

**Argyll and Bute Council**  
**Comhairle Earra-Ghàidheal Agus Bhòid**

*Customer Services*  
*Executive Director: Douglas Hendry*



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19 January 2017

**NOTICE OF MEETING**

A meeting of the **ARGYLL AND BUTE COUNCIL** will be held in the **COUNCIL CHAMBER, KILMORY, LOCHGILPHEAD** on **THURSDAY, 26 JANUARY 2017** at **10:30 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 24 November 2016 (Pages 1 - 18)

(b) Special Argyll and Bute Council held on 7 December 2016 (Pages 19 - 20)

**4. MINUTES OF COMMITTEES**

\* (a) Community Services Committee held on 8 December 2016 (Pages 21 - 26)

Hard copies of the Local Housing Strategy are available in the Members Room

\* (b) Policy and Resources Committee held on 15 December 2016 (Pages 27 - 36)

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. DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT 2016** (Pages 37 - 98)

Presentation by Elaine Garman, Public Health Specialist and Report by Director of Public Health

**6. LEADER'S REPORT** (Pages 99 - 110)

Report by Leader of the Council

## **7. POLICY LEAD COUNCILLORS REPORTS**

- (a) PPSL, Planning Services, Historic and Sustainable Development (Pages 111 - 116)
- (b) Island Affairs (Pages 117 - 120)

## **8. POLITICAL MANAGEMENT ARRANGEMENTS**

- (a) Minute of Short Life Working Group on Political Management Arrangements held on 15 November 2016 (Pages 121 - 122)
- (b) Minute of Short Life Working Group on Political Management Arrangements held on 12 December 2016 (Pages 123 - 124)

## **9. THIRD SECTOR ASSET TRANSFER, CAR PARK AND PUBLIC CONVENIENCES, CARRADALE HARBOUR (Pages 125 - 150)**

Recommendation by the Mid Argyll, Kintyre and the Islands Area Committee of 7 December 2016

## **10. THIRD SECTOR ASSET TRANSFER - BALEMARTINE PLAYING FIELD (Pages 151 - 176)**

Recommendation by the Oban, Lorn and the Isles Area Committee of 9 December 2016

## **11. THIRD SECTOR ASSET TRANSFER - FORMER PUBLIC TOILETS - DERVAIG (Pages 177 - 208)**

Recommendation by the Oban, Lorn and the Isles Area Committee of 9 December 2016

## **12. PROPOSED VARIATION OF PATH AGREEMENTS TO FACILITATE TRANSFER OF THE DALRIADA TRUST TO THE BLARBUIE FOREST ENTERPRISE (Pages 209 - 210)**

Recommendation by the Planning, Protective Services and Licensing Committee of 14 December 2016

## **13. TACKLING DOG FOULING (Pages 211 - 214)**

Report by Executive Director of Development and Infrastructure Services

## **14. NOTICE OF MOTION UNDER STANDING ORDER 13**

Moved by Councillor Marshall, seconded by Councillor Strong

That Argyll and Bute agree to ban the use of sky lanterns and helium balloon release from Council owned and property in an effort to make the countryside safer for grazing livestock, prevent harm to wildlife at sea and on land and to protect the environment.

The Council is asked to delegate to the Director of Development and Infrastructure the authority to put in place arrangements to support his principle.

## **15. NOTICE OF MOTION UNDER STANDING ORDER 13**

Moved by Councillor Devon, seconded by Councillor Horn

### **Preamble bullet points:**

- Auto-immune anti-NMDA Receptor Encephalitis, or NMDA, is a disease which is often misdiagnosed as a mental health issue because it presents in the same way as other conditions such as bipolar or schizophrenia.
- The reason it is misdiagnosed is because NMDA is not being taught within the UK medical curriculum – which means that healthcare professionals are failing to recognise it.
- If left untreated, or not treated correctly, NMDA can lead to behavioural changes, confusion, cerebellar symptoms, reduced consciousness and death.
- Incorrectly diagnosing NMDA as a mental health condition means that, as well as going without the correct treatment, sufferers are often sectioned under the Mental Health Act and admitted to mental health institutions/secure care.
- As well as causing unnecessary distress to sufferers and their families, this adds needless pressure to mental health care services as well as budgets.
- All of this is unnecessary because NMDA, when recognised and correctly diagnosed, is easily treated using standard inexpensive medications which are readily available through the NHS – and, with appropriate treatment, the disease is generally reversible with a good prognosis.
- There are people living in Argyll and Bute who are suffering through misdiagnosis of NMDA and therefore are not receiving the appropriate treatment they need in order to recover and live a full life. Because this is affecting people in our communities, through this motion I hope that Argyll and Bute Council can contribute to raising awareness of NMDA and I am asking the council to do the following:

People with NMDA need and deserve to have their condition diagnosed correctly so they get the right treatment and have every chance of making a good recovery. In order for this to happen, the General Medical Council should include NMDA in its UK Medical Curriculum for health care professionals. Therefore, Argyll and Bute Council agrees to:

- Write to the appropriate Scottish and UK Government Ministers responsible for health issues seeking their support in calling for Auto-immune anti-NMDA Receptor Encephalitis (NMDA) to be added to the UK Medical Curriculum as soon as possible;
- Write to the UK General Medical Council requesting that it includes NMDA, its diagnosis and its treatment in the UK Medical Curriculum as soon as possible.

**COUNCIL**

Contact: Sandra McGlynn Tel: 01546 604401

**MINUTES of MEETING of ARGYLL AND BUTE COUNCIL held in the COUNCIL CHAMBER,  
KILMORY, LOCHGILPHEAD  
on THURSDAY, 24 NOVEMBER 2016**

**Present:** Councillor Len Scoullar (Chair)

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

**Attending:** Cleland Sneddon, Chief Executive  
Douglas Hendry, Executive Director of Customer Services  
Ann Marie Knowles, Acting 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

The Provost congratulated Magnus Bradbury who made his debut playing rugby for Scotland at Murrayfield recently where the team won against Argentina. Magnus studied at Oban High School and previously played for the Oban Lorne Rugby Club.

**1. DEPUTATION**

The Provost intimated that a request for a deputation to be heard by the Council had been received and it was unanimously agreed to hear the deputation.

The Council heard a deputation on behalf of Women Against State Pension Inequality who spoke in connection with the changes in pension arrangements for women born in the 1950's. which is dealt with at Item 20 of these minutes.

**2. NOTICE OF MOTION UNDER STANDING ORDER 14**

The Head of Governance and Law advised that in terms of Standing Order 14 the following Notice of Motion by Councillor Marshall, seconded by Councillor Breslin had been received for consideration as a matter of urgency at this meeting:-

I call on fellow Councillors to support my motion of no confidence in the Convener of the Environment, Development & Infrastructure Committee following:

- a) Her extraordinary behaviour at the meeting on Thursday 10<sup>th</sup> November.
- b) Her ill judged and inaccurate press release about Rothesay Harbour in the same week.

The Provost ruled the he considered this item to be urgent by reason that the next Council meeting would not be held until 26 January 2017. The Council agreed to consider the Motion and this is dealt with at Item 24 of this Minute.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated by Councillor Donald Kelly.

### **4. DECLARATIONS OF INTERESTS**

There were no declarations of interest intimated.

### **5. MINUTES**

The Minutes of the Meeting of Argyll and Bute Council held on 29 September 2016 was approved as a correct record.

### **6. MINUTES OF COMMITTEES**

#### **(a) Policy and Resources Committee held on 27 October 2016**

The Minutes of the Policy and Resources Committee held on 27 October 2016 were approved as a correct record.

Arising from Item 4(b), Treasury Monitoring Report as at 31 August 2016, the Council agreed that the Investment Strategy be amended to reduce the minimum sovereign rating from AA to AA- to match the Capita Asset Services suggested counterparty criteria and allow access to a wider range of counterparties.

Arising from Item 8, Dignity at Work: Eliminating Workplace Bullying and Harassment Policy and Procedure, the Council approved the Policy with the inclusion of a reference being made to the Councillors Code of Conduct as being the process in place in respect of elected members.

Arising from Item 9, Procurement Strategy and Sustainable Procurement Policy 2016-17, the Council approved the Strategy and Policy 2016/17.

Arising from Item 10, Council Tax on Second Homes, the Council agreed to exercise its discretion under regulation 4 The Council Tax (Variation for Unoccupied Dwellings) (Scotland) Regulations 2013 to vary the council tax charge on second homes such that no discount applies across the whole of the Council area with effect from 1 April 2017 which would be conditional on the draft SSI entitled The Council Tax (Variation for Unoccupied Dwellings) (Scotland) Amendment Regulations 2016 being enacted with effect from 1 April 2017.

#### **(b) Environment, Development and Infrastructure Committee held on 10 November 2016**

The Minutes of the Environment, Development and Infrastructure Committee held on 10 November 2016 were approved as a correct record.

Arising under Item 10, Strategic Economic Development Action Plan, the Council approved the Action Plan as a working document.

(c) **Special Community Services Committee held on 21 November 2016**

The Minutes of the Meeting of the Special Community Services Committee held on 21 November 2016 were approved as a correct record. The starred Item 3 will be dealt with at Item 7 of this Minute.

**7. CHARITABLE LEISURE AND LIBRARIES TRUST - FULL BUSINESS CASE AND PRESENTATION BY ERNST AND YOUNG**

The Council heard a presentation from Alan Martin of Ernst and Young (EY) and gave consideration to a Full Business Case, prepared by EY, for the creation of a charitable trust to deliver leisure and library services in Argyll and Bute. The Business Case explored the service transformation options available to the Council for its Leisure and Libraries Services.

**Motion**

The Council:-

1. Approved the Full Business Case prepared by Ernst and Young.
2. Approved that the next steps to implementation of a Charitable Trust set out in the Full Business Case be taken forward within the proposed governance arrangements.

Moved by Councillor Currie, seconded by Councillor McCuish.

**Amendment**

That the Council continue the item and arrange a Seminar for elected members.

Moved by Councillor Freeman, seconded by Councillor Breslin.

**Decision**

On a show of hands vote, the Amendment received 8 votes and the Motion received 23 votes and the Council resolved accordingly.

(Ref: Recommendation by the Community Services Committee of 21 November 2016 and Report by Acting Executive Director of Community Services dated 18 October 2016, submitted)

**8. LEADER'S REPORT**

A report providing the Council with an update on the activities undertaken by the Leader of the Council from 15 September to 3 November 2016 was considered. The report also provided updates in respect of the Leaders role as Policy Lead Councillor for Finance, IT, HR and Governance.

**Decision**

The Council:-

1. Noted the content of the report.
2. Noted that the full Leaders report pack was available in the Leader's Office which included COSLA papers and briefings as referenced in the report.
3. Noted that any COSLA items heard in public session could be provided to Members electronically and any items taken in private session could be reviewed in the Leader's Office.

(Ref: Report by Leader of the Council dated 4 November 2016, submitted)

**9. POLICY LEAD COUNCILLORS REPORTS**

**(a) Report by Policy Lead for Health & Social Care Integration**

The Council considered a report providing an update on the main focus of the Policy Lead Councillor for Health and Social Care Integration since 1 September 2016.

**Decision**

The Council noted the content of the report.

(Ref: Report by Policy Lead Councillor for Health and Social Care Integration dated 4 November 2016, submitted)

**(b) Report by Policy Lead for Strategic Housing, Gaelic, Community & Culture**

The Council considered a report providing an update on the main focus of the Policy Lead Councillor for Community, Culture, Gaelic and Strategic Housing from April to November 2016.

**Decision**

The Council noted the terms of the report.

(Ref: Report by Policy Lead Councillor for Community, Culture, Gaelic and Strategic Housing dated 14 November 2016, submitted)

**10. BUDGET 2017-18**

**(a) Budget Consultation**

The Council considered a report which advised that the Council will carry out a public consultation exercise to support the process of setting the budget in February 2017. The proposed consultation sought views on what matters most to communities about the role and services of the Council, on interest in working together through community empowerment and invites ideas of



transformation.

**Motion**

That Council approves the public consultation proposed for November 2016 to January 2017.

Moved by Councillor Walsh, seconded by Councillor Mulvaney.

**Amendment**

That Council approves the public survey proposed for November 2016 to January 2017.

Moved by Councillor Robb, seconded by Councillor Taylor.

**Decision**

On a show of hands vote, the Amendment received 14 votes and the Motion received 20 votes and the Council resolved accordingly.

(Ref: Report by the Executive Director of Customer Services dated 16 November 2016, submitted)

(b) **Management / Operational Savings 2017-18**

The Council considered a report which advised that the latest budgetary outlook report outlined that the funding gap estimated over the three year period 2017-18 to 2019-20 is between £18.2m and £39.9m with an estimated gap of between £4.0m and £13.1m in 2017-18. Officers have been working on identifying 2% management/operational savings that could assist in closing the gap for 2017-18 and the submitted report provided information on savings options identified.

**Decision**

The Council noted the management/operational savings identified and noted that officers will proceed to implement these savings as part of normal business.

(Ref: Report by the Head of Strategic Finance dated 31 October 2016, submitted)

**11. AUDITED ACCOUNTS 2015-16**

The Council considered a report which advised that the external auditors, Audit Scotland had completed their audit of the Council's Annual Accounts for 2015-16 together with its Charitable Trusts. The audited accounts and its Charitable Trusts, incorporating the audited certificates were also submitted which contained no qualifications.

**Decision**

The Council:-

Noted that unqualified certificates have been issued for both the Council Accounts and the Charitable Trusts and these have been included within the Accounts on the Council's website.

Noted the report on the Council 2015-16 Annual Audit and the report on the Charitable Trusts administered by the Council.

(Ref: Report by the Head of Strategic Finance dated 31 October 2016, submitted)

## **12. AUDIT COMMITTEE ANNUAL REPORT 2015-2016**

The Council considered a report prepared by the Chair of the Audit Committee which provided an overview of the Audit Committee's activity during the financial year 2015-16 and which gave members assurance that the Committee continued to discharge its duties in accordance with published guidance.

### **Decision**

The Council noted and endorsed the report by the Chair of the Audit Committee.

(Ref: Report by the Chair of the Audit Committee dated 24 November 2016, submitted)

## **13. POLITICAL MANAGEMENT ARRANGEMENTS**

### **(a) Minute of Short Life Working Group on Political Management Arrangements held on 24 October 2016**

The Council considered the Minute of the Short Life Working Group on Political Management Arrangements.

### **Decision**

The Minute of the Short Life Working Group on the Political Management Arrangements was approved.

(Ref: Minute of SLWG of 24 October 2016, submitted)

### **(b) Report by Executive Director of Customer Services**

The Council considered a report which advised that Councillor Michael Breslin had resigned from the Dunoon Health and Social Care Locality Planning Group and the Council was invited to fill the vacancy. The report also advised members of the notification from Councillor Robert E Macintyre to re-join the SNP Group.

### **Decision**

1. The Council invited expressions of interest from members in representing the Council on the Dunoon Health and Social Care Locality Planning Group with details to be passed to the Executive Director of Customer Services and to delegate authority to make an

appointment to the officer.

2. Noted that Councillor Robert E Macintyre had re-joined the SNP Group.

(Ref: Report by the Executive Director of Customer Services dated 1 November 2016, submitted)

#### **14. PRIVATE ITEMS FOR COMMITTEE**

The Council considered a report which provided information on the number of reports which are submitted to Council and its Committees and gave details on the number of reports which are considered following the exclusion of the public (exempt items).

##### **Decision**

The Council noted the contents of the report.

(Ref: Report by Executive Director of Customer Services dated 25 October 2016, submitted)

#### **15. 2018 REVIEW OF UK PARLIAMENT CONSTITUENCIES**

The Council considered a report which provided information on the Boundary Commission for Scotland consultation on its proposals relating to the 2016 Review of UK Parliament constituencies. Under the proposals the Argyll and Bute constituency boundary will spread north to incorporate 2 wards within Highland Council and the new ward will be called Argyll, Bute and Lochaber and will have 77,574 electors. The proposed changes are out for consultation until 11 January 2017 and the Council is invited to consider the proposals.

##### **Motion**

In response to the initial proposals from the Boundary Commission for Scotland regarding the 2018 Review of UK Parliament Constituencies, the Council notes:

- That the Commission was required to propose constituencies with electorates of between 71,031 and 78,505;
- That the electorate of Argyll and Bute Council area is stated as 65,444;
- That the initial proposals place Argyll and Bute Council area within a wider constituency of Argyll, Bute and Lochaber;
- That the electorate of the new Argyll, Bute and Lochaber Constituency is stated as 77,574;

And, in responding to the Boundary Commission for Scotland the Council maintains the position that the future boundaries should reflect local community ties. On this basis it is suggested that the northern boundary be adjusted so that it more closely follows the former Argyllshire County Council Boundary, with the new constituency therefore including the full area of Argyll and Bute Council area, and in addition the catchment areas of Kinlochleven and Ardnamurchan High Schools from the Highland Council area.

Moved by Councillor Green, seconded by Councillor McCuish.

**Amendment 1**

That no action be taken.

Moved by Councillor Freeman, seconded by Councillor RE Macintyre.

**Amendment 2**

Support the status quo.

Moved by Councillor Breslin, seconded by Councillor Dance.

In terms of Standing Order 10.3 when a motion and two or more amendments are before the meeting, and if one of the proposals implies that no action or no immediate action be taken, a first vote will be taken between the for and against “no action”.

On a show of hands vote, for no action received 2 votes and against no action received 32 votes and the Council resolved accordingly.

The Council then voted on the remaining Motion and Amendment.

**Decision**

On a show of hands vote, the Amendment received 13 votes and the Motion received 18 votes and the Council resolved accordingly.

(Ref: Report by Executive Director of Customer Services dated 7 November 2016, submitted)

Councillor Iain Stewart MacLean joined the meeting at this point.

**16. EVALUATION OF THE REFUGEE RESETTLEMENT PROGRAMME**

The Council considered a report which provided an update of the work of the Refugee Resettlement Group in resettling Syrian refugees on the Isle of Bute. The Provost and the Acting Executive Director of Community Services thanked the Refugee Resettlement Group and Morag Brown for all their good work.

**Decision**

The Council:-

1. Agreed the resettlement of further families on Bute beyond the initial 20 family commitment reflecting the success of the support programme and the clear desire of the families to be joined by their extended family living as refugees in the countries surrounding Syria. The Refugee Resettlement Group would ensure that suitable housing is available, the health service can support medical needs and there is capacity in the schools.

2. Notes the content of the report and acknowledges and welcomes the excellent support provided by the people of Bute and the Refugee Resettlement Group in welcoming refugees from Syria to live on the island of Bute.

(Ref: Report by the Chief Executive dated 31 October 2016, submitted)

## **17. STANDARDS COMMISSION REPORT**

The Council were invited to note the decision of a hearing panel of the Standards Commission for Scotland about the alleged contravention of the Councillors' Code of Conduct. The Chief Executive read out a statement on the matter to the Council.

### **Motion**

The Council:

1. Notes the decision detail following the Standards Commission hearing held on 19<sup>th</sup> October to censure Councillor Michael Breslin in relation to a breach of the Councillors Code of Conduct;
2. Notes that Councillor Breslin has not sought to appeal the decision of the hearing panel, that he breached the Councillors Code of Conduct and is censured;
3. Confirms that it has confidence that council officers have and will continue to behave professionally and engage appropriately with all elected members as accepted best practice at all times;
4. Affirms that every citizen, including council officers, if they have concerns about the behaviour or actions of an elected member, has the right to make representations through the established process with the Commissioner for Ethical Standards in Public Life, without fear of persecution;
5. Fully endorses the Councillors Code of Conduct and appeals to all members to support its terms;
6. Notes with concern the actions of Councillor Breslin before, during and after the hearing, in particular his disparagement of the Ethical Standards Commissioner, his staff and our own officers.
7. Having noted that Councillor Breslin has not sought to appeal the decision and the censure, agrees that no further action be taken by the Council.

Moved by Councillor Mulvaney, seconded by Councillor Currie.

### **Amendment**

The Council:

1. Notes the Standards Commission's report.
2. Agrees that an independent review of the complaints to the Commissioner and the Council's role should be undertaken, with a report being made to the Council in early course.
3. Agrees that the review should consider and report on, amongst other appropriate matters, any recommended changes to the Council governance arrangements, policies and procedures, and

4. Instructs the Chief Executive to recruit an appropriate individual or agency to conduct this review, subject to the approval of a body of representative elected members, drawn, one from each of the five Council Groups.

Moved by Councillor Taylor, seconded by Councillor Trail.

### **Decision**

On a show of hands vote, the Amendment received 15 votes and the Motion received 20 votes and the Council resolved accordingly.

(Ref: Decision of the Hearing Panel of the Standards Commission for Scotland, submitted)

The Provost adjourned the meeting at 2.35pm and re-convened at 3.15pm.

Councillors Devon, MacLean and Robb left the meeting at this point.

## **18. NOTICE OF MOTION UNDER STANDING ORDER 13**

The following Notice of Motion under Standing Order 13 was before the Council for consideration:-

### **Motion**

Notes that current legislation allows for personal care to be provided free for people in Scotland aged over 65.

Notes that of the 85,807 dementia sufferers in Scotland 3,201 are under the age of 65 and therefore not automatically entitled to free personal care.

Commends the campaign by Mrs Amanda Kopel – “Frank’s Law” – to request that the Scottish Government extends free personal care to anyone under the age of 65 who requires such care for their dementia, motor neurone disease, Parkinson’s, multiple sclerosis, cancer, progressive supranuclear palsy (or any other degenerative brain disease).

Instructs the Chief Executive to write to the First Minister requesting her to consider the introduction of a “Frank’s Law” so that free personal care may be extended to under 65s with degenerative terminal illness.

Moved by Councillor Horn, seconded by Councillor Taylor.

### **Decision**

The Council agreed the terms of the Motion.

(Ref: Notice of Motion by Councillor Horn, seconded by Councillor Taylor, submitted)

## **19. NOTICE OF MOTION UNDER STANDING ORDER 13**

The following Notice of Motion under Standing Order 13 was before the Council for consideration:-

## **Motion**

The Council:

Notes that large numbers of the Argyll and Bute population rely on health services from the Greater Glasgow and Clyde Health Board particularly those in Helensburgh and Lomond area but also those reliant on the Vale of Leven Hospital.

Notes that no councillor representative from Argyll and Bute Council is appointed to the Board.

Agrees that an elected member from Argyll and Bute Council on the Board to represent the interests of residents in our local authority area would be beneficial.

Agrees to write to the Cabinet Secretary for Health to request that a place on the Greater Glasgow and Clyde Health Board be assigned to an elected member nominee from Argyll and Bute Council.

Moved by Councillor Trail, seconded by Councillor Taylor.

## **Decision**

The Council agreed the terms of the Motion.

(Ref: Notice of Motion by Councillor Robb, seconded by Councillor Taylor, submitted)

## **20. NOTICE OF MOTION UNDER STANDING ORDER 13**

The following Notice of Motion under Standing Order 13 was before the Council for consideration:-

Preamble

This Council urges the UK Government to take account of the retrospective nature of the changes to pensions. This has meant that changes in pension arrangements for women born in the 1950s has left them in financial difficulties.

## **Motion**

The Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6<sup>th</sup> April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.

Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Act of 1995 and 2011 with little/no/personal notification of the changes. Some women only had two years notice of a six-year increase to their state pension age.

Many women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment.

Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute – it is widely accepted that women and men should retire at the same time.

The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

The Council calls upon the Government to reconsider the transitional arrangements for women born on or after 6<sup>th</sup> April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.

Moved by Councillor Strong, seconded by Councillor Horn.

### **Decision**

The Council agreed the terms of the Motion.

(Ref: Notice of Motion by Councillor Strong, seconded by Councillor Horn, submitted)

## **21. NOTICE OF MOTION UNDER STANDING ORDER 13**

The following Notice of Motion under Standing Order 13 was before the Council for consideration:-

Preamble:

- Auto-immune anti-NMDA Receptor Encephalitis, or NMDA, is a disease which is often misdiagnosed as a mental health issue because it presents in the same way as other conditions such as bipolar or schizophrenia.
- The reason it is misdiagnosed is because NMDA is not being taught within the UK medical curriculum – which means that healthcare professionals are failing to recognise it.
- If left untreated, or not treated correctly, NMDA can lead to behavioural changes, confusion, cerebellar symptoms, reduced consciousness and death.
- Incorrectly diagnosing NMDA as a mental health condition means that, as well as going without the correct treatment, sufferers are often sectioned under the Mental Health Act and admitted to mental health institutions/secure care.
- As well as causing unnecessary distress to sufferers and their families, this adds needless pressure to mental health care services as well as budgets.
- All of this is unnecessary because NMDA, when recognised and correctly diagnosed, is easily treated using standard inexpensive medications which are readily available through the NHS – and, with appropriate treatment, the disease is generally reversible with a good prognosis.
- There are people living in Argyll and Bute who are suffering through misdiagnosis of NMDA and therefore are not receiving the appropriate treatment they need in order to recover and live a full life. Because this is affecting people in our communities, through this motion I hope that Argyll and Bute Council can contribute to raising awareness of NMDA and I am asking the council to do the following:

People with NMDA need and deserve to have their condition diagnosed correctly so they get the right treatment and have every chance of making a good recovery. In



order for this to happen, the General Medical Council should include NMDA in its UK Medical Curriculum for health care professionals.

### **Motion**

Therefore, Argyll and Bute Council agrees to:

- Write to the appropriate Scottish and UK Government Ministers responsible for health issues seeking their support in calling for Auto-immune anti-NMDA Receptor Encephalitis (NMDA) to be added to the UK Medical Curriculum as soon as possible;
- Write to the UK General Medical Council requesting that it includes NMDA, its diagnosis and its treatment in the UK Medical Curriculum as soon as possible.

Moved by Councillor Devon, seconded by Councillor Horn.

### **Decision**

The Motion was continued at the request of the proposer and the seconder and will be considered at the January Council Meeting.

(Ref: Notice of Motion by Councillor Devon, seconded by Councillor Horn, submitted)

## **22. NOTICE OF MOTION UNDER STANDING ORDER 13**

The following Notice of Motion under Standing Order 13 was before the Council for consideration:-

### **Motion**

The Council:

- i. notes that Deputy Head Teachers are having to cover the critical duties of School Attendance Officers in encouraging pupils to engage with the education system in a positive manner.
- ii. accepts that the loss of attendance officers may have contributed to a reduction in the attainment amongst the group having the lowest 20% of attainment in some schools.
- iii. agrees that the effective prohibition on attendance officer posts be removed and that Head Teachers may enter into 'local' arrangements with the agreement of the Head of Education to employ School Attendance Officers utilising their available budgets.

Moved by Councillor Strong, seconded by Councillor Taylor.

### **Amendment**

The Council:

1. Notes that in Argyll and Bute, school attendance is monitored through technology on a daily basis, to communicate with parents on the attendance of pupils and to ensure that there are sufficient arrangements in place to support all to engage with the education system in a positive manner;
2. Commends the commitment and dedication of all teachers and professionals working within our learning and teaching environment, against a background

of financial uncertainty and constant national policy change, to ensure that all of our school pupils, irrespective of backgrounds, receive the very best of education and support;

3. Confirms that as a result of a significant reduction in funding from the Scottish Government that the council is no longer able to fund all of the services that our communities value and want, requiring the council, following consultation, to prioritise where the funding should be directed, and further confirms that this need for service prioritisation, together with the threat of further financial sanction from the Scottish Government, dictated that finance required to be directed towards maintaining teacher numbers;
4. Notes the motion approved by the council on 18<sup>th</sup> August 2016, namely:

*'The council agrees to ask the Acting Executive Director of Community Services to write to the Cabinet Secretary asking that the distribution formula adequately reflects the costs associated with the delivery of education in a dispersed rural authority; and further asks that the Scottish Government affirms it will be open to Head Teachers to consider using elements of this funding to provide enhanced literary or library activities to meet their school's overall curriculum'*

5. In view of the response received from the Cabinet Secretary for Education and Skills, in which he explains that whilst the Scottish Government is taking steps to support Head Teachers to best utilise the funding they receive (from the council tax reforms) and that central to this will be a new framework of fully evidenced and proven educational interventions and strategies to improve attainment in December 2016, we still await detail of distribution and the allocation that Argyll and Bute Council will receive, and that no action be taken at this time.

Moved by Councillor Colville, seconded by Councillor MacMillan.

### **Decision**

On a show of hands vote, the Amendment received 19 votes and the Motion received 13 votes and the Council resolved accordingly.

(Ref: Notice of Motion by Councillor Strong, seconded by Councillor Taylor, submitted)

Councillor Freeman left the meeting at this point.

### **23. NOTICE OF MOTION UNDER STANDING ORDER 13**

The following Notice of Motion under Standing Order 13 was before the Council for consideration:-

#### **Motion**

The Council:

- i. Notes the Council decision to remove the funding for secondary school librarians at the last Council budget meeting, notwithstanding the proposal of the Opposition to maintain that service.

- ii. Notes that there is concern amongst pupils, parents and teachers that the loss of these staff will have a detrimental effect on the learning experience of many pupils and be detrimental to academic attainment.
- iii. Agrees that the effective prohibition on secondary school librarian posts be removed, and
- iv. Agrees that Head Teachers may enter into 'local' arrangements with the agreement of the Head of Education to employ School Librarians utilising their available budgets.

Moved by Councillor Strong, seconded by Councillor Taylor.

### **Amendment**

The Council:

1. Confirms that due to the significant reductions in finance from the Scottish Government that the council is no longer able to provide the range of council services that our communities want, value and require;
2. Shares the concerns being expressed by many people in Argyll and Bute at the loss of locally valued services and calls on the Scottish Government to recognise the impacts now being felt on the delivery of local services from this national policy and funding approach and provides the required increased funding to Argyll and Bute to reverse this ongoing and increasing decline in local services;
3. Notes the motion approved by the council on 18<sup>th</sup> August 2016, namely:

*'The council agrees to ask the Acting Executive Director of Community Services to write to the Cabinet Secretary asking that the distribution formula adequately reflects the costs associated with the delivery of education in a dispersed rural authority; and further asks that the Scottish Government affirms it will be open to Head Teachers to consider using elements of this funding to provide enhanced literary or library activities to meet their school's overall curriculum'*

4. Agrees, in view of the response received from the Cabinet Secretary for Education and Skills, in which he explains that whilst the Scottish Government is taking steps to support Head Teachers to best utilise the funding they receive (from the council tax reforms) and that central to this will be a new framework of fully evidenced and proven educational interventions and strategies to improve attainment in December 2016, we still await detail of distribution and the allocation that Argyll and Bute Council will receive, that no action be taken at this time.

Moved by Councillor Colville, seconded by Councillor MacMillan.

### **Decision**

On a show of hands vote, the Amendment received 19 votes and the Motion received 12 votes and the Council resolved accordingly.

(Ref: Notice of Motion by Councillor Strong, seconded by Councillor Taylor, submitted)

**24. NOTICE OF MOTION UNDER STANDING ORDER 14**

The following Notice of Motion had been submitted under Standing Order 14 as a matter of Urgency:-

**Motion**

I call on fellow Councillors to support my motion of no confidence in the Convener of the Environment, Development & Infrastructure Committee following:

- a) Her extraordinary behaviour at the meeting on Thursday 10<sup>th</sup> November.
- b) Her ill judged and inaccurate press release about Rothesay Harbour in the same week.

Moved by Councillor Marshall, seconded by Councillor Breslin.

**Amendment**

The Council:

- 1. Acknowledges that the recent meeting of the Environment, Development and Infrastructure Committee on 10<sup>th</sup> November 2016 was conducted in accordance with the council's Standing Orders;
- 2. Agrees to take no further action.

Moved by Councillor Walsh, seconded by Councillor Mulvaney.

Councillor Currie left the meeting at this point.

The requisite number of Members required the vote to be taken by calling the roll, and Members voted as follows:-

<b>Motion</b>	<b>Amendment</b>	<b>No Vote</b>
Councillor Armour	Councillor Colville	Councillor Philand
Councillor Blair	Councillor Corry	
Councillor Breslin	Councillor Green	
Councillor Dance	Councillor Kinniburgh	
Councillor Horn	Councillor McAlpine	
Councillor RE Macintyre	Councillor McCuish	
Councillor McKenzie	Councillor MacDougall	
Councillor Marshall	Councillor N MacIntyre	
Councillor Strong	Councillor RG MacIntyre	
Councillor Taylor	Councillor MacMillan	
	Councillor McNaughton	
	Councillor McQueen	
	Councillor A Morton	
	Councillor E Morton	
	Councillor Mulvaney	
	Councillor Robertson	
	Councillor Scoullar	
	Councillor Walsh	

**Decision**

The Amendment received 18 votes and the Motion received 10 votes and the Council resolved accordingly.

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**MINUTES of SPECIAL MEETING of ARGYLL AND BUTE COUNCIL held in the  
HELENSBURGH AND LOMOND CIVIC CENTRE, 38 EAST PRINCES STREET,  
HELENSBURGH  
on WEDNESDAY, 7 DECEMBER 2016**

**Present:** Councillor Len Scoullar (Chair)

Councillor Vivien Dance	Councillor Aileen Morton
Councillor George Freeman	Councillor Ellen Morton
Councillor Kieron Green	Councillor Gary Mulvaney
Councillor Alistair MacDougall	Councillor Richard Trail
Councillor Robert G MacIntyre	Councillor Dick Walsh
Councillor Donald MacMillan	Councillor James Robb

**Attending:** Cleland Sneddon, Chief Executive  
Douglas Hendry, Executive Director of Customer Services  
Ann Marie Knowles, Acting Executive Director of Community Services

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated from Councillors Armour, Breslin, Colville, Corry, Currie, Devon, Horn, Kelly, Kinniburgh, Robert E Macintyre, McNaughton, Marshall, Philand, Robertson, Strong, Taylor.

**2. FREEDOM OF ARGYLL AND BUTE**

The Council, at its meeting on Thursday 29 September 2016 unanimously resolved in terms of Section 206 of the Local Government (Scotland) Act 1973, to admit as Honorary Freeman of Argyll and Bute, Gordon Reid in recognition of his outstanding sporting success and achievements at an international level in wheelchair tennis.

In fulfilment of that resolution, the Council now granted the Freedom of Argyll and Bute which was conveyed by the Provost in the following terms:-

***To Gordon Reid***

We, the Provost and Members of Argyll and Bute Council in recognition of your outstanding sporting success and achievements at an international level in wheelchair tennis do hereby, grant you the Freedom of Argyll and Bute. Given under the seal of the Council this Seventh day of December, Two Thousand and Sixteen.

Gordon Reid, having accepted the scroll conveying the freedom grant, the Provost, on behalf of the Council, granted permission for Gordon Reid to exercise the freedom.

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**MINUTES of MEETING of COMMUNITY SERVICES COMMITTEE held in the COUNCIL  
CHAMBERS, KILMORY, LOCHGILPHEAD  
on THURSDAY, 8 DECEMBER 2016**

**Present:** Councillor Robin Currie (Chair)

Councillor Gordon Blair	Councillor Elaine Robertson
Councillor Rory Colville	Councillor Isobel Strong
Councillor Mary-Jean Devon	Margaret Anderson
Councillor George Freeman	William Hamilton
Councillor Kieron Green	Alison Palmer
Councillor Neil MacIntyre	William Stewart Shaw

**Attending:** Ann Marie Knowles, Acting Executive Director – Community Services  
Anne Paterson, Acting Head of Education  
Donald MacVicar, Head of Community and Culture  
Louise Connor, Education Manager  
Aileen Goodall, 16+ Lead Officer  
John MacPherson, Education Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated from Councillors Anne Horn, Roderick McCuish, Julie McKenzie and Aileen Morton.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES**

- a) The Minute of the Community Services Committee meeting held on 8 September 2016 was approved as a correct record.
- b) The Minute of the Community Services Committee meeting held on 21 November 2016 was approved as a correct record.

**4. PERFORMANCE REPORT FQ2 - 2016/17**

Consideration was given to a report on the Community Services FQ2 Performance Scorecard.

**Decision**

The Committee noted the performance for the quarter.

(Reference: Report Acting Executive Director – Community Services dated 16 November 2016, submitted)

## 5. SCHOOL HOLIDAY DATES FOR 2017/2018

The major school holiday programme arrangements for Argyll and Bute for session 2017/18 require to be set by the Council. Members are asked to agree a framework for the main school holiday periods in Argyll and Bute that will enable Education Services to align the in-service days for teachers and the holiday dates for pupils. Consideration was given to a report updating the Committee on the further consultation that took place with Parent Councils, Head Teachers and the teaching staff with regard to the School Holiday dates 2017-2018 which were now before the Committee and recommended for approval.

### **Motion**

To agree recommendations 1.4a – 1.4e as detailed in the report.

Moved by Councillor Robin Currie, seconded by Councillor Mary-Jean Devon

### **Amendment**

That Members of the Community Services Committee note the contents of the report relating to the proposed school holidays for 2017-18; and

- a. Agree that the proposed dates are a major departure from the current arrangements and are likely to cause major concerns for many parents/carers/staff/Parent Council members/employers across Argyll and Bute.
- b. Agree to support the views of Parent Councils in the Bute and Cowal Area, the Helensburgh and Lomond Area and the Mid Argyll, Kintyre and Islay area who reject the proposed dates for school holidays contained within the report.
- c. Request that Officers review the proposed dates contained within the report and bring forward new proposals that are in line with the current arrangements that allow flexibility across the four decentralised areas.

Moved by Councillor George Freeman, seconded by Councillor Isobel Strong

The Motion was carried by 6 votes to 3 and the Committee resolved accordingly.

### **Decision**

The Committee agreed to:-

1. note the update to the proposed arrangement for school holidays in session 2017/18 following the first round of consultation with Parent Councils, as outlined in Appendix 1 of the report;
2. note the outcome of the second round of consultation that has taken place via a web based survey with Parent Councils, Head Teachers and teaching staff, as outlined in Appendix 2 of this report;
3. note that consultation with appropriate Unions on the proposal for school holiday arrangements in Session 2017/18 has been undertaken at both JSC and LNCT meetings where the updated proposal was noted.

4. note the advantage to the service of being able to deliver focused continuing professional development to teaching and support staff with the increase in common in-service dates; and
5. approve the proposed school holiday dates for Session 2017/18 and 2018/19 as outlined in Appendix 3 and Appendix 4 of this report.

(Reference: Report by Acting Executive Director – Community Services dated 18 October 2016, submitted)

## **6. SCHEME OF DEVOLVED SCHOOL MANAGEMENT (DSM)**

Consideration was given to a report which provided an overview of the current Scheme of Devolved School Management (DSM) and outlined the findings and recommendations of a working group established in February 2016 to review the scheme to increase the flexibility and use of budgets for Head Teachers whilst adhering to the national DSM guidelines.

### **Decision**

The Committee agreed to note:

1. the review of the current Scheme of Devolved School Management (DSM) guidelines; and
2. the updated guidelines as outlined in Appendix 1 of this report.

(Reference: Report by Acting Executive Director – Community Services dated 18 October 2016, submitted)

## **7. STANDARDS AND QUALITY REPORT 2015-16**

Consideration was given to a report which provided an update on the major achievements made within Education in Argyll and Bute across the session 2015/16 and included the SQA qualification results for pupils who sat examinations in May/June 2016.

### **Decision**

The Committee agreed to note:-

1. the continuing progress made in relation to Education within Argyll and Bute;
2. the ongoing commitment of staff and the success and achievements of our children and young people; and
3. the commitment of the Education Service for further development of the service during 2017/18.

(Reference: Report by Acting Executive Director – Community Services dated 18 October 2016, submitted)

## **8. DEVELOPING SCOTLAND'S YOUNG WORKFORCE (DYW)**

Consideration was given to a report which gave an overview of the progress to date in implementing the Scottish Government's Youth Employment Strategy – Developing the Young Workforce. The report also provided a breakdown of how the funding received by Argyll and Bute Council has so far been spent.

### **Decision**

The Committee agreed to:-

1. note the Scottish Government Youth Employment Strategy and support the authority's approach to Developing Argyll and Bute's Young Workforce;
2. endorse and support the continued utilisation of the Youth Employment Opportunities Fund to support vulnerable young people to access and sustain positive destinations;
3. continue to support work placements within Argyll and Bute Council and the ABC Modern Apprenticeship programme; and
4. support the setting up of an Argyll and Bute Development Young Workforce Regional Group.

(Reference: Report by Acting Executive Director – Community Services dated 3 October 2016, submitted)

## **9. SQA SCHOOL EXAMINATION RESULTS 2016**

Consideration was given to a report which provided an update on the outcome of the 2016 examination diet, outlined the results for pupils entered for formal examinations and provided an overview of key performance data from an authority perspective.

A presentation was also given on the key outcomes of the four examinations, namely - National 4s, National 5s, Highers and Advanced Highers along with the steps being taken to secure improvements for young people and how the professional tool "Insight" is utilised by Education staff.

### **Decision**

The Committee agreed to:

1. note the outcome of the examination results for pupils in academic year 2015/16;
2. note the strategic programme of performance review between schools and education development and improvement staff detailed at paragraph 4.7 of the report;
3. continue to support the work of the Education Service in supporting schools to secure continuous improvement in outcomes for Argyll and Bute Learners;

4. request that a further report be brought to the Community Services Committee considering the national position arising from information released by Insight in February 2017;
5. continue to be involved with current training events on understanding the use of Insight, recognising the increasing use of Insight data in School presentations to elected Members; and
6. note that a summary discussion note will be presented to the Policy Lead, as appropriate, ensuring that performance reporting reflects the requirements of the National Improvement Framework.

(Reference: Report by Acting Executive Director – Community Services dated 9 November 2016, submitted)

**10. INSPECTION OF THE EDUCATION FUNCTIONS OF ARGYLL AND BUTE COUNCIL (INEA) SELF EVALUATION SUMMARY**

Consideration was given to a report which provided a further update to the Committee on the inspection of the Education functions of Argyll and Bute Council and communicated the self-evaluation summary presented to Education Scotland as part of the planned inspection programme.

**Decision**

The Committee agreed to:-

1. note the further update on the INEA inspection of the Education Service of Argyll and Bute Council;
2. note the key messages contained within the self-evaluation statement; and
3. request the Executive Director of Community Services to bring a report confirming the outcome of the inspection to a future meeting of the Community Services Committee.

(Reference: Report by Acting Executive Director – Community Services dated 18 November 2016, submitted)

**\* 11. ARGYLL AND BUTE LOCAL HOUSING STRATEGY (LHS) 2016/17 - 2020/21**

Consideration was given to a report advising of the arrangements for submission of the finalised Local Housing Strategy (LHS) for approval by Scottish Ministers, in accordance with the Council's statutory duties under the Housing (Scotland) Act 2001, subsequent legislation, and the latest revised guidance issued by the Scottish Government in 2014.

**Decision**

The Committee agreed to recommend to the Council approval of the Local Housing Strategy for submission to the Scottish Ministers.

(Reference: Report by Acting Executive Director – Community Services dated 24 October 2016, submitted)

**12. COMMUNITY SERVICES WORK PLAN 2016/17**

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

**Decision**

The Committee agreed to note the content of the work plan.

(Reference: Community Services Committee Work Plan dated December 2016, submitted)

**MINUTES of MEETING of POLICY AND RESOURCES COMMITTEE held in the COUNCIL  
CHAMBER, KILMORY, LOCHGILPHEAD  
on THURSDAY, 15 DECEMBER 2016**

**Present:** Councillor Dick Walsh (Chair)

Councillor Rory Colville	Councillor Ellen Morton
Councillor Robin Currie	Councillor James Robb
Councillor Kieron Green	Councillor Len Scoullar
Councillor Alistair MacDougall	Councillor Isobel Strong
Councillor Neil MacIntyre	Councillor Sandy Taylor
Councillor Aileen Morton	

**Also Present:** Councillor Dougie Philand

**Attending:** Cleland Sneddon, Chief Executive  
Douglas Hendry, Executive Director of Customer Services  
Pippa Milne, Executive Director of Development and Infrastructure Services  
Charles Reppke, Head of Governance and Law  
Kirsty Flanagan, Head of Strategic Finance  
Jane Fowler, Head of Improvement and HR  
Judy Orr, Head of ICT and Financial Services  
Fergus Murray, Head of Economic Development and Strategic Transportation  
Rona Gold, Community Planning Manager  
Don McAllister, Education Manager  
Anna Watkiss, Senior Planning Development Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mary Jean Devon, Roddy McCuish and Gary Mulvaney.

**2. DECLARATIONS OF INTEREST**

There were none intimated.

**3. MINUTES**

The Minutes of the meeting of the Policy and Resources Committee held on 27 October 2016 were approved as a correct record.

**4. FINANCIAL REPORT MONITORING PACK - OCTOBER 2016**

Consideration was given to a report which provided a summary of the financial monitoring reports as at the end of October 2016. There were six detailed reports summarised including the Revenue Budget Monitoring Report as at 31 October 2016; the Monitoring of Service Choices Savings; Monitoring of Financial Risks; Capital Plan Monitoring Report as at 31 October 2016; Treasury Monitoring Report as at 31 October 2016; and a report on Reserves and Balances.

## **Decision**

The Committee –

1. Noted the revenue budget monitoring report as at 31 October 2016.
2. Noted the progress of the service choices policy saving options as at the end of October 2016.
3. Noted the current assessment of the Council's financial risks.
4. Noted the capital plan monitoring report as at 31 October 2016; and noted the over project cost changes, the project slippages and accelerations; and the updated capital plan reflecting these changes.
5. Noted the treasury monitoring report as at 31 October 2016.
6. Noted the overall level of reserves and balances and noted the monitoring of the earmarked reserves.

(Reference: Report by Head of Strategic Finance dated 14 November 2016, submitted)

## **5. BUDGETARY OUTLOOK**

The Committee gave consideration to a report providing Members with an update on the position with regards to the Budgetary Outlook 2017-18 and 2019-20, and which contained detail on the assumptions that had been updated. This report was further to the reports provided to the Committee on 18 August 2016 and 27 October 2016.

## **Decision**

The Committee noted the estimated budgetary outlook position 2017-18 and 2019-20.

(Reference: Report by Head of Strategic Finance dated 1 December 2016, submitted)

## **\* 6. INTEGRATION JOINT BOARD - FUNDING REQUEST**

The Committee gave consideration to a report advising of two requests for additional funding which had been received from the Integrated Joint Board. The report provided Members with some background information on both issued and referred to relevant points within the Scheme of Integration. The requests for additional funding were for additional costs in respect of implementing the Living Wage from 1 October 2016 and the unachievable savings due to the pause in the redesign of Services at Struan Lodge and Thomson Court.

## **Motion**

That the Policy and Resources Committee make the recommendation to Council to:



- a) approve that an additional £0.110m of funding in respect of the Living Wage is added to the IJB's 2016-17 recurring baseline budget allocation and note that, the 2016-17 allocation, would be funded from the General Fund Balance.
- b) not approve an additional payment of £0.185m in respect of the decision to pause the redesign of service in Struan Lodge and Thomson Court for a period of 6 months on the basis that the IJB should look for alternative savings options and report back later in the financial year.

That the Policy and Resources Committee instruct the Head of Strategic Finance to obtain a copy of the recovery plan and assess the current forecast overspend against the recovery plan in order to quantify the risk that the Council may require to make an additional payment to the IJB at the financial year end.

Moved Councillor James Robb, seconded Councillor Sandy Taylor.

### **Amendment**

The Policy and Resources Committee makes a recommendation to Council to:

- a) Approve that an additional £0.110m of funding in respect of the Living Wage is added to the IJB's 2016-17 recurring baseline budget allocation and note that the 2016-17 allocation would be funded from the General Fund Balance;
- b) Note that the IJB agreed a Quality and Financial Plan for 2016-17 and this included savings options in respect of Struan Lodge and Thomson Court;
- c) Note that if a forecast overspend situation arises within Council departments, the Council department in the first instance would be expected to find alternative savings within their department to fund any overspend and requests that the IJB prepares a financial recovery plan setting out how it proposes to address any forecast overspend;
- d) Not to approve an additional payment of £0.185m and to request that the IJB looks for alternative savings and report back to the Council later in the financial year as required within the Scheme of Integration.
- e) Instruct the Head of Strategic Finance to obtain a copy of the recovery plan and assess the current forecast overspend against the recovery plan in order to quantify the risk that the Council may require to make an additional payment to the IJB at the financial year end.

Moved Councillor Kieron Green, seconded Councillor Ellen Morton.

### **Decision**

On a show of hands vote the amendment was carried by 8 votes to 4 and the Committee resolved accordingly.

(Reference: Report by Head of Strategic Finance dated 21 November 2016, submitted)

**7. PERFORMANCE REPORT - FQ2 2016-17**

A report presenting the Committee with the Customer Services Departmental Performance Report and associated Scorecards was considered. The report covered the period of Financial Quarter 2 2016-17 (July to September 2016).

**Decision**

The Committee noted the Customer Services Departmental Performance Report and associated Scorecards for the period July to September 2016.

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

**8. PEOPLE STRATEGY ACTION PLAN - PROGRESS REPORT**

The Committee considered a report updating Members on the progress against the actions in the People Strategy with a view to keeping Members informed. The People Strategy included actions on people management, organisational development and performance and improvement including best value.

**Decision**

The Committee noted the progress that was being made with the agreed actions in the Council's People Strategy.

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

**9. BIG LOTTERY FUND CONTRACT**

The Committee gave consideration to a report which advised of a bid to the Big Lottery Fund for the delivery of financial inclusion services in partnership with 8 other local bodies. The tender had closed on 7 November 2016 and would be awarded in January 2017. The contract would be worth up to £3.77m for Argyll and Bute.

**Decision**

The Committee –

1. Noted that a bid has been lodged with the Big Lottery Fund for financial inclusion services and that if successful the contract would be awarded early January 2016.
2. Noted that the financial exposure to the Council is limited to the value of the support services delivered by the Council's Adult Learning and Literacy Team circa £45,000, in addition to a small portion of the operational costs in meeting the criteria for acceptance of the final version of the final report.
3. Noted that arrangements would be put in place for back to back contracts to be created and signed by subcontracts should the bid be successful and that this would transfer the financial risks on delivering the outcomes onto the

subcontractors, with the exception of the small amount of services that will be delivered by Adult Learning and Literacy.

(Reference: Report by Executive Director – Customer Services and Head of Strategic Finance dated 9 December 2016, submitted)

**10. NEW SCHOOLS REDEVELOPMENT PROJECT - CAMPBELTOWN GRAMMAR SCHOOL, OBAN HIGH SCHOOL AND KIRN PRIMARY SCHOOL - CONTRACT MONITORING**

Consideration was given to a report updating Members on ongoing monitoring covering financial, legal and technical risk in respect of Campbeltown Grammar School, Oban High School and Kirn Primary School which were now in construction.

**Decision**

The Committee noted the content of the report.

(Reference: Report by Executive Director – Customer Services and Executive Director – Community Services dated 8 December 2016, submitted)

**11. FUTURE GRANT DISTRIBUTION: THIRD SECTOR AND EARLY YEARS GRANTS**

The Committee considered a report outlining the potential to combine grants, the ability for Community Councils to apply for third sector grants and the future of grant distribution including participatory budgeting.

**Motion**

That the Committee agree –

1. Third Sector Grant funding is allocated by Area Committees in one round from April 2017.
2. The criteria for grant funding are extended to allow community councils and parent councils to apply.
3. The scoring of grant applications is opened to community participation through a panel of community members making recommendations to Area Committee, for funds distributed from April 2018.
4. Participatory budgeting as a method to distribute grant funding is looked at in future following the pilot participatory budgeting project run with the Argyll and Bute Gaelic Forum, funded by Scottish Government in 2016/17.
5. The Third Sector Grant fund is renamed 'Supporting Communities Fund'.
6. The Argyll and Bute 'Supporting Communities Fund' is not combined with Early Years fund due to the risk this poses to Early Years provision within Argyll and Bute.

7. The Early Years Grant is improved to provide an overview, to members of the relevant Area Committees, on decisions taken on such matters.
8. A recommendation is made to the Integrated Joint Board for Officers to explore the potential to combine the Argyll and Bute Supporting Communities Fund with the Health and Wellbeing Grant Fund run by the Health and Social Care Partnership.
9. That a report is brought back to a future meeting reviewing the impact of the aforementioned changes to the distribution of grants.

Moved Councillor Dick Walsh, seconded Councillor Robin Currie.

### **Amendment**

That the Committee agree –

1. That Area Committees are invited to provide input on the matter of whether Third Sector Grant funding is allocated by Area Committees in one round from April 2017 or allocated in two rounds as is currently done.
2. The criteria for grant funding are extended to allow community councils and parent councils to apply.
3. The scoring of grant applications is opened to community participation through a panel of community members making recommendations to Area Committee, for funds distributed from April 2018.
4. Participatory budgeting as a method to distribute grant funding is looked at in future following the pilot participatory budgeting project run with the Argyll and Bute Gaelic Forum, funded by Scottish Government in 2016/17.
5. The Third Sector Grant fund is renamed 'Supporting Communities Fund'.
6. The Argyll and Bute 'Supporting Communities Fund' is not combined with Early Years fund due to the risk this poses to Early Years provision within Argyll and Bute.
7. The Early Years Grant is improved to provide an overview, to members of the relevant Area Committees, on decisions taken on such matters.
8. A recommendation is made to the Integrated Joint Board for Officers to explore the potential to combine the Argyll and Bute Supporting Communities Fund with the Health and Wellbeing Grant Fund run by the Health and Social Care Partnership.
9. That a report is brought back to a future meeting reviewing the impact of the aforementioned changes to the distribution of grants.

Moved Councillor James Robb, seconded Councillor Sandy Taylor.

**Decision**

On a show of hands vote the Motion was carried by 8 votes to 3 and the Committee resolved accordingly.

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

**12. CARBON MANAGEMENT: WIND TURBINE AT GLENGORM LANDFILL SITE UPDATE**

Consideration was given to a report updating Members on the installation of a wind turbine on the Glengorm Landfill Site on the Isle of Mull. The project had been agreed by Council on 21 January 2016 to assist in the reduction of the Council's carbon footprint.

**Decision**

The Committee noted the progress made in respect of successfully commissioning the turbine and securing accreditation under the Feed in Tariff.

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

**13. FIREWORKS DISPLAY - HELENSBURGH PIER CAR PARK**

The Committee gave consideration to a report which sought homologation of a decision to suspend parking charges for the annual Round Table Helensburgh fireworks display in the pier car park. The report also sought a change to the Parking Policy to allow that type of decision to be delegated to the Executive Director in future.

**Decision**

The Committee –

1. Noted the process undertaken and agreed to homologate the decision to approve a temporary suspension of parking charges in relation to Helensburgh Pier car park.
2. Approved the delegation of responsibility to the Executive Director – Development and Infrastructure Services to waive the charge for loss of car parking income for established annual festivals (eg. Fireworks displays) up to a maximum of £1,000 following consultation with local members.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 1 November 2016, submitted)

**14. KERRERA LINK ROAD**

The Committee considered a report which set out the position regarding a community led initiative to provide a link road connecting the communities of Kerrera.

The report proposed that the Council progress the detailed design subject to agreement from the community group to take the lead on the funding application.

### **Decision**

The Committee –

1. Agreed that the Council carries out the detailed design of the road on behalf of the community on the understanding that the community group lead in progressing grant applications and seek to secure contributory funding via the sale of building plots on the island.
2. Instructed the Executive Director – Development and Infrastructure Services to write to the community group seeking their agreement to the arrangement prior to the commencement of the detailed design.
3. Noted that the Social Enterprise Team would provide advice and support to the community group on accessing external funding.

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

## **15. TARBERT AND LOCHGILPHEAD REGENERATION FUND**

The Committee, at their meeting on 12 May 2016, agreed criteria and objectives for the Tarbert and Lochgilphead Regeneration Fund. Following the principles set down at that meeting, a number of potential projects were identified and an assessment process undertaken. The Committee considered a report requesting agreement to undertake further assessment on shortlisted projects with a view to developing outline business cases.

### **Decision**

The Committee –

1. Noted the projects shortlisted by the Mid Argyll, Kintyre and the Islands Area Committee detailed at paragraph 4.2 of the submitted report.
2. Approved development funding of up to £250,000 to undertake the feasibility and initial design works, as set out in paragraph 4.2 to 4.4 of the submitted report to enable outline business cases to be developed for the shortlisted projects agreed by the Mid Argyll, Kintyre and the Islands Area Committee on 7 December 2016.

(Reference: Report by Executive Director – Development and Infrastructure Services dated 7 December 2016; recommendation from Mid Argyll, Kintyre and the Islands Area Committee held on 7 December 2016 and report by Executive Director – Development and Infrastructure Services dated 10 November 2016, submitted)

## **16. POLICY AND RESOURCES COMMITTEE WORK PLAN AS AT DECEMBER 2016**

The Committee gave consideration to the Work Plan as at December 2016.

**Decision**

The Committee noted the Work Plan.

(Reference: Policy and Resources Committee Work Plan dated December 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 item 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.

**17. MAJOR CAPITAL REGENERATION PROJECTS - UPDATE REPORT AS AT 4 NOVEMBER 2016**

Consideration was given to a report updating the Committee on progress in delivering the 12 major capital regeneration projects, excluding the 9 Lorn Arc projects. The report also gave information on the key issues that could impact on the successful delivery of the projects from the 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 4 November 2016, submitted)

The Head of Economic Development and Strategic Transportation advised the Committee of the retirement of Archie Crawford, Technician, on 14 December 2016; who had provided an exceptional length of service of 41 and a half years to the Council. He recognised Archie's efforts working behind the scenes within his Service, specifically his recent work on promoting the area for location work for film and TV. The Committee recognised Archie's significant achievement and recorded their appreciation for the exceptional service he had provided to the Council.

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**Argyll and Bute Council**

**Agenda item : 5**

**Date of Meeting :** 26<sup>th</sup> January 2017

**Title of Report :** NHS Highland Director of Public Health Annual Report 2016  
Loneliness as a Public Health Issue

**Presented by :** Elaine Garman  
Public Health Specialist  
Alison McGrory  
Health Improvement Principal

**Argyll and Bute Council is asked to :**

- **Recognise the impact of loneliness and isolation on the health of the people living in Argyll and Bute.**
- **Support the recommendations laid out in the report to reduce the impact of loneliness in older people.**

## **1. EXECUTIVE SUMMARY**

All Directors of Public Health in Scotland publish an annual report. Hugo van Woerden's report for NHS Highland for 2016 concerns loneliness and health in older age. Loneliness is a significant public health issue and is associated with:

- Increased mortality to the same extent as smoking 15 cigarettes per day.
- Increased incidence of long term conditions such as dementia, heart disease, high blood pressure and depression.

Loneliness can occur during life transitions such as moving home or jobs, bereavement and retirement. The detrimental effects of loneliness on wellbeing and quality of life are apparent across the whole population but the health impacts particularly manifest in old age. Loneliness is defined as:

"...a negative emotion associated with a perceived gap between the quality and quantity of relationships that we have and those we want."

Perlman & Peplau 1981

There is evidence that the harmful effects of loneliness can be mitigated and the report sets out a wide range of evidence informed recommendations to be taken forward by all Community Planning Partners in Argyll and Bute. Awareness by Argyll & Bute Council as a key stakeholder in the prevention agenda and will help mitigate this problem.

## **2. INTRODUCTION**

The Public Health Annual Report – Loneliness and Health was published in November 2016. It is a comprehensive overview of loneliness and contains chapters on the case

for action, the political and social context in Scotland and recommendations for the future. It also includes local research on the incidence of loneliness in people aged 65 plus and qualitative feedback from people in Cowal about how relationships affect their health.

### **3. DETAIL OF REPORT**

#### **3.1 Incidence of loneliness across NHS Highland area**

Age UK suggests levels of loneliness remained stable over the last six decades with around 10 percent of people aged over 65 years experiencing chronic loneliness at any given time. However, self reported loneliness in those aged 80 years and over increases to approximately 50%. In the general population 5% of people report often feeling lonely and 31% report feeling lonely sometimes. This number is likely to increase given the trend for increasing family dispersal, increasing number of older people, and the older people getting older. People are living longer and within NHS Highland we already have a higher proportion of older people than the rest of Scotland. In Highland, the population of people over 80 is predicted to double and for those over 90, to almost treble by 2035.

The results of the local research undertaken in NHS Highland showed that 8% of respondents reported experiencing significant levels of loneliness (51% response rate to a random sample of 3,000 people). This survey used a standardised tool for measuring loneliness called the De Jong Gierveld Loneliness Scale. This includes 6 questions to measure 2 aspects of loneliness:

- Social loneliness is the feeling of missing a wider social network (for example, feeling we lack friends and family);
- Emotional loneliness is a feeling of missing an intimate relationship (for example, feeling we lack a personal relationship like that of a partner).

The survey found significantly higher levels of loneliness in the following groups:

- Those living alone;
- Those with more than one long-term condition;
- Those with a disability, notably a visual impairment or physical disability;
- Those who provide unpaid care specifically those providing 20+ hours per week;
- Those with a weak sense of coherence.

#### **3.2 Recommendations to reduce impact of loneliness**

Loneliness is a prime example where there is potential to invest a relatively small resource upstream in order to achieve significant cost savings further downstream. However, system wide challenges are apparent when balancing public sector spending on service delivery to solve problems that already exist whilst having capacity to make preventative investments. Christie recognised this in 2011 when his Commission on the Future Delivery of Public Services stated:

*“Public services find great difficulty in prioritising preventative approaches to reduce long-term future demand. Services often tackle symptoms not causes, leading to ‘failure demand’ and worsening inequalities.”* and:

*“It is estimated that as much as 40% of all spending on public services is accounted for by interventions that could have been avoided by prioritising a preventative approach.”*

The report sets out a clear evidence base for how to reduce the impact of loneliness in chapter 5. This includes local examples of good practice and nationally informed recommendations including:

- Information and signposting services
- Support for individuals
- Group interventions – social support
- Health improvement interventions
- Wider community engagement

Final recommendations in the report include:

- Build capacity in the Third Sector so they can further invest in community based support. Careful consideration of funding models is required here due to the fragility of long term funding solutions for these services.
- Showcase examples of what is working in local communities to reduce social isolation and loneliness.
- Ensure the principles of co-production are fully embedded in service design and delivery i.e. older people informing and shaping the services they want
- Enable people to access these services, considering community transport for those who may have difficulty using their own or public transport
- Embed the principles of social prescribing to ensure people with underlying social problems at the root of their health problems get referred or signposted into appropriate sources of support
- Local ownership and value of Third Sector community support for loneliness and isolation by Health and Social Care partners
- Ensure the benefits of reducing loneliness and isolation are apparent in planning process, for example Locality Planning for health and social care and Community Planning. There needs to be a balance between high level commitments in area wide plans being supported by tangible commitments in local area plans. Local planning would benefit from being more joined up; at the moment health and social care planning and community planning are parallel processes.
- In order to achieve the above, the Public Health Department should continue to raise awareness of the risks of loneliness and isolation and carry out comprehensive promotion and marketing.
- Support for co-production should be intensified and statutory sector bodies should critically appraise their ways of working and remove potential barriers to co-production.
- The funding of preventative activity should be reviewed and prioritised. The financial savings of investing in preventative approach should be better evaluated in order to measure the benefits.
- Innovative funding solutions should be explored in order to ensure preventative spending can be sustained. This might include participatory budgeting models.

#### **4. CONTRIBUTION TO STRATEGIC PRIORITIES**

Addressing loneliness and isolation contributes to the delivery of all the Health and Social Care Partnership (HSCP) strategic priorities:

- **Promote healthy lifestyle choices and self-management of long term conditions**
- **Reduce the number of avoidable emergency admissions to hospital and minimise the time that people are delayed in hospital**

- **Support people to live fulfilling lives in their own homes, for as long as possible**
- **Support unpaid carers, to reduce the impact of their caring role on their own health and wellbeing**
- Institute a continuous quality improvement management process across the functions delegated to the Partnership
- Support staff to continuously improve the information, support and care that they deliver
- Efficiently and effectively manage all resources to deliver Best Value

## **5. GOVERNANCE IMPLICATIONS**

### **5.1 Financial Impact**

The difficulty of finding money for preventative approaches is fully explored in the full report and recommendations are presented to utilise opportunities for co-production of local solutions and building capacity in local communities for this. Nonetheless, short term funding streams like the Integrated Care Fund are currently offering opportunities in this area.

### **5.2 Staff Governance**

Staff would benefit from an overarching publicity strategy to identify why this is an important action for the HSCP.

### **5.3 Clinical Governance**

Reducing loneliness is a wider community target, of which the HSCP is only one partner. Other partners include third sector, independent sector and community representatives.

## **6. EQUALITY & DIVERSITY IMPLICATIONS**

Tackling loneliness and isolation is a population wide agenda but the report identifies that some groups of the population are more at risk, for example, those living with more than one health condition or those with a sensory impairment. Action plans should be inequalities sensitive and ensure those most at risk can benefit most from interventions.

## **7. RISK ASSESSMENT**

None carried out.

## **8. PUBLIC & USER INVOLVEMENT & ENGAGEMENT**

The annual report is the next step in a long standing campaign to raise awareness of the adverse effects of loneliness. There has been significant engagement with the public and other partners for a number of years in the following activity:

- Focus groups to explore people's awareness of the link between relationships and their health
- Learning events
- Facebook posts and wider awareness raising
- Promotion of *Reach Out – make a difference to someone who's lonely pledge*

## **9. CONCLUSIONS**

The DPH Annual Report – Loneliness and Health will be widely disseminated across Argyll and Bute. The support of Argyll and Bute Council is sought to raise awareness to the issue of loneliness where ever possible to help improve the health and wellbeing of our population.

**Alison McGrory**  
**Health Improvement Principal**  
**14 November 2016**

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The Annual Report  
of the **Director of  
Public Health**



**Loneliness  
and Health**

**2016**



**Public  
Health**

**"The most terrible poverty is loneliness, and the feeling of being unloved."**

Mother Teresa

**"In the silence of night I have often wished for just a few words of love from one man, rather than the applause of thousands of people."**

Judy Garland

**"Hello darkness, my old friend. I've come to talk with you again."**

Simon and Garfunkel "The Sound of Silence."  
Songwriter: Paul Simon  
Lyrics © Universal Music Publishing Group

**"A great fire burns within me, but no one stops to warm themselves at it, and passers-by only see a wisp of smoke"**

Vincent Van Gogh

**"And they'll all be lonely tonight and lonely tomorrow."**

Del Amitri "Nothing Ever Happens."  
Songwriter: Justin Currie  
Lyrics © Universal Music Publishing Group



## Acknowledgements and list of contributors

I would like to thank the following colleagues for their contributions:

Sam Campbell  
Barry Collard  
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## Introduction



Over the last six months, NHS Highland has been running a campaign to tackle social isolation and loneliness. It therefore seemed appropriate to focus this year's public health report on this important topic.

Loneliness is an increasingly important public health issue, as social relationships are central to personal well-being and are crucial for maintaining physical health, mental health and a holistic sense of meaning and purpose. Whilst loneliness can be a problem across all age groups, it is a significant and growing issue, particularly for older people because the risk factors

for loneliness such as bereavement, reduced income and poor physical health occur more frequently in older age. This report recognises that there are different terms in use including social isolation, emotional loneliness and social loneliness. This is an emerging topic and it is understandable that different terms should be used to emphasise different aspects of the problem.

This report also builds on the concept of salutogenesis, recognising that there are a range of factors that may protect individuals and communities from loneliness, including a sense of coherence, meaning and purpose in life. A sociologist, Antonovsky, proposed that the belief that things in life are interesting, 'a source of satisfaction and worthwhile' and that there is 'good reason or purpose to care about what happens' may improve health. It may also help to protect against some aspects of loneliness.

Public health should be based on facts and figures and this year's report is therefore based on a survey of 3000 individuals aged 65 years and older. The survey assessed some of the above issues in Highland and Argyll and Bute.

I am very conscious that the public health department on its own cannot address this issue and I am very grateful for the commitment that Community Planning Partnerships in the Highland Council area and Argyll and Bute Council area have made to working together to address this challenge.

I look forward to continuing to work with many of you as we take this work forward.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. van Woerden'. The signature is fluid and cursive, written on a white background.

Prof Hugo van Woerden  
Director of Public Health and Health Policy, NHS Highland  
Stiùriche na Slàinte Phoblach, Bòrd Slàinte na Gàidhealtachd

# Chapter One - Why Focus On Loneliness?



Loneliness is increasingly recognised as a significant public health concern, affecting wellbeing, quality of life, premature death<sup>1</sup> and contributing to diseases such as dementia<sup>2</sup>, heart disease and depression<sup>3</sup>.

Loneliness can occur at any age but is particularly associated with periods of change such as moving home or job, childbirth, and experiences common to older age such as retirement and death of a spouse.

This year's Public Health report focuses on loneliness and social isolation in older age and sets out recommendations that would take us forward as a society in addressing this challenge. This report is based on published literature and local research in those over 65 years who live in the NHS Highland area.

Loneliness has to do with the extent and quality of our relationships<sup>4</sup>. Most of us have experienced loneliness at some time or another, but it is particularly challenging when it becomes a long standing and painful experience.

**Having weak social relationships increases the chance of an early death to the extent that it is:**

- **Equivalent to smoking up to 15 cigarettes a day**
- **greater than not exercising**
- **twice as harmful as being obese.**

**"...if you are on your own the problems become magnified and you imagine things are wrong with you.**

**You're sitting on your own, there was maybe nothing wrong with you, but you imagine there are things wrong with you [...] that's what isolation does to you."** <sup>5</sup>

Focus group participant

There are a variety of different but overlapping aspects of loneliness and social isolation. Loneliness can be defined as the subjective emotion felt by people who are unhappy with their levels of social relationships. This is sometimes called 'emotional loneliness'.

Social isolation relates to a more objective measure, which is the number of relationships a person has and is sometimes referred to as 'social loneliness'.

It is important to recognise that it is possible to be socially isolated and to experience 'social loneliness' without feeling 'emotional loneliness'. Similarly, it is possible to have regular interaction with other people, and to fall outside the definition of 'social loneliness', but still experience significant 'emotional loneliness'.

There are other related concepts including social relationships, social ties, social support, social connectedness, friendship networks, civic participation and social capital, which are valuable concepts but are beyond the scope of this report.

'Loneliness is a negative emotion associated with a perceived gap between the quality and quantity of relationships that we have and those we want.'<sup>6</sup>

There are environmental and personal characteristics that buffer the effects of social isolation and loneliness. One of the aims of the research underpinning this report has been to examine the relationship between a sense of coherence, loneliness and health. This work is ongoing and it is intended that the results will be published elsewhere in due course.

## How common is loneliness?

The prevalence of loneliness is very dependent on how it is measured. In the survey which has informed this report, we have used a six item loneliness scale, with three items to measure 'social loneliness' and three items to measure 'emotional loneliness'.

**'Lonely people, in talking to each other, can make each other lonelier'**

Lillian Hellman, cited in Age UK Oxfordshire, 2011

The sub-scales can be used separately or combined into a total loneliness score<sup>7</sup>.

Studies have suggested that loneliness increases with age, and one study, using a slightly different definition of loneliness, found that over 50% of those aged over 80 years experienced some loneliness<sup>8</sup>.

Another study of the general population, using yet another definition, reported that 31% of the population felt lonely sometimes and 5% often felt lonely<sup>9</sup>.

The trend for increasing family dispersal and the rising elderly population mean that loneliness is likely to be an increasing societal challenge over the coming decade<sup>10</sup>.

Around 20% of the population in the UK are currently over 60 years and this proportion is expected to rise to 24% by 2030<sup>11</sup>.

Across NHS Highland, 29% of the population are currently over 60 years. This figure is expected to rise to 38% by 2035. The higher elderly population across the area, both now and in the future, emphasises the importance of this issue for local public sector planning.

'In the next 20 years, in Britain, the number of people aged 80 years and over will treble and those over 90 will double'.<sup>12</sup>

Those living in institutional care are also susceptible to loneliness. One study found more than half of nursing home residents reported feeling lonely<sup>13</sup> and an association has been identified between loneliness and dementia<sup>14</sup>.

## Risk factors for loneliness

The Campaign to End Loneliness report summarises some of the risk factors for loneliness and social isolation<sup>15</sup>. Disability is associated with loneliness<sup>16</sup>, particularly in older people who have sensory impairment or a significant health condition<sup>17</sup>.

Reduced mobility can prevent people from getting out and limit their opportunities to socialise<sup>18</sup>. Sensory impairment can limit their ability to communicate and can lead to a sense of being isolated even from other people in the same room. Limited disposable income, or loss of access to a car, can reduce access to transport and limit opportunities to socialise<sup>19</sup>.

The prevalence of each of these factors rises substantially as individuals become very elderly. The presence of several of these factors has a compounding effect on the risk of social isolation.

There has been little comparison of levels of loneliness between urban and rural communities. A small-scale survey found that twice as many people in urban areas mentioned isolation and loneliness as an issue compared to those in rural areas, which may be related to better networks of support<sup>20</sup>.

When combined with factors such as disability or poor health, living remotely may increase the likelihood of being lonely. The survey we have undertaken has sought to address this question in

some detail.

Social stigma and discrimination can have a negative impact on individual and community health and wellbeing, for example arising out of racial or other personal characteristics. This has the potential to lead to people being excluded or isolated.

The Campaign to End Loneliness also flags specifics of ageing that can cause loneliness, for example adjusting to life after retirement can be difficult due to changes in identity, role and daily routines that perhaps involved regular contact with work colleagues.

A weak sense of coherence has been linked to an increased risk of mental illness and mortality<sup>24,25</sup> and sense of coherence is implicated in levels of loneliness<sup>26</sup>.

Similarly, many older people have a caring role and becoming a carer can be a life changing event that can increase the risk of becoming isolated.

Often carers have fewer opportunities to socialise, as their caring responsibilities take up most of their time. Working unsocial hours can also affect social networks and increase the risk of social isolation, not only for the individual working the unsocial hours, but also for those who depend on that person.

There is a case for employers minimising unsocial hours and weekend work because of its societal effects<sup>21</sup>.

Bereavement, particularly if it is in relation to the loss of a partner or spouse, is associated with loneliness and social isolation.

Many people find it difficult to socialise following the loss of a loved one and can be left with long standing feelings of loneliness. However, this is a complex area and there is some research to suggest supportive friends and communities rallying around can help to minimise the length of distress.

There is some evidence to suggest that our sense of loneliness is linked to the experiences of others in our social networks. Those who are close to someone experiencing loneliness are at increased risk of becoming lonely themselves<sup>22</sup>.

## Salutogenesis and sense of coherence

The survey we have undertaken to support this annual report has also measured an aspect of salutogenesis called 'sense of coherence'. This relates to a person's ability to cope with challenging and stressful situations and is related to research on resilience and hardiness.

The concepts of salutogenesis and sense of coherence were developed by a psychologist who worked with holocaust survivors and who wanted to understand why some individuals had survived concentration camps whereas others had not.

The psychologist, Antonovsky, suggested that those individuals who had survived the holocaust had a strong sense of coherence, which had three components – comprehensibility, manageability, and meaningfulness.

Comprehensibility is 'the extent to which events are perceived as making logical sense, that they are ordered, consistent, and structured'.

Manageability is 'the extent to which a person feels they can cope'.

Meaningfulness is 'how much one feels that life makes sense, and challenges are worthy of

commitment.’<sup>23</sup>

These characteristics can be captured in a simple three item questionnaire, which we have used in the survey underpinning this report.

## Counting the cost

Loneliness and social isolation have a significant human and financial cost. Loneliness has been associated with an increased risk of death. In one study, 22.8% of the participants classified as ‘lonely’ died over the six years between 2002 and 2008 compared to 14.2% of participants who were ‘not lonely’<sup>27</sup>.

Similarly, social isolation has been significantly associated with mortality in men. In another study, over an eight year follow-up period, 7% of those classed as ‘low social integration’ died compared with 1.4% of those classed as ‘high social integration’<sup>28</sup>.

Loneliness also affects the demand for NHS services. Lonely people are more likely to visit their GP and to use other health services. Loneliness is a predictor of the use of accident and emergency services, after adjusting for the presence of other factors such as chronic illness<sup>29</sup>.

## Recommendations

- Increased publicity and awareness of the strong links between loneliness and poor health outcomes, mortality and increased service utilisation.
- Better awareness of the risk factors of loneliness and consideration of these risks during patient assessments and consultations.
- Public sector bodies should invest in interventions to reduce loneliness
- Employers should consider the potential impact of working unsocial hours and weekend shifts on the families and personal networks of their staff.





# Chapter Two - Evidence From The Literature



## Wider context

Loneliness is a societal challenge that has received increasing attention from researchers and policy makers across the developed world including the USA, France, Norway, Denmark, Sweden, Australia, Taiwan, Japan and the UK.

In the UK, the societal challenge has been led by the Campaign to End Loneliness<sup>30</sup>, which was launched in 2011. The campaign aims to develop the research base, facilitate learning & understanding, and lead a national call to action on this important topic.

The third sector has provided much of the leadership to date, with the charity *Silverline*<sup>31</sup> launched in 2013, to provide a helpline for older people in distress. The extent of loneliness is demonstrated by the fact that the helpline has since received more than one million calls, among whom 53% have said that they had no-one else to talk to.

## Prevention better than cure

In Scotland, the Christie Report (2011), 'Commission on the Future Delivery of Public Services', which has had significant influence on Scottish policy, made reference to loneliness<sup>32</sup>. The report recognised that, 'Public services find great difficulty in prioritising preventative approaches to reduce long-term future demand. Services often tackle symptoms not causes, leading to "failure demand" and "worsening inequalities".'

**"It was about 2am, I couldn't sleep and I felt very lonely so I called the helpline. You can't understand loneliness until you go through it yourself."**

Silverline caller

The report also stated that, 'as much as 40% of all spending on public services is accounted for by interventions that could have been avoided by prioritising a preventative approach.'

The Scottish Parliament has been aware of the importance of loneliness and published a report on the topic in 2015<sup>33</sup>. The Committee recognised that tackling loneliness requires a multi-pronged approach. The report's recommendations included:

- developing a national strategy and the incorporation of social isolation and loneliness into all policy considerations, for example, mental health, housing, and family & early years strategy
- conducting national research into the extent of the issue in Scotland
- developing a national promotional and marketing campaign with the public
- developing the approach of social prescribing to formally link up people who are lonely with sources of support
- joining up the loneliness agenda with community transport.

The Scottish Government has also published a Fairer Scotland Action Plan, with 50 actions to help tackle poverty, reduce inequality and build a fairer and more inclusive Scotland. Part of this plan is focused on social isolation, and the intention is that the topic will be a priority in the 2017 part of the national action plan.

## Providing solutions

Asking people if they feel lonely and putting them in touch with social support has the potential

to enable people to live in good health for longer; and improves their quality of life<sup>34</sup>. Initiatives to prevent loneliness are cheaper than treating the subsequent ill-health.

However, the evidence for what works is not widely known or understood<sup>35</sup>. There are many examples of upstream investment to prevent more costly interventions or treatments later that have been collated in a systematic review.

One study identified savings of up to £300 per year from individuals receiving befriending support compared to the intervention cost of only £80<sup>36</sup>. Similarly, in selected groups, arts-based community activities significantly reduce the need for acute hospital care<sup>37</sup>.

The third sector is well placed to deliver activities to tackle loneliness and isolation as they are often closer to communities and more responsive to local needs<sup>38</sup>.

Public Health teams can play a role in further developing partnership working between the public and third sectors, for example, supporting robust evaluation and monitoring to ensure the benefits of interventions to reduce loneliness are quantified and scaled up.

### **Co-production and capacity building**

Empowering people and working in partnership with others are key ingredients for improving health; the Ottawa Charter for Health Promotion laid this foundation in 1986<sup>39</sup>.

Over the past 10 years this has evolved in Scotland into an approach called 'co-production'. Co-production, which is further explored in chapter 5, is defined as the collective 'doing with' rather than 'doing to' communities and recognises the equal value of contributions from the public. Local people know their communities best and often know how to solve problems where they live.

Prevention programmes require a long term focus, which is challenging in a modern context. Historically, a lot of community development has been built on short term funding, with projects constantly being created, abolished and then re-invented.

For example, seven full-time Public Health Community Development posts in Highland have had their funding withdrawn over the last year, whilst new government monies continue to emerge for fresh initiatives.

### **Locality planning**

In recent years, Scotland has seen an increasing legislative drive towards localism of service planning and service delivery. This is known as locality planning and could play an important role in coordinating services to reduce loneliness and strengthen a sense of coherence at individual, family and community level.

Locality plans could help by putting people who are lonely in touch with appropriate support; identifying gaps in services; and working with communities to co-produce services to fill service gaps that are identified.

### **Empowering individuals to self-manage their health**

Empowering people with knowledge and skills about what keeps them well is key to effective self care of long term health conditions.

Addressing loneliness and increasing a sense of purpose and meaning in life may play a part in helping people live better with their health conditions.

Self-management programmes are provided by the health and social care partners to enable people to take charge of their own health, rather than be passive recipients of care.

Given the link between loneliness and many long term conditions there is a need to address issues of loneliness and social isolation overtly in self management programmes and to build a sense of coherence.

### **The policy context**

A number of national policy initiatives that are relevant to loneliness are summarised in the following text.

The Public Bodies (Joint Working) (Scotland) Act 2014 came into effect on 1 April 2014 and requires health and social care services to come together in each area of Scotland in a process of 'Integration'<sup>40</sup>.

At its heart, this change is about shifting the balance of care from hospitals to the community. It relies on building capacity in communities for people to be able to lead the healthiest lives possible, self manage their own health, and address issues such as loneliness.

Reshaping Care for Older People (RCOP) is Scotland's national strategy, covering 2011 – 2021, to improve health outcomes and services for older people<sup>41</sup>.

In anticipation of an ageing population, this strategy promotes self-management, better joint planning and delivery across the range of health & social care partners, and building resilience for communities to support healthy living of increasing numbers of older people.

This includes recognition that older people's engagement in volunteering and/or caring activities can bring benefits to individuals, and also help to sustain communities.

The Community Empowerment (Scotland) Act 2015 will give communities more control over how services are delivered<sup>42</sup>. The Act includes support for asset transfer of public sector buildings and land to community groups, and gives communities more influence in how services are planned and delivered.

This legislation gives weight to the co-production approach and empowers community members to take responsibility for local services. This in turn has potential to reduce loneliness and isolation.

Community Planning Partnerships, involving statutory bodies working together on identified priorities, have a role in addressing isolation and loneliness.

The partnerships have already demonstrated their commitment to reducing loneliness by signing up to Reach Out, a social media campaign launched by NHS Highland that aims to tackle loneliness through encouraging individuals, communities and workplaces to sign a pledge to take action to make a difference to someone who is lonely.

Community planning partners could help take this to the next level by:

- Continued commitment to the Reach Out campaign;
- Raising awareness amongst their staff of the risks of loneliness for themselves and their service users;
- Supporting joint community planning activity on loneliness;

- Pooling resources to invest in reducing loneliness;
- Addressing wider community planning agendas that impact on isolation and loneliness, the main example of this is community transport but could also include responding to and supporting people in distress.

### **Recommendations**

- Service providers should regularly ask people they come into contact with if they feel lonely and signpost to local sources of support.
- Embed social prescribing in health and social care delivery to ensure people with underlying social problems get referred or signposted into appropriate sources of support by their health professional or care giver.
- Reshaping Care for Older People should be refreshed to reflect the issues of loneliness and social isolation.
- Locality plans developed as a result of the Community Empowerment Act should consider loneliness and help build a sense of coherence within communities.
- Community Planning Partnerships should consider how they can contribute to reducing the risks of loneliness and isolation.
- Ensure people experiencing, or at risk of loneliness, are able to access appropriate services. Practical barriers may be present for those who have difficulty using their own or public transport. Access to community transport should therefore be considered.
- Wherever possible, those who award grants should minimise the risk of stop/start funding cycles for preventative activity.



# Chapter Three - Investigating Levels of Loneliness Across Highland





## The reason for the survey

In July 2016, the public health department undertook a survey of loneliness across NHS Highland. Following ethical approval, a random sample of 3,000 people, aged 65 years and over were sent a survey called 'Keeping Connected'. The main aim of the survey was to identify the prevalence of loneliness across NHS Highland.

The survey was issued by postal questionnaire with Freepost return envelopes. Fifteen questions were asked, including demographic variables, a set of six validated loneliness questions, three 'sense of coherence' questions, and a general health question.

Within the loneliness questions, three of these assessed emotional loneliness and the other three assessed social loneliness. The loneliness subscales could only be calculated if a response was present for each of the three questions and a total loneliness score was dependent on responses to all six questions.

We were also interested in sense of coherence (SoC) which provides insight into our ability to cope with adversity. This was measured from responses to three questions.

Finally, we asked for information about the responders such as their year of birth, postcode and their living arrangements. All responses were anonymous.

Of the 3,000 surveys issued, 1,539 (51.3%) responses were returned by the August closing date.

Of those returned, 1,119 (73%) provided valid loneliness scores, which were used to estimate the prevalence of loneliness by age, gender and other characteristics.

## Survey results

The overall survey results indicated that two thirds of the sampled population aged 65 years & over are lonely and that 8% were intensely lonely.

The groups with higher rates of loneliness were:

- Those living alone
- Those with more than one long-term condition
- Those with a disability
- Those providing 20 or more hours of care per week
- Those with a weak sense of coherence

The following sections present the results in more detail.

**Loneliness has two parts; social loneliness and emotional loneliness.**

- **Social loneliness is the feeling of missing a wider social network (for example, feeling we lack friends and family).**
- **Emotional loneliness is a feeling of missing an intimate relationship (for example, feeling we lack a personal relationship like that of a partner).**

## Loneliness and age

# 22%

of NHS Highland's population are aged 65 years and over

# 67%

of those aged 65 and above, feel loneliness on some level

# 8%

of those aged 65 and above, feel intense loneliness

# 66%

of those aged 75 and above, feel loneliness on some level

# 10%

of those aged 75 and above, feel intense loneliness

The prevalence of loneliness was higher in those aged 80-84 years, with 71% experiencing some degree of loneliness.

For all age groups, the prevalence of social loneliness (55%) was higher than the prevalence of emotional loneliness (35%).

## Loneliness and gender differences

# 70%

of men felt lonely

# 9%

of women felt intense loneliness

Our results show that slightly more men felt lonely; (70%) compared to women (63%) although more women (9%) than men (7%) felt intense loneliness. Social loneliness was experienced by 51% of women and 58% of men.

Emotional loneliness was experienced by 38% of women and 31% of men. Other research on loneliness and gender suggests that women over 85 years old and men who have low life satisfaction, resilience and depression are more likely to experience loneliness<sup>37</sup>.

In addition, these researchers reported that those with poor social networks were more likely to experience loneliness, especially women.

## Urban and rural loneliness

# 10%

in 'very remote  
small towns' feel  
intense loneliness

# 5%

in 'accessible  
rural' feel intense  
loneliness

**Table 1 - Emotional and social loneliness by urban/rural location**

Scottish 8-fold urban/ rural classification	Emotional loneliness	Social loneliness	Combined loneliness
Urban areas	35% (7%)	45% (19%)	60% (9%)
Accessible small towns	32% (7%)	60% (19%)	71% (7%)
Remote small towns	48% (3%)	51% (24%)	66% (7%)
Very remote small towns	33% (6%)	58% (25%)	67% (10%)
Accessible rural	32% (4%)	52% (12%)	63% (5%)
Remote rural	37% (6%)	54% (21%)	65% (8%)
Very remote rural	34% (4%)	59% (19%)	72% (8%)
Undisclosed	15% (5%)	48% (24%)	67% (8%)
<b>Total</b>	<b>35% (5%)</b>	<b>55% (19%)</b>	<b>67% (8%)</b>

Figure in brackets denotes percentage experiencing intense loneliness

The prevalence of some degree of loneliness was highest in 'very remote rural areas' (72%) and 'accessible small towns' (71%) and lowest in urban areas (60%), as found in Table 1.

The prevalence of intense loneliness was greatest within 'very remote small towns' (10%), and lowest in accessible rural areas (5%).

The prevalence of social loneliness was highest in 'accessible small towns' (60%), 'very remote rural areas' (59%), and 'very remote small towns' (58%). It was lowest in urban areas (45%).

The prevalence of emotional loneliness was highest in 'remote small towns' (48%) and lowest in accessible rural areas and in accessible small towns (32%).

The prevalence of social loneliness was higher than that of emotional loneliness in every residential category.

## Loneliness and living arrangements

**75%**

of those living  
alone feel lonely

**15%**

of those living  
alone feel intense  
loneliness

**62%**

of those living  
with others feel  
lonely

**5%**

of those living  
with others feel  
intense loneliness

Partnership status		
Divorced/separated and living alone	Widowed and living alone	Married and not living alone
<b>75%</b> feel lonely	<b>74%</b> feel lonely	<b>26%</b> feel lonely
<b>20%</b> feel intensely lonely	<b>12%</b> feel intensely lonely	<b>2%</b> feel intensely lonely

**Table 2 - Emotional and social loneliness by living arrangements**

Living arrangement	Emotional loneliness	Social loneliness	Combined loneliness
Alone, divorced/separated	45% (16%)	66% (37%)	76% (23%)
Alone, widowed	57% (11%)	55% (21%)	76% (13%)
Alone, never married/SSCP*	37% (4%)	70% (38%)	73% (12%)
With others, married	26% (2%)	52% (16%)	62% (5%)
With others, widowed	52% (7%)	43% (17%)	64% (7%)
With others, divorced/separated	33% (5%)	65% (30%)	68% (9%)
Undisclosed living arrangement	80% (40%)	83% (17%)	100% (20%)
<b>Total</b>	<b>35% (5%)</b>	<b>55% (19%)</b>	<b>67% (8%)</b>

Figures within the brackets indicates the percentage of people experiencing intense loneliness

SSCP= Same-Sex Civil Partnership

In line with evidence from previous research, living arrangements have an effect on levels of emotional and social loneliness. A higher proportion of those 'living alone' (e.g. divorced, widowed etc) reported some degree of loneliness (73-76%) compared to those living 'with others' (62-68%), see Table 2.

This also applies to intense social loneliness where those divorced or separated and living alone reported a higher prevalence of intense social loneliness (37%) compared to those divorced or separated and living with others (30%) and compared to the figure for NHS Highland as a whole (19%).

Those 'living alone and divorced or separated' recorded the highest percentage of intense loneliness (23%). The other two groups who lived alone were also associated with higher proportions of intense loneliness than the overall for the NHS Highland sample (8%). We would expect that 'living with others' makes us less likely to experience loneliness. Our local findings support this in terms of those who experienced some level of loneliness.

However, for social loneliness, this is not the case for those separated or divorced where the prevalence of loneliness was higher (65- 66%) compared to the prevalence for NHS Highland as a whole (55%).

Being married and not living alone was associated with a lower prevalence of emotional loneliness (26%; 2% intense loneliness), compared to the overall prevalence for NHS Highland as a whole (35%; 5% intense loneliness).

Although marriage reduces loneliness for many, the effect was not universal. This may reflect the fact that most of us require a social network that is wider than one person.

## Long term health conditions (LTCs) and loneliness

# 80%

of those living with one or more LTC feel lonely

# 18%

of those living with one or more LTC feel intense loneliness

Chart 1 - Loneliness by long term condition

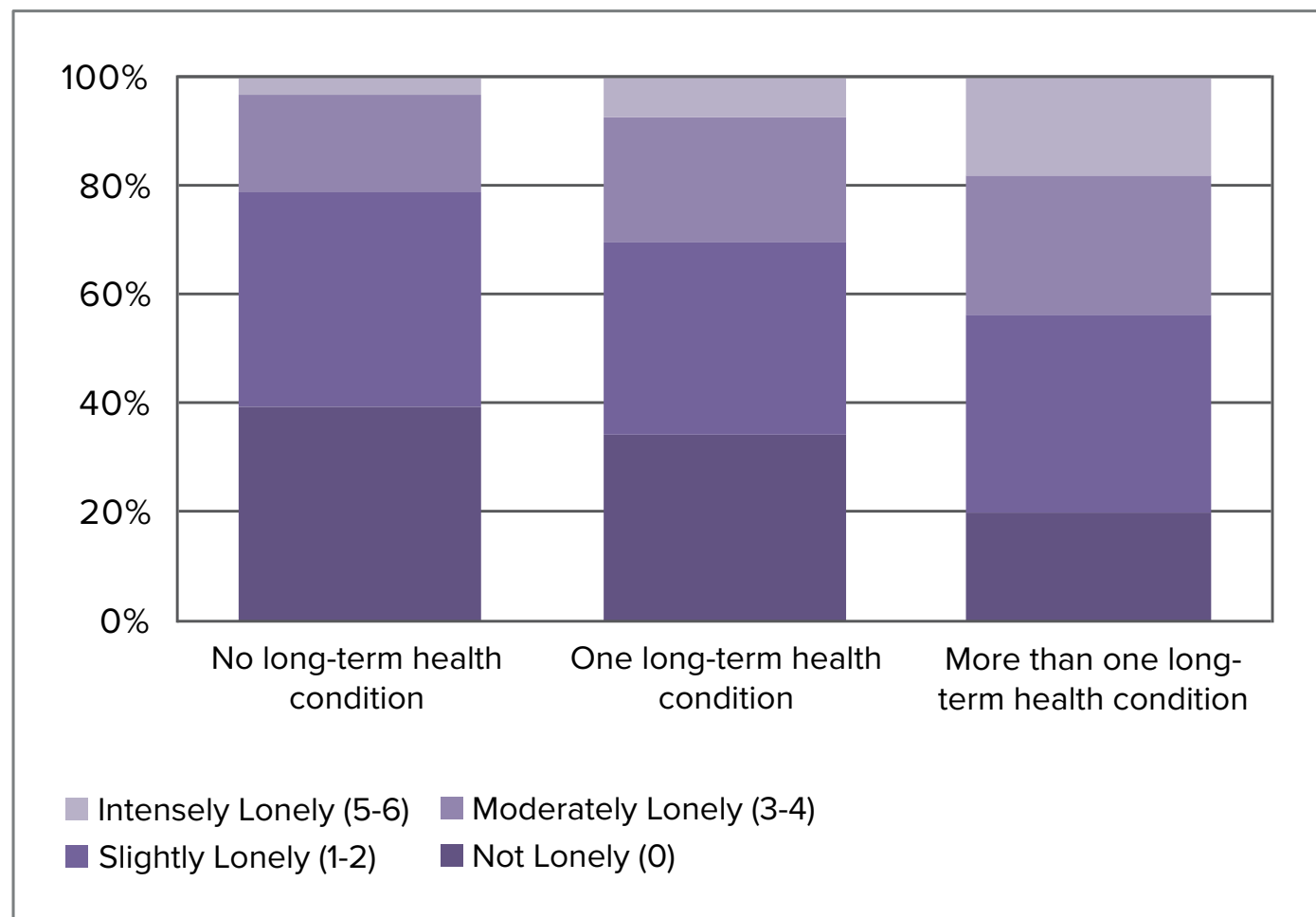


Table 3 - Emotional and social loneliness by long term condition

Number of long term conditions	Emotional loneliness	Social loneliness	Combined loneliness
No long term condition	24% (2%)	49% (15%)	60% (3%)
One long term condition	34% (5%)	53% (19%)	66% (7%)
More than one long term condition	53% (12%)	68% (27%)	80% (18%)

Figures within brackets indicate the percentage of people experiencing intense loneliness

The relationship between loneliness and long term conditions (LTC) is shown in Chart 1. Those with one or more LTC were more likely to feel some degree of loneliness than those with no LTC.

Those with more than one LTC were more likely to experience intense loneliness (18%) than either those with one LTC (7%), or those with no LTC (3%), see Table 3.

A higher proportion of those with more than one LTC experienced intense loneliness than was the case across NHS Highland as a whole (8%).

Previous research has similarly shown that those with poor health are more likely to experience loneliness<sup>43</sup>.

Those with more than one LTC have the highest levels of emotional (53%) and social loneliness (68%). The prevalence is higher than that for NHS Highland as a whole in the case of both emotional loneliness (35%) and social loneliness (55%).

Our results support previous research which has highlighted that experiencing one or more LTC is a risk factor for loneliness<sup>44</sup>. This may be because it limits a person's ability to socialise and stay connected with others in their community.

## Disability and Loneliness

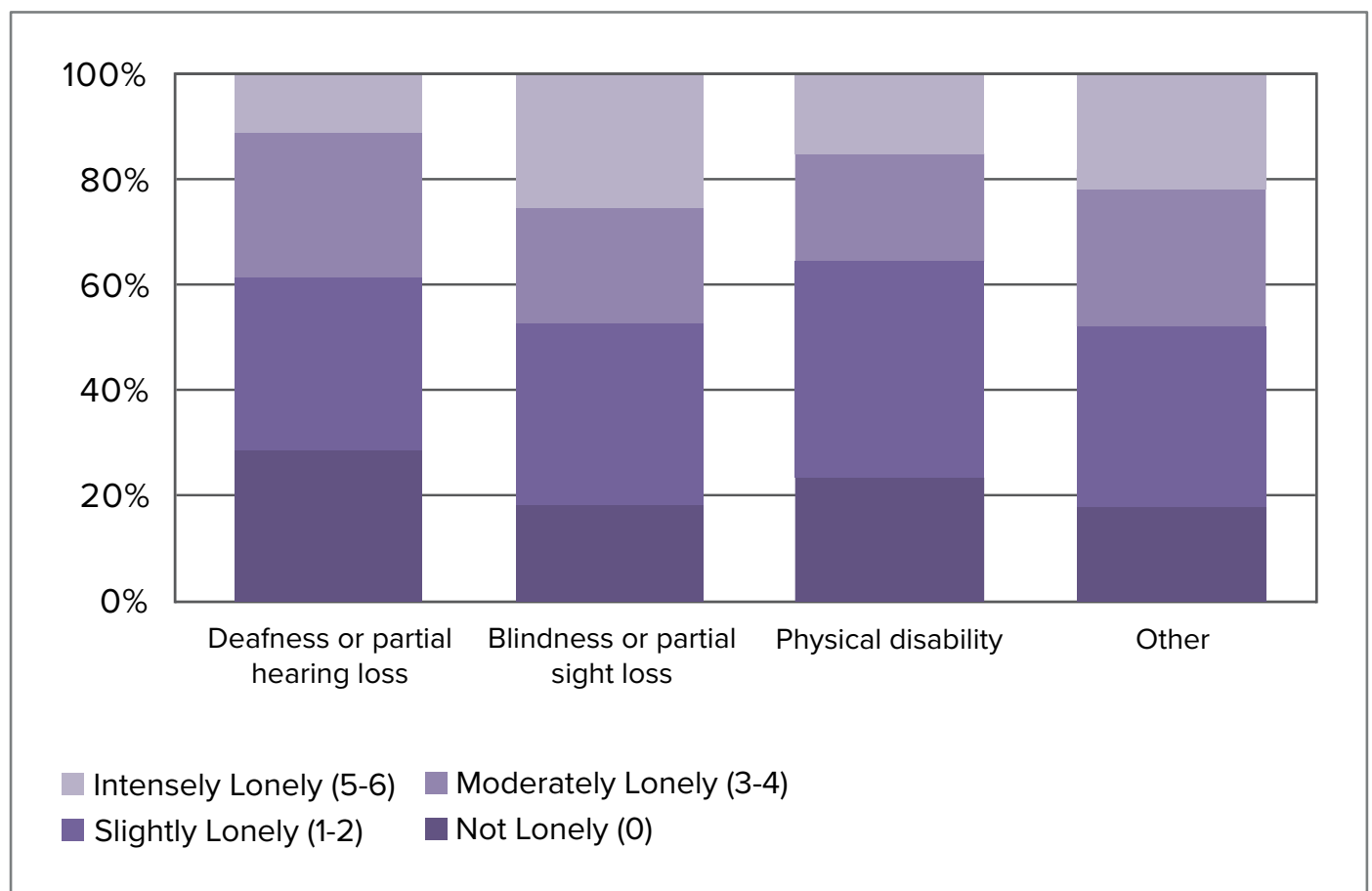
**29%** of sampled population are living with a disability

**77%** of those living with a disability, feel loneliness on some level

**16%** of those living with a disability, feel intense loneliness

Blind/visual impairment	Deaf/hearing impairment	Physical disability	Other disability
<b>82%</b> feel lonely	<b>72%</b> feel lonely	<b>76%</b> feel lonely	<b>82%</b> feel lonely
<b>26%</b> feel intensely lonely	<b>12%</b> feel intensely lonely	<b>15%</b> feel intensely lonely	<b>22%</b> feel intensely lonely

Chart 2 - Loneliness by disability





**Table 4 - Emotional and social loneliness by disability**

	<b>Emotional loneliness</b>	<b>Social loneliness</b>	<b>Combined loneliness</b>
Deaf/hearing impairment	44% (10%)	58% (25%)	72% (12%)
Blind/visual impairment	68% (11%)	59% (32%)	82% (26%)
Physical condition	51% (13%)	58% (22%)	76% (15%)
Other disability	56% (16%)	70% (35%)	83% (21%)
Living with a disability or long term condition	46% (11%)	61% (26%)	76% (15%)

Figures within brackets indicate the percentage of people experiencing intense loneliness

Those with a disability were more likely to experience some degree of loneliness (77%). This is in line with previous research, which has found that those with either physical disability or sensory impairment were at greater risk of loneliness<sup>45</sup>.

Chart 2 indicates the prevalence of the degree of loneliness in those who have disabilities. The proportion of those with disabilities who experience intense loneliness (16%) was higher than the average for NHS Highland as a whole (8%).

Experience of loneliness and intense loneliness varied depending on the type of disability (Table 4).

Those with a visual impairment or physical disability were more likely to experience some degree of loneliness (82% and 76% respectively), whilst 72% of those with a hearing impairment reported some degree of loneliness.

Those with a visual impairment were most likely to feel intense loneliness with 26% reporting this compared with 12% of those with a hearing impairment and 15% of those with a physical disability.

The prevalence of some degree of emotional loneliness in those living with a disability was 46%, compared to 35% in the overall NHS Highland surveyed population. This group also experienced greater levels of intense emotional loneliness (11%) compared to the overall NHS Highland surveyed population (5%).

A similar pattern was seen in relation to social loneliness with 61% of those with a disability reporting some degree of social loneliness compared to 55% in the overall sample.

More than a quarter (26%) of those with a disability experienced intense social loneliness compared to 19% of the overall population sampled.

The results show those living with a disability are more likely to experience loneliness (76%) than the overall population of older people across NHS Highland (67%). This is in line with previous research<sup>46</sup>.

Furthermore, those with a disability were more likely to experience intense loneliness (15%) than the overall population sampled (8%).

## Carers and loneliness

**9%**

of sampled population provide care (paid and/or unpaid) for another

**79%**

of those providing 20 hours or more of unpaid care feel loneliness on some level

**14%**

of those providing 20 hours or more of unpaid care feel intense loneliness

Chart 3 - Loneliness by amount of unpaid care provided

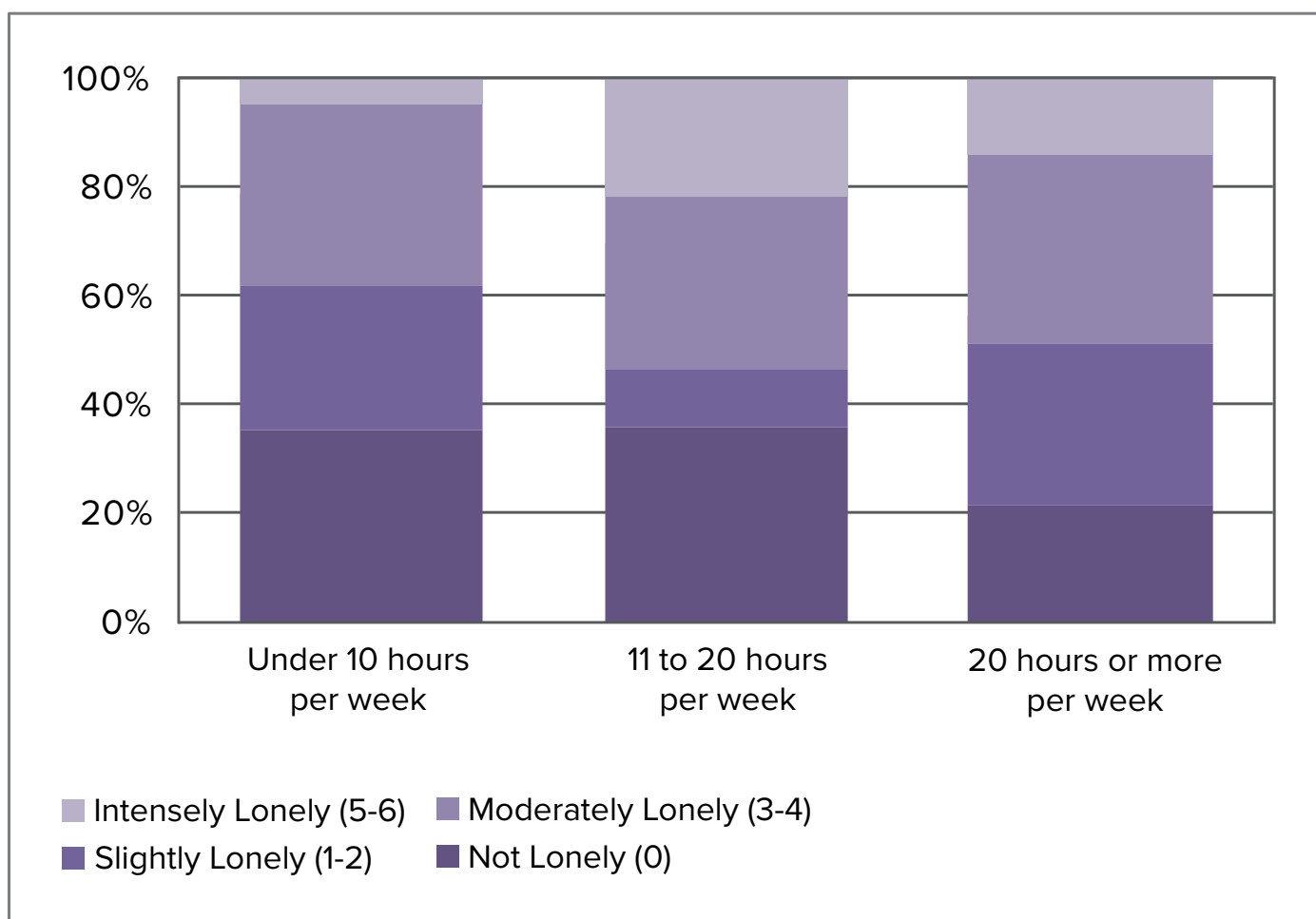


Table 5 - Emotional and social loneliness by hours of unpaid care provided

Number of hours of unpaid caring	Emotional loneliness	Social loneliness	Combined loneliness
Under 10hrs per week	36% (0%)	64% (23%)	65% (4%)
11-20 hrs per week	54% (8%)	64% (36%)	58% (17%)
20hrs + per week	42% (9%)	69% (34%)	79% (14%)
Unpaid carers combined	44% (8%)	67% (32%)	74% (13%)

Figure in brackets denotes percentage experiencing intense loneliness

We found that 74% of all unpaid carers experienced loneliness with 13% feeling intense loneliness. Both these percentages were higher than those measured in the NHS Highland population ( 67% and 8% respectively), see Table 5.

Carers experienced greater levels of social (67%) and emotional (44%) loneliness than the overall Highland sample (55% and 35% respectively).

Those who provided over 20 hours of unpaid care per week were more likely to experience some degree of loneliness. Those who provided 11-20 hours per week of unpaid care report the most intense levels of loneliness.

Overall, those who provided care were more likely to experience loneliness, and more intense levels of loneliness, compared to those who did not provide care. Previous research has demonstrated that caring responsibilities reduce carers' ability to maintain social networks including relationships with friends and family<sup>47</sup>.

All categories of carers experienced a higher prevalence of social loneliness (67%) compared to emotional loneliness (44%).

10% of the respondents to our survey provided paid or unpaid care for someone else; of these 10% provided invalid responses and were excluded from the analysis.

As almost all of the valid responses were from those providing unpaid care, the results presented here relate to unpaid carers.

Chart 3 shows that the prevalence of some degree of loneliness was highest in those who provided 20 hours or more of care per week (79%) compared to the NHS Highland population (67%).

Those who provided 11-20 hours per week experienced the highest prevalence of intense loneliness (17%) compared to the prevalence in the NHS Highland population (8%).

Previous research shows that carers are more likely to have experienced loneliness, with Carers UK suggesting that 83% of carers feel lonely or socially isolated.

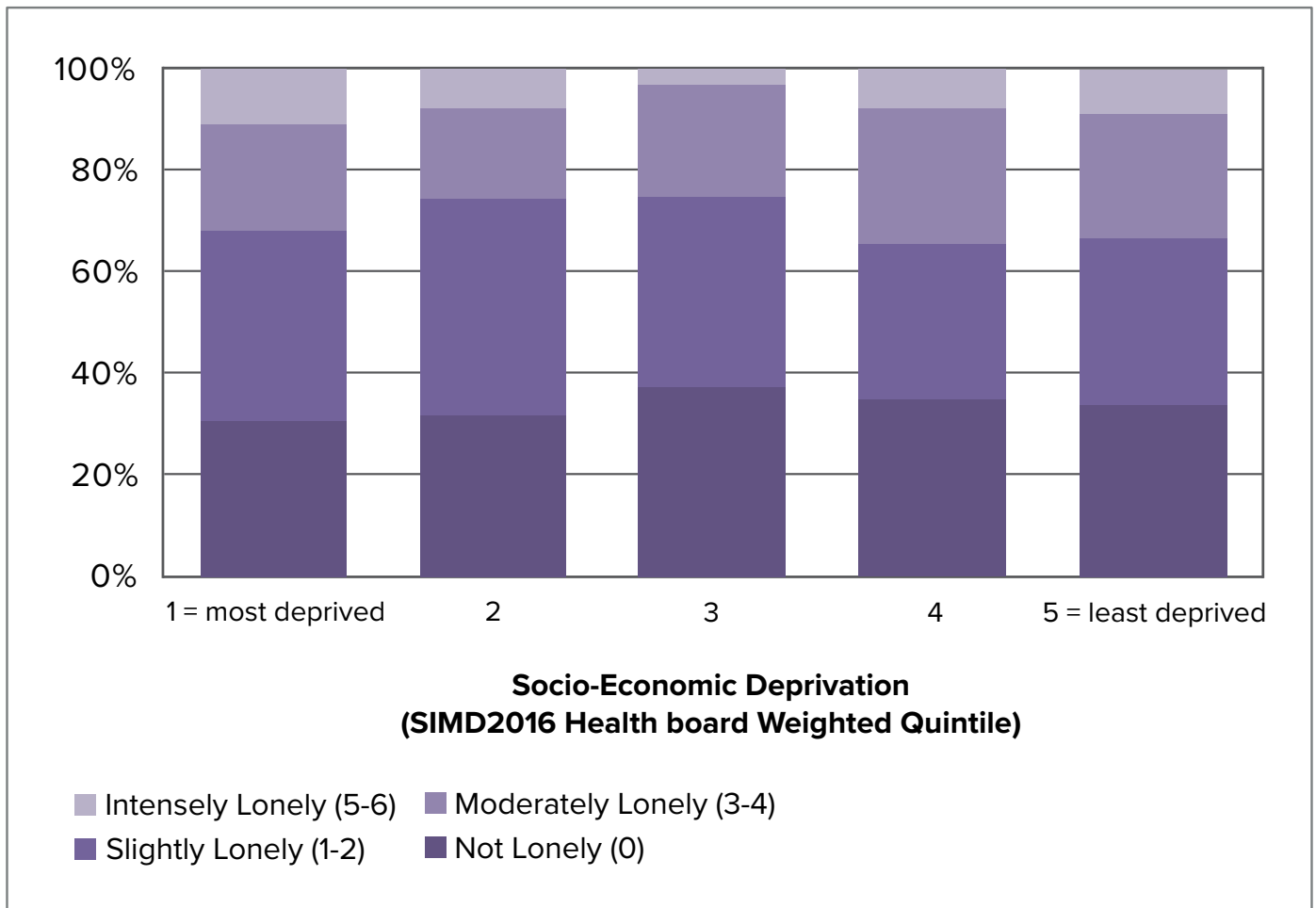
## Deprivation and loneliness

**79%**

of sampled population reported a 'good' or 'excellent' quality of life

<p><b>Similar levels of loneliness were evident whether living in least or most deprived areas</b></p>	<p>Living in least deprived areas</p>	<p>Living in most deprived areas</p>
	<p><b>67%</b> feel lonely</p>	<p><b>69%</b> feel lonely</p>
	<p><b>10%</b> feel intensely lonely</p>	<p><b>11%</b> feel intensely lonely</p>

Chart 4 - Loneliness by socio-economic deprivation



Research indicates that deprivation and loneliness are linked, and that higher levels of deprivation increase the likelihood of loneliness<sup>8</sup>.

However, we found little difference in the prevalence of loneliness between those living in our least deprived areas (67%) compared to our most deprived areas (69%).

This was also the case for those experiencing intense loneliness, with 10% reporting intense loneliness in our least deprived areas compared to 11% in our most deprived areas (Chart 4). This suggests that in the context of NHS Highland, factors other than social-economic deprivation are key drivers of loneliness.

## Sense of coherence

**95%**

of those  
expressing a  
weak sense of  
coherence feel  
lonely

**40%**

of those  
expressing a  
weak sense of  
coherence feel  
intense loneliness.

**Table 6 - Emotional and social loneliness and level of sense of coherence**

Level of sense of coherence	Emotional loneliness	Social loneliness	Combined loneliness
Strong sense of coherence	23% (2%)	48% (14%)	58% (4%)
Intermediate sense of coherence	39% (5%)	55% (19%)	69% (7%)
Weak sense of coherence	77% (29%)	87% (54%)	95% (40%)

Figures within brackets indicate the percentage of people experiencing intense loneliness

A weak sense of coherence (SoC) has been linked to increased risk of mental illness and mortality<sup>24,25</sup>. There is limited research on the link between a sense of coherence and levels of loneliness. This study, therefore, provided an opportunity to examine this relationship.

Of the valid loneliness scores in our survey, 95% had a valid SoC score. These cases were used in the analysis below.

Our results indicated that 95% of those with a weak SoC experienced some degree of loneliness, whereas the figure was 58% in those with a strong sense of coherence. The overall NHS Highland figure was 67%.

The relationship between SoC and the likelihood of feeling lonely, also applied to feelings of intense loneliness. In those with a weak SoC, 40% experienced intense loneliness compared to 8% of the overall sample and 4% in those with a strong sense of coherence.

In addition, those with a weak SoC experienced the highest levels of emotional (77%) and social (87%) loneliness – higher than the NHS Highland sample figures of 35% and 55% respectively.

Only 2% of those with a strong SoC experienced intense emotional loneliness compared to 29% of those with a weak SoC. Similarly those with a weak SoC were more likely to report intense social loneliness (54%), compared to those with a strong SoC (14%).

Previous research has demonstrated higher prevalence of a low sense of coherence in females, older people, those most socio-economically deprived, and in those with more than one long-term health condition. Our findings are consistent with that found in younger adults<sup>25</sup>.

## Key messages

67% of people aged 65 and over in the NHS Highland area experience some degree of loneliness and 8% experience intense loneliness

Risk factors for loneliness in those aged 65 years and over include:

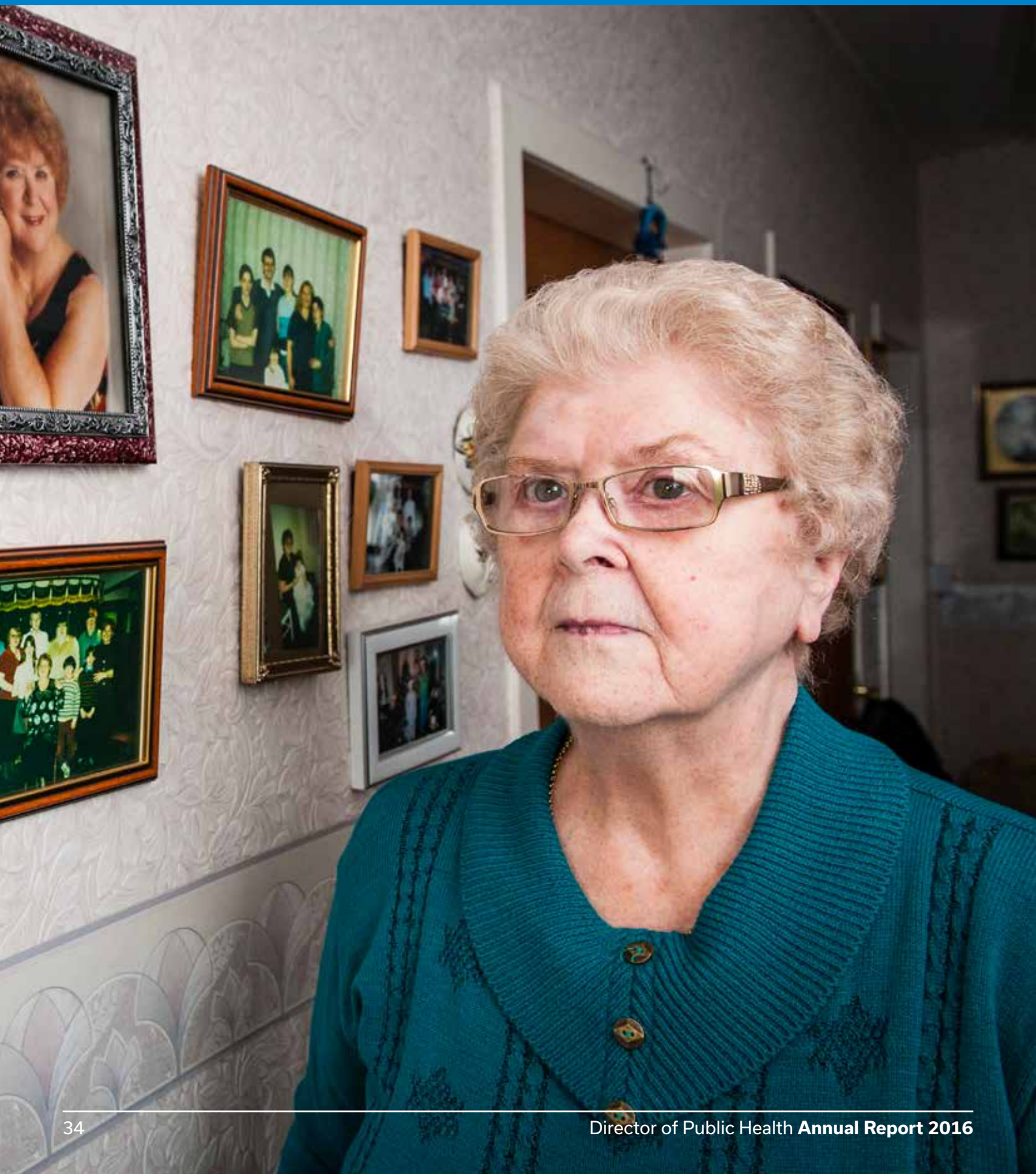
- living alone
- living in very remote rural areas or very remote small towns
- having a disability
- having one or more long-term conditions
- providing more than 10 hours per week of unpaid care

Protective factors for loneliness in those aged 65 years and over include:

- a strong sense of coherence
- living in a town or accessible rural area
- married and living together



# Chapter Four - What Older People Think





In 2014, three focus groups were undertaken in the Cowal area to investigate older people's views of social relationships and health.

The focus groups took place at:

- A sheltered housing complex, where six residents took part
- a community befriending group, where seven members took part
- a third sector community resilience project, where seven participants took part.

Participants ranged in age from 60 to 99 years and although men and women were invited, only women took part.

Although this may limit the generalisability of the findings, it still provides significant insight into the experiences of older people within NHS Highland.

Focus group discussions were recorded and transcribed word for word. This was analysed using a technique called thematic analysis, which involves looking for common ideas and themes.

The required approvals were obtained for this project, which was undertaken as part of a Masters dissertation.

### Identified themes

1. Relationships:
  - a. Family
  - b. Peers
2. Maintaining social relationships:
  - a. Opportunities for meeting people
  - b. How ageing affects the maintenance of relationships
3. Loneliness
  - a. Alluding to loneliness or talking about loneliness in others
  - b. Explicit loneliness

## Focus group findings

The focus group findings are summarised as per the quotations in the following content.

Whilst quotes have been used to illustrate these themes, the names of those involved have been changed to preserve confidentiality.



## Theme 1 - Relationships

Participants spoke in vivid terms about their relationships. One participant, Mauve, spoke about the high level of value she placed on social relationships with friends and family.

"There's a circle of people with whom I'm in touch about once a month and they're people that have known me a long time and I can talk to them about absolutely anything..."

Nessie also referred to the importance of relationships to her:

"I've got loads of, loads of friends, more friends than I had when we lived in Lanarkshire and they're just wonderful, wonderful people."

### a. Family

Relationships with family members were particularly important<sup>48</sup>. Several participants had contact and support from their children. Annette explained how her daughter gave practical support:

"I'm very fortunate because my daughter just stays across the road and she tends to help out a lot and do things for me, [...] I know that if there's anything wrong you just need to pick up the phone..."

Mavis mentioned practical barriers affecting family support:

"...the family are all down in Reading, my daughter comes up when they can but they're starting to depart a bit 'cause they're getting more children themselves."

### b. Peers

Peer relationships were expressed as spending time with people of a similar age, background or experience<sup>49</sup>. All groups spoke about relationships with peers. Mauve described the closeness that can come from knowing someone well:

"...the long term friends possibly know me better than my family."

With increasing age, peer groups got smaller, for example, friends may have died<sup>50</sup>. Mavis spoke about being the only surviving member of her bridge group:

"...there are 12 of us and every 12 met every Wednesday [ ] all of them have died, which is a bit of a shock, suddenly every single one..."

Peer support was apparent when Mavis talked about her close friendship with Maggie who attended the same activity as she did:

"Maggie is my godsend, because I'm usually on the telephone 'Oh Maggie I'm not feeling very well!..."

In the sheltered housing group where the participants knew each other well, peer support was described by Muriel:

"In this community everyone cares about everyone else, and that goes a good deal towards good health if you like, if no one ever chaps on your door it's a very lonely existence..."

## Theme 2 - Maintaining social relationships

The second theme identified in the discussions was maintaining social relationships.

### a. Opportunities for meeting people

Participants gave many examples of how they established and maintained social relationships. These included neighbours, churches, and wider community activities like evening classes and volunteering.

Elsie talked about neighbours:

"I find too, good neighbours, I mean the house I'm in is far too big for me but I really don't want to move because I've got good neighbours and .... I'm really quite happy where I am."

On a practical level Elsie knows her house is too big but she does not want to leave. Conversely, Alice's neighbour moved away:

"...she used to just knock my door [...] and then she moved up to Edward Street and do you know it's quite funny because you're waiting on her coming to your door or you go to knock her door and you realise – 'Oh she's not there!'"

Several participants mentioned activities specifically for older people, examples included social clubs, a structured befriending service and social activities organised by sheltered housing. Maggie spoke about her participation in the community befriending group:

"The best thing that happened to me was the day I joined the befrienders [...] I never looked back. I look forward to this special day every week."

There was evidence of community resilience, and the ability to withstand problems and overcome adversity<sup>51</sup>. Mona spoke about her clubs:

"Well I go to three clubs [...] I have done for the last 20 years. It doesn't seem like that but it is. But that's not everyday and some days it is pretty boring, but on the whole [...] you're meeting people, joining in whatever's going on."

This comment about clubs being 'pretty boring' is interesting. Research on interventions to reduce loneliness has found that active involvement from participants in the planning of activities is likely to achieve the most benefit<sup>52</sup>. Her comment suggests that this may have been lacking in the activity she was attending.

Several participants spoke about volunteering, working in charity shops or church activities. There is considerable evidence that community participation and specifically volunteering is beneficial, for example, meeting other people or developing social networks often provides a 'sense of purpose' and of 'doing something worthwhile'<sup>53</sup>.

## b. Ageing and relationships

Ageing is associated with failing health and reducing capability. Participants in all three groups spoke of decreasing ability. Annette said her physical health had deteriorated:

"I wasn't very well early on in the year and now I've got a zimmer and a walking stick, which I try to avoid using..."

There is evidence that physical decline stops older people maintaining social relationships<sup>54</sup>. Eleanor recognised the limiting effect her capability has on social interactions and said:

"Yes. I can't go out on my own. My sight you know, I'm registered blind."

Some participants were less confident about taking part in social activities as they got older. In Betty's case a connection was made to failing health:

"...when you're on your own, the older you get, I think you get more cautious [...] I might fall, I might have a stroke or a heart attack or something it's being pessimistic but it's possible..."

A number of participants spoke about the challenge of continuing to drive. Elsie said:

"I was perfectly competent but I didn't have all the confidence in the world, you know it takes years of driving to build up your confidence. When my husband died just over a year ago I gave the car up."

Mavis also stopped driving:

"I, erm, bashed the car, which was a pity so I had no car..."

Transport affects the ability of older people to get to activities, especially in rural areas where transport options may be limited<sup>55</sup>. Giving up driving was found to be a significant factor in contributing to loneliness in a Canadian study of loneliness in older people<sup>56</sup>.

## Theme 3 - Loneliness

The challenge of loneliness was well described. Elsie expressed her sense of isolation as follows:

"... if you are on your own the problems become magnified and you imagine things are wrong with you. You're sitting on your own, there was maybe nothing wrong with you but you imagine there are things wrong with you [...] that's what isolation does to you."

Betty gave the following reply to Elsie:

"Yes that's right, you've got no-one to bounce things off..."

### a. Recognising loneliness

Loneliness was expressed as having stigma attached to it<sup>57</sup>. This could be the reason Sarah spoke about loneliness in the second person:

"...if you are lonely and you've got nothing to do, you sit there and feel even more lonely and depressed, but if you've got something on the go, knitting or something and you're concentrating on that, you're not so lonely."

Participants spoke more about loneliness in others, for example Maggie talked about her friend:

"I have a friend like that and she is always lonely especially when she draws the blinds at night puts on the light and it's a long, long evening and a long, long night."

Alice remarked about feeling lonely, although she is married:

"I've got a husband and still sometimes you can feel lonely [...] he'll sit at his computer [...] for hours and you'll say to him 'I want to go out' [...] I say to the dog 'I wonder how long the 5 minutes will last this time, come on we'll just get ready and go ourselves' and then he'll say 'Are you not waiting on me' and you feel like choking him."

### **b. The effect of loneliness**

Notwithstanding the sensitivities of discussing personal experiences of loneliness in a focus group and acknowledging this was not a specific question asked of participants, two people in different groups spoke about the effects of loneliness. Betty told the group:

"Sometimes I just can't be bothered doing anything and then I'll sit and watch the soaps but I don't think that's where my loneliness comes from."

Loneliness is often experienced by people following the death of a spouse<sup>58</sup>. Molly also spoke of the effect on her:

"I would like to say how lonely I am and there is a reason, I'm not long widowed and I've never been on my own in my life and I feel it, but I'm getting better. I nearly went into a black hole but I'm getting better because I'm determined to do it, but I have been very lonely..."

## **Conclusion**

This qualitative research provided an insight into what loneliness and social relationships mean for older people in the context of their everyday lives.

It is clear that older people are not a homogeneous group, and that a range of community based services and activities are required to reduce their isolation and loneliness.

The groups also brought to light the importance of co-production and the importance of involving older people in the design of the services that they receive.

# Chapter Five - Reducing Loneliness



## Developing and maintaining social relationships

The logical answer to reducing the incidence of loneliness is to increase opportunities for social interaction for people who feel lonely, or who are at risk of loneliness.

However, this is easier said than done. The assumption amongst some older people that it is normal to be lonely in old age should be challenged, as new friends can be made<sup>59</sup>.

Having frequent contact seems to be more important than the number of friends that someone has.

A small number of meaningful relationships may be better than a large number of acquaintances. Support in developing or refreshing the social skills required to make new friends is key, as is encouragement to 'give it a try'.

Evidence suggests that interventions which support people to become active participants in group activities rooted in their communities is one of the most successful ways of reducing loneliness.

A review of the evidence undertaken in 2014, about what works to prevent social isolation and loneliness in older people, suggests the following characteristics are relevant for any successful intervention to enable the development of meaningful relationships:

- older people are active participants rather than passive recipients<sup>60</sup>
- older people are involved in the planning and implementation of support<sup>61</sup>
- support is flexible and adaptable to the needs of the participants<sup>61</sup>
- support consists of group activities, particularly those with a defined goal<sup>37</sup>
- support is rooted in the community<sup>37</sup>
- the intervention has a theoretical basis (i.e. is evidence informed)<sup>12</sup>.

These characteristics are key to a co-production approach, which may be defined as:

Contact with children is a particularly effective antidote to loneliness. This appears to apply to cross-generational contacts in general, i.e. contact with children and young people as well as contact with one's own (grown-up) offspring.

### Asset mapping

Asset mapping is a term used to find out what is going on in communities, for example, what services and activities there are as well as having good up to date contact details so that people are able to easily access them.

Information from asset mapping can be provided in a variety of ways including posters in community locations; through word of mouth; and increasingly online information sharing on websites and social media.

Asset mapping can help signpost people who are lonely to appropriate support and activities.

**"Professionals and citizens making better use of each others' assets, resources and contributions to achieve better outcomes or improved efficiency."**<sup>62</sup>

Bovaird & Loeffler, 2012

## Social prescribing

Social prescribing is the process of referring people to appropriate sources of support for social problems within their community. For social prescribing to be effective, health professionals need to know where to refer people to by having accurate lists of community activities and services.

There is a key role for primary care in undertaking social prescribing.

Solutions to reducing loneliness need to be multi-faceted and include more than one of the following:

### Information and signposting services

- websites or directories including information about social support services
- telephone helplines providing information about social support services
- health and social support needs assessment services (postal or web-based questionnaires or visits)

### Support for individuals

- befriending – visits or phone contact; may include assistance with small tasks such as shopping
- mentoring – usually focused on helping an individual achieve a particular goal, generally short-term
- buddying or partnering – helping people re-engage with their social networks, often following a major life change such as bereavement
- Wayfinders or Community Navigator initiatives – helping individuals, often those who are frail or vulnerable, to find appropriate services and support

### Group interventions – social

- day centre services such as lunch clubs for older people
- social groups that aim to help older people broaden their social circle, and possibly focusing on particular interests, such as reading

### Group interventions – cultural

- initiatives that support older people to increase their participation in cultural activities (e.g. use of libraries and museums)
- community arts and crafts activities
- local history and reminiscence projects

### Health promotion interventions

- walking groups for people over 50
- healthy eating classes for people over 50

### Wider community engagement

- projects that encourage older people to volunteer in their local community (for example, local volunteer centres and Time Banks).

**Source:** Loneliness and Isolation: a toolkit for health and wellbeing boards, The Campaign to End Loneliness ([www.campaigntoendloneliness.org.uk/toolkit/](http://www.campaigntoendloneliness.org.uk/toolkit/))

Loneliness is not often spoken about and many people experiencing loneliness are reluctant to admit they feel lonely. It can even be viewed as a personal failing.

Front line health and social care staff may not ask people if they feel lonely due to a lack of understanding of what to do to support them. There also seems to be no systematic or consistent approach to raising the issue during routine contact with services. However, there is a case for health and social care staff to regularly ask about loneliness and social isolation and signpost people to opportunities to develop stronger social networks.



Community-led interventions often cost less than treatment of conditions that are linked to loneliness. For example, this is the case in dementia. However, building ongoing local solutions requires sustained funding to ensure the longevity of services and activities. Currently third sector funding is short term and fragile and by consequence, so are many of the services delivered by this sector.

## Examples across NHS Highland

The following information describes some of the initiatives across the NHS Highland area that help to tackle loneliness and social isolation.

### Shopper Aide

Shopper-Aide is a social enterprise delivering services to people aged 60 years and over, to help them remain as independent as possible in their own homes.

Their client base is made up of people receiving statutory services, such as home care, but needing additional help, and also people living independently with no health and social care input. The initiative is highly valued by service users and by health and social care practitioners as one that keeps people socially connected.

### Community Resilience Workers

Argyll and Bute Health and Social Care Partnership invest in the Third Sector Interface (TSI) to pay for seven community resilience workers for older people across Argyll and Bute.

These staff work very closely with their local communities to provide support for individuals on a one-to-one basis and in addition, develop group based activities.



Shopper Aide clients, staff and volunteers enjoying a day out at a local tea-room in Kintyre.



Members of the Kintyre community group on a recent trip to the Corrivrekan whirlpool.

## Befrienders Highland

Befrienders Highland offers befriending to people across the Highlands including those who live with mental health issues or dementia, as well as carers of people with dementia who are socially isolated.

Volunteers now support 100 people who are known as 'friends' across the length and breadth of NHS Highland. Befriending increases wellbeing, social connectedness and a sense of belonging within the community.

## Step It Up Highland

Step It Up Highland co-ordinates a network of volunteer-led health walk groups throughout the Highland Council region. Many participants say that the social interaction aspect is their main reason for joining a walking group. A number of those who joined a walking group have gone on to become walk leaders, starting their own groups in other areas.

## Community Transport Schemes

There is a range of Community Transport Schemes across NHS Highland that operate with volunteer drivers.

Schemes meet the needs of people who cannot get out and about and fills gaps in existing public transport, either with volunteer drivers using their own car or using the scheme's own vehicles, which can be hired and are fully accessible to those with disabilities.

"I think it is so handy and it gives me my independence. If there was no car scheme I would be stranded in my own home"

## Living it Up

Living it Up is a web-based health and well being self management hub, which supports people aged 50 years with long term conditions and their carers.

Living it Up facilitates peer support though the use of inspirational user stories and experiences and users are asked to contribute to 'experience guides' and online articles.

The scheme supports the development of digital skills and health literacy. One of the popular aspects of Living It Up is the activity logs and community challenges that it organises. It also contains information on local activities and services. These tools encourage and motivate people to get out and about more.



Volunteer walk leader, TJ, who has provided support to a number of walking groups in the Inverness area.



Living It Up provides motivation for people over 50 to get out and increase their physical activity.

## Reach Out

'Reach Out' provides an overarching framework for a wide range of initiatives to address loneliness and social isolation across NHS Highland. The scheme has been very well supported.

The local press have done an excellent job of promoting the campaign, resulting in extensive coverage of the campaign in local newspapers and radio channels. It has also been backed by a wide range of local organisations.

Reach out has its own online presence on Facebook, Twitter and Instagram and has a dedicated website: [www.reachout.scot.nhs.uk](http://www.reachout.scot.nhs.uk)

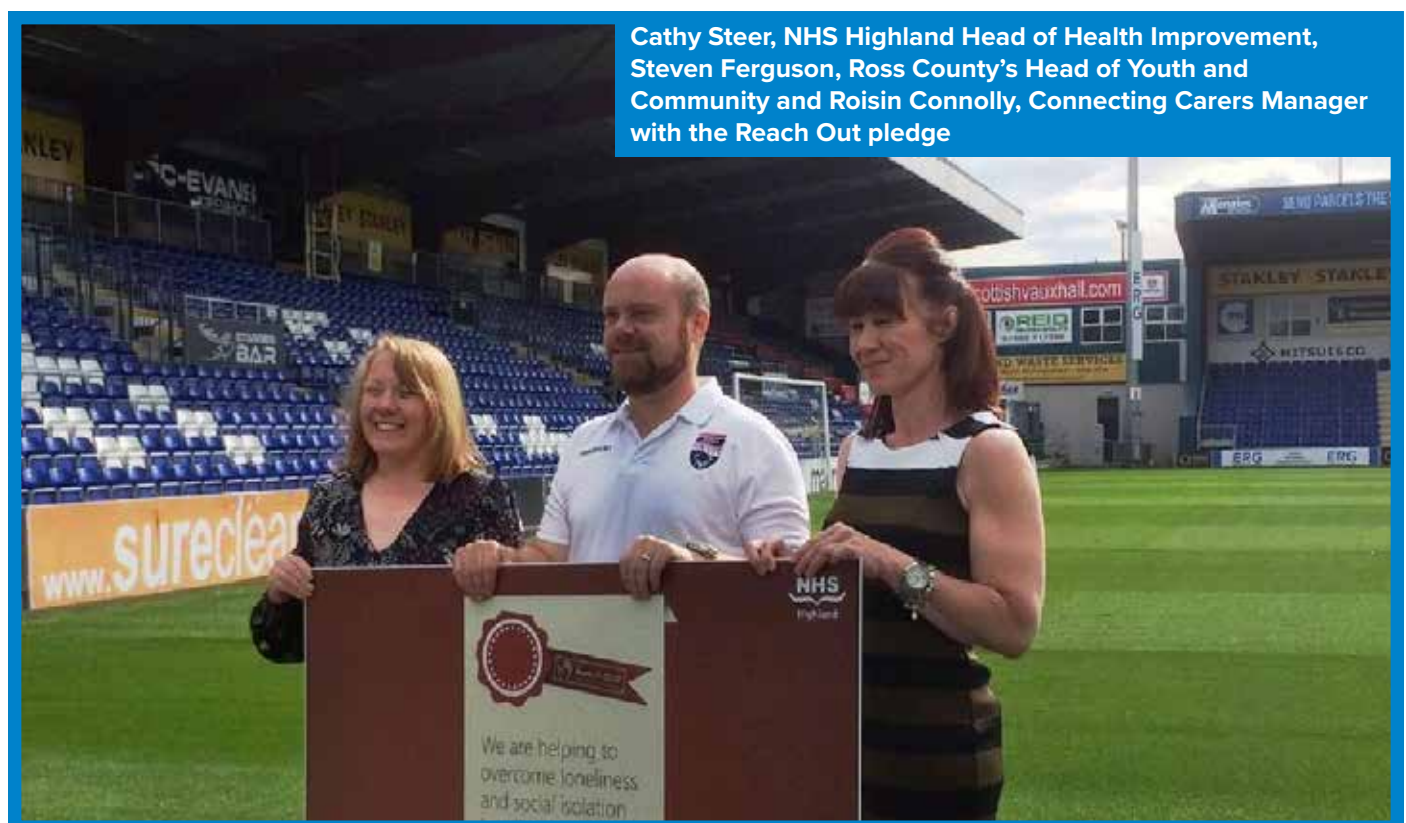
Many pledges have been signed online. Examples of personal pledges include:

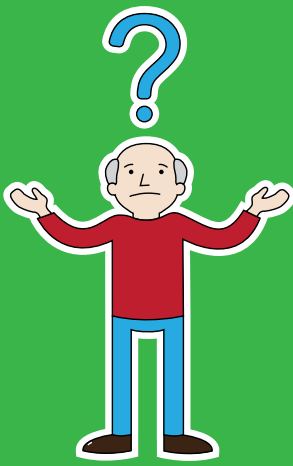
- Smiling and talking to people in the street
- telling friends and family about the pledge and encouraging them to sign up
- knocking on your neighbour's door to get to know them better
- inviting people you know who live alone to have a meal with you.

Employer pledges include:

- Raising awareness of the pledge with all staff emails and web links
- encouraging staff to volunteer with community groups
- providing information on local social support for staff who may be feeling lonely.

In summary, Community Planning Partners across Highland and Argyll & Bute have made major strides in developing a sustainable platform for addressing social isolation and loneliness via the Reach Out campaign, but much more remains to be done.



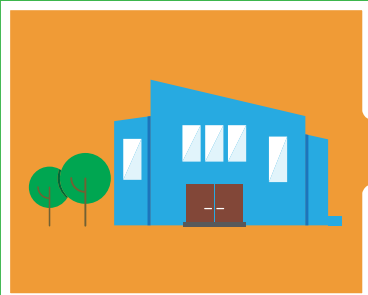
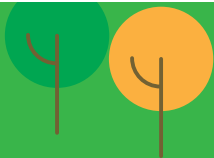


## Accessing community activities and support

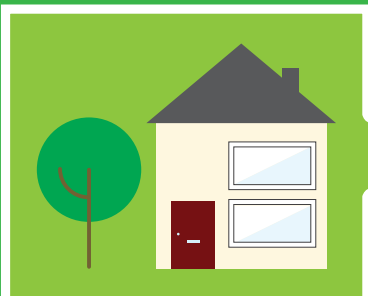
Some people who are lonely may be able to access their own support with appropriate signposting but others need more help to do so. In the case of people who are already lonely it is very likely they will need help and encouragement to be able to take part in community activities.



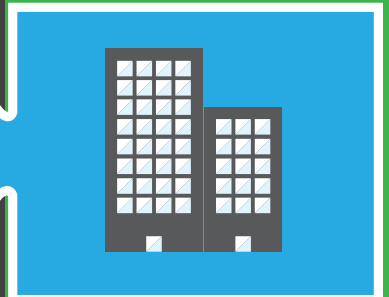
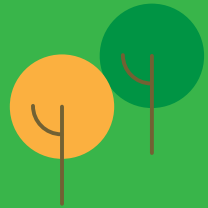
Places of Worship



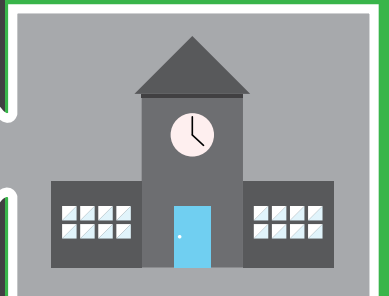
Community Centres



Family and/or friends



Colleagues at Work



Places of Education



## Recommendations

- Build capacity in the Third Sector so they can further invest in community based support. Careful consideration of funding models is required here due to the fragility of long term funding solutions for these services.
- Showcase examples of what is working in local communities to reduce social isolation and loneliness.
- Ensure the principles of co-production are fully embedded in service design and delivery i.e. older people informing and shaping the services they want.
- Enable people to access these services, considering community transport for those who may have difficulty using their own or public transport.
- Embed the principles of social prescribing to ensure people with underlying social problems at the root of their health problems get referred or signposted into appropriate sources of support.
- Local ownership and value of Third Sector community support for loneliness and isolation by Health and Social Care partners.



# Chapter Six - Conclusion



This report has drawn together a range of published and local evidence regarding the importance and impact of loneliness and social isolation.

The costs associated with loneliness are significant in terms of mortality and morbidity and in relation to the cost to public services. Additionally, the significant human impacts of distress and poor quality of life for people experiencing loneliness are recognised.

A number of factors have been identified in the published literature that increase the risk of being lonely including having a disability, a long term health condition or being a carer.

Conversely, there are protective factors against loneliness including having a strong sense of coherence, regular opportunities to socialise and good social and family structures such as living together or being married.

The published evidence indicates that a range of measures to reduce loneliness are cost effective, can reduce health service costs and represents value for money for the public purse. Some of these approaches are being provided across NHS Highland.

The risk of feeling lonely increases as we get older. The proportion of older people is expected to increase over the next decade; this will have a bearing on the impact of loneliness on our communities and the requirement for interventions to reduce loneliness delivered by communities themselves, public sector and third sector organisations.

A 2016 survey in Highland indicated that 67% of the population over 65 years experienced some degree of loneliness. Living in very remote rural areas or very remote small towns was associated with an increased prevalence of loneliness compared to urban or accessible rural areas. Those who reported having a strong sense of coherence had a lower prevalence of loneliness.

This report makes ten recommendations for implementation by the NHS as well as wider health and care partners and the general public, these are outlined below:

1. Increase awareness of the strong links between loneliness and poor health, mortality and increased service utilisation. In order to achieve this:
  - The Public Health Department will continue to raise awareness of the risks of loneliness and isolation.
  - There will be comprehensive promotion and marketing to showcase examples of what is working in local communities to reduce social isolation and loneliness.
  - The community nature of the problem of loneliness and the need for a partnership approach to finding solutions will be advocated. This is an ideal topic for Community Planning.
2. Health and social care services should consider the risk factors of loneliness and raise the issue during patient assessments and consultations. Staff should regularly ask people they come into contact with if they feel lonely and signpost to local sources of support.
3. Embed social prescribing in health and social care delivery to ensure people with underlying social problems get referred or signposted into appropriate sources of support by their health professional or care giver.
4. Ensure people experiencing or at risk of loneliness are able to access appropriate services. There may be practical barriers present so consider community transport for those who may have difficulty using their own or public transport.

5. Public sector bodies should invest in interventions to reduce loneliness as part of a wider focus on preventing health problems before they arise. The promotion of a preventative approach to loneliness should focus on building capacity in the third sector so they can further invest in community based support. Careful consideration of funding models is required, due to the fragility of long term funding for these services.
6. Ensure the principles of co-production are fully embedded in service design and delivery so that older people inform and shape the services they want.
7. Those who award grant funding should minimise the risk of stop/start funding cycles for preventative activity and recognise the financial difficulties of sustaining third sector services.
8. Employers should consider the potential impact of working unsocial hours and weekend shifts on the families and personal networks of their staff.
9. Work on Reshaping Care for Older People should be refreshed to reflect the issues of loneliness and social isolation.
10. Locality plans developed as a result of the Community Empowerment Act and the integration of health and social care services should consider loneliness and help build a sense of coherence within communities.

The Reach Out campaign is an exciting new approach to health improvement and provides NHS Highland with an overarching framework for addressing loneliness and social isolation.

Since May 2016, a wide range of local community support initiatives have signed the pledge to make a difference to someone who is lonely.

Investment in community services needs to be sustained over the long term. This is challenging in a tight financial context, but represents an important opportunity when one considers the overall wellbeing of our population and the potential for improving public service delivery.





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**ARGYLL AND BUTE COUNCIL****COUNCIL**

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**26<sup>th</sup> January 2017**

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**LEADER'S REPORT**

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**1. INTRODUCTION**

- 1.1 This report provides members with an update on my activities as Leader of the Council during the period 7<sup>th</sup> November 2016 to 13<sup>th</sup> January 2017 . These are outlined below in chronological order for members' information and interest. This report includes an update in respect of my role as Policy Lead Councillor for Customer Services.

**2. RECOMMENDATIONS**

- 2.1 Members are asked to note the report,
- 2.2 Members are asked to note that the full Leader's Report Pack is available in the Leader's office. This includes COSLA papers and briefings as referenced in the report. Any COSLA items heard in public session can be provided to members electronically; the papers for items taken in private session can be reviewed in the Leader's office.

**3. BUDGET**

- 3.1 The Scottish Government announced the local authority settlement for 2017/18 on 16<sup>th</sup> December 2016, with further clarification and information about the allocation coming forward in the following weeks and over the holiday period.

Members had the opportunity to consider this together at a budget seminar on Monday 16<sup>th</sup> January. This seminar gave members the latest in a series of budget outlook updates and offered an opportunity to discuss together any scope for agreement on various principles. Following a useful morning session, it was agreed that a further seminar would be helpful, and this is due to take place on Monday 30<sup>th</sup> January.

#### **4. MEETING WITH CABINET SECRETARY FOR RURAL ECONOMY AND CONNECTIVITY, 16<sup>th</sup> November 2016**

- 4.1** Fergus Ewing, the Cabinet Secretary for Rural Economy and Connectivity, invited me to meet with him in Edinburgh as part of a series of discussions he was holding with Scottish local authority leaders, focussing on the key issues of aquaculture and digital connectivity.

This offered an opportunity to highlight to Mr Ewing a number of the initiatives and activities that the council is involved in, including:

- An update on the Rural Regeneration Initiative
- The work of the Argyll and Bute Economic Forum
- Digital connectivity progress and issues in Argyll and Bute
- The aquaculture industry in our area

He mentioned that he had recently been in Oban and was particularly impressed with the regeneration work carried out there by the council and the benefits it is bringing to the town.

Marine Scotland officers were also present and the focus of our discussion was very much on aquaculture which is highlighted as an area of key potential for Argyll and Bute in the Economic Forum Chair's report of February last year.

Mr Ewing was particularly interested to hear about the efforts the council is making to engage with key players in the industry, as this is a particular interest for him. We have extended an invitation to him to come to Argyll and Bute and find out more about this on the front line, perhaps with a visit to a key site in the area.

He is keen to see sustainable growth in Scottish aquaculture and considers Argyll and Bute to have significant major player potential in that national picture. He affirmed that the Scottish Government is keen to work with councils in developing the industry.

During a general, but somewhat time-limited, discussion about digital connectivity, Mr Ewing commented that he felt the Scottish Government is doing what it can to fulfil its commitments in relation to connectivity.

While our time was limited, it was an opportunity for further dialogue with the Cabinet Secretary and to make representations on a rural growth deal for Argyll and Bute. Discussions on that continue with the Scottish



Government, assisted by our MSP Michael Russell, and we are hopeful of further meetings being confirmed soon.

## **5. COSLA RESOURCES AND CAPACITY GROUP, 17<sup>th</sup> November 2016**

**5.1** The latest meeting of the COSLA Resources and Capacity Group took place in Edinburgh on 17<sup>th</sup> November 2016. All agenda items were taken in private session, which means I am unable to report on them in detail here. However, the papers and associated briefings can be accessed by members in the Leader's Report Pack.

The agenda topics were:

- Presentation from Fraser of Allander Institute on Scotland's Budget
- Audit Scotland – discussion on financial overview report
- Spending Review (verbal update)
- Council tax messaging
- EU Funds post referendum
- Expansion of early learning and childcare
- Participatory budgeting
- Water billing and collection
- Affordable housing
- Welfare reform update

## **6. ACCOUNTS COMMISSION ENGAGEMENT EVENT, 23<sup>rd</sup> November 2016**

**6.1** Planned attendance at an Accounts Commission engagement event on 'Auditing best value in a changing landscape' unfortunately had to be cancelled due to a change in circumstances. However, I have obtained a copy of the presentations and these are available in the Leader's Report Pack for colleagues.

## **7. COSLA LEADERS, 25<sup>th</sup> November 2016**

**7.1** The September COSLA Leaders meeting took place in Edinburgh on Friday 25<sup>th</sup> November, at the close of a busy week which included our own council meeting.

All agenda items on this occasion were taken in private session, so I cannot report on them in full here, but all papers and associated briefings are available to view in the Leader's Report pack.

The agenda items were:

- Mental health strategy
- Spending review – verbal update
- Council tax messages
- Distribution issues – funding steams/core settlement
- Living Wage for care workers in adult social care
- Reform of the National Care Home Contract
- Response to SG consultation on early learning/childcare
- COSLA agreement on regional collaboration on educational improvement
- Developing COSLA's response to leaving the EU
- Devolution of employability support
- Fairer Scotland action plan
- Calais crisis update and unaccompanied asylum seeking children

## **8. MEETING WITH SCOTTISH SALMON COMPANY, 29<sup>th</sup> November 2016**

- 8.1** Along with the Chief Executive and Economic Development officers, I met with representatives from the Scottish Salmon Company on 29<sup>th</sup> November – part of an ongoing drive for engagement with aquaculture companies, as noted above in the comment on the meeting with Fergus Ewing.

Aquaculture makes a significant contribution to the Argyll and Bute economy, and in particular to more remote and fragile areas. It provides year round jobs which are important for coastal communities and supports employment in other areas such as transport, processing and support services.

Scottish Salmon Company is progressing work at a new harvest station at Ardyne and is one of three major players operating in Argyll and Bute.

Following this meeting, officers are progressing a number of outcomes, including the exploration of improved partnership working. It is hoped that there will be an opportunity to invite the company to a future elected member seminar so that all members have an opportunity to find out more.

## **9. COSLA STRATEGIC HR, 2<sup>nd</sup> December 2016**

- 9.1** This meeting took place in Edinburgh on 2<sup>nd</sup> December. All agenda items were taken in private session, save for a presentation on the Customer Service Professional Qualification, which a number of our own council

staff have completed or are currently undertaking in line with our Customer Service Charter and aspirations.

Private session agenda papers and briefings are available in the Leader's Report Pack, although not reported on fully here due to their restricted nature. Topics were:

- SJC Pay Claim (verbal update)
- SNCT industrial action relating to workload, SQA qualifications and assessments
- Head teacher recruitment
- Pensions
- Developing Scotland's Young Workforce programme

## **10. MEMBERS SEMINAR, 5<sup>th</sup> December 2016**

- 10.1** The latest session in the members seminar programme focused on digital and broadband activity, with a series of presentations from council officers and key partners including Digital Scotland, Highlands and Islands Enterprise, BT and Community Broadband Scotland. This was a helpful session about a key area of interest for all colleagues

We also had presentations from the Improvement Service who demonstrated tools and resources for use in community planning – the Place Standard Tool and Outcomes Improvement Toolkit.

## **11. FREEDOM OF ARGYLL AND BUTE AWARD TO GORDON REID, 7<sup>th</sup> December 2016**

- 11.1** It was a real pleasure to join with colleagues, friends and family to honour the world's number one wheelchair tennis player, Gordon Reid, in Helensburgh on 7<sup>th</sup> December at a special meeting of the council.

At that meeting, Gordon was the very worthy recipient of admission as an Honorary Freeman of Argyll and Bute in recognition of his outstanding sporting achievements and success.

The whole country is immensely proud of Gordon's achievements and particularly so in Argyll and Bute. It was an honour to be able to recognise his considerable triumph over adversity in his home town. He truly is an inspiration.

## **12. VISIT TO SYRIAN REFUGEE FAMILIES ON BUTE, 9<sup>th</sup> December 2016**

- 12.1** One year ago, a group of Syrian refugee families landed on Bute to start a new life in Rothesay. It was again a privilege to meet with them, almost on the very anniversary of their arrival in Argyll and Bute, and to hear first-hand how they are settling in to their new life.

Credit must be given to the local community who have done so much to make the families feel welcome, to support them, to volunteer to help and, quite simply, to be their friends.

The council team who have led on this challenging but rewarding initiative are also to be commended again for their dedication and commitment in making this work for everyone involved.

The progress that the families have made since joining us here in Argyll and Bute is quite remarkable. Their English language skills have come on in leaps and bounds and they are starting to put down roots in their new community, with ambitions for employment and entrepreneurship. I am looking forward to hearing more over the coming months about how they are bringing their plans to life.

## **13. COSLA SPECIAL LEADERS, 13<sup>th</sup> December 2016**

- 13.1** A special meeting of the COSLA Leaders Group was convened at the request of the President on 13<sup>th</sup> December 2016, in Edinburgh, ahead of the local government settlement announcement due on the 16<sup>th</sup> of that month.

This meeting was held in private session and focused on the following subjects:

- Education Governance Consultation response
- Local Government Settlement 2017/18 – verbal update

A paper on the education item is available in the Leader's Report Pack.

No report was produced for the local government settlement discussion but, since that was announced on 16<sup>th</sup> December, further information and clarification is still coming forward at time of writing, so the situation has moved on. This was due to be covered at the members budget seminar on 16<sup>th</sup> January.

#### **14. ISLANDS STRATEGIC GROUP, 19<sup>th</sup> December 2016**

- 14.1** Argyll and Bute Council is included as a member of the Islands Strategic Group, established in the autumn last year by Humza Yousaf, the Minister for Transport and Islands. This is a very positive step forward for us as a council with islands and an opportunity to represent on behalf of our significant number of island communities.

Being asked to host the second meeting of this important strategic group was therefore a tangible sign of growing recognition of the unique and challenging needs of councils with islands such as Argyll and Bute.

This meeting took place in Rothesay Joint Campus on Monday 19<sup>th</sup> December, organised and hosted by Argyll and Bute Council, and attended by the leaders and chief executives of Orkney, Shetland, Highland and Western Isles Councils, as well as the Minister himself and other Scottish Government colleagues.

The Policy Lead for Island Affairs, Councillor Len Scoullar, represented the council at this meeting, accompanied by the Chief Executive, and will provide further detail about the discussion in his own report, also due at council on 26<sup>th</sup> January 2017.

#### **15. ACTIVITY IN JANUARY 2017**

- 15.1** Since the return to normal business early in the New Year, the focus of my activity has been on the following areas:

- Budget
- Continuing to engage with the Scottish Government on securing further discussions on a rural growth deal for Argyll and Bute

#### **16. CUSTOMER SERVICES POLICY LEAD UPDATE**

**Local Tax Collections:** Collections of council tax for the 2016/17 were 84.95% at end of December, down 0.04% on last year. This is a slight improvement from end of October when they were down by 0.07%. Collections are down mainly due to the level of increased double charges applied for long term empty properties which are hard to collect (up by £119k), and due to the reduced level of council tax reduction being afforded (down by £207k.) This is offset by improved current year sheriff officer collections (up by £316k). Collections for 2015/16 at end of December are 96.58%, up 0.36% on previous year at this time. Collections on

the 2014/15 year continue to be slow as previously reported because of the change in sheriff officers that year.

Collections of non-domestic rates for 2016/17 are 84.62% at end of December, down 0.77% on last year. The main reason for the decrease is that reliefs granted are around £0.8m less than last year, mainly because of changes in renewables relief. Collections on 2015/16 year are now at 98.75%, up by 0.16% on the previous year at this time.

The Scottish Government has now approved the legislation to amend council tax on second homes. Following the council's decision to remove the 10% second home discount, we have written out in early January to advise all households who are likely to be affected by this in advance of the new bills going out in early March.

**Scottish Welfare Fund (SWF):** Programme funding for 2016/17, including carried forward underspend of £24,313, is £424,076 - £35,340 per month. Since the start of April we have been supporting both medium and high priority cases but reduced this to high priority only from 10th October due to the increase in spend. To the end of December we have paid out and committed £361,693 – 113.7% of the profiled amount including brought forward underspend. 14 applications are currently being processed and a further 7 were part paid at the end of December. In view of the continuing overspend, the Strategic Management Team is considering reduction of priorities supported to high most compelling only for February and March.

The programme funding for 2017/18 has been announced and is £420,189. This is an increase of £20,426 due to a change in distribution method across local authorities. As there is unlikely to be any underspend at the end of this year, the net amount available for next year will therefore be slightly less than what was available for this year.

**Discretionary Housing Payments (DHPs) and Benefits Cap:** The funding allocations for 2016/17 now total £603,675 following receipt of the final 20% of funding for 2015/16 from the Scottish Government in June, and including the carry forward from last year of £35,730 approved by council.

£550,864 has now been either paid out or committed as at the end of December with awards made to 1122 cases. There are a total of 36 applications outstanding or requiring further information at the end of December. Nearly all the awards to date (88% by value) have been for bedroom tax cases. We are supporting medium and high priority cases for all non-bedroom tax cases. We continue to support all bedroom tax cases irrespective of hardship. We have now processed DHP for most families affected by the benefit cap for the initial 13 week period. Further support will be available for another 13 weeks if they meet the conditions agreed by the Policy and Resources Committee.

**Benefits processing:** New claims processing year to date to end of December has taken on average 18.63 days which is well below our target of 23 days. Changes in circumstances in the year to date to end of December have taken on average 5.16 days which is also well below our target of 8 days. Our accuracy to end of December is 97.0% which is also better than the target of 95%.

**Pathfinder North migration to SWAN:** As of end December we have 93 out of 132 sites transitioned. Progress is disappointingly slow. Forecasts for installs in November and December halved across the partnership. We have ordered alternative interim circuits for the sites expected to be most delayed. We will be seeking to recover damages from Capita for these additional costs being incurred. Highland Council is taking the lead in recovery of damages. The latest forecasts received on 23<sup>rd</sup> December suggest that the additional costs can still be contained within the funds available.

**Customer Service Centre (CSC):** I am very pleased to report that the percentage of calls to CSC being abandoned for the month of December was 5.8% - well below our target rate of 7.5%. We have been well below target consistently since the start of July. The average answered call time for December was 3.68 minutes – a considerable increase from the previous average of 2.6 minutes. More is being done within the call than previously so there is a reduction in average wrap time.

The percentage of voice automation calls successfully transferred has increased in December to 80.1% which is our highest ever level for this and well above the 75% target.

Consultation for registration service is now on the web site and being undertaken regularly with customers, and will be reported quarterly. Testimonials are now uploaded to the new marriage site.

We are live with webchat for council tax and benefits.

**Procurement, commissioning and creditors:** Year to date to end of December, we have paid 94.03% of creditors invoices within 30 days which is slightly above our target of 94%. December's performance was good, bringing us back on track after a poor performance in November.

The Helensburgh and Lomond school transport contract was awarded on 16 December and produced a welcome saving of £238,044.

The commissioning team are working closely with the IJB on a number of care homes – the closure of Craigard on Bute, on the improvements proposed at Palm Court in Rothesay to meet Care Inspectorate requirements, and the review of the future for Auchinlee in Campbeltown. They have also been supporting the Dunoon Link Club and will continue to do so until they recruit a new manager. HART in

Helensburgh has been put in liquidation and the team are supporting discussions on options for these services for the future.

**ICT:** The annual Public Service Network submission was made on 13th January as our accreditation expires on 13th February 2017. School websites have been moved from Kilmory servers to GWITC servers in order to balance loads better and improve internet response times. Average time to fix IT faults has dropped to just 2.6 hours in December. This is our quickest ever time, and demonstrates a huge improvement in this area.

We now have 5 offices running with centralised use of multi-function devices and the new Uniflow print management software (Civic Centre and Jeanie Deans in Helensburgh; Kintyre House and Old Quay Head in Campbeltown; Argyll House Dunoon) and this is driving down the local cost of printing. We can now issue reports on mix and type of printing to services which provides greater visibility by cost centre.

**Big Lottery Fund (BLF):** We submitted a bid for the BLF's procurement of financial inclusion services funded by European Social Fund monies. The bid was put forward on a collaborative basis along with a number of our third sector partners and is being overseen by the Welfare Reform Working Group. We have been advised that we are the preferred bidder for the Argyll and Bute lot. The standstill period expires on 23<sup>rd</sup> January and contract award should then follow shortly.

**Office moves:** The move from Witchburn Road to Kintyre House in Campbeltown was successfully completed in November over three weekends. Everyone is settling into the new building which is open plan and very different from the old one, and a much nicer working environment. Moves into the Burnet Building have also been completed.

**Customer Service Excellence pre-assessment:** The whole of Customer and Support Services is seeking CSE accreditation and had the pre-assessment in late November with a view to having the full assessment in March. The assessor told us that we were the best prepared service that he has ever assessed at the pre-assessment stage. We still have work to do before the main assessment, but this is a great start.



## **17. CONCLUSION**

**17.1** This report highlights some of the main activities I have undertaken in my role as Leader of the council during the past three months. I hope that this update is helpful for members and will be happy to provide more information wherever possible. The full Leader's report pack can be viewed in the Leader's office at any time.

## **18. IMPLICATIONS**

**18.1 Policy - None**

**18.2 Financial – None**

**18.3 Legal – None**

**18.4 HR – None**

**18.5 Equalities – None**

**18.6 Risk – None**

**18.7 Customer Service – None**

**Councillor Dick Walsh**

**Leader, Argyll and Bute Council**

**Policy Lead Councillor for Strategic Finance, IT, HR and Governance and Law**

**16<sup>th</sup> January 2017**

**For further information or to access the Leader's Report Pack please contact Aileen McNicol, Leadership Support and Member Services Manager, telephone 01546 604014 or email [aileen.mcnicol@argyll-bute.gov.uk](mailto:aileen.mcnicol@argyll-bute.gov.uk)**

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**Policy Lead Report for Planning, Protective Services and Licensing Committee**

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**1. INTRODUCTION**

This report covers the period from 18th June 2016 to 12th January 2017.

**2. RECOMMENDATION**

It is recommended that members note the report.

**3. DETAIL****3.1 Planning****3.1.1 Planning Performance Framework 2015/16**

Our Planning Performance Framework (PPF) for 2015/16, which is the principal performance measure for Development Management and Development Policy within Planning and Regulatory Services, was submitted to the Scottish Government during 2016 and covered the period from April 2015 to March 2016. This was the 5th Annual PPF which our Planning Service has had to submit and it once again resulted in positive feedback from the Scottish Government in November 2016. Of the 15 Key Performance Markers used by the Scottish Government to assess performance of an authority, based on the evidence provided within their PPF reports Argyll and Bute are scored on 13 of those markers and this year 2015/16 scored Red = 0, Amber = 3 and Green = 10 for comparison the Figures for 2014/15 were Red = 0, Amber = 2 and Green = 11.

Previous comments from the Scottish Government have stated that the PPF clearly demonstrates an “open for business” approach, committed to working closely with others and commending the Council’s link between the LDP, action plans and single outcome agreement.

A detailed report on the PPF is due to be presented to the March meeting of the PPSL committee and the April meeting of the Environment, Development and Infrastructure committee.

**3.1.2 Local Development Plan 2 (LDP2) Update**

Since the approval of The Development Plan Scheme (DPS) for LDP2 at the Full Council Meeting on 21st January 2016 and since my last report the “Call for Sites” period of the DPS ended on 8th December 2016.

Section 20B of the Planning Etc. (Scotland) Act 2006 requires each Planning Authority to prepare/review the DPS, at least annually, and when writing this report the updated DPS was due to be considered by the Planning, Protective Services and Licensing Committee on 18th January 2017 seeking approval of the updated DPS for publication and submission to the Scottish Ministers.

The DPS sets out the Council's programme for preparing and reviewing the LDP, outlining what is likely to be involved at each stage. The DPS and LDP are linked to Scottish Government performance indicators.

In updating the DPS, there have been no significant changes required to the original DPS, as the LDP2 process is currently on target and the following actions have been undertaken by the Development Policy Team in the LDP2 process:-

- Published the DPS as agreed in January 2016
- Set up a contacts database of all those who require to or would like to be engaged in the LDP2 process
- Reviewed the existing housing land supply
- Gathered information from charrettes (3 completed with Oban and Dunoon anticipated to complete in 2017)
- Undertaken the "Call for Sites"
- Collated baseline materials
- Started Pre Main Issues Report engagement

During 2017 information gathered will be assessed and it is anticipated that the public consultation for the Main Issues Report will commence in September 2017. This is the first statutory consultation of the LDP2 process.

Details of the Development Plan Scheme and LDP2 process can be found at: <https://www.argyll-bute.gov.uk/ldp2>

### **3.1.3 Training and Development**

The Training Development Programme of the PPSL committee has continued throughout 2016 and since my last report we have had a number of opportunities. We received a presentation on the LDP2 Call for Sites process. In October (after holding our monthly PPSL committee meeting in the new Helensburgh & Lomond Civic Centre) members were given a tour of the Civic Centre, had a walk round the CHORD works in the town centre, visited the Dunbritton housing development on the site of the old Hermitage Academy. These are developments which support the Council's Place Making Agenda.

This concluded the training development programme for 2016 and, in view of the local elections in May 2017, a new PPSL training development programme will be drawn up to meet the needs of the new committee.

### **3.1.4 Review of Scottish Planning System**

On 26th October 2016 I attended a Planning Convenors meeting in Edinburgh, introduced by John McNairney, Chief Planner, Scottish Government, seeking the views of Planning Convenors on the report published in May 2016 "Empowering planning to deliver great places" by an independent panel reviewing the Scottish Planning System.

Many of the recommendations within the report were discussed and convenors were supportive in general to the recommendations but in particular to the recommendations around increased planning fees for major applications and discretionary charging.

The role of elected members and the importance for local democratic accountability, in relation to planning decisions, was also discussed, especially related to decisions reviewed by the reporter and subsequently overturned.

In July 2016 the Scottish Government had issued a response to the report supporting the six outcomes proposed by the review and taking forward ten key action points as a priority.

On the 10th January 2017 the Scottish Government launched a consultation on the future of the Scottish Planning System, which will enable a Planning Bill to be brought forward in the 2017/18 Parliamentary Session. The consultation will run until 4th April 2017 and can be found using the following link:

<http://consult.scotland.gov.uk/planning-architecture/a-consultation-on-the-future-of-planning>

### **3.1.5 Consultation on Raising Planning Fees**

Following on from the Review of the Scottish Planning System on the 5th December 2016, the Scottish Government commenced a Consultation on Raising Planning Fees.

Planning fees are currently capped at £18,270, £20,055 and £30,240, depending on the category of development and the consultation is seeking views on raising the current fees maximum for major applications to a revised cap of £125,000 for most categories of development (£62,500 for applications for planning permission in principle), to better reflect the level of resources they demand.

Our planning department will be responding to the consultation, which is open until 27th February 2017, in due course. Should any elected member wish to respond to the consultation personally, the Scottish Government statement regarding the consultation can be found at the following link:

<http://www.gov.scot/publications/2016/12/7646> and the consultation document can be completed online at the following link:

<http://consult.scotland.gov.uk/planning-architecture/consultation-on-raising-planning-fees>

### **3.1.6 Planning and Regulatory Services Performance Report - FQ2 Key successes**

FQ2 Key successes reported for the period July to September 2016 within Planning and Regulatory Services include:-

- HMNB Clyde Strategic Delivery and Development Framework has commenced with senior council management, the Royal Navy and the Ministry of Defence agreeing areas of priority to work upon. This key partnership and communication framework will help with the delivery of the Royal Navy Submarine Centre of Specialisation.
- Building Standards has secured a further year as private verifier for Babcock International at Faslane and Coulport and are currently in advanced discussion with The City of Edinburgh Council to undertake their extra building standards work

- 97% of all planning applications were approved during FQ2.
- Year to date planning applications and other related submissions are almost 7% higher than at the same period last year, 1050 compared with 985, with the increase being attributed to householder applications
- The supply of future homes was given a boost with planning permission in principle granted for 145 units, including 25% affordable homes at the Sawmill field site in Helensburgh.
- Planning approval was given for a new whisky distillery and visitor centre on Islay. Glasgow based blender and bottler, Hunter Laing and Company is making its first move into distilling with a planned £8 million investment in the new build facility. With capacity to produce 500,000 litres per year, the distillery will create at least 4 full time jobs as well as seasonal and indirect employment by 2019 and give a boost to the local economy with increased demand for barley from Islay farmers.
- Planning approval was granted to renovate and extend a vacant and prominent Cardross building which will create a new Co-op food store supporting approximately 10-15 full and part-time jobs
- Building Standards service went live on the Scottish Government's national planning portal [www.eBuildingStandards.scot](http://www.eBuildingStandards.scot) joining Development Management on this one-stop portal aimed at providing high quality online services [www.eDevelopment.scot](http://www.eDevelopment.scot)

### **3.1.7 Customer Service Excellence Award**

The Building Standards Service successfully retained their Customer Service Excellence Award accreditation after some impressive feedback from their recent annual audit. Building Standards were the first service within the council to receive the Customer Service Excellence Award in 2013 and have been successful in retaining their accreditation ever since. Congratulations to our Building Standards Manager, Martin Matheson and his team for retaining this prestigious award.

### **3.1.8 Building Standards Performance**

Building Standards performance for the last quarter was very good with the service responding to 95.7% of Building Warrant applications within 20 days, they responded to requests for Completion Certificates within 2.2 days, issued 92.9% of Building Warrants within 6 days, determined 99.3% of Completion Certificates within 3 days and 100% of customers were satisfied or very satisfied with the service.

### **3.1.9 Building Warrant Fees Consultation**

A consultation seeking views on increasing building warrant and other associated fees, designed to make the building standards system achieve full cost recovery and place it on a sustainable footing for the future, concluded on 9th January 2017 and we await the publication of the results of the consultation.

### **3.1.10 Employee Excellence Awards**

The Development Policy Team achieved a bronze award, at the Employee Excellence Awards, for the Sustainable Design Awards Competition which was run over the course of 2015/16. Regulatory Services received a bronze award in the "Achieving Better Outcome" category relating to the new systems and

intelligence sharing arrangements they have developed with partner agencies to combat Serious and Organised Crime.

## **3.2 Regulatory Services**

### **3.2.1 Extension of Avian Influenza Prevention Zone**

On 6th December 2016 The Scottish Government declared an Avian Influenza Prevention Zone covering the whole of Scotland, as a precautionary measure, in response to the spread of H5N8 (Avian Influenza) in Europe.

They recently confirmed that the Prevention Zone is to be extended until 28th February 2017.

The Prevention Zone applies to all poultry and captive birds in Scotland and it requires Keepers to keep their birds indoors, or take appropriate practical steps to keep them separate from wild birds.

Large scale poultry keepers are being asked to take extra steps in terms of biosecurity and keeping domestic/farmed poultry separate from wild fowl. Small scale domestic poultry keepers should ensure that they review their controls and that the steps they have taken continue to meet National/Scottish Government/APHA (Animal and Plant Health Agency) guidance.

Argyll and Bute does not have any very large poultry farms but there are a large number of premises which keep poultry for domestic purposes – many of which are unknown to our Animal Health and Welfare team.

The strategy to date in dealing with this issue has been appropriate, meeting the Scottish Governments expectations of local authorities. The actions detailed in the strategy, dated 8th December 2016, have been completed by posting information on the council website, contacting all the large poultry farms we are aware of in our area to ensure that they have effective controls in place and responding to all enquiries received from people with domestic poultry and concerned members of the public.

In light of the extension of the Avian Influenza Prevention Zone to the 28th February the strategy has been revisited and it has been concluded that the previous strategy remains appropriate with the following additions:

- Our website has been updated with details of the extension and links to the Scottish Government website
- A proactive media release has been issued with advice to the public and advising those with poultry to revise their current procedures and ensure that they continue to check the Scottish Government guidance on biosecurity measures, whilst ensuring the welfare of their poultry.
- Continue to respond to complaints or requests for advice, relating to the keeping of poultry and ensure that practical biosecurity measures are being followed.

The Councils Animal Health and Welfare team will continue to review the

situation and the strategy will be revised following any developments or Scottish Government correspondence.

**3.2.2 Society of Chief Officers of Environmental Health in Scotland**

The Council's Regulatory Services Manager, Alan Morrison has been elected Chair of the Society of Chief Officers of Environmental Health in Scotland. As well as enhancing the profile of the Council this appointment provides an early insight into changing national agendas affecting environmental health and the wider regulatory services.

**4.0 Conclusion**

This is my final Policy Lead report before the May elections and I would like to conclude by thanking all the officers within Planning, Protective Services & Licensing, Committee Services staff and members of the PPSL committee for making my term of office an enjoyable and unforgettable experience.

Councillor David Kinniburgh  
Policy Lead Planning & Regulatory Services

18<sup>th</sup> January 2017



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**REPORT BY THE POLICY LEAD FOR ISLAND AFFAIRS**

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**1. INTRODUCTION**

This report provides an update to the main focus of work in relation to islands over the period June 2016 - present.

**2. RECOMMENDATION**

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

**3. DETAIL****3.1 Islands Bill Up-date****3.1.1 The Future Policy Surrounding Scotland's Islands.**

The future policy surrounding Scotland's islands continues to be widely discussed at both a Scottish and UK level. Since my last update a new Minister for Transport and the Islands, Humza Yousaf, has been appointed and he has confirmed again the Scottish Government's commitment to bring forward an Islands Bill. It was announced in August 2016 that the Bill would be brought forward within 12 months in the current parliamentary session. The Bill will be informed by the 2015 Consultation on Provisions for a Future Islands Bill, which Argyll and Bute Council responded to, as well as ongoing discussions with local authorities and local communities.

**3.1.2 Strategic Islands Working Group**

The new Minister has also reinstated an islands working group. The Strategic Islands Group comprises not just the three island only Councils but also includes Argyll and Bute, North Ayrshire and The Highland Councils. The first meeting of the Group took place in September 2016. The main focus of the Group will be to assist in shaping the future Islands Bill.

Argyll and Bute Council was asked to host the second meeting of this group, which took place in Rothesay on 19<sup>th</sup> December 2016. The Chief Executive and I were joined by the leaders and Chief Executives of Orkney and Shetland Islands, Western Isles and Highland councils, attending in person or by VC link, as well as Humza Yousaf and Scottish Government officials.

This was a very positive meeting which saw the relatively new group discussing a wide range of topics from an islands perspective, including:

- An update on renewables from the Minister for Business, Innovation and Energy
- The Scottish Energy Efficiency Scheme
- Planning Reform
- Social enterprise strategy

The agenda also included some time for discussion of the Islands Bill and the National Islands Plan. I was able to ask Mr Yousaf how he envisaged this new plan would relate to islands councils and councils with islands, and was glad to have his reassurance that Argyll and Bute Council, as a council with islands, will be fully involved in that conversation. While he was of the view that at this stage, it is a little early for fine detail, he did note the need for a strategy on depopulation, and that the National Islands Plan may provide a mechanism for this.

The next meeting of the Islands Strategic Group is yet to be arranged, and the minutes for the December meeting have not yet been made available to us, but I will be happy to share any more detail with members when these are provided.

### **3.1.3 Argyll Islands Taskforce and the Island Connections Event**

The Argyll Islands Taskforce has continued to hold meetings with attendance from the Argyll and Bute Health and Social Care Partnership, Ambulance Service and Roads and Amenity Services. Support from Council services and partner organisations has enabled the group to understand how service provision on the islands is approached and raise issues and concerns.

The Argyll Islands Task Force was keen to hold an event which would bring together island communities to discuss significant issues which affect life on our islands and to identify good practice. The Island Connections event was held on 20 October 2016 at the Seil Island Community Hall. The event brought together approximately 70 delegates and speakers from community councils, development trusts, other community organisations, Argyll and Bute Council, The Scottish Government and Community Planning Partners.

Island Connections aimed to cover issues which had been highlighted as most significant by our island communities:-

- Health care for island communities
- Supporting economic growth
- Transport and island infrastructure
- Sustainable island homes
- Digital islands

Action is already underway to help to address many of the issues raised during Island Connections, for example the Joint Health and Social Care Partnership are already looking at more innovative ways to recruit GPs, affordable housing is planned for island communities and discussions are ongoing about the future of the Council operated ferry services. Island based community organisations are also playing an important part in helping to address the issues. There are however key messages that can be extracted from the discussions at Island Connections, especially that island communities may require bespoke solutions to service provision and that flexibility and innovation are important in island proofing our policies and programmes.

## **3.2 Other Island Updates**

### **3.2.1 Rothesay Charrette**

Following the Remaking Rothesay event which took place in February last year, the Bute Island Alliance is continuing to work on the actions arising.

### **3.2.2 Rothesay Townscape Heritage Bid**

The second stage application is being prepared and is to be submitted in March 2017.

### **3.2.3 Tiree Charrette**

Following their events which were held on two dates last year, one in February and one in March, the Tiree Community Development Trust are preparing a growth plan to guide their activities on the island with the aim of growing the population.

### **3.2.4 Digital Connectivity**

The rollout of next generation broadband continues with a service already available in parts of Mull, Islay, Bute, Seil and Tiree. Further connections are expected on Coll, Islay, Mull, Jura and Bute during 2017. Community projects, Giga Plus Argyll and the Kyles of Bute, are proceeding with Giga Plus Argyll expecting to provide connections to the first premises during Spring 2017. In relation to mobile connectivity, Scottish Futures Trust are working with Tiree Community Development Trust seeking to erect a community mast which is expected to provide a Vodafone and O2 service to the island.

### **3.2.5 Consultation on treatment of non-mainland GB onshore wind projects**

Finally, on 19 January 2017, the Environment, Development and Infrastructure Committee are due to consider the Council's response to the consultation on treatment of non-mainland GB onshore wind projects by the Department for Business, Energy and Industrial Strategy which considers the issue of subsidies for non-mainland wind projects. This report has now been published and is available on the council's website.

## **4.0 CONCLUSION**

Argyll and Bute Council is working positively with the Scottish Government and other partners to have our Island's special issues recognised and addressed. As you can see from the above this sustained dialogue has paid off and we are delighted to be working in collaboration with the other stakeholders as part of the Strategic Islands Group. I am confident that this work will stand us in good stead going forward.

**Councillor Name:** Councillor Len Scoullar

**Policy Lead for:** Island Affairs

**Date:** 16 January 2017

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**MINUTES of MEETING of SHORT LIFE WORKING GROUP ON POLITICAL MANAGEMENT ARRANGEMENTS held in the COUNCIL CHAMBERS, KILMORY, LOCHGILPHEAD on TUESDAY, 15 NOVEMBER 2016**

**Present:** Councillor Dick Walsh (Chair)

Councillor Anne Horn	Councillor Len Scoullar
Councillor Roderick McCuish	Councillor Sandy Taylor
Councillor Ellen Morton	Councillor Richard Trail
Councillor Elaine Robertson	

**Attending:** Cleland Sneddon, Chief Executive  
 Douglas Hendry, Executive Director – Customer Services  
 Charles Reppke, Head of Governance and Law  
 Shirley MacLeod, Area Governance Manager  
 Graeme Forrester, Area Committee Manager  
 Shona Barton, Area Committee Manager

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Rory Colville, Robin Currie and Aileen Morton.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minutes of the Meeting of the Short Life Working Group on Political Management Arrangements held on 24 October 2016 were approved as a correct record.

The Head of Governance and Law advised that Councillor Robb had pointed out that during the discussion at the previous meeting he did not express agreement that the option to take all decisions at the full Council meetings was not fit for purpose. The Working Group noted that the minute reflected the general discussion and the summary provided by Councillor Walsh, with reference to previous views expressed by Audit Scotland, at the conclusion of the meeting and was not a substantive decision.

**4. POLITICAL MANAGEMENT ARRANGEMENTS**

The Short Life Working Group gave consideration to a report which provided them with information they had requested at the previous meeting held on 24 October 2016.

Further information was provided on a range of options in respect of Committee Structures including Area Committees, the Scheme of Delegation, the possibilities of combining the Audit and the Performance Review and Scrutiny Committee and items on an agenda purely for noting.

Discussion took place on the following points:-

- The number of items which are referred on to another Committee for decision
- Current delegations to the Service Committees and the options for streamlining decision making
- Reports for noting and options for more manageable agendas
- Changes required to the Constitution
- Localism – what will this look like and how can it be achieved?
- The options for the Scrutiny and Audit functions
- Ensuring inclusion of all Elected Members in decision making

### **Decision**

The Short Life Working Group requested that officers draft a report for the next meeting, to include:-

- (1) further information on the different decision making models, giving an indication on quality by comparing efficiency and the cost of delivery for each model;
- (2) options for strengthening referral processes, and
- (3) ideas for improving agenda management.

(Reference: Report by Executive Director – Customer Services dated 8 November 2016, submitted)

**MINUTES of MEETING of SHORT LIFE WORKING GROUP ON POLITICAL MANAGEMENT ARRANGEMENTS held in the COMMITTEE ROOM 1, KILMORY, LOCHGILPHEAD on MONDAY, 12 DECEMBER 2016**

**Present:**

Councillor Dick Walsh (Chair)

Councillor Rory Colville  
 Councillor Robin Currie  
 Councillor Anne Horn  
 Councillor Aileen Morton  
 Councillor Ellen Morton

Councillor Elaine Robertson  
 Councillor Len Scoullar  
 Councillor Sandy Taylor  
 Councillor Richard Trail

**Attending:**

Cleland Sneddon, Chief Executive  
 Douglas Hendry, Executive Director of Customer Services  
 Charles Reppke, Head of Governance and Law  
 Shirley MacLeod, Area Governance Manager  
 Shona Barton, Area Committee Manager

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Roddy McCuish and James Robb.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minutes of the Meeting of the Short Life Working Group on Political Management Arrangements held on 15 November 2016 were approved as a correct record.

**4. POLITICAL MANAGEMENT ARRANGEMENTS**

The Short Life Working Group gave consideration to a report which provided them with information they had requested at the previous meeting held on 15 November 2016.

Further information was provided on the different decision making models, giving an indication on quality by comparing efficiency and the cost of delivery for each model including options for strengthening referral processes and ideas for improving agenda management.

Discussion took place on the various points:-

- Harbour Board
- Reports for noting
- Area Committees, scheduling, frequency and resources
- Referring items; delegations
- Business Days
- Protocol for area committees / business days

## **Decision**

The Short Life Working Group requested that officers draft a report for the next meeting, to include:-

1. Area model:
  - Retain 4 area committees with reduced frequency
  - Retain Community Planning Groups
  - Area business days to be informal and without governance support
2. Prepare a programme of meetings for 2017/18 based on the traditional and Executive/Cabinet models with a reduced frequency of meetings and based on the area model above.
3. Draft a protocol to allow flexibility to respond to consultations for inclusion as terms of reference in the constitution.
4. Incorporate the Harbour Hoard into the EDI Committee or reduce the frequency of Board meetings.
5. Draft a protocol for dealing with reports for noting.
6. Draft a protocol for Area Committee Business Days meetings.

(Reference: Report by Executive Director – Customer Services dated 5 December 2016, submitted)

## **5. COMMUNITY ENGAGEMENT AND LOCALISM**

The Short Life Working Group gave consideration to a report which provided them with information they had requested at a previous meeting held on 22 September 2016 to the development of community action planning and the community planning model to enhance localism, meet the expected requirements of the Localism Bill and fit with the future governance arrangements of the Council.

Discussion took place on the following points:-

- Community lead actions plans / groups
- Community action planning toolkit and training
- Locality plans
- Link officer for advice
- Action plans for deprived areas
- Community empowerment

## **Decision**

The Short Life Working Group discussed the contents of the report and agreed that the bullet points noted above be taken into consideration when developing future options.

(Ref: Report by Executive Director of Community Services dated 12 December 2016, submitted)



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**ARGYLL & BUTE COUNCIL****COUNCIL****CUSTOMER SERVICES****26 JANUARY 2017**

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**EXTRACT OF MINUTE OF MID ARGYLL, KINTYRE AND THE ISLANDS AREA  
COMMITTEE HELD ON 7 DECEMBER 2016**

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**\* 15. THIRD SECTOR ASSET TRANSFER - CAR PARK AND PUBLIC  
CONVENIENCES. CARRADALE HARBOUR**

The Committee gave consideration to a report advising of a proposal from Network Carradale Limited to take on a lease of the car park, an area of foreshore and the public conveniences at Carradale Harbour.

**Decision**

Members agreed:

1. **to recommend to the Council that the car park, area of foreshore and public conveniences at Carradale Harbour are leased to Network Carradale Limited on the basis of a 25 year lease at a rental of £100 per annum; and**
2. delegates to the Executive Director, Customer Services, authority to agree the terms of the lease to the Third Sector.

(Ref: Report by Executive Director of Customer Services and Development and Infrastructure Services, dated 7 December 2016)

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**ARGYLL AND BUTE COUNCIL**  
**CUSTOMER SERVICES**  
**DEVELOPMENT AND INFRASTRUCTURE**

**MID ARGYLL, KINTYRE**  
**AND THE ISLANDS AREA COMMITTEE**  
**7 DECEMBER 2016**

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**THIRD SECTOR ASSET TRANSFER – CAR PARK AND PUBLIC CONVENIENCES,  
CARRADALE HARBOUR**

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## **1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to advise the Committee of an unsolicited enquiry from Network Carradale Limited to take on a lease of the car park, an area of foreshore and the public conveniences at Carradale Harbour.
  
- 1.1 The car park and public conveniences are owned by the Council and held by Development and Infrastructure Services and operated by Roads and Amenity Services.

## **RECOMMENDATION**

- 1.3 That the Committee agrees to recommend to the Council that the car park, area of foreshore and public conveniences at Carradale Harbour are leased to Network Carradale Limited on the basis of a 25 year lease at a rental of £100 per annum.
  
- 1.4 Delegates to the Executive Director, Customer Services, authority to agree the terms of the lease to the Third Sector.

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**ARGYLL AND BUTE COUNCIL**

**MID ARGYLL, KINTYRE  
AND THE ISLANDS AREA COMMITTEE**

**CUSTOMER SERVICES  
DEVELOPMENT AND INFRASTRUCTURE**

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**7 DECEMBER 2016**

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**THIRD SECTOR ASSET TRANSFER – CAR PARK, SLIP AND PUBLIC CONVENIENCES,  
CARRADALE HARBOUR**

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**2. INTRODUCTION**

2.1 The purpose of this report is to advise the Committee of an unsolicited enquiry from Network Carradale Limited to take on a lease of the car park, public conveniences and area of foreshore at Carradale Harbour.

**3. RECOMMENDATIONS**

3.1 That the Committee

3.1.1 That the Committee agrees to recommend to the Council that the car park, area of foreshore and public conveniences at Carradale Harbour are leased to Network Carradale Limited on the basis of a 25 year lease at a rental of £100 per annum.

3.1.2 Delegates to the Executive Director, Customer Services, authority to agree the terms of the lease to the Third Sector.

**4. DETAIL**

4.1 Network Carradale Ltd has requested the acquisition by means of a long lease of the car park, an area of foreshore and the public conveniences at Carradale Harbour, all as shown by the two areas bounded red on the attached plan at Appendix one hereto. The site is owned by the Council and is held by Development and Infrastructure Services under Roads and Amenity Services.

4.2 The car park and public conveniences are fully operational and it would be a condition of any lease that these facilities remain available to the public. A Council employee currently carries out cleaning duties at the PCs and there may be a possible TUPE issue for Development and Infrastructure if alternative arrangements for the employee cannot be made.

4.3 In accordance with the Council's Third Sector Asset Transfer Policy, Development and Infrastructure Services were consulted in respect of the

request from Network Carradale Ltd and it was agreed, in principle, that the asset requested could be made available for transfer to the third sector.

- 4.4 The site has been assessed by the District Valuer as having a market rental value of £750 per annum.
- 4.5 A Business Case in respect of the disposal of the asset has been prepared by Roads and Amenity Services, a copy of which is attached for Members information at Appendix Two hereto.
- 4.6 As a result of this Business Case, it has been determined that the assets should be made available for disposal by means of a 25 year lease to the Third Sector at a discounted rental of £100 per annum. In determining this price, Roads and Amenity Services have taken in to account savings in relation to the on-going cost of maintenance and staffing for the facilities. An allowance has also been made to take account of the cost of advertising should this have been a disposal of an asset on the open market.
- 4.7 The proposal meets with the Council's objectives of the third sector asset transfer policy as it will allow the local community to secure a sustainable long term use of these facilities for the wider benefit of the area, enhancing their use and long term availability to the wider community. In addition community groups will be better placed to access funding to secure the long term future of these asset and at the same time enhancing the offering to the community and visitors alike. The proposal also fits with the wider masterplan developed for the area by the community the objective of which is to secure economic regeneration. These assets play a key role in this regeneration.
- 4.8 Should members be agreeable to the site being leased to the Network Carradale Limited on the basis of a 25 year lease at a rental of £100 per annum, then the matter will require to be referred to the Council for their agreement as the transfer is at less than market value.
- 4.9 The Council requires to comply with the requirements of the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and the related Scottish Government Guidance. The regulations require that local authorities, before deciding in favour of a disposal at less than best consideration, appraise and compare the costs and other disbenefits and benefits of the proposal . In relation to the specific requirement of the Council's decision Regulation 4 of the 2010 Regulations provides as follows:

4.-(1) The circumstances in which a local authority may dispose of land for a consideration less than the best that can reasonably be obtained are that –

(a) the local authority is satisfied that the disposal for that consideration is reasonable, and

(b) the disposal is likely to contribute to any of the purposes set out in paragraph (2), in respect of the whole or part of the area of the local authority or any persons resident or present in its area.

(2) Those purposes are the promotion or improvement of –

(a) economic development or regeneration;

(b) health;

(c) social well-being; or

(d) environmental well-being.

The required evaluation has been undertaken by the Council's Economic Development Services in terms of the business case referred. They have concluded that the disposal is: reasonable; and likely to contribute to economic development and regeneration in accordance with the business case referred to.

4.10 Members should note that Network Carradale Ltd already holds a lease of the hatched area shown in the attached plan at Appendix One hereto, granted by the Council in 2014, upon which they have constructed a publicly accessible slipway. This lease will terminate without payment of compensation in the event that the assets highlighted in this report are transferred to a Third Sector Organisation following advertisement.

## CONCLUSION

5.1 Given that the subjects have been declared Development and Infrastructure Services as being available for transfer to the third sector it is recommended that the Committee agree to recommend to the Council that car park, area of foreshore and public conveniences at Carradale Harbour are leased to Network Carradale Limited on the basis of a 25 year lease at a rental of £100 per annum.

5.2 Delegates to the Executive Director, Customer Services, authority to agree the terms of the lease to the Third Sector.

## 6. IMPLICATIONS

6.1 The implications for the Oban Lorn and Isles Committee are as outlined in the table below.

<b>Table 6.1: Implications for the Mid Argyll, Kintyre and the Islands Area Committee</b>	
<b>Policy</b>	None
<b>Financial</b>	Potential rental income of £100 per annum and annual savings in operational and running costs of £6,800 for the car park and toilets.
<b>Legal</b>	Disposal by long lease would be in accordance with the

	Council's Third Sector Asset Transfer Policy. The Disposal of Land by Local Authorities (Scotland) Regulations 2010.
<b>HR</b>	Possible TUPE issue for D&I if alternative arrangements for the employee cannot be made
<b>Equalities</b>	None
<b>Risk</b>	None
<b>Customer Service</b>	None

Douglas Hendry - Executive Director of Customer Services

Pippa Milne – Executive Director of Development and Infrastructure

15 November 2016

**For further information contact:**

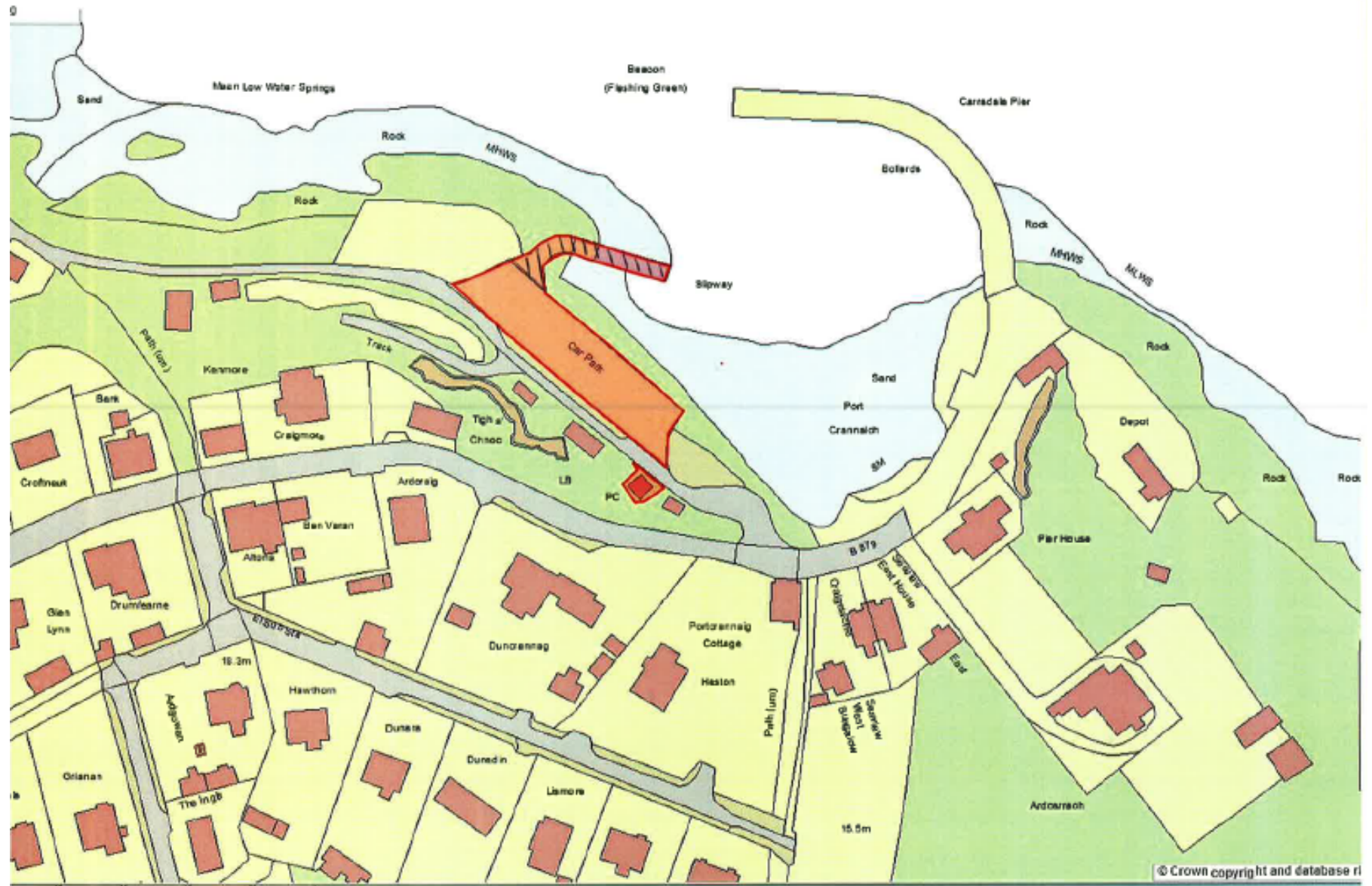
Jennifer Crawford, Estates Surveyor, tel: 01436 658954

David Rennie, Social Enterprise Development Officer, tel: 01700 501371





Appendix 1





**ARGYLL & BUTE COUNCIL****FULL BUSINESS CASE APPRAISAL WEIGHTING AND SCORING MATRIX****DEPARTMENT**

Community Services and D &amp; I

**SERVICE**

Community &amp; Culture and Roads &amp; Amenity Services

**PROJECT**

Toilet Block and Car Park at Carradale Harbour

Assessment	Features of Strong Projects	Features of Weak Projects	Issues to Consider	Score	Weight	Weighted Score
<b>Impact:</b> The project will make explicit contributions to the Council's plans and strategies and will ensure compliance with external requirements				<b>Max. 10</b> <b>Min. 0</b>		
Impact on Corporate Plan	Clear links to corporate plan that demonstrate how the project will contribute to strategic objectives.	Links are not clear and the relationship to strategic objectives is vague.	To encourage active and caring communities. To encourage a growing sustainable economy in Argyll & bute. Etc.	9	3.000	27.00
Impact on Service Plans	Clear links to service plans that demonstrate how the project will contribute to service priorities.	Links are not clear and the relationship to service priorities is vague.	What service priorities does this impact on? e.g. Streetscene; performance culture; recycling.etc.	5	0.400	2.00
Impact on Area Plans	Clear links to area plans that demonstrate how the project will contribute to area priorities.	Links are not clear and the relationship to area priorities is vague.	What Area priorities does this affect? e.g. Rothesay waterfront/centre; Helensburgh town centre; Jura transport initiative; Dunoon marine gateway; Oban action plan; etc.	9	0.400	3.60
Impact on Corporate Strategies	Clear links to identified corporate strategies that demonstrate how the project contributes to these.	Links are not clear and the contribution of the project is vague.	Consider relationship with:- Asset Management Strategy; ICT Strategy; Customer First Strategy; Transport Strategy; Any other overarching Council strategy.	9	0.400	3.60
Impact on Carbon Management Plan	Clear links to identified Carbon Management Plan that demonstrate how the project contributes to the Plan.	Links are not clear and the contribution of the project is vague.	Identifies improvements to assist in the achievement of Corporate targets to reduce carbon footprint	9	0.400	3.60
Impact on Compliance with Legal and National Priorities.	Compliance and national priorities clearly identified and the relationship of the project clearly demonstrated.	Vague reference to compliance issues and national priorities without specific identification of relationships.	Sustainability; Equality; Health & Safety; Environmental etc.	9	0.400	3.60
<b>Affordability:</b> The project is an acceptable and prudent financial investment for the Council and the Council can sustain the ongoing running costs.						
Capital costs are affordable	Net capital costs are low.	Net capital costs are high.	Points awarded on scale basis: Net cost less than £100k = 10 pts £100k to £250k = 9 points; £251k to £500k = 8 points; £501k to £750k = 7 points; £751k to £1m = 6 points; £1 to £1.5m = 5pts; £1.5m to £2m = 4pts; £2m to £2.5m = 3pts; £2.5m to £5m = 2pts; £5m to £10m = 1pt; Over £10m. = 0 pts.	10	1.00	10.00
Ongoing revenue costs are affordable	Net revenue costs are low	Net revenue costs are high.	No impact on revenue costs equals 5 points. Increase by 1 point for every 10% decrease in revenue costs. Decrease by 1 point for every 10% increase in revenue cost.	10	1.00	10.00
External funding leveraged by the project	Significant external funding levered in	No external funding levered in.	No external funding equals 0 points. Increase of 1 point for each 10% of external funding i.e.41-50% of external funding equals 5 points.	0	0.50	0.00
<b>Deliverability:</b> The project can be delivered successfully.						
Timescales for delivery	The timescale for delivery is clearly stated and is acceptable.	The timescale for delivery is not clearly stated or is unacceptable.	Land acquisition; planning permission; environmental issues; level of staff input; tendering requirements.	8	0.42	3.36
Management arrangements to deliver project	The management arrangements for the project are clearly stated and are acceptable.	The management arrangements for the project are not clearly stated or are unacceptable.	Project Manager and Project Team identified and named. Extent of discussions with all parties involved	8	0.42	3.36
Residual/knock on consequences	The residual or knock on consequences of the project are clearly stated and are acceptable.	The residual or knock on consequences of the project are not clearly stated or are unacceptable.	Is the project self contained to one service? Have impacts on other services been identified and discussed?	7	0.41	2.87

<b>Risk:</b> Progressing the project does not expose the Council to unacceptable risk.						
What are impact risks	The risks of not making the intended impact as outlined above have been identified and are assessed as limited.	The risks of not making the intended impact as outlined above have not been identified or are assessed as significant.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	9	0.25	2.25
What are delivery risks	The timescale, management arrangements and residual or knock on consequences have been robustly constructed and the related risks are clearly identified and are limited.	The timescale, management arrangements and residual or knock on consequences have only been compiled on a vague basis or not clearly identified or there are significant or unpredictable risks.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	9	0.25	2.25
What are affordability risks	Robust estimates of capital and revenue cost have been made and external funding is secured. Risks have been clearly identified and assessed.	Only preliminary estimates of capital and revenue cost have been made and external funding is anticipated rather than secured. No clear assessment has been made of the financial impact of risks.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	10	0.25	2.50
Risk Management arrangements	Robust strategies and arrangements to identify, manage and control risk developed.	No clear arrangements to manage risk	Has the approach to risk management been documented? Does it appear robust?	9	0.25	2.25
What are the risks of not proceeding with the project.	An assessment of these has been made and evidenced and there is significant risk of not proceeding with the project.	No assessment made or only vague references or limited risk of not proceeding with the project.	Have the risks been specified? What process has been used to identify them? Has this risk been assessed robustly?	8	0.25	2.00
<b>Total Score (Maximum=100)</b>						<b>84.24</b>

**ARGYLL & BUTE COUNCIL**

**ASSET MANAGEMENT STRATEGIC BOARD**

**FULL BUSINESS CASE RATING**

**PROJECT** Toilet Block and Car Park at Carradale Harbour

			Matrix Score
1	Executive Summary	Brief statement of what is proposed.	N/A
2	Impact on Council Plans	Corporate Plan	43.40
		Service plans	
		Area Plans	
		Corporate Strategies	
		Carbon Management Plan	
		Compliance with National and Legal Priorities.	
3	Affordability	Capital Costs	20.00
		Ongoing Revenue Costs	
		External Funding	
4	Deliverability	Timescales for deliverability	9.59
		Management arrangements to deliver project	
		Residual/knock on consequences	
5	Risk	Impact risks	11.25
		Delivery risks	
		Affordability risks	
		Risk Management arrangements	
		Risk of not proceeding with project	
	<b>Total Matrix Score</b>		<b>84.24</b>
	<b>Rating</b>		

Calculation of Rating:

- 4 = matrix score of 80-100%
- 3 = matrix score of 70-79%
- 2 = matrix score of 60-69%
- 1 = matrix score of less than 60%

Comments

Add any comments on the rating of the project.

Prepared by: Peter Cupples

Reviewed by:

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Appendix TwoARGYLL & BUTE COUNCILOUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS

DEPARTMENT                      Community Services and D & I      SERVICE                      Community & Culture and  
Roads & Amenity Services

Asset Group:                      \_\_\_\_\_

Project Name:                      **Toilet Block and Car Park at Carradale Harbour**

1. Executive Summary:

*Introduction and context including description of problem/challenge/business requirement; description of do nothing option and why it is not acceptable; description of do minimum option; and description of preferred option if this is not do minimum.*

Request by Carradale Harbour Group for a long term lease under the Third Sector Asset Transfer Process of the toilet block and car park (excluding the net storage area) in order that the Group can improve the access to the harbour and develop new facilities for visitors, enhance the tourism experience and indirectly improve the local economy.

The do nothing option would see the toilets remain open requiring the Council to pay an annual grounds maintenance costs on going refurbishment costs and staffing costs in relation to cleaning. An opportunity would be missed to potentially upgrade the facilities for visitors, improve the aesthetics of the area, promote tourism , assist to improve the local economy and eliminate the Council's expenditure on maintenance .

The transfer option would be to commit a long term lease of the public conveniences and car park to the Carradale Harbour Group or such other third sector group as may wish to develop the toilets and car park which can present an acceptable business case. The lease would enable the Group to undertake a development plan for the toilets and car park thereby improve the aesthetics of the area. Thereafter the Group would continue to develop the harbour area for visitors and fishermen thereby improving the tourism experience and indirectly assisting to improve the local economy. The Council would save the staffing and grounds maintenance costs.

**ARGYLL & BUTE COUNCIL****OUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS**

**DEPARTMENT**                      Community Services and D & I      **SERVICE**                      Community & Culture and  
Roads & Amenity Services

**Asset Group:**                      \_\_\_\_\_

**Project Name:**                      **Toilet Block and Car Park at Carradale Harbour**

**2. Impact on Council Plans:**

*This section should demonstrate links to Council's Corporate Plan; the Service Plan; Area Plans; Corporate Strategies; and compliance with legal and national priorities.*

Corporate Plan 2013-2017 - The proposed long term lease of the public conveniences and car park contributes to the outcomes of the Corporate Plan through;

Corporate Objective 2 - Working together to realise the potential of our communities.

Corporate Objective 3 - Working together to realise the potential of our area.

Community Plan and Single Outcome Agreement - The proposed long term lease of the public conveniences and car park would contribute to the outcomes of the Community Plan and Single Outcome Agreement through;

Outcome 1 - The economy is diverse and thriving.

Outcome 5 - People live active, healthier and independent lives.

Outcome 6 - People live in safer and stronger communities

National Priorities. - The proposed long term lease of the public conveniences and car park contributes to the Scottish Government's national priorities through;

National Priority 1 - Economic Recovery & Growth.

National Priority 4 - Safer & Stronger Communities

**3. Affordability:**

*Show that the project is an acceptable and prudent investment for the Council and that ongoing costs can be sustained; Capital Costs are affordable; ongoing revenue costs are affordable; provide information on external funding for the project.*

The proposed long term lease has no capital costs associated with it. The Council would receive annual income from the lease. Additional revenue savings would be made through the elimination of the annual staffing and grounds maintenance costs estimated at £6,800.

There will be a cost associated with staff time to progress the long term lease to conclusion although such costs are applicable to all lease agreements to a greater or lesser degree.



**ARGYLL & BUTE COUNCIL**

**OUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS**

**DEPARTMENT**                      Community Services and D & I      **SERVICE**                      Community & Culture and  
Roads & Amenity Services

**Asset Group:**                      \_\_\_\_\_

**Project Name:**                      **Toilet Block and Car Park at Carradale Harbour**

**4. Deliverability/WorkSchedule:**

*Show that project can be delivered successfully in respect of timescale; management arrangements; and what are the residual or knock on consequences.*

The Council has all the relevant professional disciplines within the Council to progress the lease to conclusion. Long term leases of assets have been successfully managed previously and no issues are anticipated . The lease will be managed by the Estates Services and will be progressed by the Estates Services, Governance & Law and the Social Enterprise Team.

The lease will be progressed in accordance with indicative timescales within the third sector disposal procedures and in accordance with the requirements and/ or limitation of the Carradale Harbour Group and such funding as they may require to obtain.

**5. Risk Log:**

*This section should set out foreseen risks as they affect Impact on Council Plans as well as on asset condition and suitability; affordability; deliverability. Indicate action aimed at mitigating these risks and highlight whether any contingency plans are likely to be needed. Provide a summary of three cost and timetabling scenarios - optimistic, realistic, and pessimistic - relating to the project (see 6a below).*

See Risk Log Worksheet which sets out the chance, impact and mitigating actions re the following:-

Risks to the Council are as follows:-

- \* Currently, the Council provides parking and toilet facilities at Carradale. The development group may have plans to limit or deny access to the general public. Any future agreement will have to be worded to ensure that a minimum number (no. to be agreed) of car parking spaces will be made available for public use and that access to toilet facilities will continue to be available.
- \* Charging for facilities may be introduced by the developer. The agreement should be worded to ensure that charging is capped - to ensure that the level of charges is in line with other Council operated car parks and toilet facilities in Argyll and Bute.
- \* The group's plans to develop may be frustrated by lack of funding and the assets fall into disrepair. An agreed maintenance regime should be put into place i.e. gully cleaning, weed-killing , toilet cleaning etc.
- \* Risk of affecting other assets. The car park is located adjacent to a public road and net-storage area. Marine Services has plans to improve the net storage area to enhance future usage. Development plans must not interfere with either asset. Well before the development group approaches the Council's Planning Dept, there should be regular meetings held between the group and officers in 'Piers and Harbours'.

The Council's Social Enterprise Team will assist the Carradale Harbour Group with their application and the preparation of a business plan.

**ARGYLL & BUTE COUNCIL**

**OUTLINE BUSINESS CASE FOR CAPITAL PROJECTS - COST PLAN**

**DEPARTMENT** Community Services and D & I      **SERVICE** Community & Culture and Roads & Amenity Services

**Asset Group:**

**Project Name:** Toilet Block and Car Park at Carradale Harbour

Nature of Expenditure (delete as appropriate)

Replacement/Cost Saving/Carbon Management/Expansion

Details of asset being replaced if any:-  
N/A

**Disposal of Asset**

Market Value	10000.00	Based on valuation carried out by DVS Property Specialists.	
		For the long lease option, as opposed to outright acquisition - the District Valuer has provided a rental valuation for the ground and PCs. The figure provided is £750 per annum on the basis of a 25 year lease.	
Removal costs (estimate)	10000.00	Estimated	total rental income over 25yr lease for commercial 18750.00 let  7750.00 less - Total disposal costs  less - maintenance cost 37500 savings over 25 yrs less - annual energy cost 7500 over 25yrs
Marketing costs (estimate)	1000.00		
Other costs	0.00		
Net Market Value of Asset			

Revenue Costs

Cost Per Annum  
£

Maintenance Cost

1500

Estimate - Based upon - Sweep / pot-hole / empty gullies / pc consumables.

Energy Cost

300

Estimate for electricity

Other Running Cost

5000

Estimate - based upon - PC Cleaner (£3,150 per annum) / non-domestic rates / public liability insurance

Total Revenue Cost

6800

Capitalised Revenue Costs (10 years)

Total Net Market Value of Asset

-34000.00 income less costs  
-1360 divided by 25 yr lease

Net savings of £1,360 P.A. suggest a pepper corn rent £100 P.A. for the 100 asset

Ongoing contract with the Council to continue to supply cleaning 3150 services P.A.

suggested annual rental (with salary increases 3250 built in to the contract)

**ARGYLL AND BUTE COUNCIL**

**BUSINESS CASE LIFE CYCLE COST CALCULATION**

<b><u>ASSET DESCRIPTION</u></b>	<b>Toilet Block and Car Park at Carradale Harbour</b>		
	Note	£	
Initial Cost or Purchase Price	1	10000.00	Based on valuation by DVS. Relining - £500
Commissioning or Installation Cost		n/a	incl Est. cost to maintain car park surface - £200 pa
Maintenance Cost per Annum	2	0.00	* £6,500
Energy Cost per Annum	2	0.00	*£300
Other Running Costs per Annum	2	0.00	n/a
Useful Life (Years)		25.00	
Discount Rate		2.00%	
Residual Value		10000.00	
Total Life Cycle Cost			
Life Cycle Cost Per Annum			

Notes:

1. Where Initial Cost is calculated over a construction period see Data Sheet
2. For analysis of costs see Data Sheet
3. For the long lease option, as opposed to outright acquisition - the District Valuer has provided a rental valuation for the ground and PCs. The figure provided is £750 per annum on the basis of a 25 year lease.

**ARGYLL AND BUTE COUNCIL****BUSINESS CASE LIFE CYCLE COST CALCULATION - PRESENT VALUE**

<b><u>ASSET DESCRIPTION</u></b>	<b>car park and public toilets at Carradale</b>	
	<b>£</b>	
Initial Cost or Purchase Price	10000.00	Based on valuation by DVS - or £750 per annum rental.
Commissioning or Installation Cost		
Maintenance Cost per Annum	6500.00	
Energy Cost per Annum	300.00	Estimated
Other Running Costs per Annum	0.00	Estimated
Residual Value	-7809.38	
Present Value Life Cycle Cost		

**LIFE CYCLE COST CALCULATION WORKSHEET**

1. Construction Cost of Asset 10000.00

2. Construction Period (months) 2.00%

3. Discount Rate 0.00

4. Present Value 0.00

5. Construction Period in Years 0.00

6. Maintenance Cost per annum Analysis

Planned Repairs	
Emergency Repairs	
Abnormal Repairs	
Cleaning	

Total Maintenance Cost per Annum 0

7. Energy Costs per annum Analysis

Oil	
Gas	
Electric	
Other	

Total Energy Cost per annum 0

8. Other Running Costs per annum Analysis

Total Other Running Costs per annum 0

Argyll & Bute Council -								
Ref	Category	Risk Description	RISK ASSESSMENT					Mitigating Action
			Chance	Impact	Score	Risk Level	Risk Lead	
1	strategic & financial	No strategic risk. Ongoing grounds maintenance liability. Cost to remove structure.	3	1	3	Red/ Green/ Amber		Disposal to community group.
2	operational	The property is no longer operated as a public convenience.	1	1	1	Red/ Green/ Amber		N/A
3	statutory	Planning/Building Standards Conditions	1	5	5	Red/ Green/ Amber		Community Group would need to obtain consents to develop the site. The Council would need to obtain a Building Warrant for the demolition of the property if the sale does not progress to conclusion.
4	project	Unforeseen technical difficulties	2	5	10	Red/ Green/ Amber		Community group recommended to have a ground investigation study undertaken.
5	project	Higher than predicted construction costs and time delays	3	5	15	Red/ Green/ Amber		Community group to appoint a suitably qualified Project Manager.
6	project	Poor contractor performance	2	4	8	Red/ Green/ Amber		Community group to vet prospective contractors and ensure they have appropriate experience and indemnity insurance.
7	project	Level of contingencies / design risk	1	4	4	Red/ Green/ Amber		Community group to appoint suitably qualified Project Manager/ Architect.

**ARGYLL & BUTE COUNCIL**

**BENCHMARKING SHEET FOR SERVICE DEVELOPMENT  
AND STRATEGIC CHANGE PROJECTS AT OBC STAGE**

**DEPARTMENT** Community Services and D & I **SERVICE** Community & Culture and Roads & Amenity Services

**Asset Group:** \_\_\_\_\_

**Project Name:** **Toilet Block and Car Park at Carradale Harbour**

	Target	Actual
<b>Project Benefits</b>		
List of measures and targets to be used to determine if the Project has been a success in terms of service delivery.		
a) The asset is maintained in a safe and presentable condition. b) There has been a marked increase in customer demand. c) The asset is clearly being well managed. d) A public consultation exercise has been carried out and it is clear that the public are satisfied with the condition of the asset and its availability for their use. e) Accurate financial records are held and maintained and it is clear that the project is financially viable.	Site sold and maintenance obligations ceased	
<b>Project Financials</b>		
List of capital costs, revenue costs and external funding.		
Capital Cost of project		
Revenue Costs		
External Funding		

	Target	Actual
<b>Project Delivery</b>		
Project Team Formed	N/A	
Project Plan Agreed	N/A	
Specification Finalised	N/A	
Land Acquired	N/A	
Planning, Building Warrant or Other Permission Secured	N/A	
Project Notification Advertised if required	N/A	
Tenders Invited	N/A	
Tenders Returned	N/A	
Tenders Evaluated	N/A	
Contractor Appointed	N/A	
Contractor Starts on Site	N/A	
Duration of Construction Contract and milestones if appropriate	N/A	
Practical Completion	N/A	
Council Takes Possession	N/A	
Service Delivery Commences	N/A	
Contractor's Final Account Agreed	N/A	
Making Good Defects Completed	N/A	



Project Risk

List of risks identified at OBC/FBC stage. Show new risks and whether any risks materialised how they were managed and their impact. Summarise if risks managed effectively.

See attached Risk Log sheet. No new risks have been identified.

Overall Project Summary.

Third sector organisation wish to take over responsibility for public toilets and car park which is currently maintained by the Council. Ongoing maintenance liabilities, for both the car park and public convenience, would be transferred across to the new operator thereby allowing the Council to reduce future revenue maintenance costs. The lease must be worded to ensure that, in future, full access to both the pc and car park will be available to the public. Recycling area to remain in its present location with full access available for use by public and emptying by contractor. There may be some limited scope to reduce car park spaces, but this will have to be based on an agreed formula, using historical data, which ensures that car parking availability, at times of high demand, is not compromised. A Council employee currently carries out cleaning duties at the public convenience. Entrances to the car park act as passing places - these must be fully maintained in their present condition. Space and access to recycling bins to be maintained. Free access to remain to net storage area.

The new operator will be responsible for all future maintenance costs such as gully cleaning, road sweeping within the car park, delineation of car parking spaces, grass cutting and surfacing repairs. The operator will also be responsible for the payment of non-domestic rates, water, sewerage and electricity charges. The operator will hold insurance to cover 3rd party liability claims.

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**ARGYLL & BUTE COUNCIL****COUNCIL****CUSTOMER SERVICES****26 JANUARY 2017**

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**EXTRACT OF MINUTE OF OBAN, LORN AND THE ISLES AREA COMMITTEE HELD  
ON 9 DECEMBER 2016**

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**16. BALEMARTINE PLAYING FIELD**

The Committee considered a report in regard to the third sector asset transfer – Balemartine Playing Field.

**Decision**

- 1. That the Committee agrees to recommend to the Council that the Balemartine Schoolhouse playing field is leased to the Balemartine Residents Association on the basis of a 21 year lease at a rental of £1 per annum.**
2. It is further recommended that the Committee agrees to delegate to the Executive Director of Customer Services authority to agree the terms of the lease to the Third Sector.

(Ref: Report by Social Enterprise Development Officer dated 15th November 2016)

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ARGYLL AND BUTE COUNCIL

OBAN, LORN  
AND THE ISLANDS AREA COMMITTEE  
9<sup>TH</sup> DECEMBER 2016

CUSTOMER SERVICES  
COMMUNITY SERVICES  
DEVELOPMENT AND INFRASTRUCTURE

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**THIRD SECTOR ASSET TRANSFER – BALEMARTINE PLAYING FIELD**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to advise the Committee of an unsolicited enquiry from the Balemartine Residents Association to take on a long term lease of the Balemartine Schoolhouse playing field.
- 1.2 The playing field is owned by the Council and held by Community Services under Education.

**RECOMMENDATIONS**

- 1.3 That the Committee agrees to recommend to the Council that the Balemartine Schoolhouse playing field is leased to the Balemartine Residents Association on the basis of a 21 year lease at a rental of £1 per annum.
- 1.3 It is further recommended that the Committee agrees to delegate to the Executive Director of Customer Services authority to agree the terms of the lease to the lease to the Third Sector.

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ARGYLL AND BUTE COUNCIL  
CUSTOMER SERVICES  
COMMUNITY SERVICES  
DEVELOPMENT AND INFRASTRUCTURE

OBAN, LORN  
AND THE ISLANDS AREA COMMITTEE  
9<sup>TH</sup> DECEMBER 2016

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**THIRD SECTOR ASSET TRANSFER – BALEMARTINE PLAYING FIELD**

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**2. INTRODUCTION**

2.1 The purpose of this report is to advise the Committee of an unsolicited enquiry from the Balemartine Residents Association to take on a long term lease of the Balemartine Schoolhouse playing field.

**3. RECOMMENDATIONS**

3.1 That the Committee agrees to recommend to the Council that the Balemartine Schoolhouse playing field is leased to the Balemartine Residents Association on the basis of a 21 year lease at a rental of £1 per annum.

3.1 The Committee agrees to delegate to the Executive Director of Customer Services authority to agree the terms of the lease to the lease to the Third Sector.

**4. DETAIL**

4.1 Balemartine Residents Association has requested the acquisition by means of a long lease of the Balemartine Schoolhouse playing field, all as shown by the attached photographs. The site is owned by the Council and is held by Community Services under Education.

4.2 The area is currently used as an amenity area and the service has no future plans for the development of the asset.

4.3 In accordance with the Council's Third Sector Asset Transfer Policy, Community Services were consulted in respect of the request from Balemartine Residents Association and it was agreed, in principle, that the asset requested could be made available for transfer to the third sector.

4.4 The site has been assessed by the District Valuer as having a market rental value of £260 per annum.

4.5 A Business Case in respect of the disposal of the asset has been prepared by Community Services, a copy of which is attached for Members information. The Business Case has been scored in terms of the Council's Asset Transfer Policy by the Finance Manager and has a high score of 91.

- 4.6 As a result of this Business Case, it has been determined that the assets should be made available for disposal by means of a 21 year lease to the Third Sector at a discounted rental of £1 per annum. In determining this price it has been taken in to account that the asset is not currently being used by the service on Tiree and that the proposals by the Community group to establish a community garden will enhance the amenity area.
- 4.7 Should Members be agreeable to the site being leased to the Balemartine Residents Association then the matter will require to be referred to the Council for their agreement as the transfer is at less than market value.
- 4.8 The Council requires to comply with the requirements of the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and the related Scottish Government Guidance. The regulations require that local authorities, before deciding in favour of a disposal at less than best consideration, appraise and compare the costs and other disbenefits and benefits of the proposal. In relation to the specific requirement of the Council's decision Regulation 4 of the 2010 Regulations provides as follows:

4.-(1) The circumstances in which a local authority may dispose of land for a consideration less than the best that can reasonably be obtained are that –

(a) the local authority is satisfied that the disposal for that consideration is reasonable, and

(b) the disposal is likely to contribute to any of the purposes set out in paragraph (2), in respect of the whole or part of the area of the local authority or any persons resident or present in its area.

(2) Those purposes are the promotion or improvement of –

(a) economic development or regeneration;

(b) health;

(c) social well-being; or

(d) environmental well-being.

The required evaluation has been undertaken by Community Services in terms of the business case referred. They have concluded that the disposal is: reasonable; and likely to contribute to economic development and regeneration in accordance with the business case referred to.

## **CONCLUSION**

- 5.1 Given that the subjects have been declared by Community Services as being available for transfer to the Third Sector it is recommended that the Committee agree to recommend to the Council that the Balemartine Schoolhouse playing field is leased to the Balemartine Residents Association on the basis of a 21 year lease at a rental of £1 per annum.

- 5.2 It is further recommended that the Committee agree that delegate to the Executive Director of Customer Services authority to agree the terms of the lease to the Third Sector.

## 6. IMPLICATIONS

- 6.1 The implications for the Oban Lorn and Isles Committee are as outlined in the table below.

<b>Table 6.1: Implications for the Oban, Lorn and the Islands Area Committee</b>	
<b>Policy</b>	None
<b>Financial</b>	Potential rental income of £21 over 21 years and £6250 savings over 25 years.
<b>Legal</b>	Disposal by long lease would be in accordance with the Council's Third Sector Asset Transfer Policy.  The Disposal of Land by Local Authorities (Scotland) Regulations 2010.
<b>HR</b>	None
<b>Equalities</b>	None
<b>Risk</b>	None
<b>Customer Service</b>	None

Douglas Hendry, Executive Director of Customer Services, Ann Marie Knowles,  
Executive Director of Community Services  
Pippa Milne, Executive Director Development and Infrastructure

15 November 2016

### For further information contact:

David Rennie, Social Enterprise Development Officer, 01700 501371  
Or Morag Brown, Business and Improvements Manager 01546 604199



**ARGYLL & BUTE COUNCIL****OUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS****DEPARTMENT**Community Services**SERVICE**Education**Asset Group:**

\_\_\_\_\_

**Project Name:****Balemartine Playing Field****1. Executive Summary:**

*Introduction and context including description of problem/challenge/business requirement; description of do nothing option and why it is not acceptable; description of do minimum option; and description of preferred option if this is not do minimum.*

Request by Balemartine Residents Association for a long term lease under the Third Sector Asset Transfer Process of the Balemartine Schoolhouse Playing Field in order that the Group can improve the playing field by creating it into a useable green space for a community garden for local people to have access to play and learn. The Education Service do not currently utilise the space and have no plans to do so in the future.

The do nothing option would see the playing field remain unused with the Council potentially occurring annual maintenance costs. An opportunity would be missed to turn the disused playing field into an aesthetically pleasing community garden that could be accessed by locals.

The transfer option would be to commit a long term lease of the schoolhouse playing field to the Balemartine Residents Association or such other third sector group as may wish to develop the playing field which can present an acceptable business case. The lease would enable the Group to undertake a development plan for the playing field and improve the aesthetics of the area. The District Valuer (DV) has suggested a Market Value of £27,500 for the land should it be sold as a development opportunity. The DV has stated a rental figure for the site at £260 per annum on the basis of a 21 year lease with a five yearly break clause.

A peppercorn rent of £1 is being suggested as the asset is not currently used by the service on Tiree. The area is currently used as an amenity area and our understanding is that the proposals by the community group would only enhance the amenity area. The service has no future plans for the development of the asset as it stands and a peppercorn rent would reflect the communities capacity to lease and develop the asset to benefit the wider community. A break clause would be included in the lease to allow the Council to break from the lease agreement should any material change for either party or a more strategic use for this piece of land be considered by the Council at a future date.

**ARGYLL & BUTE COUNCIL**

**OUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS**

**DEPARTMENT**                      Community Services                      **SERVICE**                      Education

**Asset Group:**                      \_\_\_\_\_

**Project Name:**                      **Balemartine Playing Field**

**2. Impact on Council Plans:**  
*This section should demonstrate links to Council's Corporate Plan; the Service Plan; Area Plans; Corporate Strategies; and compliance with legal and national priorities.*

Corporate Plan 2013-2017 - The proposed long term lease of the community garden contributes to the outcomes of the Corporate Plan through;

Corporate Objective 2 - Working together to realise the potential of our communities.

Corporate Objective 3 - Working together to realise the potential of our area.

Community Plan and Single Outcome Agreement - The proposed long term lease of the community garden would contribute to the outcomes of the Community Plan and Single Outcome Agreement through;

Outcome 6 - People live in safer and stronger communities

National Priorities. - The proposed long term lease of the community garden contributes to the Scottish Government's national priorities through;

National Priority 4 - Safer & Stronger Communities

**3. Affordability:**  
*Show that the project is an acceptable and prudent investment for the Council and that ongoing costs can be sustained; Capital Costs are affordable; ongoing revenue costs are affordable; provide information on external funding for the project.*

The proposed long term lease has no capital costs associated with it. The Council would receive annual income from the lease.

There will be a cost associated with staff time to progress the long term lease to conclusion although such costs are applicable to all lease agreements to a greater or lesser degree.

**ARGYLL & BUTE COUNCIL****OUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS**

<b>DEPARTMENT</b>	<u>Community Services</u>	<b>SERVICE</b>	<u>Education</u>
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**Asset Group:** \_\_\_\_\_

**Project Name:** **Balemartine Playing Field**

**4. Deliverability/Work Schedule:**

*Show that project can be delivered successfully in respect of timescale; management arrangements; and what are the residual or knock on consequences.*

The Council has all the relevant professional disciplines within the Council to progress the lease to conclusion. Long term leases of assets have been successfully managed previously and no issues are anticipated. The lease will be managed by the Estates Services and will be progressed by the Estates Services, Governance & Law and the Social Enterprise Team.

The lease will be progressed in accordance with indicative timescales within the third sector disposal procedures and in accordance with the requirements and/ or limitation of the Balemartine Residents Group and such funding as they may require to obtain.

**5. Risk Log:**

*This section should set out foreseen risks as they affect Impact on Council Plans as well as on asset condition and suitability; affordability; deliverability. Indicate action aimed at mitigating these risks and highlight whether any contingency plans are likely to be needed. Provide a summary of three cost and timetabling scenarios - optimistic, realistic, and pessimistic - relating to the project (see 6a below).*

See Risk Log Worksheet which sets out the chance, impact and mitigating actions re the following:-

Risks to the Council are as follows:-

\* Risk of the Balemartine Residents Association potentially folding and the Council assuming responsibility of the asset prior to the 21 year lease meeting its conclusion.

The Council's Social Enterprise Team will assist the Balemartine Residents Association with their application and the preparation of a business plan.

**ARGYLL & BUTE COUNCIL**

**OUTLINE BUSINESS CASE FOR CAPITAL PROJECTS - COST PLAN**

**DEPARTMENT** Community Services · **SERVICE** Education

**Asset Group:**

**Project Name:** Balemartine Playing Field

Nature of Expenditure (delete as appropriate)

Replacement/Cost Saving/Carbon Management/Expansion

Details of asset being replaced if any:-

N/A

Disposal of Asset

Market Value	27500.00	Based on valuation carried out by DVS Property Specialists.
		For the long lease option, as opposed to outright acquisition - the District Valuer has provided a rental valuation for the ground. The figure provided is £100 per annum on the basis of a 25 year lease.
Removal costs (estimate)	0.00	Estimated
Marketing costs (estimate)	0.00	
Other costs	0.00	
Net Market Value of Asset	27500.00	
<u>Revenue Costs</u>		
Maintenance Cost	250	
Energy Cost	0	
Other Running Cost	0	
Total Revenue Cost	250	
Capitalised Revenue Costs (10 years)		
Total Net Market Value of Asset		

total rental income over 21yr  
21.00 lease for commercial let  
0.00 less - Total disposal costs

less - maintenance cost  
6250 savings over 25 yrs  
0 25yrs

-6229.00 income less costs  
-249.16 divided by 21 yr lease  
Suggest a pepper corn rent £1 P.A. for the asset

suggested annual rental (with the option for inflation increases built in to the 0 contract)

**ARGYLL AND BUTE COUNCIL**

**BUSINESS CASE LIFE CYCLE COST CALCULATION**

**ASSET DESCRIPTION** Balemartine Playing Field

	Note	£	
Initial Cost or Purchase Price	1	<input type="text" value="0.00"/>	Based on valuation by DVS.
Commissioning or Installation Cost		<input type="text" value="n/a"/> incl	
Maintenance Cost per Annum	2	<input type="text" value="0.00"/> * £0	
Energy Cost per Annum	2	<input type="text" value="0.00"/> n/a	
Other Running Costs per Annum	2	<input type="text" value="0.00"/> n/a	
Useful Life (Years)		<input type="text" value="21.00"/>	
Discount Rate		<input type="text"/>	
Residual Value		<input type="text" value="0.00"/>	
Total Life Cycle Cost		<input type="text"/>	
Life Cycle Cost Per Annum		<input type="text"/>	

Notes:

1. Where Initial Cost is calculated over a construction period see Data Sheet
2. For analysis of costs see Data Sheet
3. For the long lease option, as opposed to outright acquisition - the District Valuer has provided a rental valuation for the ground. The figure provided is £260 per annum on the basis of a 21 year lease.

**ARGYLL AND BUTE COUNCIL**

**BUSINESS CASE LIFE CYCLE COST CALCULATION - PRESENT VALUE**

**ASSET DESCRIPTION**

Balemartine Playing Field

£

Initial Cost or Purchase Price	0.00	Based on valuation by DVS - or £100 per annum rental.	
Commissioning or Installation Cost			
Maintenance Cost per Annum	0.00		
Energy Cost per Annum	0.00		Estimated
Other Running Costs per Annum	0.00		Estimated
Residual Value	0.00		
Present Value Life Cycle Cost			

LIFE CYCLE COST CALCULATION WORKSHEET

1. Construction Cost of Asset

2. Construction Period (months)

3. Discount Rate

4. Present Value

5. Construction Period in Years

6. Maintenance Cost per annum Analysis

Planned Repairs

Emergency Repairs

Abnormal Repairs

Cleaning

Total Maintenance Cost per Annum

7. Energy Costs per annum Analysis

Oil  
Gas  
Electric  
Other

--

Total Energy Cost per annum

0

8. Other Running Costs per annum Analysis

--

Total Other Running Costs per annum

0



Argyll & Bute Council -									
Ref	Category	Risk Description	RISK ASSESSMENT					Risk Lead	Mitigating Action
			Chance	Impact	Score	Risk Level			
1	strategic & financial	No strategic risk. On-going grounds maintenance liability.	3	1	3	Red/ Green/ Amber		Disposal to community group.	
2	operational	The ground is no longer operated as a play area.	1	1	1	Red/ Green/ Amber		N/A	
3	statutory	Planning/Building Standards Conditions	1	5	5	Red/ Green/ Amber		Community Group may need to obtain consents to develop the site.	
4	project	Unforeseen technical difficulties	1	5	10	Red/ Green/ Amber		Community group recommended to have a ground investigation study undertaken depending on their plans.	
5	project	Higher than predicted construction costs and time	3	5	15	Red/ Green/ Amber		Community group to appoint a suitably qualified Project Manager.	
6	project	Poor contractor performance	2	4	8	Red/ Green/ Amber		Community group may need to vet prospective contractors and ensure they have appropriate experience and indemnity insurance.	
7	project	Level of contingencies / design risk	1	4	4	Red/ Green/ Amber		Community group to appoint suitably qualified Project Manager/ Architect.	

## ARGYLL &amp; BUTE COUNCIL

## BUSINESS CASE APPRAISAL WEIGHTING AND SCORING MATRIX

## DEPARTMENT

Community Services

## SERVICE

Education

## PROJECT

Bailemartine Playing Field

Assessment	Features of Strong Projects	Features of Weak Projects	Issues to Consider	Score	Weight	Weighted Score
Impact: The project will make explicit contributions to the Council's plans and strategies and will ensure compliance with external requirements				Max. 10 Min. 0		
Impact on Corporate Plan	Clear links to corporate plan that demonstrate how the project will contribute to strategic objectives.	Links are not clear and the relationship to strategic objectives is vague.	To encourage active and caring communities. To encourage a growing sustainable economy in Argyll & Bute. Etc.	10	3.000	30.00
Impact on Service Plans	Clear links to service plans that demonstrate how the project will contribute to service priorities.	Links are not clear and the relationship to service priorities is vague.	What service priorities does this impact on? e.g. Streetscene; performance culture; recycling etc.	10	0.400	4.00
Impact on Area Plans	Clear links to area plans that demonstrate how the project will contribute to area priorities.	Links are not clear and the relationship to area priorities is vague.	What Area priorities does this affect? e.g. Rothesay waterfront/centre; Helensburgh town centre; Jura transport initiative; Dunoon marine gateway; Oban action plan; etc.	10	0.400	4.00
Impact on Corporate Strategies	Clear links to identified corporate strategies that demonstrate how the project contributes to these.	Links are not clear and the contribution of the project is vague.	Consider relationship with:- Asset Management Strategy; ICT Strategy; Customer First Strategy; Transport Strategy; Any other overarching Council strategy.	10	0.400	4.00
Impact on Carbon Management Plan	Clear links to identified Carbon Management Plan that demonstrate how the project contributes to the Plan.	Links are not clear and the contribution of the project is vague.	Identifies improvements to assist in the achievement of Corporate targets to reduce carbon footprint	0	0.400	0.00
Impact on Compliance with Legal and National Priorities.	Compliance and national priorities clearly identified and the relationship of the project clearly demonstrated.	Vague reference to compliance issues and national priorities without specific identification of relationships.	Sustainability; Equality; Health & Safety; Environmental etc.	10	0.400	4.00
Affordability: The project is an acceptable and prudent financial investment for the Council and the Council can sustain the ongoing running costs.						
Capital costs are affordable	Net capital costs are low.	Net capital costs are high.	Points awarded on scale basis: Net cost less than £100k = 10 pts £100k to £250k = 9 points; £251k to £500k = 8 points; £501k to £750k = 7 points; £751k to £1m = 6 points; £1 to £1.5m = 5pts; £1.5m to £2m = 4pts; £2m to £2.5m = 3pts; £2.5m to £5m = 2pts; £5m to £10m = 1pt; Over £10m. = 0 pts.	10	1.00	10.00
Ongoing revenue costs are affordable	Net revenue costs are low	Net revenue costs are high.	No impact on revenue costs equals 5 points. Increase by 1 point for every 10% decrease in revenue costs. Decrease by 1 point for every 10% increase in revenue cost.	10	1.00	10.00
External funding leveraged by the project	Significant external funding levered in	No external funding levered in.	No external funding equals 0 points. Increase of 1 point for each 10% of external funding i.e. 41-50% of external funding equals 5 points.	0	0.50	0.00
Deliverability: The project can be delivered successfully.						
Timescales for delivery	The timescale for delivery is clearly stated and is acceptable.	The timescale for delivery is not clearly stated or is unacceptable.	Land acquisition; planning permission; environmental issues; level of staff input; tendering requirements.	10	0.42	4.20
Management arrangements to deliver project	The management arrangements for the project are clearly stated and are acceptable.	The management arrangements for the project are not clearly stated or are unacceptable.	Project Manager and Project Team identified and named. Extent of discussions with all parties involved	10	0.42	4.20
Residual/knock on consequences	The residual or knock on consequences of the project are clearly stated and are acceptable.	The residual or knock on consequences of the project are not clearly stated or are unacceptable.	Is the project self contained to one service? Have impacts on other services been identified and discussed?	10	0.41	4.10

Risk: Progressing the project does not expose the Council to unacceptable risk.						
What are impact risks	The risks of not making the intended impact as outlined above have been identified and are assessed as limited.	The risks of not making the intended impact as outlined above have not been identified or are assessed as significant.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	10	0.25	2.50
What are delivery risks	The timescale, management arrangements and residual or knock on consequences have been robustly constructed and the related risks are clearly identified and are limited.	The timescale, management arrangements and residual or knock on consequences have only been compiled on a vague basis or not clearly identified or there are significant or unpredictable risks.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	10	0.25	2.50
What are affordability risks	Robust estimates of capital and revenue cost have been made and external funding is secured. Risks have been clearly identified and assessed.	Only preliminary estimates of capital and revenue cost have been made and external funding is anticipated rather than secured. No clear assessment has been made of the financial impact of risks.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	10	0.25	2.50
Risk Management arrangements	Robust strategies and arrangements to identify, manage and control risk developed.	No clear arrangements to manage risk	Has the approach to risk management been documented? Does it appear robust?	10	0.25	2.50
What are the risks of not proceeding with the project.	An assessment of these has been made and evidenced and there is significant risk of not proceeding with the project.	No assessment made or only vague references or limited risk of not proceeding with the project.	Have the risks been specified? What process has been used to identify them? Has this risk been assessed robustly?	10	0.25	2.50
<b>Total Score (Maximum=100)</b>						<b>91</b>

**ARGYLL & BUTE COUNCIL**

**ASSET MANAGEMENT STRATEGIC BOARD**

**BUSINESS CASE RATING**

Balemartine Playing Field

			Matrix Score
1	Executive Summary	Brief statement of what is proposed.	N/A
2	Impact on Council Plans	Corporate Plan	
		Service plans	
		Area Plans	
		Corporate Strategies	
		Carbon Management Plan	
		Compliance with National and Legal Priorities.	46.00
3	Affordability	Capital Costs	
		Ongoing Revenue Costs	
		External Funding	20.00
4	Deliverability	Timescales for deliverability	
		Management arrangements to deliver project	
		Residual/knock on consequences	12.50
5	Risk	Impact risks	
		Delivery risks	
		Affordability risks	
		Risk Management arrangements	
		Risk of not proceeding with project	12.50
	Total Matrix Score		91
Rating			

Calculation of Rating:

- 4 = matrix score of 80-100%
- 3 = matrix score of 70-79%
- 2 = matrix score of 60-69%
- 1 = matrix score of less than 60%

Comments

This is a well written business case which sets out the business requirements, the associated risks and how these will be mitigated.

Prepared by: Peter Cupples

Reviewed by:



**Map of Proposed Balemartine Community Garden Site**

School House boundary (fenced in)

Dis-used land and Proposed Community Garden site



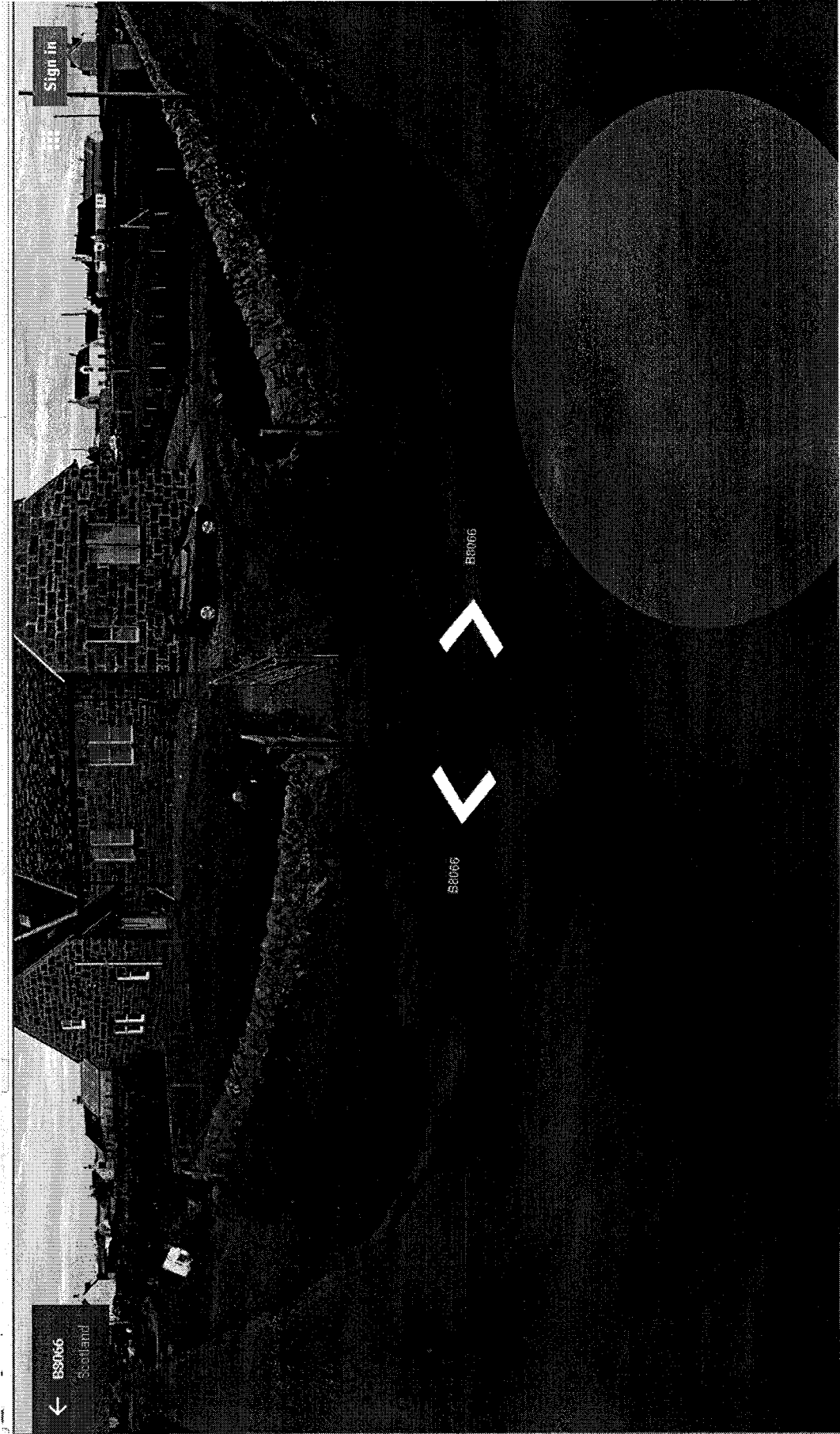








Balemartine Schoolhouse





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ARGYLL & BUTE COUNCIL

COUNCIL

CUSTOMER SERVICES

26 JANUARY 2017

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**EXTRACT OF MINUTE OF OBAN, LORN AND THE ISLES AREA COMMITTEE HELD  
ON 9 DECEMBER 2016**

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**15. FORMER PUBLIC TOILETS - DERVAIG**

The Committee considered a report in regard to a third sector asset transfer of the former public toilets and surrounding ground at Dervaig, Isle of Mull.

**Decision**

- 1. That the Committee agree to recommend to the Council that the former Dervaig public toilets and adjacent land is sold to the North West Mull Community Woodland Company Limited (NWMCWCL) for the sum of £100.**
2. It is further recommended that the Committee agree to delegate to the Executive Director of Customer Services authority to agree the terms of the sale to the Third Sector.

(Ref: Report by Social Enterprise Development Officer dated 15th November 2016)

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**ARGYLL AND BUTE COUNCIL**

**CUSTOMER SERVICES  
COMMUNITY SERVICES  
DEVELOPMENT AND INFRASTRUCTURE SERVICES**

**OBAN, LORN  
AND THE ISLANDS AREA COMMITTEE  
9<sup>th</sup> DECEMBER 2016**

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**THIRD SECTOR ASSET TRANSFER – FORMER PUBLIC TOILETS AND  
SURROUNDING GROUND AT DERVAIG ISLE OF MULL**

---

**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to advise the Committee of an unsolicited enquiry from the North West Mull Community Woodland Company Limited (NWMCWCL) also referred to as the North West Mull Community Group, for the transfer of the former Dervaig Public Toilets and surrounding ground in order that the group can rebuild new toilets and develop new amenities for visitors, enhance the tourism experience and indirectly improve the local economy.
- 1.1 The former public toilets and ground are owned by the Council. The ground is held and maintained by Housing Services. The toilets are no longer in operation and are held by Amenity Services.

**RECOMMENDATION**

- 1.3 That the Committee agree to recommend to the Council that the former Dervaig public toilets and adjacent land is sold to the NWMCWCL for the sum of £100.
- 1.4 It is further recommended that the Committee agrees to delegate to the Executive Director of Customer Services authority to agree the terms of the sale to the Third Sector.

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**ARGYLL AND BUTE COUNCIL**

**OBAN, LORN  
AND THE ISLANDS AREA COMMITTEE  
9<sup>TH</sup> DECEMBER 2016**

**CUSTOMER SERVICES  
COMMUNITY SERVICES  
DEVELOPMENT AND INFRASTRUCTURE SERVICES**

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**THIRD SECTOR ASSET TRANSFER – FORMER PUBLIC TOILETS AND  
SURROUNDING GROUND AT DERVAIG ISLE OF MULL**

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**2. INTRODUCTION**

2.1 The purpose of this report is to advise the Committee of an unsolicited enquiry from the North West Mull Community Woodland Company Limited (NWMCWCL) also referred to as the North West Mull Community Group, for the transfer of the former Dervaig Public Toilets and surrounding ground in order that the group can rebuild new toilets and develop new amenities for visitors, enhance the tourism experience and indirectly improve the local economy.

**3. RECOMMENDATIONS**

- 3.1 That the Committee agree to recommend to the Council that the former Dervaig public toilets and adjacent land is sold to the NWMCWCL for the sum of £100.
- 3.2 It is further recommended that the Committee agree to delegate to the Executive Director of Customer Services authority to agree the terms of the sale to the Third Sector.

**4. DETAIL**

- 4.1 The NWMCWCL requested the acquisition of the former Dervaig Public Toilets and adjacent ground, all as shown by area on the attached plans and photograph. The site is owned by the Council. The ground is held and maintained by Housing Services. The toilets are no longer in operation and are held by Amenity Services.
- 4.2 The toilets are currently closed and the Council pay an annual grounds maintenance charge.
- 4.3 In accordance with the Council's Third Sector Asset Transfer Policy both Amenity Services and Housing Services were consulted in respect of the request from NWMCWCL and it was agreed, in principle, that the asset requested could be made available for transfer to the third sector.
- 4.4 The site has been assessed by the DVS Property Specialists as a potential housing site having a market value of £30,000. However disposal of the asset



for a nominal sum could result in savings of £2000 in demolition and publicity costs and £426 in annual maintenance costs.

- 4.5 A Business Case in respect of the disposal of the asset has been prepared by Amenity Services and Housing Services, a copy of which is attached for Members information. The Business Case has been scored in terms of the Council's Asset Transfer Policy by the Finance Manager and has a high score of 91.
- 4.6 As a result of this Business Case, it has been determined that the assets should be made available for disposal for the sum of £100. In determining this price, both Amenity Services and Housing Services have taken into account that the sale would enable the Group to remove the former toilets and thereby improve the aesthetics of the area. Thereafter the Group would construct new toilets for visitors thereby improving the tourism experience and indirectly assisting to improve the local economy. The Council would save the annual grounds maintenance costs.
- 4.7 Should Members be agreeable to the site being sold to the NWMCWCL the matter will require to be referred to the Council for their agreement as the transfer is at less than market value. The market value was calculated on the basis that the site was suitable for housing development. It was not valued as amenity land.
- 4.8 The Council requires to comply with the requirements of the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and the related Scottish Government Guidance. The regulations require that local authorities, before deciding in favour of a disposal at less than best consideration, appraise and compare the costs and other disbenefits and benefits of the proposal. In relation to the specific requirement of the Council's decision Regulation 4 of the 2010 Regulations provides as follows:

4.-(1) The circumstances in which a local authority may dispose of land for a consideration less than the best that can reasonably be obtained are that –

(a) the local authority is satisfied that the disposal for that consideration is reasonable, and

(b) the disposal is likely to contribute to any of the purposes set out in paragraph (2), in respect of the whole or part of the area of the local authority or any persons resident or present in its area.

(2) Those purposes are the promotion or improvement of –

(a) economic development or regeneration;

(b) health;

(c) social well-being; or

(d) environmental well-being.

The required evaluation has been undertaken by the Council's Amenity Services and Housing Services in terms of the business case referred. They have concluded that the disposal is: reasonable; and likely to contribute to economic development and regeneration in accordance with the business case referred to.

## CONCLUSION

- 5.1 Given that the subjects have been declared by Amenity Services and Housing Services as being available for transfer to the Third Sector it is recommended that the Committee agree to recommend to the Council that that the former Dervaig public toilets and adjacent land are sold to the NWMCWCL for the sum of £100.
- 5.2 It is further recommended that the Committee agree to delegate to the Executive Director of Customer Services authority to agree the terms of the lease to the sale to the Third Sector.

## 6. IMPLICATIONS

- 6.1 The implications for the Oban Lorn and Isles Committee are as outlined in the table below.

<b>Table 6.1: Implications for the Oban, Lorn and the Islands Area Committee</b>	
<b>Policy</b>	None
<b>Financial</b>	Savings £2000 in demolition and publicity costs and £426 in annual maintenance costs.
<b>Legal</b>	Disposal would be in accordance with the Council's Third Sector Asset Transfer Policy. The Disposal of Land by Local Authorities (Scotland) Regulations 2010.
<b>HR</b>	None
<b>Equalities</b>	None
<b>Risk</b>	None
<b>Customer Service</b>	Improved customer service for the Dervaig community and tourists at minimal cost to the Council

Douglas Hendry - Executive Director of Customer Services

Ann Marie Knowles, Executive Director Community Services

Pippa Milne, Executive Director, Development and Infrastructure

15 November 2016

### For further information contact:

David Rennie, Social Enterprise Development Officer, 01700 501371

Moira MacVicar, Housing Services Manager, 01631 572 184

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**ARGYLL & BUTE COUNCIL**

**OUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS**

**DEPARTMENT**

Community Services and D & I

**SERVICE**

Community & Culture and Roads  
& Amenity Services

**Asset Group:**

\_\_\_\_\_

**Project Name:**

**Former public toilets on strategic landbank site Dervaig Isle of Mull**

**1. Executive Summary:**

*Introduction and context including description of problem/challenge/business requirement; description of do nothing option and why it is not acceptable; description of do minimum option; and description of preferred option if this is not do minimum.*

Request by North West Mull Community Group for the transfer of the former Dervaig Public Toilets and ground in order that the Group can rebuild new toilets and develop new amenities for visitors, enhance the tourism experience and indirectly improve the local economy.

The do nothing option would see the former toilets remain closed and require the Council to pay an annual grounds maintenance charge and an opportunity would be missed to potentially provide new facilities for visitors, improve the aesthetics of the area, promote tourism , assist to improve the local economy and eliminate the Council's expenditure on maintaining the grounds.

The transfer option would be to pass over responsibility for the former public conveniences to the North West Mull Community Group or such other third sector group as may wish to acquire the toilets and which can present an acceptable business case. The sale would enable the Group to remove the former toilets and thereby improve the aesthetics of the area. Thereafter the Group would construct new toilets for visitors thereby improving the tourism experience and indirectly assisting to improve the local economy. The Council would save the annual grounds maintenance costs.

**ARGYLL & BUTE COUNCIL**

**OUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS**

**DEPARTMENT**

Community Services and D & I

**SERVICE**

Community & Culture and Roads  
& Amenity Services

**Asset Group:**

\_\_\_\_\_

**Project Name:**

**Former public toilets on strategic landbank site Dervaig Isle of Mull**

**2. Impact on Council Plans:**

*This section should demonstrate links to Council's Corporate Plan; the Service Plan; Area Plans; Corporate Strategies; and compliance with legal and national priorities.*

Corporate Plan 2013-2017 - The proposed disposal of the former Dervaig Public Toilets contributes to the outcomes of the Corporate Plan through;

Corporate Objective 2 - Working together to realise the potential of our communities.

Corporate Objective 3 - Working together to realise the potential of our area.

Community Plan and Single Outcome Agreement - The proposed disposal of the former Dervaig Public Toilets would contribute to the outcomes of the Community Plan and Single Outcome Agreement through;

Outcome 1 - The economy is diverse and thriving.

Outcome 5 - People live active, healthier and independent lives.

Outcome 6 - People live in safer and stronger communities

National Priorities. - The proposed disposal of the former Dervaig Public Toilets contributes to the Scottish Government's national priorities through;

National Priority 1 - Economic Recovery & Growth.

National Priority 4 - Safer & Stronger Communities

**ARGYLL & BUTE COUNCIL****OUTLINE BUSINESS CASE FOR SERVICE DEVELOPMENT PROJECTS**

**DEPARTMENT**                      Community Services and D & I                      **SERVICE**                      Community & Culture and Roads & Amenity Services

**Asset Group:**                      \_\_\_\_\_

**Project Name:**                      **Former public toilets on strategic landbank site Dervaig Isle of Mull**

**3. Affordability:**

*Show that the project is an acceptable and prudent investment for the Council and that ongoing costs can be sustained; Capital Costs are affordable; ongoing revenue costs are affordable; provide information on external funding for the project.*

The proposed sale has no capital costs associated with it. The Council would receive a small capital receipt and would prevent the need for any future capital expenditure for replacement or the removal of the existing structure. Additional revenue savings would be made through the elimination of the annual grounds maintenance charge.

There will be a cost associated with staff time to progress the sale to conclusion although such costs are applicable to all sales to a greater or lesser degree.

**4. Deliverability/Work Schedule:**

*Show that project can be delivered successfully in respect of timescale; management arrangements; and what are the residual or knock on consequences.*

The Council has all the relevant professional disciplines within the Council to progress the sale to conclusion. Sales of assets have been successfully managed previously and no issues are anticipated with this sale. The sale will be managed by the Estates Services and will be progressed by the Estates Services, Governance & Law and the Social Enterprise Team.

The sale will be progressed in accordance with indicative timescales within the third sector disposal procedures and in accordance with the requirements and/ or limitation of the North West Mull Community Group and such funding as they may require to obtain.





**ARGYLL & BUTE COUNCIL**

**OUTLINE BUSINESS CASE FOR CAPITAL PROJECTS - COST PLAN**

**DEPARTMENT** Community Services and D & I **SERVICE** Community & Culture and Roads & Amenity Services

**Asset Group:** \_\_\_\_\_

**Project Name:** **Former public toilets on strategic landbank site Dervaig Isle of Mull**

Nature of Expenditure (delete as appropriate)

Replacement/Cost Saving/Carbon Management/Expansion

Details of asset being replaced if any:-

N/A

Disposal of Asset

Market Value	£	30000.00	Based on valuation carried out by DVS Property Specialists for commercial sale of land that would offer no public benefit.	
Removal costs (estimate)	£	1000.00	saving if asset is transferred over.	disposal for a nominal amount of £5,000 in replacement costs
Marketing costs (estimate)	£	1000.00		£2,000 saving in demolition and publicity costs
Replacement Costs	£	35000.00	Estimate based on replacement costs for existing facility	£4,260 annual maintenance costs (ten years)
Net Market Value of Asset	£	-7000.00		A possible saving of £11,260

Revenue Costs

	Cost Per Annum £	
Maintenance Cost	426	Esitmated ground maintainance costs P.A.
Energy Cost	N/A	
Other Running Cost	N/A	
Total Revenue Cost of existing	426	
	4260	
Capitalised Revenue Costs (10 years)		
Total Net Market Value of Asset	-7000.00	

**ARGYLL AND BUTE COUNCIL****BUSINESS CASE LIFE CYCLE COST CALCULATION****ASSET DESCRIPTION Former public toilets on strategic landbank site Dervaig Isle of Mull**

	Note	£
Initial Cost or Purchase Price	1	35000.00 incl
Commissioning or Installation Cost		426.00
Maintenance Cost per Annum	2	0.00
Energy Cost per Annum	2	0.00
Other Running Costs per Annum	2	10.00
Useful Life (Years)		2.00%
Discount Rate		30000.00
Residual Value		9260.00
Total Life Cycle Cost		926
Life Cycle Cost Per Annum		

## Notes:

1. Where Initial Cost is calculated over a construction period see Data Sheet
2. For analysis of costs see Data Sheet

**ARGYLL AND BUTE COUNCIL**

**BUSINESS CASE LIFE CYCLE COST CALCULATION - PRESENT VALUE**

<b><u>ASSET DESCRIPTION</u></b>	<b>Former public toilets on strategic landbank site Dervaig Isle of Mull</b>	
	£	
Initial Cost or Purchase Price	30000.00	Based on valuation by DVS
Commissioning or Installation Cost		
Maintenance Cost per Annum	426.00	
Energy Cost per Annum	0.00	
Other Running Costs per Annum	0.00	
Residual Value	-26947.76	
Present Value Life Cycle Cost		

**LIFE CYCLE COST CALCULATION WORKSHEET**

1. Construction Cost of Asset	0.00
2. Construction Period (months)	
3. Discount Rate	2.00%
4. Present Value	0.00
5. Construction Period in Years	0.00
6. Maintenance Cost per annum Analysis	
Planned Repairs	426
Emergency Repairs	
Abnormal Repairs	
Cleaning	
Total Maintenance Cost per Annum	426

7. Energy Costs per annum Analysis

Oil  
Gas  
Electric  
Other

--

Total Energy Cost per annum

0
---

8. Other Running Costs per annum Analysis

--

Total Other Running Costs per annum

0
---

Argyll & Bute Council -								
			RISK ASSESSMENT					
Ref	Category	Risk Description	Chance	Impact	Score	Risk Level	Risk Lead	Mitigating Action
1	strategic & financial	No strategic risk. Ongoing grounds maintenance liability. Cost to remove structure.	3	1	3	Red/ Green/ Amber		Disposal to community group.
2	operational	The property is no longer operated as a public convenience.	1	1	1	Red/ Green/ Amber		N/A
3	statutory	Planning/Building Standards Conditions	1	5	5	Red/ Green/ Amber		Community Group would need to obtain consents to develop the site. The Council would need to obtain a Building Warrant for the demolition of the property if the sale does not progress to conclusion.
4	project	Unforeseen technical difficulties	2	5	10	Red/ Green/ Amber		Community group recommended to have a ground investigation study undertaken.
5	project	Higher than predicted construction costs and time delays	3	5	15	Red/ Green/ Amber		Community group to appoint a suitably qualified Project Manager.
6	project	Poor contractor performance	2	4	8	Red/ Green/ Amber		Community group to vet prospective contractors and ensure they have appropriate experience and indemnity insurance.
7	project	Level of contingencies / design risk	1	4	4	Red/ Green/ Amber		Community group to appoint suitably qualified Project Manager/ Architect.

**ARGYLL & BUTE COUNCIL**

**BENCHMARKING SHEET FOR SERVICE DEVELOPMENT AND STRATEGIC CHANGE PROJECTS AT OBC STAGE**

**DEPARTMENT** Community Services and D & I **SERVICE** Community & Culture and Roads & Amenity Services

**Asset Group:** \_\_\_\_\_

**Project Name:** **Former public toilets on strategic landbank site Dervaig Isle of Mull**

Project Benefits	Target		Actual
<p>List of measures and targets to be used to determine if the Project has been a success in terms of service delivery.</p> <p>a) The budgeted expenditure has been achieved</p> <p>b) The required additional accomodation has been provided</p> <p>c) The level of customer satisfaction is at least good</p>	<p>maintenance obligations ceased</p> <p>Liability reduced</p> <p>Imporved accommodation at no Area enhanced and customer satisfaction significantly increased</p>		
Project Financials			
<p>List of capital costs, revenue costs and external funding.</p> <p>Capital Cost of project</p> <p>Revenue Costs</p> <p>External Funding</p>	<p>-426</p>		



Project Delivery	Target		Actual
Project Team Formed	N/A		
Project Plan Agreed	N/A		
Specification Finalised	N/A		
Land Acquired	N/A		
Planning, Building Warrant or Other Permission Secured	N/A		
Project Notification Advertised if required	N/A		
Tenders Invited	N/A		
Tenders Returned	N/A		
Tenders Evaluated	N/A		
Contractor Appointed	N/A		
Contractor Starts on Site	N/A		
Duration of Construction Contract and milestones if appropriate	N/A		
Practical Completion	N/A		
Council Takes Possession	N/A		
Service Delivery Commences	N/A		
Contractor's Final Account Agreed	N/A		
Making Good Defects Completed	N/A		
<p><b>Project Risk</b></p> <p>List of risks identified at OBC/FBC stage. Show new risks and whether any risks materialised how they were managed and their impact. Summarise if risks managed effectively.</p> <p>See attached Risk Log sheet. No new risks have been identified.</p>			
<p><b>Overall Project Summary.</b></p> <p>Third sector organisation wish to take over responsibility and rebuild the derelict toilets and develop the area of ground which is currently maintained by the Council. It is a small site and has limited development potential. It could offer savings in the region of £11,000. Negating the Councils ongoing maintenance costs and the cost of disposing or replacing of the derelict toilets. It is recommend that the asset is transferred to the Community group for a nominal amount of £100. Transfer at this cost is fair and equitable and ensures best value for the Council and the wider community.</p> <p style="text-align: right;">Transfer of the asset would need to specify that the site is used for community benefit and that a new public convenience is erected in the future.</p>			

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**ARGYLL & BUTE COUNCIL****BUSINESS CASE APPRAISAL WEIGHTING AND SCORING MATRIX****DEPARTMENT****SERVICE****PROJECT****Transfer of Dervaig Public Toilets**

Assessment	Features of Strong Projects	Features of Weak Projects	Issues to Consider	Score	Weight	Weighted Score
<b>Impact:</b> The project will make explicit contributions to the Council's plans and strategies and will ensure compliance with external requirements				<b>Max. 10</b> <b>Min. 0</b>		
Impact on Corporate Plan	Clear links to corporate plan that demonstrate how the project will contribute to strategic objectives.	Links are not clear and the relationship to strategic objectives is vague.	To encourage active and caring communities. To encourage a growing sustainable economy in Argyll & bute. Etc.	10	3.000	30.00
Impact on Service Plans	Clear links to service plans that demonstrate how the project will contribute to service priorities.	Links are not clear and the relationship to service priorities is vague.	What service priorities does this impact on? e.g. Streetscene; performance culture; recycling etc.	10	0.400	4.00
Impact on Area Plans	Clear links to area plans that demonstrate how the project will contribute to area priorities.	Links are not clear and the relationship to area priorities is vague.	What Area priorities does this affect? e.g. Rothesay waterfront/centre; Helensburgh town centre; Jura transport initiative; Dunoon marine gateway; Oban action plan; etc.	10	0.400	4.00
Impact on Corporate Strategies	Clear links to identified corporate strategies that demonstrate how the project contributes to these.	Links are not clear and the contribution of the project is vague.	Consider relationship with:- Asset Management Strategy; ICT Strategy; Customer First Strategy; Transport Strategy; Any other overarching Council strategy.	10	0.400	4.00
Impact on Carbon Management Plan	Clear links to identified Carbon Management Plan that demonstrate how the project contributes to the Plan.	Links are not clear and the contribution of the project is vague.	Identifies improvements to assist in the achievement of Corporate targets to reduce carbon footprint	0	0.400	0.00
Impact on Compliance with Legal and National Priorities.	Compliance and national priorities clearly identified and the relationship of the project clearly demonstrated.	Vague reference to compliance issues and national priorities without specific identification of relationships.	Sustainability; Equality; Health & Safety; Environmental etc.	10	0.400	4.00
<b>Affordability:</b> The project is an acceptable and prudent financial investment for the Council and the Council can sustain the ongoing running costs.						
Capital costs are affordable	Net capital costs are low.	Net capital costs are high.	Points awarded on scale basis: Net cost less than £100k = 10 pts £100k to £250k = 9 points; £251k to £500k = 8 points ; £501k to £750k = 7 points ; £751k to £1m = 6 points; £1 to £1.5m = 5pts; £1.5m to £2m = 4pts; £2m to £2.5m = 3pts; £2.5m to £5m = 2pts; £5m to £10m = 1pt; Over £10m. = 0 pts.	10	1.00	10.00
Ongoing revenue costs are affordable	Net revenue costs are low	Net revenue costs are high.	No impact on revenue costs equals 5 points. Increase by 1 point for every 10% decrease in revenue costs. Decrease by 1 point for every 10% increase in revenue cost.	10	1.00	10.00
External funding leveraged by the project	Significant external funding leveraged in	No external funding leveraged in.	No external funding equals 0 points. Increase of 1 point for each 10% of external funding i.e. 41-50% of external funding equals 5 points.	0	0.50	0.00

<b>Deliverability:</b> The project can be delivered successfully.						
Timescales for delivery	The timescale for delivery is clearly stated and is acceptable.	The timescale for delivery is not clearly stated or is unacceptable.	Land acquisition; planning permission; environmental issues; level of staff input; tendering requirements.	10	0.42	4.20
Management arrangements to deliver project	The management arrangements for the project are clearly stated and are acceptable.	The management arrangements for the project are not clearly stated or are unacceptable.	Project Manager and Project Team identified and named. Extent of discussions with all parties involved	10	0.42	4.20
Residual/knock on consequences	The residual or knock on consequences of the project are clearly stated and are acceptable.	The residual or knock on consequences of the project are not clearly stated or are unacceptable.	Is the project self contained to one service? Have impacts on other services been identified and discussed?	10	0.41	4.10
<b>Risk:</b> Progressing the project does not expose the Council to unacceptable risk.						
What are impact risks	The risks of not making the intended impact as outlined above have been identified and are assessed as limited.	The risks of not making the intended impact as outlined above have not been identified or are assessed as significant.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	10	0.25	2.50
What are delivery risks	The timescale, management arrangements and residual or knock on consequences have been robustly constructed and the related risks are clearly identified and are limited.	The timescale, management arrangements and residual or knock on consequences have only been compiled on a vague basis or not clearly identified or there are significant or unpredictable risks.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	10	0.25	2.50
What are affordability risks	Robust estimates of capital and revenue cost have been made and external funding is secured. Risks have been clearly identified and assessed.	Only preliminary estimates of capital and revenue cost have been made and external funding is anticipated rather than secured. No clear assessment has been made of the financial impact of risks.	What risks have been identified? How has this been carried out - is it a robust process? Are the risks significant or unpredictable?	10	0.25	2.50
Risk Management arrangements	Robust strategies and arrangements to identify, manage and control risk developed.	No clear arrangements to manage risk	Has the approach to risk management been documented? Does it appear robust?	10	0.25	2.50
What are the risks of not proceeding with the project.	An assessment of these has been made and evidenced and there is significant risk of not proceeding with the project.	No assessment made or only vague references or limited risk of not proceeding with the project.	Have the risks been specified? What process has been used to identify them? Has this risk been assessed robustly?	10	0.25	2.50
<b>Total Score (Maximum=100)</b>						<b>91</b>

**ARGYLL & BUTE COUNCIL**

**ASSET MANAGEMENT STRATEGIC BOARD**

**BUSINESS CASE RATING**      **Transfer of Dervaig Public Toilets**

			Matrix Score
1	Executive Summary		
		Brief statement of what is proposed.	N/A
2	Impact on Council Plans		
		Corporate Plan	
		Service plans	
		Area Plans	
		Corporate Strategies	
		Carbon Management Plan	
		Compliance with National and Legal Priorities.	46.00
3	Affordability		
		Capital Costs	
		Ongoing Revenue Costs	
		External Funding	20.00
4	Deliverability		
		Timescales for deliverability	
		Management arrangements to deliver project	
		Residual/knock on consequences	12.50
5	Risk		
		Impact risks	
		Delivery risks	
		Affordability risks	
		Risk Management arrangements	
		Risk of not proceeding with project	12.50
	Total Matrix Score		91
	Rating		

Calculation of Rating:

- 4 = matrix score of 80-100%
- 3 = matrix score of 70-79%
- 2 = matrix score of 60-69%
- 1 = matrix score of less than 60%

Comments

This is a well written business case which sets out the business requirements, the associated risks and how these will be mitigated.

Prepared by: Peter Cupples

Reviewed by:

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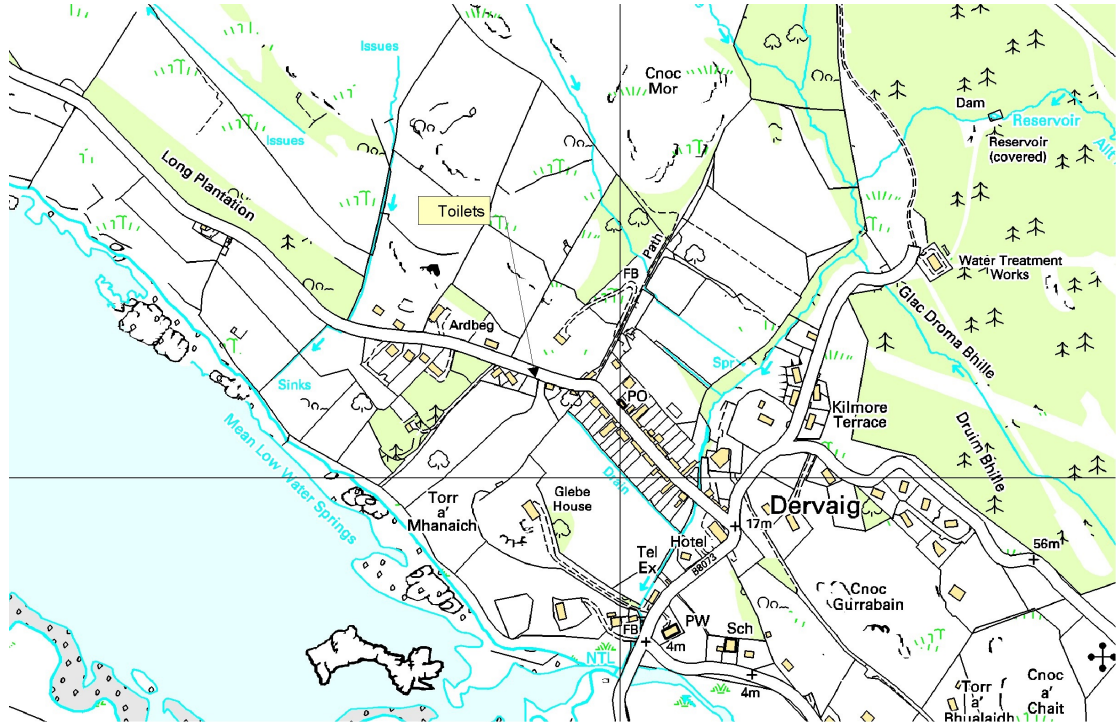


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**ARGYLL & BUTE COUNCIL****COUNCIL****CUSTOMER SERVICES****26 JANUARY 2017**

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**EXTRACT OF MINUTE PLANNING, PROTECTIVE SERVICES AND LICENSING  
COMMITTEE HELD ON 14 DECEMBER 2016**

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**PLANNING, PROTECTIVE SERVICES AND LICENSING COMMITTEE HELD ON 14  
DECEMBER 2016****\* 3. PROPOSED VARIATION OF PATH AGREEMENTS TO FACILITATE  
TRANSFER OF THE DALRIADA TRUST TO THE BLARBUIE FOREST  
ENTERPRISE**

Consideration was given to a report advising that the Dalriada Trust, a partnership which maintains footpaths within Kilmartin Glen, is proposing to transfer its liabilities and assets to the Blarbuie Forest Enterprise in order to achieve the most efficient use of funds available for the maintenance liabilities. In order to do this the Dalriada Trust is asking that four path agreements between the Council and private landowners are varied to identify the Blarbuie Forest Enterprise as the Council's agent.

**Decision**

Committee agreed:-

- 1) to support the proposed transfer of the Dalriada Trust's assets and liabilities to the Blarbuie Woodland Enterprise, subject to the appointment of a Council representative on the Board of Blarbuie Woodland Enterprise;
- 2) to authorise Officers to seek agreement of the landowners to, and make variation of, the path agreements such that Blarbuie Woodland Enterprise becomes the agent of the Council; subject to Blarbuie Woodland Enterprise satisfactorily taking on the assets and liabilities of the Dalriada Trust and the appointment of a Council representative on its Board; and
- 3) to recommend to Council that a representative of the Council is appointed to the Board of Blarbuie Woodland Enterprise.**

(Reference: Link to Report by Executive Director – Development and Infrastructure Services dated 30 November 2016)

<https://www.argyll-bute.gov.uk/moderngov/ieListDocuments.aspx?CId=199&MId=7330&Ver=4>

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**ARGYLL AND BUTE COUNCIL****COUNCIL****DEVELOPMENT AND INFRASTRUCTURE  
SERVICES****26 JANUARY 2017**

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**TACKLING DOG FOULING**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 At the Mid Argyll Kintyre and the Isles (MAKI) Area Committee held on 5 August 2015, Members considered a report which provided them with an update on the work being undertaken to tackle dog fouling in the MAKI area. At the meeting Members were made aware of initiatives which are being undertaken by other councils in relation to the dog fouling issue. The MAKI Area Committee agreed that a recommendation be put forward to the next meeting of Council asking that work is undertaken to explore the possibility of a programme of naming and shaming individuals who are fined for dog fouling.
- 1.2 The Council agreed to explore the possibility of a programme of naming and shaming individuals who are fined for dog fouling, and agreed to instruct the Executive Director of Development and Infrastructure to investigate the matter and report back.
- 1.3 The legal advice we have received confirms that we cannot name and shame individuals when fixed penalty notices are issued. It would only be possible to name individuals in situations where they failed to pay the fixed penalty charge and the person was subsequently convicted of an offence with their personal detail released via media.
- 1.4 Council officers are in discussion with Keep Scotland Beautiful with a view to running a council wide Dog Fouling Campaign in spring 2017.
- 1.5 It is recommended that Members note:
- The legal advice in relation to naming and shaming, and
  - The ongoing work to help reduce dog fouling

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**TACKLING DOG FOULING**

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**2.0 INTRODUCTION**

- 2.1 This report provides an update following a report to Council in September 2015 where the Council agreed to explore the possibility of a programme of naming and shaming individuals who are fined for dog fouling.
- 2.2 This followed consideration of the issue at the Mid Argyll Kintyre and the Isles Area Committee where the committee was made aware of naming and shaming initiatives being undertaken by other councils for litter, including Glasgow City Council, however this does not extend to dog fouling.

**3.0 RECOMMENDATIONS**

- 3.1 It is recommended that Members note:
- The legal advice in relation to naming and shaming, and
  - The ongoing work to help reduce dog fouling

**4.0 DETAIL**

- 4.1 Argyll and Bute Council Environmental Wardens currently enforce legislation that allows officers to issue £80 fixed charge notices to people who fail to lift their dog's faeces. The monetary penalty was increased from £40 to £80 in April 2016 by Scottish Parliament.
- 4.2 The legal advice we have received confirms that we cannot name and shame individuals when fixed penalty notices are issued. It would only be possible to name an individual if the fixed penalty charge is not paid within the allotted time, the council send a report to the Procurator Fiscal and the case is then heard with the person being convicted of an offence. The council do look to pursue non-payments through the procurator fiscal where this situation arises but these incidences are few and far between. These cases are likely to be reported in the local media negating the need for a specific policy of naming and shaming offenders. The council does not currently have a policy of naming and shaming those convicted of other offences it enforces and introducing it only for this offence may raise questions as to why this issue is being dealt with differently.

**This is what we are doing regarding Dog Fouling.**

- 4.3 Enforcement activity is carried out by multifunctional wardens who are also involved in



commercial waste, fly tipping, parking and pest control. Our warden's presence in dog walking areas usually results in owners picking up after their dogs and very few penalty notices being issued. Limited information is received from members of the public regarding offending individuals. Where information is received and where individuals are prepared to give evidence we are able to pursue the individual responsible for allowing their dog to mess by issuing a fixed penalty providing a written statement is provided by the witness and where the council have reason to believe an offence has been committed. Unfortunately few individuals are prepared to provide written evidence.

- 4.4 Council officers are in discussion with Keep Scotland Beautiful with a view to running a council wide Dog Fouling Campaign in spring 2017. This is to be developed after consultation with KSB as part of a wider forum and a survey of the general public on how best to tackle the issue around dog fouling.

## 5.0 CONCLUSION

- 5.1 This report provides an update following a report to Council in September 2015 where the Council agreed to explore the possibility of a programme of naming and shaming individuals who are fined for dog fouling.
- 5.2 The legal advice we have received confirms that we cannot name and shame individuals when fixed penalty notices are issued. Following research officers have not been able to find details of any other Scottish Authority who name and shame individuals for dog fouling. It would only be possible to name individuals in situations where they failed to pay the fixed penalty charge and the person was subsequently convicted of an offence with their personal detail released via media.

## 6.0 IMPLICATIONS

6.1	Policy	None Known
6.2	Financial	None
6.3	Legal	Supported via national legislation
6.4	HR	None known
6.5	Equalities	None known
6.6	Risk	None Known
6.7	Customer Services	None known

**Executive Director of Development and Infrastructure: Pippa Milne**  
**Policy Lead: Councillor Ellen Morton**  
December 2016

**For further information contact:**  
Allan MacDonald, Amenity Performance Manager  
Tel: 01369 708617

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