects: A guide for grantees* for more information.

Digital outputs

25. You agree to:
 - a. hereby grant to us an irrevocable, perpetual and royalty-free licence to use, copy, keep and disseminate the Digital Outputs as we see fit and to grant sub-licences of the same kind;
 - b. obtain and maintain in force all authorisations of any kind required for you to use, copy, keep and disseminate the Digital Outputs and to grant such licence to us;
 - c. contract to the effect that any creation by you or on your behalf of material which forms Digital Outputs is undertaken on terms that either the copyright in the digital material is assigned to you or that the copyright owner may not commercially exploit it;
 - d. ensure that the Digital Outputs are kept up-to-date, function as intended and do not become obsolescent before the fifth anniversary of the completion of the Scheme;
 - e. comply with these terms of grant in relation to the digital files that make up the Digital Outputs for the period agreed in the Grant Notification Letter. For the avoidance of doubt, this includes ensuring that the digital files are held securely and are available on request to the public and to us;
 - f. grant licences in respect of the Digital Outputs under the Creative Commons model licence Attribution Non-Commercial but not on other terms without our prior written consent;
 - g. not otherwise exploit the Digital Outputs commercially without our prior written consent.

Grant payment and repayment

26. We will, up to the Grant Expiry Date, pay you the Grant or any instalment of it in line with these terms of grant and the procedures explained in *Receiving a grant* as long as:
- a. the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from time to time), and enough funds are made available to us under the Act; and
 - b. we are satisfied that you are achieving (and will continue to achieve) or have achieved the Approved Purposes in line with these terms of grant and that you are spending the Grant in proportion to any other funds you receive from other sources for the Approved Purposes.
27. If the Detailed Scheme Plan involves a Third Party using part of the Grant to buy, receive, create, restore, conserve or otherwise fund Third-Party Property, we will only pay you that part of the Grant on the conditions set out in our *Receiving a grant* guidance and if:
- a. you have sent us the details of the Third Party and of the Third-Party Property that we need to see and approve in line with our *Receiving a grant* guidance and Programme Application guidance
 - b. no work or alterations have been carried out to the Third-Party Property since you included it in the Detailed Scheme Plan which you believe make it less valuable as a heritage asset; and
 - c. the Third Party has entered into a Third-Party Contract in accordance with the guidance set out in Appendix 9 of the Programme Application guidance and which allows you to fulfil the terms of Grant.
28. If a Third Party breaks any of the terms of its Third-Party Contract or sells, lets or otherwise parts with its Third-Party Property or any interest in it, you must, unless we agree otherwise, take all reasonable steps to enforce those terms and/or recover any money owed to you as a result. You must pay us a share of any money you recover from a Third Party. You must work out the share in line with our Programme Application guidance. You must pay us this money immediately.
29. If we tell you in writing you must allow us to take over and carry forward for our own benefit any proceedings against a Third Party. You must make sure that all Third-Party Contracts allow for this to happen. If we tell you, you must transfer to us any rights that you may have as a result of a Third-Party Contract being broken.
30. You must not use any part of the Grant towards work on Your Property or Third-Party Property without getting our written permission beforehand if that part of the Grant has been identified in your Grant Notification Letter as one which you must refer to us before you offer it or if our permission is required in accordance with our *Receiving a grant* guidance.
31. You acknowledge that the Grant is the total amount of funds we will provide and will not be increased as the result of you overspending or for any other reason.
32. You must repay to us immediately any Grant that we have paid you (and we will stop any future instalments of the Grant) if:
- a. you no longer operate, or you are declared bankrupt or placed into receivership or liquidation;
 - b. you have, in our opinion, given us fraudulent, incorrect or misleading information;

- c. you have acted negligently in any significant matter or fraudulently in connection with the Approved Purposes or the Approved Usage;
- d. any competent authority directs the repayment of the Grant;
- e. there is a significant change in your status;
- f. you knowingly withhold information that is relevant to the content of your Application; or
- g. you fail to keep to any of these terms of grant.

33. If you achieve the Approved Purposes without spending the full amount of the Grant, you must pay back the part of the Grant you have not spent. We will treat you as spending the Grant in proportion to other funds you were due to receive from other sources for the Approved Purposes.

34. If you sell or otherwise part with all or part of Your Property without our permission under paragraph 16, or you receive money in some other way as a result of you not following these terms of grant, you may have to pay us immediately a share of the net proceeds if that share is more than the amount we would otherwise be entitled to under paragraph 32.

General terms

35. You may not, and must not claim to, transfer the Grant or any rights under these terms of grant.

36. You must take all steps and sign and date any documents as may be necessary to carry out your obligations under these terms of grant and to give us the rights granted to us under them.

37. If there is more than one of you, any liability under these terms of grant will apply to you all together and separately.

38. We may rely on any of our rights under these terms of grant at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these terms of grant.

39. If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under these terms of grant if we (or anyone we authorise) give it to you in writing.

40. Any notice, request or other document we or you send to each other under these terms of grant can be delivered or sent by any effective means.

41. Any documents you need to send us under these terms of grant are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.

42. These terms of grant will last for the period set out in the Grant Notification Letter.

43. These terms of grant cannot be enforced by anybody other than you or us.

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ARGYLL AND BUTE COUNCIL**COUNCIL****DEVELOPMENT AND
INFRASTRUCTURE SERVICES****21ST APRIL 2016**

ENERGY EFFICIENCY STREET LIGHTING PROJECT FUNDING

1.0 EXECUTIVE SUMMARY

- 1.1 On 17th December 2015, Policy and Resources Committee considered and approved the business case for an innovative lighting project, based on a financial model of the existing energy costs inflated year on year and the costs that would be incurred if no action was taken (avoidable costs). The proposal will consist of the council's 14000 street lights being replaced with LED energy efficient luminaires. Changing the luminaires will reduce the amount of energy required for the lighting, the energy savings being reinvested to fund the loan charges associated with the capital borrowing required to carry out the works.
- 1.2 The December report and business case outlined that the delivery of the 'works element of the project' would be provided by the most cost effective model using either a contractor from a framework which will be available in late summer via Scotland Excel or via direct delivery depending on which option is most cost effective.
- 1.3 The business case concludes that the council should progress with replacing the existing luminaires (the lanterns on top of the lighting columns) with LED units and also replace lighting columns with the balance of the savings generated from reduced energy consumption. These improvements which are to be funded from the energy savings will free up revenue to service capital loan charges required to finance the project. It was also agreed that £150,000 of the savings is surrendered to contribute towards service choices.
- 1.4 Since the business case was approved, Strategic Finance and Roads and Amenity have received an offer from Salix for a £400,000 interest free loan subject to the installation of approximately 2200 luminaires by November. Salix Finance Ltd. delivers 100% interest-free capital to the public sector to improve their energy efficiency and reduce their carbon emissions. Salix was established in 2004 as an independent, publicly funded company, dedicated to providing the public sector with loans for energy efficiency projects. The interest free loan from Salix of £400,000 for 8 years will reduce the borrowing costs in respect of the project by £160,000 and this will allow more prudential borrowing to be undertaken from the same level of savings, allowing more defective columns to be replaced.
- 1.5 It is recommended that:
- The Council approves the use of the Salix funding;

- The Council agrees that, in order to meet the timescales, the first phase of the lighting project is delivered by internal resource;
- The Council agrees that the additional saving on borrowing will be used to borrow more capital in order to allow replacement of more columns.

ARGYLL AND BUTE COUNCIL

COUNCIL

DEVELOPMENT AND
INFRASTRUCTURE SERVICES

21ST APRIL 2016

ENERGY EFFICIENCY STREET LIGHTING PROJECT FUNDING

2.0 INTRODUCTION

- 2.1 Street lighting energy costs the council approximately £700,000 per year at current rates. Over the next 10 years energy costs are predicted to double to approximately £1,500,000 if we do nothing to reduce the amount of energy consumed. On 17th December 2015 the Policy and Resources Committee approved the business case for this innovative lighting project, based on a financial model of the existing energy costs inflated year on year and the costs that would be incurred if no action was taken (avoidable costs). The project replaces existing street lighting luminaires with energy efficient LED units.
- 2.2 The council has an obligation to reduce its carbon consumption by reducing energy. Reducing street lighting energy is considered to be one of the most effective methods of reducing carbon consumption and reducing energy costs.
- 2.3 The original business case assumed that the project would be funded through prudential borrowing. Since approval of the business case an offer of a £400,000 interest free loan from Salix has been made to the Council. This funding comes with a condition that works funded by this loan are completed by November this year.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that:
- The Council approves the use of the Salix funding;
 - The Council agrees that, in order to meet the timescales, the first phase of the lighting project is delivered by internal resource;
 - The Council agrees that the additional saving on borrowing will be used to borrow more capital in order to allow replacement of more columns.

4.0 DETAILS

4.1 The Scottish Futures Trust has developed a financial model for the evaluation of Street Lighting within the public sector. The model uses current forecasts from the Department of Energy and Climate Change (DECC) to predict future energy costs and potential savings. This model also uses costs and performance figures for LED luminaires from the Scotland Excel framework, and indicates potential financial savings available when converting to energy efficient lighting.

4.2 The table below is a summary of results from the Scottish Futures Trust financial model that formed part of the business case and this assumes a contribution of £150k is made towards Service Choices.

Summary of estimated first year savings (see appendix D)	£'000
Estimated saving on electricity costs	472
Debt Servicing cost on £3.9m luminaire replacement	269
Anticipated saving	203
Contribution to Service Choices	150
Remaining unallocated saving	53

The total cost for supply and fitting of 14,090 luminaires is estimated at £3.9m.

The saving resulting from the replacement of luminaires with energy efficient units provides the council with an opportunity to replace defective columns.

The approved business case assumed that the £53,000 of unallocated savings would be used to fund prudential borrowing.

Using the mid-range figure of £1,400 per column enables 25% of the estimated 2,000 defective columns identified in the independent column condition survey to be replaced giving a cost of £750k.

The total investment amounts to £4.6m.

4.3 Approval has been given for the following:

- Progress with an innovative lighting energy efficient scheme as detailed in this business case, the costs of which are summarised in 5.4 of this report, in order to reduce future cost pressure relating to street lighting electricity.
- A tender process being completed and that the energy efficient scheme is progressed utilising the most cost effective model as determined from the tender process.

- The remaining reduced electricity budget, as a result of the innovative lighting scheme, is inflated in line with energy costs on an annual basis.
- The balance of savings generated is used to fund a column replacement program with replacements being prioritised on condition.

4.4 Resource has been recruited through a framework contract for a lighting designer to progress the LED lighting design.

4.5 Strategic Finance and Roads and Amenity have received an offer from Salix for £400,000 on an interest free loan subject to the delivery of approximately 2200 luminaires by November. Salix Finance Ltd. delivers 100% interest-free capital to the public sector to improve their energy efficiency and reduce their carbon emissions. Salix was established in 2004 as an independent, publicly funded company, dedicated to providing the public sector with loans for energy efficiency projects. The interest free loan from Salix of £400,000 for 8 years will reduce the borrowing costs in respect of the project by £160,000. This will allow the saving on borrowing to be used to borrow more capital which will enable the service to replace more columns.

4.6 There are two parts to the project, the purchase of goods/materials and the works to install them. The purchase of goods/materials would continue as originally envisaged in the business case via the Scotland Excel contract. In order to deliver the units within the timescale set by Salix however, it would be necessary to commence the project before the tendering exercise for works, to compare the cost of using internal or external resources (a make or buy exercise) is completed. It is proposed that the start of the lighting project is accelerated with an initial phase, equal in financial value of the £400,000 available through Salix being delivered by in-house resource. There is nothing to prevent the Council opting to install a proportion of the luminaires (approximately 15%) using its internal resources and the savings in interest are expected to be greater than the loss of any potential savings that could be achieved through the make or buy exercise. The remainder of the project being delivered by the most cost effective method (either through the Scotland Excel contract or via in house resource depending on which is most cost effective).

5.0 CONCLUSION

5.1 Following an offer from Salix for an interest free loan of £400,000, which is time limited, to invest in energy efficient lighting it is proposed that an initial phase of the luminaire replacement is carried out with internal resource to the value of the available interest free loan. The remainder of the project being delivered by the most cost effective method (either through the Scotland Excel contract or via in house resource depending on which is most cost effective).

6.0 IMPLICATIONS

6.1	Policy	None known
6.2	Financial	As detailed in the report
6.3	Legal	None known
6.4	HR	None known
6.5	Equalities	None known
6.6	Risk	Not taking the Salix offer would increase the costs of the project. The contract costs for providing the luminaire replacements through the Excel contract will not be known until the framework contract is available later in the summer. However, the interest savings are expected to be significantly greater than any savings offered through the contract.
6.7	Customer Services	None known

Executive Director of Development and Infrastructure Pippa Milne

Policy Lead Councillor Ellen Morton

12 April 2016

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

ARGYLL AND BUTE COUNCIL**COUNCIL****COMMUNITY SERVICES****21st APRIL 2016**

REPORT ON THE OUTCOME OF THE CONSULTATION RELATING TO THE RE-ALIGNMENT OF CATCHMENT AREAS OF ACHAHOISH AND TARBERT PRIMARY SCHOOLS

1.0 EXECUTIVE SUMMARY

This report has been prepared following Consultation on the proposal that the Council:

Re-align the catchment areas for Achahoish and Tarbert Primary Schools, taking effect from August 2016.

Having had regard (in particular) to:

- a) Relevant written representations received by the Council (from any person) during the Consultation period;
- b) Oral representations made to it (by any person) at the public meetings held on 1st and 8th December 2015; and
- c) Education Scotland's report on the proposal.

The Consultation Report was prepared in compliance with the Schools (Consultation) (Scotland) Act 2010 on the above proposal.

1.1 The purpose of this report is to:

- Provide a record of the total number of written responses made during the Statutory Consultation period;
- Provide a summary of the written responses;
- Provide a summary of oral representations made at the public meetings held on 1st and 8th December 2015;
- Provide a statement of the Council's response to those written and oral representations;
- Provide the full text of Education Scotland's Inspectorate report and a statement of the Council's response to this report;
- State how the Council reviewed the above proposal following the representations received during the Statutory Consultation period and the report from Education Scotland;
- Provide details of any omission from, or inaccuracy in, the Proposal Paper and state how the Council acted upon it; and
- State how the Council has complied with Section 12 of the Schools (Consultation) (Scotland) Act 2010 when reviewing the above proposals.

1.2 Financial implications of Proposal

- Purchase a vehicle and employ a driver and escort.
This will cost approximately £15,000 per annum
or,
- Extend the local bus service to Tiretigan
This will cost approximately £23,000 per annum
or,
- Parental/guardian transport may be an option if a parent/ guardian is available and willing to drive.
This will cost between £2280 and £912 per annum depending on where pupil lives.

2.0 RECOMMENDATIONS

On the basis of the feedback received and taking account of the educational benefits of the proposal, it is recommended that the Council:

- (a) Realign the catchment areas for Achahoish and Tarbert Primary Schools.
- (b) Pursue parental/guardian transport arrangements wherever possible for pupils from the rezoned area.

ARGYLL AND BUTE COUNCIL

COUNCIL

COMMUNITY SERVICES

21st APRIL 2016

REPORT ON THE OUTCOME OF THE CONSULTATION RELATING TO THE RE-ALIGNMENT OF CATCHMENT AREAS OF ACHAHOISH AND TARBERT PRIMARY SCHOOLS

3.0 INTRODUCTION

This is a Consultation Report prepared in compliance with the Schools (Consultation) (Scotland) Act 2010 on the above proposal.

3.1 The purpose of this report is to:

- Provide a record of the total number of written responses made during the Statutory Consultation period;
- Provide a summary of the written responses;
- Provide a summary of oral representations made at the public meetings held on 1st and 8th December 2015;
- Provide a statement of the Council's response to those written and oral representations;
- Provide the full text of Education Scotland's Inspectorate report and a statement of the Council's response to this report;
- State how the Council reviewed the above proposal following the representations received during the Statutory Consultation period and the report from Education Scotland;
- Provide details of any omission from, or inaccuracy in, the Proposal Paper and state how the Council acted upon it; and
- State how the Council has complied with Section 12 of the Schools (Consultation) (Scotland) Act 2010 when reviewing the above proposals.

4.0 RECOMMENDATIONS

On the basis of the feedback received and taking account of the educational benefits of the proposal, it is recommended that the Council:

- (a) Realign the catchment areas for Achahoish and Tarbert Primary Schools.
- (b) Pursue parental/guardian transport arrangements wherever possible for pupils from the rezoned area.

5.0 BACKGROUND

- 5.1 In May 2014 Achahoish Primary School (PS) Parent Council made a formal request to the Council to consider rezoning their current catchment area. This request was supported by Tarbert Academy Primary School (PS) Parent Council.
- 5.2 The existing boundary between the current catchment areas of Achahoish PS and Tarbert Academy PS is shown in Appendix 4 of the report on the Consultation. The request by Achahoish PS Parent Council was for the catchment area to be increased. The preferred choice for boundary change is for Achahoish School to Tiretigan Farm, Kilberry, as shown in Appendix 4 of the Report on the Consultation.

6.0 CONSIDERATIONS

- 6.1 The decision by Council to close Kilberry Primary School in June 1979 resulted in the catchment area of Tarbert Academy PS being extended to incorporate the old catchment area of Kilberry PS. This has resulted in the pupils from the Kilberry area being expected to attend Tarbert Academy PS.
- 6.2 Achahoish Parent Council, supported by South Knapdale Community Council, feels that this decision was not correct and is now requesting that Achahoish PS catchment area be extended to include some of the old Kilberry PS catchment area.
- 6.3 From the new proposed boundary the distance to Achahoish PS is 9.6 miles. The distance to Tarbert Academy PS is 13.7 miles. All travel in this area is on a single track road with passing places.

7.0 THE CONSULTATION PROCESS

- 7.1 On 25 June 2015, Argyll and Bute Council considered the Proposal Paper and agreed that a Consultation with all stakeholders be undertaken on the proposal within this document. The proposal document made clear the Consultation would run from 4th November 2015 until 18th December 2015.
- 7.2 The proposal on which the Consultation took place on was the re-alignment of the catchment areas for Achahoish and Tarbert Primary Schools, taking effect from August 2016.
- 7.3 The requirements for consulting on a relevant proposal relating to schools are set out in the Schools (Consultation)(Scotland) Act 2010 and the amendments in the Children and Young People (Scotland) Act 2014.
- The Council posted the proposal document on its website and lodged copies in the schools concerned, in Council offices and in all libraries in

Mid Argyll. In addition the Council placed an advert in local newspapers. The Council held public meetings on 1 and 8 December 2015 at Achahoish Primary School and Tarbert Academy respectively.

- Two public meetings were held to discuss the proposal as follows: 1st December 2015 Achahoish Primary School, and 8th December 2015 Tarbert Academy Primary School.
- The Consultation ended on 18th December 2015.
- Education Scotland's involvement consisted of: the proposal document being sent to them, attendance at the meeting in Tarbert Academy Primary School on 8th December and visiting the two primary schools and meeting with a sample of children and community members. They also received a copy of all written representations; a note of the public meetings and meetings with staff and children. They then prepared a report on the educational aspects of this proposal. This is attached in full as Appendix 3 of the Report on the Consultation.

7.4 The following schools are affected by the proposal:

- Tarbert Academy Primary School, and
- Achahoish Primary School

7.5 In accordance with statutory requirements, the following persons were consulted:

- The Parent Councils of the two affected schools;
- The parents/carers of the pupils and children who may attend the two schools;
- Parents/carers of children expected to the two school within two years of the date of publication of this proposal document;
- The teaching and ancillary staff of the two schools;
- All Trades Unions;
- Community Councils in areas affected;
- Relevant users of the two schools;
- Elected Members of Argyll and Bute Council;
- The Constituency MSP and List MSPs covering the Constituencies;
- The Constituency MP;
- Argyll and Bute Community Planners;
- Argyll and Bute Youth Council;
- Police Scotland;
- Area Commander Fire Service;
- Chief Executive of the NHS;
- Argyll and Bute Head of Roads;
- Education Scotland, and
- The Care Inspectorate.

7.6 During the Consultation representations were sought from interested parties, either oral or in written form or by e mail.

7.7 The Consultation Report is the Council's response to the issues raised during the Consultation period on the Proposal Paper.

7.8 The Consultation Report was published on 15th March 2016 before a final decision is taken at the meeting of Argyll and Bute Council on 21st April 2016.

8.0 THE PUBLIC MEETINGS

8.1 A public meeting was held in Achahoish Primary School on 1st December 2015. Five members of the public attended. A full note of the meeting is attached as Appendix 1 of the Report on the Consultation which details the questions and issues raised at the meeting.

8.2 A public meeting was held at Tarbert Academy on 8th December 2015. Seven members of the public attended. A full note of the meeting is attached as Appendix 2 of the Report on the Consultation which details the questions and issues raised at the meeting.

8.3 The attendees at the meetings all supported the proposal. There was discussion regarding the financial implications for the Council.

9.0 RESPONSES TO THE CONSULTATION EXERCISE

9.1 The Council received 31 responses during the Consultation period and 30 were in agreement with the proposal, and one was blank.

9.2 The written and oral responses focussed mainly on:

- The common sense of the proposal,
- The strong educational benefits of the proposal, and
- The cost implications stated within the paper and the need for the Council to consider an option where parental mileage is paid giving a cost effective option.

10.0 EDUCATION AUTHORITY RESPONSE TO WRITTEN AND ORAL REPRESENTATIONS

10.1 The full response is available in section 7 and appendix one and two of the Report on the Outcome of the Consultation.

11.0 EDUCATION SCOTLAND REPORT

11.1 In accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 and the amendments contained in the Children and Young People (Scotland) Act 2014, a report was produced by Education Scotland on the educational aspects of the proposal.

11.2 Education Scotland visited:

- Tarbert Academy Primary School, and
- Achahoish Primary School.

To speak with pupils, parents/carers and staff. Education Scotland attended the public meeting in Tarbert Academy on the 8th December 2015. Education Scotland had the opportunity to review in detail the Proposal Paper, the written responses and a summary of the oral responses.

11.3 The Education Scotland report is produced in full (Appendix 4).

11.4 The report broadly supports the proposal and is summarised below:

- Argyll and Bute Council has set out an appropriate rationale for its proposal;
- The Achahoish School curriculum directly relates to the rural context of where the children live;
- Children would reduce their transit time resulting in increased opportunities to learn;
- The Council had ensured school communities were well informed;
- Tarbert Academy Primary School Community was in favour of the proposal believing there would be no direct effect on the Tarbert Community;
- The South Knapdale Community Council, local community and local employers strongly support the proposal;
- The proposal will have no impact on Tarbert Academy Primary School, and
- Argyll and Bute Council should give consideration to paying parental mileage as a more cost effective option for transport arrangements.

11.5 **Argyll and Bute Council's Response to Education Scotland's Report**

The Council welcomes the report from Education Scotland and accepts its findings.

In response to the findings contained within the Education Scotland report, Argyll and Bute Response is as follows:

11.5.1 **Financial implications of Proposal**

- Purchase a vehicle and employ a driver and escort. This will cost approximately £15k per annum, providing a driver and escort can be employed from the Coulaghaitro area. The cost will rise to £22,500 if the driver and escort are resident in either Tarbert or Lochgilphead,

or,

- Extend the local bus service to Tiretigan. Due to timetabling constraints this extension would only be possible in the morning. The afternoon run would require to be undertaken by Council mini bus from Lochgilphead. The cost for this extension would be £23,000.
- Parental/guardian transport may be an option if a parent/ guardian is available and willing to drive.

Cost indication for a pupil travelling **7.5 miles** to school or bus pick up point:
£2280 per annum,
Cost break down: four journeys daily, 190 days annually at 40p per mile.

Cost indication for a pupil travelling **3 miles** to school or bus picks up point:
£912 per annum,
Cost break down: four journeys daily, 190 days annually at 40p per mile.

It should be noted

1. If a parent/guardian is not available one of the alternative options would require to be implemented.
2. This option offered by transport at present may not always be available.

The above would impact on the schools transport budget and would require to be considered during the annual transport planning process.

12.0 IMPLEMENTATION ARRANGEMENTS

- 12.1 Until August 2022, siblings of children who live in the proposed rezoned catchment area and attend Tarbert Academy Primary School will have the option of attending Tarbert Academy Primary School without the need for a placing request.
- 12.2 The proposal will not affect the existing arrangements for pupils going to secondary school.

13.0 ALLEGED OMISSIONS OR INACCURACIES

- 13.1 Section (10) (3) of the 2010 Act also places a requirement on the Council to provide details of any inaccuracy or omission within the Proposal Paper which has either been identified by the Council or raised by consultees. This section of the 2010 Act also requires the Council to provide a statement on the action taken in respect of the inaccuracy or omission, or, if no action was taken, to state that fact and why.
- 13.2 In the course of the Consultation exercise there were no areas identified by respondents as being inaccurate or omitted from the Proposal Paper during the Consultation period.

14.0 COMPLIANCE WITH SECTION 9(1) OF THE SCHOOLS (CONSULTATION) (SCOTLAND) ACT 2010 STATES

After the Education Authority has received Education Scotland's report, the Authority is to review the relevant proposal having regard (in particular) to:

- (i) written representations received by the Authority (from any person) during the Consultation period,*
- (ii) oral representations made to it (by any person) at the public meeting,*
- (iii) Education Scotland's report.*

- 14.1 Following receipt of 31 written responses and consideration of oral representations made at public meetings held during the consultation period, officers reviewed the proposals.
- 14.2 The feedback from the Consultation was considered by several officers. This ensured that the Council met the requirements of section 9(1), 12 and 13(3) (b) of the 2010 Act.
- 14.3 Having reviewed and considered feedback from all responses to the Consultation, it is considered that the proposal is appropriate for the pupils within the extended catchment area of Achahoish Primary Schools and the pupils at Tarbert Academy Primary.

15.0 LEGAL ISSUES

- 15.1 The Council has complied in full with the requirements of the Schools (Consultation) (Scotland) Act 2010 throughout this statutory Consultation.
- 15.2 The Council is mindful of its duties in respect of equality and the Equality Impact Assessment did not identify that any parent, child or young person would be treated less favourably as a result of this proposal.
- 15.3 Under the terms of the Schools (Scotland) (Consultation) Act 2010, it is a legal requirement that the Council should not reach any formal decision without:
 - having reviewed the relevant proposal having regard, in particular, to:
 - a) relevant written representations received from any person during the Consultation period;
 - b) oral representation made to it by any person at the public meetings held on 1st and 8th December 2015;
 - c) the Education Scotland report ;
 - preparing a Consultation Report; and
 - waiting until a period of three weeks starting on the day on which this Consultation Report is published in electronic and printed form has expired.
- 15.4 The Consultation Report was published, both electronically and in written form, if required, on 15th April available until 21st April 2016, this time

exceeds the statutory requirement to publish the report more than three weeks before consideration of the proposal by Argyll and Bute Council.

15.5 Employee Implications

Staffing arrangements will continue to be consistent with the Argyll and Bute Council Staffing Standards and other local arrangements.

15.6 Environmental Issues

Due to the very small number of children affected by this proposal it is unlikely that there will be any environmental impact.

16.0 CONCLUSION

16.1 The Council now has to consider two options, namely

- a) Adopt the proposal; or
- b) Withdraw the proposal.

16.2 In withdrawing the proposal, the Council would have regard to the support from parents/carers, staff, communities and local employers in supporting the realignment of the catchment areas of Achahoish and Tarbert Academy Primary Schools. Education Scotland has identified that the proposal would lead to clear education benefits for children. This includes providing learning in context in line with the principles of Curriculum for Excellence.

16.3 The following key issues have been highlighted during the Consultation period are as follows

- The Council's proposal has been generally supported by parents/carers, staff and the communities;
- There were no responses that did not support the proposal, and
- The report from Education Scotland acknowledges that the proposal would lead to clear educational benefits to the children of Achahoish Primary School.

17.0 IMPLICATIONS

17.1 **Policy:** None

17.2 **Financial:** Purchase a vehicle, employ a driver and escort. Cost 15000 per annum
or,
Extend the local bus service to Tiretigan. Cost £23,000 per annum
or,
Parental/guardian transport. Cost between £912 and £2280 per annum

All above costs are approximate.

- 17.3 **Legal:** The Council has complied in full with the requirements of the Schools (Consultation) (Scotland) Act 2010 throughout this statutory Consultation.
- 17.4 **HR:** None
- 17.5 **Equalities:** None
- 17.6 **Risk:** None
- 17.7 **Customer Service :** None

Cleland Sneddon
Executive Director of Community Services
Councillor Rory Colville
Policy Lead for Education and Lifelong Learning
22nd March 2015

For further information contact:
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Tel: 01631 569171, Email: kathryn.wilkie@argyll-bute.gov.uk

APPENDIX

Appendix 1: Report on the Outcome of the Consultation.

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Argyll and Bute Council Community Services - Education



Report on the outcome of the Consultation relating to the Re-alignment of Catchment Areas of Achahoish and Tarbert Primary Schools

Contents

1. Introduction
2. Background
3. Considerations
4. The Consultation Process
5. The Public Meetings
6. Responses to the Consultation Exercise
7. Education Authority response to written and oral representations
8. Education Scotland Report
9. Implementation Arrangements
10. Alleged Omissions or inaccuracies
11. Compliance with Section 9(1) of the Schools (Consultation)(Scotland) Act 2010
12. Legal Issues
13. Employee Implications
14. Environmental Issues
15. Conclusions
16. Recommendations

Appendices

Appendix 1: Note of public meeting – 1st December 2015

Appendix 2: Note of Public Meeting – 8th December 2015

Appendix 3: Education Scotland Report

Appendix 4: Detail of proposed new boundary

Argyll and Bute Council

Community Services: Education

This report has been prepared following Consultation on the proposal that the Council:

Re-align the catchment areas for Achahoish and Tarbert Primary Schools, taking effect from August 2016.

Having had regard (in particular) to:

- a) Relevant written representations received by the Council (from any person) during the Consultation period;
- b) Oral representations made to it (by any person) at the public meetings held on 1st and 8th December 2015; and
- c) Education Scotland's report on the proposal.

1. Introduction

This is a Consultation Report prepared in compliance with the Schools (Consultation) (Scotland) Act 2010 on the above proposal.

1.1 The purpose of this report is to:

- Provide a record of the total number of written responses made during the Statutory Consultation period;
- Provide a summary of the written responses;
- Provide a summary of oral representations made at the public meetings held on 1st and 8th December 2015;
- Provide a statement of the Council's response to those written and oral representations;
- Provide the full text of Education Scotland's Inspectorate report and a statement of the Council's response to this report;
- State how the Council reviewed the above proposal following the representations received during the Statutory Consultation period and the report from Education Scotland;
- Provide details of any omission from, or inaccuracy in, the Proposal Paper and state how the Council acted upon it; and
- State how the Council has complied with Section 12 of the Schools (Consultation) (Scotland) Act 2010 when reviewing the above proposals.

2 Background

- 2.1 In May 2014 Achahoish Primary School (PS) Parent Council made a formal request to the Council to consider rezoning their current catchment area. This request was supported by Tarbert Academy Primary School (PS) Parent Council.
- 2.2 The existing boundary between the current catchment areas of Achahoish PS and Tarbert Academy PS is shown in Appendix 4. The request by Achahoish PS Parent Council was for the catchment area to be increased. The preferred choice for boundary change is for Achahoish School to Tiretigan Farm, Kilberry, this is also shown in Appendix 4.

3. Considerations

- 3.1 The decision by Council to close Kilberry Primary School in June 1979 resulted in the catchment area of Tarbert Academy PS being extended to incorporate the old catchment area of Kilberry PS. This has resulted in the pupils from the Kilberry area being expected to attend Tarbert Academy P S.
- 3.2 Achahoish Parent Council, supported by South Knapdale Community Council, feels that this decision was not correct and is now requesting that Achahoish PS catchment area be extended to include some of the old Kilberry PS catchment area.
- 3.3 From the new proposed boundary the distance to Achahoish PS is 9.6 miles. The distance to Tarbert Academy PS is 13.7 miles. All travel in this area is on a single track road with passing places.
- 3.4 The area proposed to be transferred contains 24 properties eligible for Council tax, seven of which are second homes, all seven receive second home Council tax reduction.
- 3.5 At present there are two children of primary school age living in the area, both of whom currently attend Achahoish PS. These two children are on a placing request. The family receive parental mileage to meet the present school bus arrangements. There is another family, whose children will start school in 2017, who have moved away temporarily. The family intend to return when they have built a house within the new proposed catchment area. This family have written a letter explaining their intention to return to the area and that the children attend Achahoish PS.
- 3.6 School transport is currently provided to five children between Achahoish School and Kilmaluag. This is an existing service bus route. Route Number 421 operated by West Coast Motors, between Kilmaluag, Lochgilphead and Ford. Leaving Kilmaluag 09.00 and arriving at Achahoish Primary School at 09.17. On Mondays and Wednesdays the bus carries on to Ford but on other days terminates at Lochgilphead. An earlier journey from Kilmaluag at 0752 travels to Lochgilphead Joint Campus for 08.44. Pupils from Achahoish

Primary School are picked up on their homeward journey at 15.35 by the bus which has left Lochgilphead at 1500. (Ford at 14.24 on Mondays and Wednesdays) arriving at Kilmaluaig at 15.47. Two children are then collected by parent transport travelling to Coulaghailtro.

- 3.7 The respective rolls of Achahoish PS and Tarbert Academy PS are given below. The table below shows the census figures for 2000, 2005, 2010 and roll as advised by Achahoish PS and Tarbert Academy PS week beginning 9th March 2015. Achahoish PS has a maximum capacity of 42 pupils and Tarbert Academy PS has a maximum capacity of 163 pupils.

Primary School	2000	2005	2010	2015 (March)	2015 (Oct)	2015/16 Anticipated
Achahoish	30	13	15	10	10	9
Tarbert	135	100	120	81	87	87

- 3.8 Achahoish PS has two placing requests travelling in to the school and no children travelling out of the school. These two children live in the new proposed catchment area for Achahoish PS. Tarbert Academy PS has two placing requests travelling in to the school and six children travelling out of the school.
- 3.9 The Single Outcome Agreement seeks to reverse population decline and is supported in this by the Local Development Plan, which identifies and promotes housing development sites. The following evidences future development potential in the area as indicated by allocations for housing in the Adopted Local Development Plan 2015 and planning permissions in the locality of Achahoish. The new Local Development Plan identifies three areas for housing development. One area allocated for ten houses, including 25% affordable (H3004) and two further areas totalling 2.16ha allocated for medium density housing (PDA12/53 and PDA12/55 starting at 17 houses per ha.) There is also possibility of windfall development out with the allocations and potential development areas but in accord with the settlement strategy. The applications that were approved for housing in the Achahoish catchment in the 3 years up to 01/04/2014 will lapse after 3 years from decision date unless development has commenced.
- 3.10 Achahoish is not included as a priority in the Strategic Housing Investment Plan. No housing pressures or requirements have been identified.

4 The Consultation Process

- 4.1 On 25 June 2015, Argyll and Bute Council considered the Proposal Paper and agreed that a Consultation with all stakeholders be undertaken on the proposal within this document. The proposal document made clear the Consultation would run from 4th November 2015 until 18th December 2015.

- 4.2 The proposal on which the Consultation took place on was the re-alignment of the catchment areas for Achahoish and Tarbert Primary Schools, taking effect from August 2016.
- 4.3 The requirements for consulting on a relevant proposal relating to schools are set out in the Schools (Consultation)(Scotland) Act 2010 and the amendments in the Children and Young People (Scotland) Act 2014.
- The Council posted the proposal document on its website and lodged copies in the schools concerned, in Council offices and in all libraries in Mid Argyll. In addition the Council placed an advert in local newspapers. The Council held public meetings on 1 and 8 December 2015 at Achahoish Primary School and Tarbert Academy respectively.
 - Two public meetings were held to discuss the proposal as follows: 1st December 2015 Achahoish Primary School, and 8th December 2015 Tarbert Academy Primary School.
 - The Consultation ended on 18th December 2015.
 - Education Scotland's involvement consisted of: the proposal document being sent to them, attendance at the meeting in Tarbert Academy Primary School on 8th December and visiting the two primary schools and meeting with a sample of children and community members. They also received a copy of all written representations; a note of the public meetings and meetings with staff and children. They then prepared a report on the educational aspects of this proposal. This is attached as Appendix 3.
- 4.4 The following schools are affected by the proposal:
- Tarbert Academy Primary School, and
 - Achahoish Primary School
- 4.5 In accordance with statutory requirements, the following persons were consulted:
- The Parent Councils of the two affected schools;
 - The parents/carers of the pupils and children who may attend the two schools;
 - Parents/carers of children expected to the two school within two years of the date of publication of this proposal document;
 - The teaching and ancillary staff of the two schools;
 - All Trades Unions;
 - Community Councils in areas affected;
 - Relevant users of the two schools;
 - Elected Members of Argyll and Bute Council;
 - The Constituency MSP and List MSPs covering the Constituencies;

- The Constituency MP;
- Argyll and Bute Community Planners;
- Argyll and Bute Youth Council;
- Police Scotland;
- Area Commander Fire Service;
- Chief Executive of the NHS;
- Argyll and Bute Head of Roads;
- Education Scotland, and
- The Care Inspectorate.

4.6 During the Consultation representations were sought from interested parties, either oral or in written form or by e mail.

4.7 This Consultation Report is the Council's response to the issues raised during the Consultation period on the Proposal Paper.

4.8 This Consultation Report will be published on Tuesday 15th March 2016 before a final decision is taken at a meeting of Argyll and Bute Council on 21st April 2016

5 The Public Meetings

5.1 A public meeting was held in Achahoish Primary School on 1st December 2015. Five members of the public attended. A full note of the meeting is attached as Appendix 1 which details the questions and issues raised at the meeting.

5.2 A public meeting was held in Tarbert Academy on 8th December 2015. Seven members of the public attended. A full note of the meeting is attached as Appendix 2 which details the questions and issues raised at the meeting.

5.3 The attendees at the meetings all supported the proposal. There was discussion regarding the financial implications for the Council.

6 Responses to the Consultation Exercise

6.1 The Council received 31 responses during the Consultation period and 30 were in agreement with the proposal, and one was blank.

6.2 The written and oral responses focussed mainly on:

- The common sense of the proposal;
- The strong educational benefits of the proposal, and
- The cost implications stated within the paper and the need for the Council to consider an option where parental mileage is paid giving a cost effective option.

7 Education Authority response to written and oral representations

- 7.1 Concern: what could be the impact on the local community of Achahoish
Response: This will help strengthen links between the naturally neighbouring communities of Kilberry and Achahoish. This proposal may encourage young families in to the area, there will be little or no affect to Tarbert Academy or Tarbert community. It will strengthen the school because there is a greater chance of increasing the school role.
- 7.2 Concern: How could the financial implication affect the outcome of the proposal?
Response: It was acknowledged that the figure mentioned in the proposal document was a concern and in the present economic climate. Attendees highlighted another option that could be more acceptable financially, is if a parent may be willing to drive pupils to and from the bus collection point at the end of the original boundary line.
Councillor D Philand felt the above suggestion should be included in the proposal even although it is understood that it depends on good will of a parent. This option should be brought to the attention of the Council as something that had been discussed and considered.
- 7.3 Concern : To ensure financial best value -what process would be followed in order to get a suitable driver if required?
Response – sent by e mail – the usual Argyll and Bute recruitment process would be followed, advertising locally and on the website.
- 7.4 Concern: Again with regard to financial implications- Could the boundary change be granted conditionally? *Clarified by e mail "if the cost of transport was a barrier to the Council agreeing to rezoning, could the rezoning be agreed to on the condition that parent transport would be required to transport children who live between the existing boundary and the new?"*
Response by e mail - Parental transport is an option, however there are occasions when parents, for different reasons, are unable to undertake this task. This type of transport arrangement cannot be provided by anyone other than a parent/carer meaning the Council would be obliged to provide one of the more expensive transport options as outlined in the paper.
- 7.5 Concern: Parent present at meeting has young children and although already in catchment area for primary if this proposal is accepted – what will be the position for children attending Tarbert Academy post primary?
Response: This proposal will have no effect on the catchment areas for secondary education.
- 7.6 Concern: Local employers should have been directly consulted.
Response: Noted for consideration in the future and thanks to local employers for responding through local networks.

8. Education Scotland Report

8.1 In accordance with the terms of the Schools (Consultation) (Scotland) Act 2010 and the amendments contained in the Children and Young People (Scotland) Act 2014 a report was produced by Education Scotland on the educational aspects of the proposal.

8.2 Education Scotland visited:

- Tarbert Academy Primary School, and
- Achahoish Primary School

To speak with pupils, parents/cares and staff. Education Scotland attended the public meeting in Tarbert Academy on the 8th December 2015. Education Scotland had the opportunity to review in detail the Proposal Paper, the written responses and a summary of the oral responses.

8.3 The Education Scotland report is produced in full (Appendix 3).

8.4 The report broadly supports the proposal and is summarised below:

- Argyll and Bute Council has set out an appropriate rationale for its proposal;
- The Achahoish School curriculum directly relates to the rural context of where the children live;
- Children would reduce their transit time resulting in increased opportunities to learn;
- The Council had ensured school communities were well informed;
- Tarbert Academy Primary School Community was in favour of the proposal believing there would be no direct effect on the Tarbert Community;
- The South Knapdale Community Council, local community and local employers strongly support the proposal;
- The proposal will have no impact on Tarbert Academy Primary School, and
- Argyll and Bute Council should give consideration to paying parental mileage as a more cost effective option for transport arrangements.

8.5 Argyll and Bute Council's Response to Education Scotland's Report

The Council welcomes the report from Education Scotland and accepts its findings.

In response to the findings contained within the Education Scotland report, Argyll and Bute Response is as follows:

8.5.1 Financial implications of Proposal

- Purchase a vehicle and employ a driver and escort. This will cost approximately £15k per annum, providing a driver and escort can be employed from the Coulaghailtro area. The cost will rise to £22,500 if the driver and escort are resident in either Tarbert or Lochgilphead,

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Cost break down: four journeys daily, 190 days annually at 40p per mile.

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It should be noted

1. If a parent/guardian is not available one of the alternative options would require to be implemented.
2. This option offered by transport at present may not always be available.

The above would impact on the schools transport budget and would require to be considered during the annual transport planning process.

9. Implementation Arrangements.

- 9.1 Until August 2022, siblings of children who live in the proposed rezoned catchment area and attend Tarbert Academy Primary School will have the option of attending Tarbert Academy Primary School without the need for a placing request.
- 9.2 The proposal will not affect the existing arrangements for pupils going to secondary school.

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the action taken in respect of the inaccuracy or omission, or, if no action was taken, to state that fact and why.

- 10.2 In the course of the Consultation exercise there were no areas identified by respondents as being inaccurate or omitted from the Proposal Paper during the Consultation period.

11. Compliance with Section 9(1) of the Schools (Consultation) (Scotland) Act 2010 states

After the Education Authority has received Education Scotland's report, the Authority is to review the relevant proposal having regard (in particular) to:

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- (iii) Education Scotland's report.*

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- 11.3 Having reviewed and considered feedback from all responses to the Consultation, it is considered that the proposal is appropriate for the pupils within the extended catchment area of Achahoish Primary Schools and the pupils at Tarbert Academy Primary.

12 LEGAL ISSUES

- 12.1 The Council has complied in full with the requirements of the Schools (Consultation) (Scotland) Act 2010 throughout this statutory Consultation.
- 12.2 The Council is mindful of its duties in respect of equality and the Equality Impact Assessment did not identify that any parent, child or young person would be treated less favourably as a result of this proposal.
- 12.3 Under the terms of the Schools (Scotland) (Consultation) Act 2010, it is a legal requirement that the Council should not reach any formal decision without:
- having reviewed the relevant proposal having regard, in particular, to:
 - a) relevant written representations received from any person during the Consultation period;
 - b) oral representation made to it by any person at the public meetings held on 1st and 8th December 2015;
 - c) the Education Scotland report ;

- preparing a Consultation Report; and
- waiting until a period of three weeks starting on the day on which this Consultation Report is published in electronic and printed form has expired.

12.4 As it is the intention that this Consultation Report should be published, both electronically and in written form, if required, on 15th March 2016 until 21st April 2016, this exceeds the statutory requirement to publish this report more than three weeks before consideration of the proposal by Argyll and Bute Council.

13. Employee Implications

Staffing arrangements will continue to be consistent with the Argyll and Bute Council Staffing Standards and other local arrangements.

14. Environmental Issues

Due to the very small number of children affected by this proposal it is unlikely that there will be any environmental impact.

15. Conclusion

15.1 The Council now has to consider two options, namely

- a) Adopt the proposal; or
- b) Withdraw the proposal.

15.2 In withdrawing the proposal, the Council would have regard to the support from parents/carers, staff, communities and local employers in supporting the realignment of the catchment areas of Achahoish and Tarbert Academy Primary Schools. Education Scotland has identified that the proposal would lead to clear education benefits for children. This includes providing learning in context in line with the principles of Curriculum for Excellence.

15.3 The following key issues have been highlighted during the Consultation period are as follows

- The Council's proposal has been generally supported by parents/carers, staff and the communities.
- There were no responses that did not support the proposal.
- The report from Education Scotland acknowledges that the proposal would lead to clear educational benefits to the children of Achahoish Primary School.

16. Recommendations

16.1 On the basis of the feedback received and taking account of the educational benefits of the proposal, it is recommended that the Council:

- Realign the catchment areas for Achahoish and Tarbert Primary Schools.

Cleland Sneddon
Executive Director, Community Services

Statutory Consultation Public Meeting

Proposal to re-align catchment area

1st December 2015

Achahoish Primary School

Present: Kathryn Wilkie (Chair), Douglas Philand (A & B Council), Alan Stewart (Chair, Achahoish Parent council), Mary Semple (Secretary, Achahoish, Parent Council), Natalie MacEacheran (parent) Delores Firth, (Teacher, Achahoish School), Neil McKnight (Head Teacher, Tarbert Academy), Anne McArthur (Minutes).

Copies of the Consultation Proposal Document, Map of boundaries old and new, Response Form and Meeting Agenda were made available/ distributed.

Kathryn Wilkie opened the meeting and welcomed everyone to the consultation meeting at Achahoish School to discuss the on-going process following the proposal to re-align the catchment areas for Achahoish and Tarbert Primary Schools, a similar meeting has been arranged in Tarbert Academy on the 8th December. Within the consultation time scale pupils and staff at both schools will get an opportunity to voice their opinion. At the end of the consultation period K Wilkie will provide Education Scotland with a summary of feedback from both meetings, including representations given at meeting and any other recommendations through the website, e mail or mail.

It was noted at the meeting that the on-line version of the response form is not working.

The process so far was explained and the consultation paper was discussed.

The feeling by everyone was very positive and Mr McKnight from Tarbert Academy said that Tarbert Academy would fully support the proposal and was happy to give any help and backing required.

Under the Schools (Consultation) (Scotland) Act 2010, the consultation period started on Wednesday 4th November 2015 with notices being distributed to all on list of consultees many by email on the 3rd November, the 6 weeks consultation period will end on Friday 18th December 2015. All representations should be returned before this date to Argyll House. At the end of the consultation period K Wilkie will provide Education Scotland with a summary of feedback from both meetings, including representations and any other relevant documentation.

Education Scotland will in turn report to the council with an explanation of the proposal and details of any in-accuracies they might want to point out.

The meeting was then opened up for questions and comments.

Observation from member of public: This will help strengthen Achahoish School, the community will pull together to help the local school. Moving of boundary will increase the draw of people in the community who will support the school, there will be massive Educational Benefits for the pupils and the school.

Q. When is a final decision likely to be made

A. The first appropriate meeting of the council around Easter.

Q. What will happen when pupils move to Secondary School

A. The original boundary will remain as before with pupils going on to Tarbert Academy from Kilberry, this has already happened with pupils who were attending Achahoish as a placing request.

Q. What impact will this have on the Local Community?

A. This will help strengthen links along the road rather than divide the community as is the case now, also might encourage young families in to the area, there will be little or no affect to Tarbert Academy or Tarbert community. It will strengthen the school because there is a greater chance of increasing the school role.

Neil McKnight reiterated Tarbert Academy fully support this opinion.

Q. How will the financial implication affect the outcome of the proposal?

A. This was discussed at length and everyone accepts that the figure mentioned in the proposal document was a concern and in the present economic climate likely to be the one reason the council might not agree to the proposal going ahead. The figure quoted is for the council requiring to either alter the local bus service, or acquire a vehicle, with driver costs, for the school. Attendees highlighted another option that could be more acceptable financially, is if a parent or member of the community may be willing to drive pupils to and from the bus collection point at the end of the original boundary line. It was accepted that this could not be assumed to be possible but is a bonafide option. It was felt by the attendees that there would always be someone in the area who would be happy to take on this responsibility.

Observation: Councillor Philand felt the above suggestion should be included in the proposal even although it is understood that it depends on good will of a parent or a local person doing the driving, this option would be more cost effective and worth being brought to the attention of the council as something that had been discussed and considered.

Q. How would the council advertise for a driver, to make sure it is someone local got the job, making sure costs were kept to a minimum?

Answer – sent by e mail – the usual process would be followed, advertising locally and on the Argyll and Bute website.

Observation: Following on from the discussion about the bus cost the comment was made that the time spent on the bus by younger children would be much reduced

Q. How likely is this to go through?

Answer sent by e mail - The decision will be made by the elected members therefor I cannot comment on the likelihood either way. Councillor Philand supports the rezoning and will be in full knowledge of transport costs. He has agreed to progress the issue around transport costs and the third option of parental/ community involvement.

Q. Could it be granted conditionally?

Further discussion to clarify this question happened by e mail. Detail below.

From questioner *"if the cost of transport was a barrier to the Council agreeing to rezoning, could the rezoning be agreed to on the condition that parent transport would be required to transport children who live between the existing boundary and the new?"*

Answer by e mail - Parental transport is an option, however there are occasions when parents, for different reasons, are unable to undertake this task. This type of transport arrangement cannot be provided by anyone other than a parent/ carer meaning the council would be obliged to provide one of the more expensive transport options as outlined in the paper.

Observation: Parent present at meeting has three young children and although already in catchment area for primary she hopes to send her three to Tarbert Academy Secondary School.

Q. Are there any children in the extended area who would come to Achahoish School if Boundary moved?

A. At present two children live in the proposed extended area who attend Achahoish Primary by placing request. There is a family with two under school age children proposing to come and live in the extended area. This family e mailed their intention prior to the consultation period. It was noted that when the proposal was initially requested four years ago, there were another two families living in the area who have since moved away. Families come and go regularly.

The general consensus of the meeting was that the proposal made sense and other than the added cost no one could see why it should not be passed.

K Wilkie thanked everyone for attending and closed the meeting.

K Wilkie was thanked for all the work she has done to this point on pulling proposal together.

Statutory Consultation Public Meeting at Tarbert Academy**Proposal to Re-align Catchment Area for Achahoish and Tarbert Primary Schools****8th December 2015**

Present: Kathryn Wilkie (Chair), Douglas Philand (A & B Council), Alan Stewart (Chair, Achahoish Parent Council), Mary Semple (Secretary, Achahoish, Parent Council), Jacqueline Gallagher (Education Scotland), Katherine Weir (Achahoish School), Mary Watson (Dunmore), Derek Watson (Dunmore), Anna Dawton (Tarbert Academy Parent Council), Neil McKnight (Head Teacher, Tarbert Academy), Louise Paterson (Depute Head Teacher Primary Tarbert Academy), Louise Bates (Minutes).

Copies of the Consultation Proposal Document, Map of boundaries old and new, Response Form and Meeting Agenda were referred to /distributed.

Kathryn Wilkie opened the meeting, introduced the panel and welcomed everyone to the consultation meeting at Tarbert Academy School to discuss the on-going process following the proposal to re-align the catchment areas for Achahoish and Tarbert Primary Schools, a similar meeting had taken place in Achahoish Primary School on the 1st December. Within the consultation time-scale, pupils and staff at both schools will have an opportunity to voice their opinion. At the end of the consultation period Kathryn Wilkie will provide Education Scotland with a summary of feedback from both meetings, including representations given at meetings and any other recommendations through the website, email or mail.

It was noted at both of the meetings that the on-line version of the response form was available to be printed off then sent as an attachment or printed out and posted. Kathryn Wilkie referred to the copies of the Response Form to complete and submit by post if more convenient.

The process so far was explained and discussed, and the paper as laid out was gone through.

Under the Schools (Consultation) (Scotland) Act 2010, the consultation period started on Wednesday 4th November 2015 with notices being distributed to all on list of consultees many by email on the 3rd November, the 6 weeks consultation period will end on Friday 18th December 2015. All representations should be returned before this date to Argyll House.

At the end of the consultation period Kathryn Wilkie will provide Education Scotland with a summary of feedback from both meetings, including representations and any other relevant documentation.

Education Scotland will in turn prepare a report including their consideration on the following – this report will affect the final proposal document.

Kathryn Wilkie stated that there is knowledge of a new family building a house in the proposed boundary rezoning area who will be affected by this proposal positively if it goes through. She stated both Achahoish Parent Council and Community hope the proposed boundary changes will strengthen the community.

Neil McKnight said that the feeling by everyone was very positive and that Tarbert

Academy would fully support the proposal. He offered to give any help and backing required, as it made a lot of sense and would increase access to any afterschool activities.

Alan Stewart added that it was true to say that Achahoish Parent Council fully support the proposal.

Q. The Chair of Tarbert Academy Parent Council supports the two communities involved. She requested clarification of any placement requests and whether they go through standard procedure and would there be any barrier to a placing request?

A. Kathryn Wilkie stated that families are responsible for transporting their children to requested schools.

Neil McKnight referred to clarification of point 2.2 in the Consultation Paper that any brothers and or sisters attending Tarbert Academy PS, whose home is in the area proposed to be rezoned to Achahoish PS would have the option of attending Tarbert Academy PS without the need for a placing request. This option will remain in place until August 2022. Neil confirmed that this will allow children to grow through the system. Kathryn Wilkie confirmed there is adequate space in the classrooms for additional pupils.

Q. The option of option of parents being paid 40p per mile to be included in the paper was asked to be considered.

A. Kathryn Wilkie replied that when appropriate, parents could provide the transport and be paid 40 p per mile, this is the system in place for some families across the authority including Achahoish. However it was noted that the driver has to be a parent or carer and on occasions a parent may not be available.

Statement - Douglas Philand said he would raise this transport point if this could be included in the Consultation paper. However he wondered if the council be always be obliged to make this mileage payment considering the current financial situation.

Statement – The chair of the Achahoish Parent Council stated that the parents are pleased that Douglas Philand will raise the transport point with the council but is concerned other people in the council might argue against this point.

Kathryn Wilkie closed the meeting and thanked everyone who attended and that if they have any further questions they wanted to ask, she would be happy to respond through the e mail address on the consultation document.

Report by Education Scotland addressing educational aspects of the proposal by Argyll and Bute Council to realign the catchment areas for Achahoish Primary School and Tarbert Academy Primary School.

1. Introduction

This report from Education Scotland has been prepared by HM Inspectors in accordance with the terms of the *Schools (Consultation) (Scotland) Act 2010* and the amendments contained in the *Children and Young People (Scotland) Act 2014*. The purpose of the report is to provide an independent and impartial consideration of Argyll and Bute Council's proposal to realign the catchment areas for Achahoish Primary School and Tarbert Academy Primary School. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include a copy of this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all legislative obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

1.1 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the schools, any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

1.2 In preparing this report, HM Inspectors undertook the following activities:

- attendance at the public meeting held on 8 December 2015 in connection with the council's proposals;
- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and

- visits to the sites of Achahoish Primary School and Tarbert Academy Primary School, including discussion with relevant consultees.

2. Consultation Process

2.1 Argyll and Bute Council undertook the consultation on its proposal with reference to the *Schools (Consultation) (Scotland) Act 2010* and the amendments in the *Children and Young People (Scotland) Act 2014*.

2.2 The consultation ran from 4 November 2015 until 18 December 2015. The council posted the proposal document on its website and lodged copies in the schools concerned, in council offices and in all libraries in Mid Argyll. In addition the council placed an advert in local newspapers. The council held public meetings on 1 and 8 December 2015 at Achahoish Primary School and Tarbert Academy respectively. The council received 31 responses during the consultation period and almost all were in agreement with the proposal. The council also held meetings for staff and children at both the schools concerned.

3. Educational Aspects of Proposal

3.1 Argyll and Bute Council has set out an appropriate rationale for its proposal to realign the catchment areas for Achahoish Primary School and Tarbert Academy Primary School, to be implemented from August 2016. Within the current catchment arrangements, a proportion of children who live closer to Achahoish Primary School are zoned for Tarbert Academy Primary School. This results in parents submitting placing requests for their child to attend the school nearer their home. Some children who live in the proposed catchment area attend Achahoish Primary School on placing requests. The current roll in Achahoish Primary School is ten pupils. Parents who live in the proposed rezoned catchment area and who enrol children from January 2016 will have the choice of sending their child to Achahoish Primary School or Tarbert Academy Primary School. Until August 2022, siblings of children who live in the proposed rezoned catchment area and attend Tarbert Academy Primary School will have the option of attending Tarbert Academy Primary School without the need for a placing request. The proposal will not affect the existing arrangements for pupils going to secondary school.

3.2 Achahoish Primary School was built in November 2005 and is located within the Knapdale National Scenic Area at the lochside. The school curriculum relates directly to the rural context of where the children live, reflecting their immediate outdoor environment in settings such as the beach classroom.

3.3 From the proposed catchment boundary the distance to Achahoish Primary School is 9.6 miles. The distance to Tarbert Academy Primary School is 13.7 miles. All travel in this area is on a single track road with passing places, which greatly lengthens travel times. Children are therefore in transit for a significant part of their school day. Shortening travel times would enable children to arrive at school less tired and more ready to learn. It would also increase access to after school learning opportunities.

3.4 Members of the Achahoish Primary School community, including children who spoke to HM Inspectors were very positive about the proposal and felt that the council had ensured that they were well-informed. They had reached a view that the proposal would benefit the school community by strengthening links between children and families from naturally neighbouring communities in an isolated rural area. Staff stated that the boundary change would strengthen the diversity and vibrancy of the school community. Children were enthusiastic about having more friends. The parental view was that the larger catchment area would shorten journeys to and from school and lead to more children on the roll. Children who live in Kilberry and are in the proposed catchment area would be able to attend the same primary school as those in the neighbouring community.

3.5 Members of the Tarbert Academy Primary School community who spoke to HM Inspectors were in favour of the proposal. Due to the distance between schools, and the very small number of children involved in this proposal, they believed there will be no direct effect on the Tarbert Community.

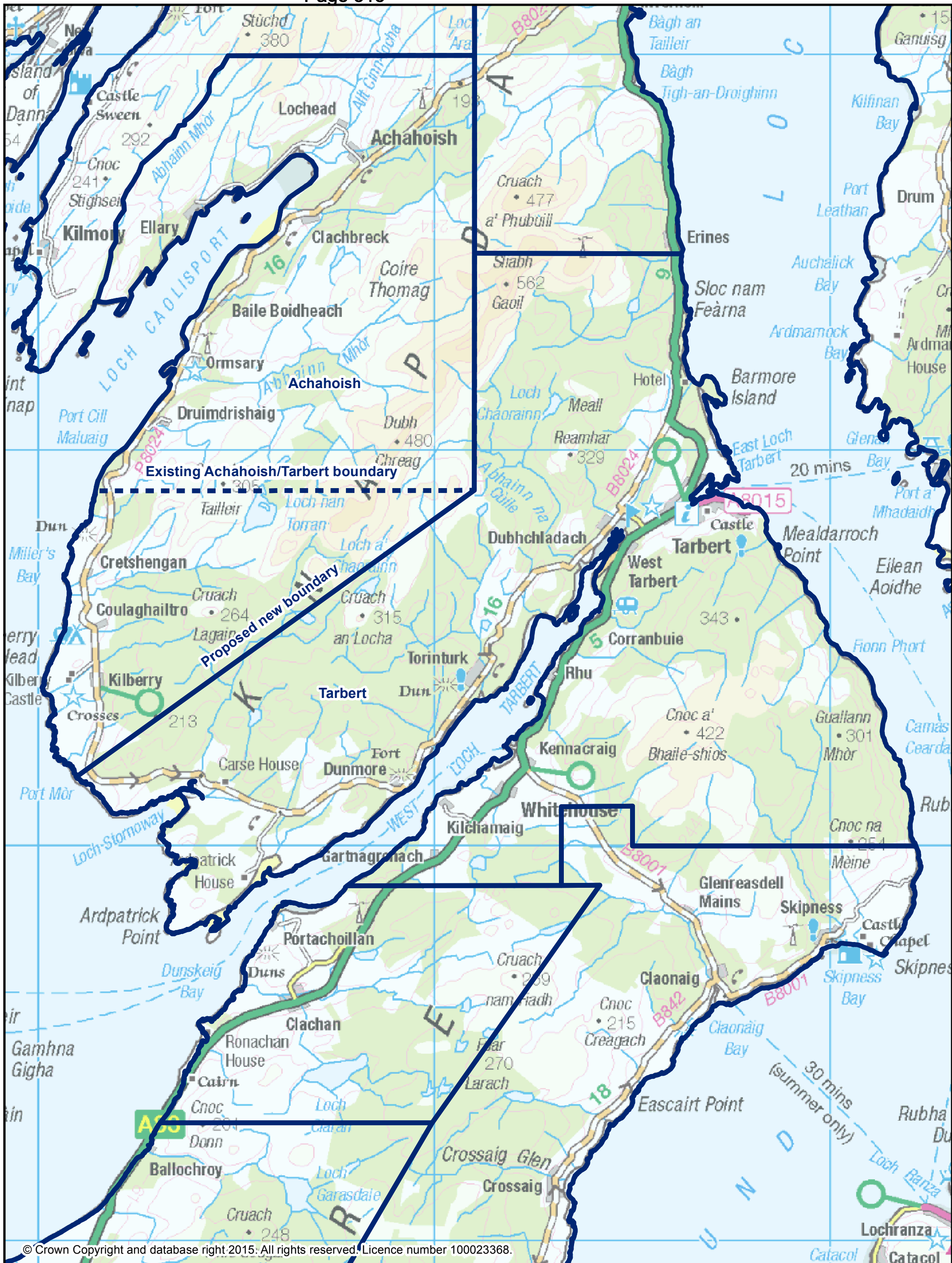
3.6 The South Knapdale Community Council, members of the local community and local employers who responded in writing, strongly support the proposal which they believe encourages and supports settlement and retention of young families in a fragile rural community.

3.7 Currently parents/carers drive children to the existing catchment boundary where the children then board a bus. However the proposal will have significant financial implications, involving either the extension of the current bus route, or the purchase of a minibus and employment of a driver. Parents and the local community have proposed that parental mileage be paid as an alternative. Argyll and Bute Council currently pay parental mileage payments to some families, including families in Achahoish. This would be a cost effective option and Argyll and Bute Council should give this proposition due consideration.

4. Summary

Argyll and Bute Council's proposal has potential educational benefits for existing children and those who may attend Achahoish Primary School in the future. It will ensure that children have opportunities to benefit from learning in their local environment. The decrease in travel time to and from school will support children's concentration and readiness to learn. The proposal will have no impact on children who attend Tarbert Academy Primary School.

**HM Inspectors
Education Scotland
January 2016**

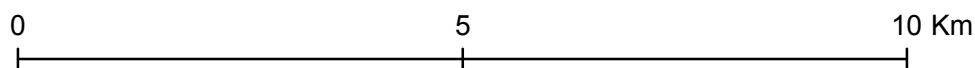


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Argyll and Bute - Proposed modification to Achahoish/Tarbert Primary School catchment boundaries

March 2015



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ARGYLL AND BUTE COUNCIL**Council****Customer Services****21 April 2016**

Campbeltown Nursery – Recommendation from Mid Argyll, Kintyre and the Islands Area Committee

1.0 INTRODUCTION

- 1.1 At the meeting of Mid Argyll, Kintyre and the Islands Area Committee held on 3 February 2016, a Notice of Motion under Standing Order 13 was considered which related to Campbeltown Nursery, this report advises of the decision made and asks Council to consider the recommendations.

2.0 DETAIL

- 2.1 The Area Committee considered the following Notice of Motion, which had been proposed by Councillor Donald Kelly and seconded by Councillor John Armour:-

Motion

That the Area Committee agree to recommend to the Council that the proposed service choice option relating to Campbeltown Nursery be removed from the current proposals.

An Amendment was proposed by Councillor Rory Colville seconded by Councillor Donald MacMillan:-

As a result of public representations received in support of the Early Years' service the Area Committee agree to recommend to the Council that the proposed service options relating to Early Years' service are given a level of protection when considered as part of the Council's budget process.

The requisite number of Members required the vote to be taken by calling the roll, and Members voted as follows:-

Motion

Councillor John Armour
Councillor Ann Horn
Councillor Donald Kelly
Councillor Dougie Philand
Councillor Sandy Taylor

Amendment

Councillor Robin Currie
Councillor Donald MacMillan
Councillor Rory Colville

With the Motion receiving 5 votes and the Amendment 3 votes, the Motion became the finding of the meeting.

3.0 RECOMMENDATIONS

3.1 The Council is asked to consider the recommendation from the Area Committee that the proposed service choice option relating to Campbeltown Nursery be removed from the current proposals.

4.0 IMPLICATIONS

4.1	Policy	None
4.2	Financial	Implications if this option is removed from the current proposals
4.3	Legal	None
4.4	HR	None
4.5	Equalities	None
4.6	Risk	None
4.7	Customer Service	None

Executive Director of Customer Services

Policy Lead Councillor Rory Colville

4 February 2016

For further information contact: Shona Barton, Area Committee Manager
Tel: (01436) 657605

APPENDICES

Appendix 1 – Extract Minute from Meeting of Mid Argyll, Kintyre and the Islands Area Committee held on 3 February 2016.

ARGYLL & BUTE COUNCIL
ARGYLL AND BUTE COUNCIL**CUSTOMER SERVICES****21 April 2016**

**EXTRACT OF MID ARGYLL, KINTYRE AND THE ISLANDS AREA COMMITTEE
HELD ON 3 FEBRUARY, 2016**

5. * NOTICE OF MOTION UNDER STANDING ORDER 13

Councillor Donald Kelly, seconded by Councillor John Armour had given notice of the following Motion:-

Motion

That the Area Committee agree to recommend to the Council that the proposed service choice option relating to Campbeltown Nursery be removed from the current proposals.

Moved by Councillor Donald Kelly, seconded by Councillor John Armour.

Amendment

As a result of public representations received in support of the Early Years' service the Area Committee agree to recommend to the Council that the proposed service options relating to Early Years' service are given a level of protection when considered as part of the Council's budget process.

Moved by Councillor Rory Colville, seconded by Councillor Donald MacMillan

The requisite number of Members required the vote to be taken by calling the roll, and Members voted as follows:-

Motion

Councillor John Armour
Councillor Anne Horn
Councillor Donald Kelly
Councillor Douglas Philand
Councillor Sandy Taylor

Amendment

Councillor Rory Colville
Councillor Robin Currie
Councillor Donald MacMillan

Decision:

With the Motion receiving 5 votes and the Amendment 3 votes, the Motion became the finding of the meeting.

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