



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

*Customer Services*  
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*30 August 2018*

**NOTICE OF MEETING**

A meeting of the **BUTE AND COWAL AREA COMMITTEE** will be held in **EAGLESHAM HOUSE, ROTHESAY** on **TUESDAY, 4 SEPTEMBER 2018** at **10:00 AM**, which you are requested to attend.

Douglas Hendry  
Executive Director of Customer Services

**BUSINESS**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**
  - (a) Bute and Cowal Area Committee 5th June 2018 (Pages 5 - 8)
  - (b) Cowal Transport Forum 12th June 2018 (for noting) (Pages 9 - 16)
  - (c) Bute and Cowal Community Planning Group 14th August 2018 (for noting) (Pages 17 - 24)
- 4. PUBLIC AND COUNCILLOR QUESTION TIME**
- 5. PERFORMANCE REVIEW - AREA SCORECARD** (Pages 25 - 42)  
Report by Performance Management and Improvement Officer
- 6. LOCAL GOVERNANCE REVIEW - FEEDBACK FROM THE BIG LISTEN EVENTS IN BUTE AND COWAL** (Pages 43 - 60)  
Report by Corporate Support Manager
- 7. ROTHESAY PIER LIFTS** (Pages 61 - 64)  
Report by Marine Operations Manager
- 8. NEW SCHOOLS REDEVELOPMENT PROJECT UPDATE FOR KIRN PRIMARY**

**SCHOOL AND DUNOON PRIMARY SCHOOL** (Pages 65 - 80)

Report by Special Projects and Quality Improvement Manager

**9. ROTHESAY PAVILION PROGRESS REPORT** (Pages 81 - 92)

Report by Project Manager, Rothesay Pavilion

**10. SUPPORTING COMMUNITIES FUND**

(a) Monitoring of the Supporting Communities Fund 2017/2018 (Pages 93 - 102)

Report by Community Development Officer

(b) Evaluation of the SCF Participatory Budgeting Pilot (Pages 103 - 110)

Presentation by Social Value Lab

**11. TORLOCHAN TRAVELLING PERSON SITE, BY SANDBANK** (Pages 111 - 116)

Report by Team Leader - Housing Strategy, Housing Services

**12. DUNOON PIER WAITING ROOM - RECOMMENDATION FOR LEASE** (Pages 117 - 122)

Report by Development Officer Bute and Cowal

**13. APPOINTMENT TO HOLY LOCH LOCAL NATURE RESERVE MANAGEMENT GROUP** (Pages 123 - 126)

Report by Area Committee Manager

**E1 14. ROTHESAY TOWNSCAPE HERITAGE - RECOMMENDATION OF AWARD** (Pages 127 - 136)

Report by TH Project Officer

**15. AREA COMMITTEE WORKPLAN** (Pages 137 - 140)

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

The appropriate paragraphs are:-

**Paragraph 8** The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

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

**Bute and Cowal Area Committee**

Councillor Jim Anderson (Vice-Chair)	Councillor Gordon Blair
Councillor Jim Findlay	Councillor Audrey Forrest
Councillor Bobby Good (Chair)	Councillor Yvonne McNeilly

Councillor Jean Moffat  
Councillor Len Scoullar

Councillor Alan Reid

Contact: Andrea Moir, Senior Area Committee Assistant - 01369 708662

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**MINUTES of MEETING of BUTE AND COWAL AREA COMMITTEE held in the TIMBER PIER BUILDING, DUNOON on TUESDAY, 5 JUNE 2018**

**Present:** Councillor Bobby Good (Chair)

Councillor Jim Anderson  
Councillor Jim Findlay

Councillor Alan Reid  
Councillor Len Scoullar

**Attending:** Jim Smith, Head of Roads and Amenity Services (By Lync)  
Stuart McLean, Area Committee Manager  
John Gordon, CHORD Programme Manager  
Robyn McIlroy, Education Officer, Community Services

**1. APOLOGIES**

Apologies for absence were intimated by:  
Councillor Gordon Blair  
Councillor Audrey Forrest  
Councillor Yvonne McNeilly  
Councillor Jean Moffat

**2. DECLARATIONS OF INTEREST**

No declarations of interest were intimated.

The Chair ruled and the Committee agreed to suspend standing orders to enable discussion at agenda items 11. Cruach Mhor and Clachan Flats Wind Farm Trust, 12. Primary School Report 2017/2018 – Bute and Cowal and 13. Area Committee Workplan which were marked for noting on the agenda.

**3. MINUTES****(a) Bute and Cowal Area Committee 6th March 2018**

The minute of the Bute and Cowal Area Committee held on 6<sup>th</sup> March 2018 was approved as a correct record.

**(b) Special meeting of the Bute and Cowal Area Committee 3rd April 2018**

The minute of the Bute and Cowal Special Area Committee held on 3<sup>rd</sup> April 2018 was approved as a correct record.

**(c) Cowal Transport Forum 7th March 2018**

The minute of the Cowal Transport Forum meeting held on 7<sup>th</sup> March 2018 was noted.

**(d) Bute and Cowal Community Planning Group 1st May 2018**

The minute of the Bute and Cowal Community Planning Group held on 1<sup>st</sup> May 2018 was noted.

#### 4. PUBLIC AND COUNCILLOR QUESTION TIME

Mr Willie Lynch, Secretary of Dunoon Community Council, asked the Committee the following questions:

1. Can the Bute and Cowal Area Committee put pressure on the administration to inform the Integration Joint Board (IJB) for Health and Social Care that they do not support the closure of Struan Lodge or any other community care home across the authority?

The Area Committee agreed to request an update from the Integration Joint Board on existing and future arrangements for social care within Bute and Cowal.

2. Does Roads and Amenity Services have a strategy for 2018/2019 to improve road conditions in Cowal?

This question was put to the Head of Roads and Amenity services by the Area Committee on behalf of Dunoon Community Council. He responded that due to budget constraints the service had to prioritise repairs on a needs basis. He also emphasised that safety inspections are regularly carried out and quarterly multi agency liaison meetings take place to allow for joint working wherever possible.

3. Dunoon Community Council would like to request that the 4 technical posts to be reduced due to the Roads and Amenity restructure not be taken from the on the ground amenity workforce in the Cowal area?

Councillor Good responded that the posts in question are management and not amenity groundsman posts.

4. Is there money set aside for phase two of the Dunoon Pier refurbishment?

The CHORD Programme manager gave a commitment to seek clarification on the resources available for phase two of the Dunoon Pier refurbishment and that this would be provided to Mr Lynch.

5. Is there an update from SEPA regarding future use of the Dunoon Pier building?

The CHORD Programme Manager informed the Committee that the change of use planning application was in progress and meetings were scheduled to explore how the facility could be marketed and utilised.

#### 5. PERFORMANCE REVIEW - AREA SCORECARD

The Committee considered the Area Scorecard report for financial quarter 4 of 2017-2018.

##### Decision

The Committee:-

1. Noted the performance presented on the scorecard and supporting commentary.
2. Considered and agreed to the inclusion and level of data for Parking Penalty Notices and to receive teacher absence at area level only.
3. Considered and agreed to the proposed method of presenting the Recycling of Waste information and removal of the Waste by Tonne measures.

4. Noted that work was ongoing and to respond to the Performance Management and Improvement Officer with requests or comments regarding the layout and format of the Report and Scorecard.

(Ref: Report by Performance and Improvement Officer dated 5th June 2018, submitted).

## **6. ROADS AND AMENITY SERVICES UPDATE**

The Committee considered a briefing note that provided an update on Roads and Amenity services as well as the Capital Programme of works for 2018/2019 and a presentation. A general discussion on the service redesign process was thereafter held that was facilitated by the Head of Roads and Amenity Services.

### **Decision**

The Committee noted and considered the update provided within the briefing paper, and associated presentation.

(Ref: Briefing note by Head of Roads and Amenity Services dated 5<sup>th</sup> June 2018, submitted)

The Chair ruled, and the Committee agreed to vary the order of business and consider the Primary School report 2017/2018 – Bute and Cowal next to facilitate officer attendance.

## **12. PRIMARY SCHOOL REPORT 2017/18 – BUTE AND COWAL**

The Committee Considered a progress and statistical update report on the Primary Schools in Bute and Cowal 2017/2018.

### **Decision**

The Committee noted the contents of the report.

(Ref: Report by Education Quality and Improvement Officer dated 5<sup>th</sup> June 2018, submitted)

## **7. CHORD – DUNOON – QUEENS HALL - PROGRESS UPDATE**

The Committee considered a progress update report on the delivery of the Queens Hall refurbishment and Public Realm Improvements project.

### **Decision**

The Committee considered and noted the update provided within the report.

(Ref: Report by CHORD Programme Manager dated 5<sup>th</sup> June 2018, submitted)

## **8. ROTHESAY PAVILION PROGRESS REPORT**

The Committee considered a progress update report on the Rothesay Pavilion Adaptive Restoration and Extension Works project following completion of the funding package in September 2017 and the award of the construction contract to Messrs CBC Ltd in November 2017.

### **Decision**

The Committee considered and noted:

1. The Rothesay Pavilion Adaptive Restoration and Extension works contract had been fully funded with an anticipated final cost of £13,991,536
2. The contract had been awarded to Messrs CBC Ltd who remain on schedule to complete on 31<sup>st</sup> July 2019.
3. The Project Manager left the Council on 4<sup>th</sup> May 2018 to take up a new post with Highlands and Islands Enterprise (HIE).

(Ref: Report by CHORD Programme Manager dated 5<sup>th</sup> June 2018, submitted)

#### **9. PUBLIC TELEPHONE KIOSK – MILLHOUSE**

The Committee considered a report detailing the request by Kilfinan Community Council to adopt the telephone kiosk at Village Brae, Tighnabruich.

##### **Decision**

The Committee agreed they had no objections to the proposal of Kilfinan Community Council adopting the telephone kiosk at Village Brae, Tighnabruich.

(Ref: Report by Area Committee Manager dated 5<sup>th</sup> June 2018, submitted)

#### **10. APPOINTMENT TO OUTSIDE ORGANISATIONS**

The Committee considered a report on the appointment of an Elected Member from the Bute and Cowal Area Committee to be the substitute representative on the Glasgow Airport Consultative Committee.

##### **Decision**

The Committee agreed to appoint Councillor Jim Findlay to be the substitute Council representative on the Glasgow Consultative Committee.

(Ref: Report by Area Committee Manager dated 5<sup>th</sup> June 2018, submitted)

#### **11. CRUACH MHOR AND CLACHAN FLATS WIND FARM TRUSTS**

The Committee considered a report on the annual accounts for both the Cruach Mhor and Clachan Flats Wind Farm Trusts.

##### **Decision**

The Committee noted the most recent annual update on the work of the trusts.

(Ref: Report by Area Governance Manager dated 5<sup>th</sup> June 2018, submitted)

#### **13. AREA COMMITTEE WORKPLAN**

The Committee considered the Bute and Cowal Workplan for June.

##### **Decision**

The Committee noted the Bute and Cowal Workplan.

(Ref: Bute and Cowal Workplan dated 5<sup>th</sup> June 2018, submitted).



**MINUTES of MEETING of COWAL TRANSPORT FORUM held in the TIMBER PIER BUILDING, DUNOON on TUESDAY, 12 JUNE 2018**

**Present:** Councillor Alan Reid (Chair)

Councillor Jim Anderson

Councillor Audrey Forrest

**Attending:** Bobby Good, West Coast Motors  
Stuart McLean, Argyll and Bute Council  
Kevin McIntosh, Argyll and Bute Council  
Douglas Blades, Argyll and Bute Council  
Ross Moran, Caledonian MacBrayne  
Iain Storch, Caledonian MacBrayne  
Yvonne Hanley, Caledonian MacBrayne  
Evan MacKay, Caledonian MacBrayne  
Gordon Ross, Western Ferries  
Alex Burton, Police Scotland  
Iain McNaughton, Sandbank Community Council  
Eleanor Stevenson, South Cowal Community Council  
Willie Lynch, Dunoon Community Council  
Kenny Matheson, Dunoon Community Council  
Jim Wilson, Hunters Quay Community Council  
Iain MacInnes, Lochgoil Community Council  
Cathleen Russell, Colglen Community Council  
Iain Catterwell, Argyll Timber Transport Group

### **1. APOLOGIES**

Apologies were received from:-

George Fiddes, Transport Scotland  
Stuart Mearns, Loch Lomond and the Trossachs National Park  
Ruaridh McGregor, Scottish Water  
Debbie Donald, Cairndow Community Council  
Fulton McInnes, Hunters Quay Community Council

The Chair thanked Douglas Blades, Public Transport Officer for his hard work over the years and wished him a long and happy retirement on behalf of the Group. He added that Douglas would be a great loss to the Council.

### **2. DECLARATIONS OF INTEREST**

No declarations of interest were intimated.

### **3. MINUTES**

The minute of the previous meeting of the Cowal Transport Forum held on 7<sup>th</sup> March 2018 was approved as a correct record.

#### **4. POLICE SCOTLAND**

No written report provided.

#### **5. NEW ITEMS RAISED**

##### **(a) Tour Coaches Parking in Bus Stops around Dunoon**

Bobby Good informed the Group that local bus drivers were having difficulties accessing bus stops around Dunoon as tour buses are continually parking for long periods of time in the bus bays, letting off and picking up 40/50 passengers which is affecting West Coast Motor passengers. They often park until the passengers are ready to go back on.

Discussion took place around the parking bays throughout Dunoon, specifically, issues related to taxi ranks and cars parked on the opposite side of the road causing congestion at the Queens Hall. It was also noted that parking bays were on the wrong side of the road resulting in passengers needing to get off the bus into the road instead of onto the pavement.

##### **Outcome**

The Group agreed:-

1. To write to the Tour Guide companies notifying them of the problems which are being caused by their coaches parking in bus bays.
2. To write to the Confederation of Passenger Transport (CPT) asking them to notify members of the concerns raised.
3. That Kevin McIntosh would consider the linings of the bus bays at the Queens Hall and parking restrictions at the Tudor Team Rooms and Morrison's.

##### **(b) Parking on Footway Enforcement**

A discussion took place around the proposed parking on footway enforcement legislation. Kevin McIntosh confirmed that the current legislation doesn't allow any penalty notices to be issued.

The Forum were concerned that the legislative process can be long and that immediate action was required, particularly with respect to parking at Royal Crescent.

##### **Outcome**

The Group agreed to ask Roads and Amenity Services to pursue a Traffic Regulation Order for Royal Crescent.

##### **(c) Motor bike Noise Pollution Cairndow Community Council**

The Group considered a submission from Cairndow Community Council

on Motorbike noise pollution which, they felt, was becoming increasingly intrusive.

Discussions took place around fast, noisy cars on the Port Bannatyne to Rhudodach Road. The Police confirmed they had been notified of this and were keeping an eye on the situation.

**Outcome**

1. The Group agreed to ask an Officer from Environmental Health to spend a day in Cairndow to gather decibel readings.
2. Kevin McIntosh agreed to look into the possibility of carrying out a speed survey on the A816.
3. Police Scotland agreed to examine issues of speeding at Rhudodach.

**(d) Pontoon Development Cairndow Community Council**

The Group considered a submission from Cairndow Community Council on the proposed pontoon development and the development of Loch Fyne Path Network.

The Chair confirmed there was nothing the Group could decide on this matter.

**(e) 20 mph Zones Cairndow Community Council**

The Group considered a submission from Cairndow Community Council concerning a proposed 20mph zone in Cairndow Main Street.

Kevin McIntosh informed the Group that a survey would need to be carried out which cannot be programmed until the end of August.

The Chair confirmed that COSLA would soon consider a paper which proposes all 30mph zones be amended to 20mph zones which may deal with this problem.

**Outcome**

Kevin McIntosh agreed to contact Cairndow Community Council with details of the survey.

**6. TRANSPORT SCOTLAND**

**(a) A83**

The Group considered a letter from Transport Scotland dated 4<sup>th</sup> April 2018 with regard to the Term Contract for the Management and Maintenance of the Scottish Trunk Road Network – A83 Strone Point Improvements.

Discussion took place on the length of time the traffic lights take on the A83 Rest and Be Thankful, which was causing queues of traffic. Iain

MacInnes asked if there is a completion date set for the traffic lights to be removed.

**Outcome**

The Group agreed to write to George Fiddes at Transport Scotland and ask for a completion date for the traffic lights to be removed at the Rest and Be Thankful; and if there is a possibility of opening the Military Road on a temporary basis to help improve the flow of traffic.

(b) **VMS Timescales**

The Chair updated the Group on an email he received from Transport Scotland advising that both Variable Message Signs had been erected at Kilmun and Strachur and that they would be commissioned in the coming weeks and operational soon thereafter. The email also advised that the concrete plinths had been installed and all 5 boxes would be in situ by next week.

**Outcome**

The Group agreed to write to Transport Scotland to seek confirmation on a specific timescale for the operation of the Variable Message Signs and the reasons behind the delay in commissioning the signs.

**7. FERRIES UPDATE**

(a) **Dunoon to Gourock Ferry Services**

Ross Moran of Caledonian MacBrayne provided the following update:-

- In the last 6 months of the 9,505 planned sailings there were 8,445 actual sailings.
- There were 869 cancellations in the last 6 months.
- There is now a Security Guard in place on the vessels on a Thursday, Friday and Saturday due to alcohol related incidents.
- Ticket machines had been replaced.
- 3G and 4G wifi was now built in and work is continuing to improve the signal.
- Yvonne Hanley (Senior Port Assistant) and Evan MacKay (Marine Manager) are now in post.
- The Colintraive to Rhubodach ferry service had a 2% increase in sailings.

Discussions took place over the reliability of the Argyll Ferries Service and the lack of progress with the tender.

**Outcome**

The Group:-

1. Agreed to contact Transport Scotland and ask if there was a

possibility of changing the vessels under the existing contract and to express extreme dissatisfaction regarding the timescales of the tender process.

2. Agreed to contact Caledonian Maritime Assets Ltd regarding the concerns of the inadequate berthing facility at Gourrock and disability access.
3. Noted that representation from the Cowal Transport Forum would be sought on the Clyde Ferry Stakeholders Group.

### **Western Ferries**

Gordon Ross provided the following update:-

- New linkspan at McInroy's Point is fully operational.
- The linkspan at Hunter's Quay was under construction and work would be completed over the summer.
- Western Ferries were maintaining a 99.9% level of reliability service.
- All efforts had been taken to minimise congestion of traffic at Hunters Quay.
- It had been very busy with the excellent spell of weather with all businesses seeing an uplift.

## **8. PUBLIC TRANSPORT UPDATE**

### **(a) Helensburgh - Carrick Castle Bus**

Douglas Blades confirmed that he had written to SPT with regards to the Helensburgh – Carrick Castle Bus Service asking that the timetable be amended to enable this service to connect with the Citylink service at the top of the Rest and Be Thankful on school holidays and Saturdays.

#### **Outcome**

1. Douglas Blades agreed to forward a copy of the SPT letter to Iain McInnes.
2. The Group agreed to write to SPT and ask that they consider the last bus going further on to Carrick Castle when they renew the contract.

### **(b) Alexandra Parade Bus**

Douglas Blades confirmed he had nothing to report on this item. He agreed to ask his colleagues to follow this up.

### **(c) Bus Stops, Toward**

The Group considered a letter from Paul Convery, Planning Policy Officer, regarding the potential for developers being asked to provide bus stops as part of the planning permission for housing developments.

Douglas Blades informed that he had not received a date for a possible

site visit but would pass this onto Stephanie McGlynn who would attend the site visit with Bobby Good and Paul Convery.

(d) **482 and 483 Services**

Douglas Blades confirmed he was waiting on a date from the Traffic Commissioner for the re-registration of this service. He informed the Group that there were spare bus shelters at the depot in Dunoon and they were currently waiting on tenders coming back for a company to erect the bus shelters.

He confirmed that the 4 bus stops between Sandbank and Sandhaven had been marked both ways.

(e) **Dial-A-Bus**

Douglas Blades confirmed that discussions, regarding the provision and promotion of a Dial-A-Bus service, were ongoing. He suggested putting an advert in the local paper and asking the Communications Team to post an announcement on the Council's Facebook page. He also suggested building a mailing list and advertising the service on information panels at bus stops.

**Outcome**

The Group agreed to invite Martin Arnold, Community Transport Officer to the next meeting to provide an update on this.

(f) **Fountain Quay Bus Shelter**

Douglas Blades confirmed the last response he received from Bield Housing Association was November 2017.

**Outcome**

The Group agreed to contact Stephanie McGlynn, Public Transport Technician and ask that this matter be followed up and reported to the next meeting of the Cowal Transport Forum.

**9. ROADS UPDATE**

(a) **Single Track Road Conditions**

Cathleen Russel of Colglen Community Council raised concerns over grass cutting and verges and overhang of plants on single track roads which was causing visibility problems for drivers. Kevin McIntosh confirmed that the grass cutting programme had commenced.

Discussion took place over surface dressing timescales, Kevin McIntosh confirmed that works were ongoing with Glendaruel due for completion on 29<sup>th</sup> June 2018 and Carrick Castle – Lochgoilhead due to for completion by 4<sup>th</sup> July 2018.

Kevin informed the Group that the drainage provision in Argyll Street had been cleaned during the weekend 9-10 June 2018.

Discussion took place on road markings which were causing road safety issues. Councillor Jim Anderson raised safety concerns around faded road markings, specifically at Victoria Road/Hamilton Street junction and on Bencorrum Brae.

- Willie Lynch of Dunoon Community Council asked if it was possible for double yellow lines on Wellington Street to be extended to the West Bay Swing Park.
- Iain McNaughton of Sandbank Community Council asked if resurfacing could be done at the bottom part of Sandbank Road at the Dunoon end as HGVs were bouncing along the road.
- Graham Revill of Kilmun Community Council advised that the road markings at the Old Police House in Kilmun had been completed but they allowed less than a metre wide space for pedestrians. He asked if this could be looked into.

### **Outcome**

1. Police Scotland agreed to look into the possibility of a speed camera at Sandbank Road.
2. The Group agreed to ask Officers to investigate the concerns raised.

### **(b) Update on TRO's at Dunoon Pier and Rest & Be Thankful Bus Stop**

Douglas Blades informed the Group that he had received notification from Citylink advising that if the Council cannot enforce the traffic regulations at the Rest and Be Thankful bus stop, they would withdraw the service.

Kevin McIntosh confirmed that signage had been ordered and as soon as it arrives, the signage and lining would be in place meaning that enforcement would be possible.

### **Outcome**

The Group agreed to contact Stephaine McGlynn and ask her to seek an update from Citylink.

### **(c) Kirn Traffic Management**

Kevin McIntosh advised that a survey had been carried out to identify an average speed in two locations in Kirn with the average speed being 27mph.

The Chair pointed out that it had been snowing during one of these days.

### **Outcome**

Kevin McIntosh agreed to undertake a further survey later in the year.

## **10. LOGGING LORRIES - SANDBANK**

The Group considered a letter from Kirsty Robb of Argyll Timber Transport Association. Iain McNaughton, on behalf of Sandbank Community Council, raised concerns over the speed of logging lorries travelling through Sandbank, causing debris to fall from the lorries thereby presenting a danger to pedestrians. He advised that residents of Sandbank consider this matter as a potential hazard and suggested that the lorries voluntarily travel at a lower speed

Iain Catterwell from Argyll Timer Transport Association spoke on behalf of Kirsty's letter, advising that he had never had any complaints in the last 30 years regarding debris falling from logging lorries.

### **Outcome**

It was agreed that Iain Catterwell would contact the Forestry Industry Safety Commission to raise this issue.

## **11. ANY OTHER COMPETENT BUSINESS**

No further items of business were raised.

## **12. DATE OF FUTURE MEETINGS**

It was agreed that the next meetings of the Cowal Transport Forum would be held on:-

- Wednesday 26<sup>th</sup> September 2018
- Monday 17<sup>th</sup> December 2018
- Monday 18<sup>th</sup> March 2019



**MINUTES of MEETING of BUTE AND COWAL COMMUNITY PLANNING GROUP held in the  
TIMBER PIER BUILDING, DUNOON on TUESDAY, 14 AUGUST 2018**

**Present:** Willie Lynch, Dunoon Community Council (Chair)

Councillor Jim Anderson, Argyll and Bute Council  
Councillor Jean Moffat, Argyll and Bute Council  
Stuart McLean, Area Committee Manager, Argyll and Bute Council  
Alison McGrory, NHS Highland  
Sandra Cairney, NHS Highland  
Samantha Somers, Community Planning Officer, Argyll and Bute Council  
Sharon MacDonald, Community Development Officer  
Blair Moglia, Caledonian MacBrayne  
Colin Mouslon, PA23 BID  
Marilyn Rieley, Community Development Officer  
Lorna Pearce, Senior Development Officer  
Heather Greer, Strachar Hub  
Ian Asher, Strachar Hub  
Kirstie Reid, Strachur Community Council  
Patrick White, Maxie Richards Foundations  
Brian Leitch, Maxie Richards Foundations  
Iona McPhail, ACHA  
Sergeant Mark Wilson, Police Scotland  
Michelle Rushden, Local Authority Liaison Officer Police Scotland  
Eleanor Stevenson, South Cowal Community Council  
Tom Elsby, Gateway Project  
Kyle Wilson, Gateway Project

**1. APOLOGIES**

Apologies for absence were received from Kevin Devine, Stuart McLean (Scottish Fire and Rescue Service), Cairndow Community Council, Jayne Lawrence-Winch and Councillor Audrey Forrest.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

The Chair ruled and the Committee agreed to alter the order of business in order to facilitate officer attendance, the following item was taken out of sequence.

8. (b) Police Scotland was taken after item 5. of the minute.

**3. MINUTES**

**(a) Bute and Cowal Community Planning Group - 1st May 2018**

The minutes of the meeting of the Bute and Cowal Community Planning Group held on 1 May 2018 were approved as a correct record.

**4. MANAGEMENT COMMITTEE UPDATE**

The Area Community Planning Group gave consideration to issues highlighted within the briefing note from the meeting of the Community Planning Partnership Management Committee held on 27 June 2018.

**Decision**

The Area Community Planning Group noted the content of the briefing note from the meeting of the Management Committee held on 27 June 2018.

(Reference: Briefing Note - Community Planning Partnership Management Committee update dated August 2018, submitted)

**5. AREA COMMUNITY PLANNING ACTION PLAN**

**(a) Presentation by Strachur Hub**

The Area Community Planning Group received an informative presentation from Heather Greer and Ian Asher, Strachur Hub.

The presentation informed the Group about the background of the Strachur Hub delivery model, its vision, objectives and planned future growth as well as some of the services delivered, including Falls Prevention through Exercise and Chronic Pain Management Courses.

**Decision**

The Area Community Planning Group noted the presentation from Strachur Hub.

(Reference: Presentation from Strachur Hub dated 14 August 2018, submitted).

**(b) Transformation Projects and Regeneration**

The Area Community Planning Group received a presentation from Lorna Pearce and Marilyn Rieley regarding the ongoing transformation and regeneration projects that are ongoing within Dunoon Area, including the town centre regeneration projects and Dunoon CARS.

The work being taken forward by the Dunoon Area Alliance was also highlighted, including the Doors Open Day 2018 which is scheduled to be

held on 22 and 23 September 2018.

**Decision**

The Area Community Planning Group noted the presentation.

(Reference: Presentation and update by Senior Development Officer Bute and Cowal Development Officer dated 14 August 2018, submitted)

(c) **Update on great places heritage bid**

Lorne Pearce, Senior Development Officer, reported that an application to the Great Places Heritage fund had been unsuccessful. Benmore and Kilmun Community Development Trust had taken on the themes that had been generated during the original application process and are considering submitting their own application.

**Decision**

The Area Community Planning Group noted the presentation.

(Reference: Verbal update by Senior Development Officer dated 14 August 2018, submitted)

(d) **Update on Opportunities available for local businesses to engage with the Argyll and the Isles Tourism Co-Operative**

Colin Mouslon updated the group on the current activities being taken forward by the PA2 BID. The BID is currently focusing on differentiating Dunoon from other areas by promoting the natural resources and landscape.

Several events are currently being planned including, Dunoon Dazzels and Sunset Ceremony. The European Water Skiing Championships had also been secured with work ongoing to ensure they are a success.

**Decision**

The Area Community Planning Group noted the update.

(Reference: Verbal update by Colin Mouslon dated 14 August 2018, submitted)

(e) **Feeling Safe in Dunoon**

Sergeant Mark Wilson, Police Scotland, reported that a consultation exercise undertaken in 2017 suggested that there was a perceived 'fear of crime' within Dunoon. Sergeant Wilson pointed to the low crime rates within the area and suggested that the fear was a consequence of unfounded reporting on social media.

**Decision**

The Area Community Planning Group noted the update.

(Reference: Verbal update by Police Scotland dated 14 August 2018, submitted)

**8. ARGYLL AND BUTE OUTCOME IMPROVEMENT PLAN 2013-2023 - OUTCOME 6  
(PEOPLE LIVE IN STRONGER AND SAFER COMMUNITIES)**

**(a) Police Scotland - Annual Update**

Sergeant Mark Wilson provided the Area Community Planning Group with an update on various initiatives and current local priorities currently being taken forward by Police Scotland.

The Group were updated on the success of the Youth Engagement Officer Post, the Outreach Behaviour Groups, Police Service Youth Volunteers and the use of social media to engage with the public and upcoming events. Work was ongoing to progress the Rural Watchers initiative which had evolved from Neighbourhood Watch Schemes.

**Decision**

The Area Community Planning Group noted the update from Police Scotland.

(Reference: Verbal update by Police Scotland dated 14 August 2018, submitted)

**6. COMMUNITY FOCUS**

**(a) Maxie Richard's Foundation - King's Court**

The Area Community Planning Group received a presentation from Brian Leech and Patrick White on behalf of the Maxie Richard's Foundation.

Kings Court had been established 32 years ago in Tighnabruaich to support individuals with drug and alcohol dependencies. The facility continues to have the support of the local community, this support is reciprocated by clients often are being active within the local community.

Mr Whyte reported that the majority of the clients were referred to Kings Court from the Glasgow Area and that many individuals from Argyll and Bute were referred to the Glasgow Area for rehabilitation. Mr Whyte felt that many people from Argyll and Bute would benefit from receiving treatment within their own community.

**Decision**

The Area Community Planning Group noted the presentation from the Maxie Richard's Foundation.  
(Reference: Verbal update from Maxie Richard's Foundation dated 14 August 2018, submitted)

**7. ARGYLL AND BUTE OUTCOME IMPROVEMENT PLAN 2013-2023 - OUTCOME 5 (PEOPLE LIVE ACTIVE, HEALTHIER AND INDEPENDENT LIVES)**

**(a) Health and Social Care Strategic Plan**

Consideration was given to a report which sought feedback from the Area Community Planning Group on their role within health and social care and their response to the Health and Social Care Partnership (HSCP) Community Engagement Process proposals, specifically on eight strategic areas of service change required to deliver the ambitions of the HSCP over the life of the Strategic Plan.

**Decision**

1. The Area Community Planning Group noted the presentation.
2. The Area Community Planning Group agreed that members would feedback their individual responses to the Social Care Partnership Community Engagement Process proposals.

(Reference: Report by Associate Director of Public Health, dated 14 August 2018 submitted)

**(b) Health and Well Being Annual Report**

Consideration was given to the Health and Wellbeing Annual Report for 2017-18. The report was introduced by Alison McGrory, Health Improvement Principal, NHS Highland, the Group was invited to note the content of the report.

**Decision**

The Area Community Planning Group noted the content of the Health and Wellbeing Report for 2017-18.

(Reference: Report by Health Improvement Principal dated 14 August 2018, submitted)

**8. ARGYLL AND BUTE OUTCOME IMPROVEMENT PLAN 2013-2023 - OUTCOME 6 (PEOPLE LIVE IN STRONGER AND SAFER COMMUNITIES)**

**(b) Scottish Fire and Rescue - Annual Update**

Apologies were intimated by Scottish Fire and Rescue, therefore no

update was provided.

(c) **ACHA**

Iona McPhail updated the group on the current activities being taken forward by ACHA including Stock rationalisation and Estate Management Action Plan.

ACHA had faced several challenges over the winter months as a consequence of heavy snowfall. A great deal of time and effort had gone into mitigating the impact on residents.

**Decision**

The Area Community Planning Group noted the presentation.

(Reference: Report and presentation by ACHA dated 14 August 2018, submitted)

**9. PARTNERS UPDATE**

(a) **Highlands and Islands Enterprise**

The Area Community Planning Group gave consideration to a report submitted by HIE which highlighted their activity across Argyll between April and June 2018.

The Chair raised concerns over the content of the report in that it was not Bute and Cowal specific.

**Decision**

The Area Community Planning Group noted the content of the report.

(Reference: Report by HIE, dated 14 August 2018, submitted)

(b) **Gateway Project**

Tom Elsby reported that the Gateway Project provides young people in Dunoon with a space where they feel safe, loved and respected. A purpose built facility for community and youth programmes in the town of Dunoon was currently being developed with an anticipated opening in 2020.

**Decision**

The Area Community Planning Group noted the update.

(Reference: Verbal update by Gateway Project dated 14 August 2018, submitted)

(c) **Caledonia MacBrayne**

Blair Moglia reported that 2 new Community Board Members had been appointed and that a new Corporate Social Responsibility Manager would be appointed within 2 weeks.

**Decision**

The Area Community Planning Group noted the update.

(Reference: Verbal update by Caledonian MacBrayne dated 14 August 2018, Submitted)

**10. DATE OF NEXT MEETING - TUESDAY 6 NOVEMBER 2018 AT 10:00AM IN EAGLESHAM HOUSE, ROTHESAY**

The date of the next meeting was noted and it was agreed that suggestions for agenda items should be forwarded to the Area Committee Manager.

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA  
COMMITTEE****CUSTOMER SERVICES****4 SEPT 2018**

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**AREA SCORECARD FQ1 2018-19**

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**1 Background**

- 1.1 This paper presents the Area Report and Scorecard for Financial Quarter 1 2018-19 (April-June 2018) and illustrate the agreed performance measures.
- 1.2 Arising from the last Area Committee meeting (5 June 2018) were two requests.
- a) That the Scorecard is formatted to improve readability when viewed through iPads.
  - b) That further statistical information and background is provided on Parking Penalty Notices.

The Area Scorecard and all views have now been formatted. Readability when viewed both through iPads and in the live system has been improved.

The Parking Penalty Notices (PPNs) were added to the Scorecard and commentary provided for FQ4 2017-18.

The responsible officer has been consulted and advises that further information is available. Due to the number of PPNs issued and the level of local detail requested this would involve a large volume of work for both Roads and Amenity and Performance and Improvement. Multiple detailed indicators would need to be built in Pyramid requiring a large volume of data entry each month. However, a more manageable and workable solution is offered, and that is for the responsible officer to be contacted directly with specific targeted requests.

For FQ1 2018-19 the number of Argyll and Bute wide PPNs issued was 2,069; for Bute and Cowal the figure is 137. Additionally, some of the statistical and background information provided may be too detailed for presentation at Area Committees.

Keith Tenant is the responsible officer and can be contacted on 01631 572925 or [keith.tennant@argyll-bute.gov.uk](mailto:keith.tennant@argyll-bute.gov.uk)

- 1.3 The 'trend' arrow for Car Parking Income has been removed for this reporting period as the data is cumulative for each financial year. The trend arrow will be replaced for FQ2 2018-19.
- 1.4 A short key to symbols / layout is attached. (Appendix 1).

## **2 Recommendations**

- 2.1 It is recommended that the Area Committee notes the performance presented on the Scorecard and supporting commentary.
- 2.2 It is recommended that the Area Committee agree to the current level of data for PPNs and to contact the named responsible officer (Keith Tennant) with specific requests regarding further statistical information and background on the PPNs issued within the Bute and Cowal area.
- 2.3 The Area Committee are asked to note that work is ongoing and to respond to Sonya Thomas with requests or comments regarding the layout and format of the Report and Scorecard.

**Douglas Hendry**  
**Executive Director, Customer Services**

**Jane Fowler**  
**Head of Improvement & HR**

For further information, please contact:  
Sonya Thomas  
Performance and Improvement Officer  
Improvement and HR  
01546 604454

Appendix 1: Key to symbols  
Appendix 2: Word Report in pdf format  
Appendix 3: B&C Scorecard

## **PERFORMANCE REPORTS – KEYS TO SYMBOLS**

### **WORD REPORT**

#### **STATUS SYMBOL**

- This is colour coded and indicates if the performance is good – Green; or off track – Red

#### **TREND ARROW**

- This indicates the trend of the performance between the last two periods

#### **NAME IN BRACKETS (StreetScene)**

- This indicates not only where in Pyramid you can find the data but also what team in the council deals with this element of performance

#### **GREY SUCCESS MEASURE**

- This indicates that the performance measure is a council-wide one

#### **WHITE SUCCESS MEASURE**

- This indicates that the performance measure is a local area one

### **ON GRAPHS IN PYRAMID**

#### **GREEN**

- Performance is positively within desired parameters / meeting target / positively exceeding target

#### **RED**

- Performance is negatively out-with desired parameters / not meeting target / negatively exceeding target

#### **KEY**

- There is a key / explanation to each graph indicating Target / Actual / Benchmark alongside each graph

### **THE SCORECARD**

- This is a plain summary of the success measures
- It mirrors the word report – BUT without commentary / names / teams
- It is simply a picture

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**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
<b>Corporate Outcome No 1 - People live active, healthier and independent lives</b>								
Number of affordable social sector new builds - B&C (Housing Services)	●	⇒	0	0	0	0	Allan Brandie	<p><b>FQ1 2018/19 - B&amp;C</b> There were no Affordable Housing completions during Quarter 1. However, there are currently 10 projects onsite across Argyll &amp; Bute with a further 5 projects likely to commence over the next few months, possibly including Dunbeg. Onsite Projects: Bute and Cowal - 1 Helensburgh and Lomond - 2 Oban, Lorn and the Isles - 4 Mid Argyll, Kintyre and Islay - 3 It is anticipated that around 100 units will be delivered from the onsite projects this year, with scope for additional units to be brought forward. The majority of the completions are currently scheduled for Quarters 3 &amp; 4.</p> <p><b>FQ4 2017/18 - B&amp;C</b> ACHA was unsuccessful in acquiring the additional 8 units at Ardenslate, Dunoon which had to be sold at auction by the Scottish Government - although there may still be a chance for the association to acquire these from the private buyer in 2018/19.</p>
CC26_01-Number of new affordable homes completed per annum. (Housing Services)	●	↓	18	18	0	0	Allan Brandie	<p><b>FQ1 2018/19 - A&amp;B</b> There were no Affordable Housing completions during Quarter 1. However, there are currently 10 projects onsite across Argyll &amp; Bute with a further 5 projects likely to commence over the next few months, possibly including Dunbeg. Onsite Projects: Bute and Cowal - 1 Helensburgh and Lomond - 2 Oban, Lorn and the Isles - 4 Mid Argyll, Kintyre and Islay - 3 It is anticipated that around 100 units will be delivered from the onsite projects this year, with scope for additional units to be brought forward. The majority of the completions are currently scheduled for Quarters 3 &amp; 4.</p> <p><b>FQ4 2017/18 - A&amp;B</b> 18 units in total completed this quarter, all in Mid Argyll. Fyne Homes delivered 12 units at Lochgilphead (phase 5) and 6 at Minard, all for social rent. ACHA was unsuccessful in acquiring the additional 8 units at Ardenslate, Dunoon which had to be sold at auction by the Scottish Government - although there may still be a chance for the association to acquire these from the private buyer in 2018/19. Annual target therefore only 68% met, however the cumulative two-year target has been exceeded (229 units against target of 220) and programme still on schedule to deliver the 5 year target with a number of large projects progressing in the pipeline.</p>

**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
<b>Corporate Outcome No.2 - People live in safer and stronger communities</b>								
Car Parking income to date - B&C (Streetscene B&C) <b>ANNUAL CUMULATIVE TOTAL</b>	●		£76,904	£74,822	£20,441	£21,389	Stuart Watson	<b>FQ1 2018/19 - B&amp;C</b> The income for the period has exceeded the target by £948. Compared against 2017/18 FQ1 there has been an increase of £3,492. The increase may be due to the exceptionally warm and dry season. <b>FQ4 2017/18 - B&amp;C</b> Car parking income for B&C fell short of the targeted income by £2,082, however, it is significantly above the FQ4 income for 2016/17; an additional £13,686 was received
Car Parking income to date - A&B (StreetScene) <b>ANNUAL CUMULATIVE TOTAL</b>	●		£817,075	£860,466	£265,014	£265,885	Stuart Watson	<b>FQ1 2018/19 - A&amp;B</b> Overall income has exceeded the target by £871 for the period. When compared to the period 2017/18 FQ1 the income has increased by £60,167. The increase may be due to the exceptionally good weather we have had over the season. <b>FQ4 2017/18 - A&amp;B</b> Car parking income exceeded the target by £43,391. It is also worth noting that when compared with FQ4 2016/17 there was an increase of £47,621.
Total number of Penalty Charge Notice Figures - B&C			No Target	185	No Target	137	Keith Tennant	<b>FQ1 2018/19 - B&amp;C</b> The warden for Bute and Cowal is currently on secondment. Wardens from other areas are covering. <b>FQ4 2017/18 - B&amp;C</b> Amenity Warden from Bute & Cowal was absent through sick leave and is now currently on secondment, wardens from other areas are currently covering Bute &
Total number of Penalty Charge Notice Figures - A&B			No Target	1,604	No Target	2,069	Keith Tennant	<b>FQ1 2018/19 - A&amp;B</b> Commentary provided at Area level <b>FQ4 2017/18 - A&amp;B</b> Commentary provided at Area level

**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
B&C - Percentage of community councils with emergency plan (Civil Contingencies)	●	⇒	80%	83%	80%	83%	Susan Donnelly	<p><b>FQ1 2018/19 - B&amp;C</b> B&amp;C no change to number of plans however, lots of interest in Community Resilience by The Bute Resilience Team. A meeting is to be held on 23rd August on Bute to bring together both resilience groups to combine resources and reflect this in the plan for Bute.</p> <p><b>FQ4 2017/18 - B&amp;C</b> The two areas out of the twelve that do not have plans are: Ardentinny - they are progressing with their plan. Cairndow - No information has been received from the community council. Continue to encourage all to produce, update and exercise plans. Island of Bute have particularly robust and active community resilience arrangements and are to be commended. Regular meetings, review of equipment prior to winter, assessment of emerging risks to the island and update of plan in partnership with the Bute Advice Centre, Council Incident Officers chaired by Richard Gorman.</p>
B&C - Percentage of community councils who are developing a community emergency plan.		⇒		8%		8%	Susan Donnelly	<p><b>FQ1 2018/19 - B&amp;C</b> No changes from previous quarter</p> <p><b>FQ4 2017/18 - B&amp;C</b> New Measure added to Area Report - Please see commentary for community councils with an emergency plan</p>
A&B - Percentage of community councils with emergency plan (Civil Contingencies)	●	⇒	55 %	57 %	55 %	57 %	Susan Donnelly	<p><b>FQ1 2018/19 - A&amp;B</b> No changes from previous quarter</p> <p><b>FQ4 2017/18 - A&amp;B</b> Regular contact is made to encourage CC's and Community Groups to update and exercise existing plans. Those that have not responded are contacted regularly with the exception of those that do not wish to be contacted. There are now 3 kit bags in storage, these will be distributed to CC's who submit a Community plan in the near future</p>

**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
Dog fouling - total number of complaints B&C (Streetscene B&C)		↑	No Target	65	No Target	23	Allan MacDonald (Streetscene)	<p><b>FQ1 2018/19 - B&amp;C</b>                      The number of complaints over the period for the Bute and Cowal have reduced to 23. The area technical officer and local warden will continue to assess the areas of complaints and step up patrols to deal with the problem locations. We will continue to have a visible presence to act as a deterrent and also to educate members of the public. Amenity Services are attempting to encourage the general public and community groups to assist in the enforcement of dog fouling, this can be carried out by groups and persons providing details without their identity being known. This is proving to be a long and difficult process. However, the service will continue to engage with all partners in an attempt to deal with this problem.</p>
								<p><b>FQ4 2017/18 - B&amp;C</b>                      The number of complaints over the period for the Bute and Cowal totalled 65, with 21 of these logged during March 2018, efforts will continue to deal with this issue. The area technical officer and local warden will continue to assess the areas of complaints and step up patrols to deal with the problem locations. This will ensure a more visible presence to act as a deterrent and also to educate members of the public. Amenity Services are attempting to encourage the general public and community groups to assist in the enforcement of dog fouling, this can be carried out by groups and persons providing details without their identity being known. This is proving to be a long and difficult process. However, the service will continue to engage with all partners in an attempt to deal with this problem.</p>
Dog fouling - total number of complaints A&B (StreetScene)		↑	No Target	152	No Target	69	Tom Murphy	<p><b>FQ1 2018/19 - A&amp;B</b>                      The council are currently working alongside Police Scotland and our communications team to provide advice to all parts of our community and involving school children in creating posters as part of this dog fouling campaign. The roll out is currently happening in B&amp;C and we intend to carry this on to the other administrative</p>
								<p><b>FQ4 2017/18 - A&amp;B</b>                      The council are currently working alongside Police Scotland and our communications team to provide advice to all parts of our community and involving school children in creating posters as part of this dog fouling campaign. The roll out is currently happening in B&amp;C and we intend to carry this on to the other administrative areas. <a href="https://www.buteman.co.uk/news/calling-foul-on-owners-1-4729752">https://www.buteman.co.uk/news/calling-foul-on-owners-1-4729752</a></p>



**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
LEAMS - B&C Bute (Cleanliness Monitoring Systems)	●	↑	73	78	73	85	Allan MacDonald (Streetscene)	<p><b>FQ1 2018/19 - LEAMS Bute</b> The level of performance over the FQ1 period has decreased for the Bute operation. This is mainly due in part to the number of visitors to the area. This is a higher level of performance to what is expected, with the benchmark figure being 73. There is currently a review of all street sweeping schedules, to evaluate the current schedules and frequencies to look at any operational alterations to improve the street sweeping services.</p> <p><b>FQ4 2017/18 - LEAMS Bute</b> The high level of performance over the FQ4 period remains consistent for the Bute operation. This level of performance over the period was, January 84, February 76 and March 74, this is a good level of performance, with the benchmark figure being 73. There is currently a review of all street sweeping schedules, to evaluate the current schedules and frequencies to look at any operational alterations to improve the street sweeping services.</p>
LEAMS - B&C Cowal (Cleanliness Monitoring Systems)	●	⇒	73	78	73	78	Allan MacDonald (Streetscene)	<p><b>FQ1 2018/19 - LEAMS Cowal</b> The high level of performance over the FQ1 period is good for the Cowal operation. The level of performance over FQ1 was consistent with previous period. The benchmark figure being 73, this is good performance. The slight increase in the figures was due to street sweeping staff resources covering absences in the refuse and recycling collections. There is currently a review of all street sweeping schedules, to evaluate the current schedules and frequencies to look at any operational alterations to improve the street sweeping services.</p> <p><b>FQ4 2017/18 - LEAMS Cowal</b> The high level of performance over the FQ4 period is very good for the Cowal operation. The level of performance over the period was, January 72, February 82 and March 81, with the benchmark figure being 73, this is a very good performance. January dipped just below the target of 73, this was due to street sweeping resource covering absences in the refuse and recycling collections. There is currently a review of all street sweeping schedules, to evaluate the current schedules and frequencies to look at any operational alterations to improve the street sweeping services.</p>
LEAMS - Argyll and Bute monthly average (Cleanliness Monitoring Systems)	●	↑	75	80	75	81	Tom Murphy	<p><b>FQ1 2018/19 - LEAMS A&amp;B</b> The level of performance is a good standard, the service uses the annual report from Keep Scotland Beautiful and monthly inspections to assess the data and make appropriate alterations to work schedules to ensure that the level of performance is maintained. The role of the amenity wardens have a key influence around littering and dog fouling to assist in maintaining the good level of performance.</p> <p><b>FQ4 2017/18 - LEAMS A&amp;B</b> The level of performance is a very good standard, the service uses the annual report from Keep Scotland Beautiful and monthly inspections to assess the data and make appropriate alterations to work schedules to ensure that the level of performance is maintained. The role of the amenity wardens have a key influence around littering and dog fouling to assist in maintaining the high level of performance.</p>

**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
<b>Corporate Outcome No.3 - Children and young people have the best possible start</b>								
<b>Corporate Outcome No.4 - Education, skills and training maximises opportunities for all</b>								
HMIE positive Secondary School Evaluations - B&C (Authority Data)	●	⇒	0 %	0 %	0 %	0 %	Maggie Jeffrey	<p><b>FQ1 2018/19 - B&amp;C</b> No Inspections carried out in secondary schools within the first quarter</p> <p><b>FQ4 2017/18 - B&amp;C</b> The were no secondary school inspections completed in FQ4 2017/18</p>
HMIE positive Secondary School Evaluations - A&B (Authority Data)	●	⇒	0%	0%	0 %	0 %	Maggie Jeffrey	<p><b>FQ1 2018/19 - A&amp;B</b> No Inspections carried out in secondary schools within the first quarter</p> <p><b>FQ4 2017/18 - A&amp;B</b> No inspections were carried out in FQ4 2017/18</p>
Percentage of pupils with positive destinations - A&B (Authority Data)	●	⇒	92.0 %	94.7 %	92.0 %	94.7 %	Martin Turnbull	<p><b>FQ1 2018/19 - A&amp;B</b> School Initial Destinations of school leavers 2016/2017, published in February 2018. The Argyll and Bute average is 94.7% with a cohort of 861.</p> <p><b>Bute and Cowal</b> Dunoon Grammar increased their positive destinations by 1.6% from the initial 2015/16 Rothesay Academy 92.06% which was a decrease of 3.18% from the 2015/216 figure of 95.24% The negative destination figures for Rothesay Academy will be interrogated and analysed for patterns that may be contributing to this position for example, area of residence. Appropriate help, support or activities can then be put in place to support subsequent cohorts into positive destinations. This work will be carried out in partnership with SDS and other key partner agencies.</p> <p><b>Helensburgh and Lomond</b> Hermitage Academy 92.37%. Although this is an increase of 1.38 % from 2015/2016 figure of 90.99% The negative destination figures for Hermitage Academy will be interrogated and analysed for patterns that may be contributing to this position for example, area of residence. Appropriate help, support or activities can then be put in place to support subsequent cohorts into positive destinations. This work will be carried out in partnership with SDS and other key partner agencies.</p> <p><b>MAKI</b> Campbeltown Grammar increased their positive destinations by 4.08% from the initial 2015/16 report, and Tarbert Academy increased by 4.74 %</p> <p><b>OLI</b></p> <p><b>FQ4 2017/18 - A&amp;B</b> School Initial Destinations of school leavers 2016/2017, published in February 2018. The Argyll and Bute average is 94.7% with a cohort of 861. Bute and Cowal Dunoon Grammar increased their positive destinations by 1.6% from the initial 2015/16 Rothesay Academy 92.06% which was a decrease of 3.18% from the 2015/216 figure of 95.24% The negative destination figures for Rothesay Academy will be interrogated and analysed for patterns that may be contributing to this position for example, area of residence. Appropriate help, support or activities can then be put in place to support subsequent cohorts into positive destinations. This work will be carried out in partnership with SDS and other key partner agencies. Helensburgh and Lomond Hermitage Academy 92.37%. Although this is an increase of 1.38 % from 2015/2016 figure of 90.99% The negative destination figures for Hermitage Academy will be interrogated and analysed for patterns that may be contributing to this position for example, area of residence. Appropriate help, support or activities can then be put in place to support subsequent cohorts into positive destinations. This work will be carried out in partnership with SDS and other key partner agencies. MAKI Campbeltown Grammar increased their positive destinations by 4.08% from the initial 2015/16 report, and Tarbert Academy increased by 4.74 % OLI Oban High increased their positive destinations by 3.81% from the initial</p>

**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
<b>Corporate Outcome No.5 - The economy is diverse and thriving</b>								
Percentage of Pre-Application enquiries processed within 20 working days - B&C (Planning Applications)	●	↓	75.0 %	92.0 %	75.0 %	78.60%	Peter Bain	<b>FQ1 2018/19 - B&amp;C</b> Turnaround of pre-apps within B&C during FQ1 is above the target of 75% for the 6th consecutive quarter.
								<b>FQ4 2017/18 - B&amp;C</b> Turnaround of pre-apps within B&C during FQ4 is above the target of 75% for the 5th consecutive quarter, continuing the positive upward trend.
PR23_03- Percentage of Pre-application enquiries processed within 20 working days - A&B (Planning Applications)	●	↓	75.0 %	76.0 %	75.0 %	71.1 %	Peter Bain	<b>FQ1 2018/19 - A&amp;B</b> Local targets have been met in 3 out of 4 area teams; performance is however affected by depleted resources within the MAKI team which has necessitated prioritisation on processing statutory applications ahead of responding to pre-application enquiries.
								<b>FQ4 2017/18 - A&amp;B</b> The performance target has been met for the second consecutive quarter.
Householder Planning Apps: Ave no of Weeks to Determine - B&C (Planning Applications)	●	↓	8.0 Wks	5.3 Wks	8.0 Wks	5.9 Wks	Peter Bain	<b>FQ1 2018/19 - B&amp;C</b> Performance target met for the 3rd consecutive quarter
								<b>FQ4 2017/18 - B&amp;C</b> A solid performance from the team in Bute & Cowal, continuing the long term trend of reducing the time taken to process Householder planning applications.
Householder Planning Apps: Ave no of Weeks to Determine - ABC (Planning Applications)	●	↓	8.0 Wks	4.6 Wks	8.0 Wks	6.9 Wks	Peter Bain	<b>FQ1 2018/19 - A&amp;B</b> Performance target on householder development met for the 21st consecutive quarter.
								<b>FQ1 2018/19 Benchmark</b> In the absence of data from The Scottish Government, the benchmark entered against FQ1 is currently that of FQ3 (FY17/18) which is the most up-to-date available. Benchmark figures for Scotland and The Rural Nine would normally be added by projecting the FQ4 figure for the previous financial year throughout all quarters of FY18/19 using data available on The Scottish Government website. The actual benchmark figure is then updated as and when the information becomes available. Readers should note that this is generally 3-5 months after the end of a financial quarter.
								<b>FQ4 2017/18 - A&amp;B</b> The long term trend of reducing the time taken to process householder planning applications in Argyll and Bute continues, and is comfortably within the 8 week target.

**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
<b>Corporate Outcome No.6 - We have infrastructure that supports sustainable growth</b>								
Street lighting - percentage of faults repaired within 10 days - B&C (Street Lighting - Maintenance)	●	↓	75 %	82 %	75%	DNA	Kevin McIntosh	<p><b>FQ1 2018/19 - B&amp;C</b></p> <p><b>FQ4 2017/18 - B&amp;C</b> FQ3 was reported to old SLA. Should have been reported to 10 days. Once error was identified the figures were not changed to enable consistent reporting throughout the year. Will be revised for future years.</p>
RA14_05- Percentage of street lighting repairs completed within 10 days (Street Lighting - Maintenance)	●	↑	75 %	58 %	75%	DNA	Kevin McIntosh	<p><b>FQ1 2018/19 - A&amp;B</b> Total number of jobs was 351. Bute and Cowal - 106 Helensburgh and Lomond - 63 OLI - 106 MAKI - 76 Total overdue - 117 Performance 66.67%</p> <p>When the LED project is completed it will allow staff resources to deal with lighting timescales.</p> <p><b>FQ4 2017/18 - A&amp;B</b> FQ3 was reported to old SLA. Should have been reported to 10 days. Once error was identified the figures were not changed to enable consistent reporting throughout the year. Will be revised for future years.</p>
Shanks - Percentage of Waste Recycled, Composted & Recovered (Waste Management Performance)		↑	No Target	47.90%	No Target	54.3%	John Blake	<p><b>FQ1 2018/19 - Waste PPP Area</b> Waste PPP area - 54.3% recycled ,composted and recovered (34.8% recycled/composted and 19.5% recovered)</p> <p><b>FQ4 2017/18 - Waste PPP Area</b> 47.9% recycled ,composted and recovered (34.5% recycled/composted and 13.4% recovered)</p>
Islands - Percentage of Waste Recycled, Composted & Recovered (Waste Management Performance)		↓	No Target	30.70%	No Target	27.0%	John Blake	<p><b>FQ1 2018/19 - Islands</b> 27% recycled and composted in Q1.</p> <p><b>FQ4 2017/18 - Islands</b> Quarterly figures are not all available until later in month when contractors and community recycling group tonnages have all been submitted .Data should be available and inputted by 26th April at the latest.</p>
H&L - Percentage of Waste Recycled, Composted & Recovered (Waste Management Performance)		↓	No Target	45.30%	No Target	42.4%	John Blake	<p><b>FQ1 2018/19 - H&amp;L</b> 42.4% recycled ,composted and recovered in Q1 (32.9% recycled/composted and 9.5% recovered).</p> <p><b>FQ4 2017/18 - H&amp;L</b> 45.3% recycled ,composted and recovered (36.1% recycling/composting and 9.1% recovery)</p>
RA24_02- Percentage of waste recycled, composted and recovered. (Waste Management Performance)	●	↑	40.0 %	45.9 %	40.0 %	48.8 %	John Blake	<p><b>FQ1 2018/19 - A&amp;B</b> 48.8% recycled ,composted and recovered in Q1 (33.7% recycled/composted and 15.1% recovered ).</p> <p><b>FQ4 2017/18 - A&amp;B</b> 45.9% of recycled, composted and recovered waste which is above target. However, this is less than the previous quarter which is due to reduced diversion from Renewi mechanical biological treatment (MBT) facilities.</p> <p>The MBT facilities produce compost like output (CLO) for use as restoration material for landfill restoration</p>

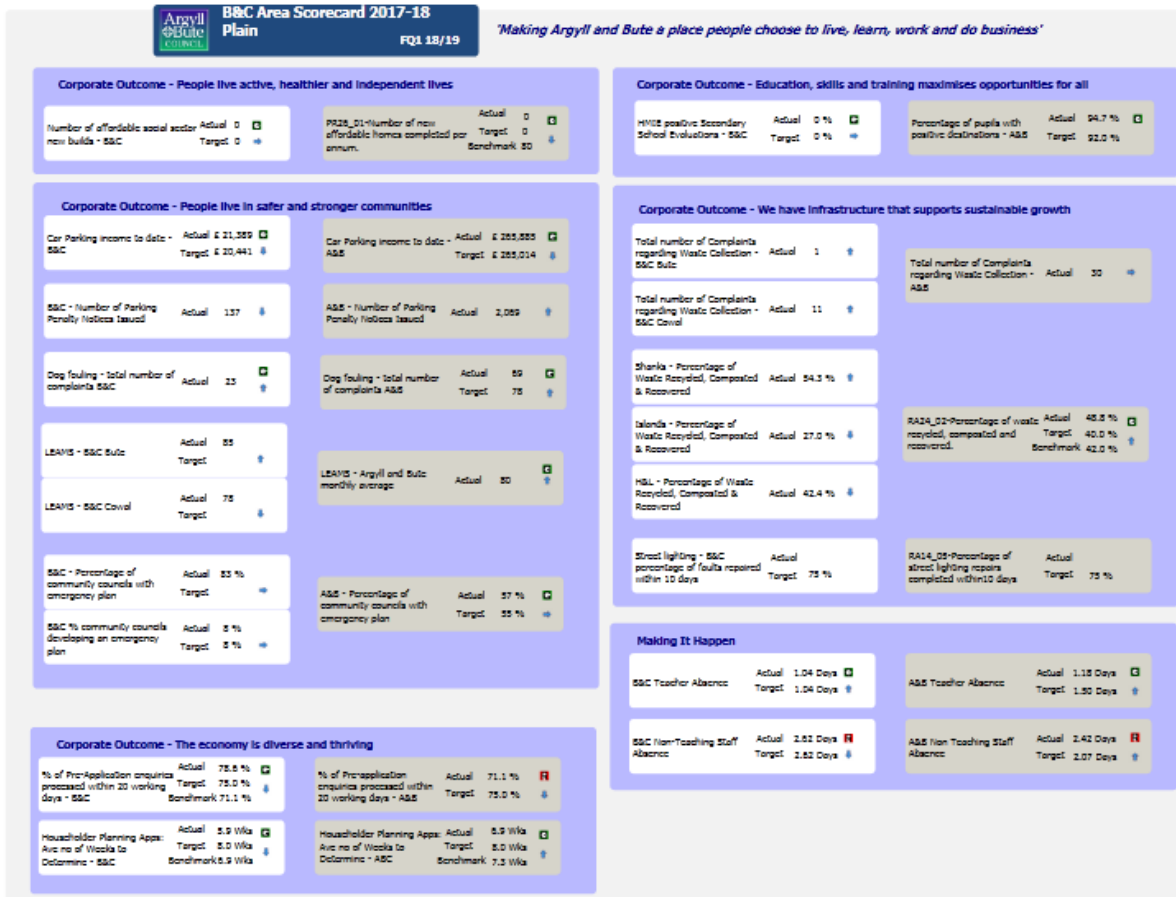
**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
Total number of Complaints regarding Waste Collection - B&C Bute (Streetscene B&C)		↓	No Target	0	No Target	1	Allan MacDonald (Streetscene)	<b>FQ1 2018/19 - Bute</b> During the FQ1 period there was only 1 complaint registered in relation to the waste collection and recycling collections on the Isle of Bute. This is an acceptable level of service considering the number of domestic and commercial premises that are serviced.
								<b>FQ4 2017/18 - Bute</b> During the FQ4 period no complaints were registered in relation to the waste collection and recycling collections on the island of Bute. This is an exceptional level of service considering the number of domestic and commercial premises that the service currently uplifts from.
Total number of Complaints regarding Waste Collection - B&C Cowal (Streetscene B&C)		↓	No Target	0	No Target	11	Allan MacDonald (Streetscene)	<b>FQ1 2018/19 - Cowal</b> During the FQ1 period the service experienced difficulties in relation to vehicle resources. These issues have now been resolved and we hope to see a reduction in the number of complaints in FQ2.
								<b>FQ4 2017/18 - Cowal</b> During the FQ4 period no complaints were registered in relation to the waste and recycling collections in the Cowal area. This is an exception level of service considering the number of domestic and commercial premises the service uplifts from.
Total number of Complaints regarding Waste Collection - A&B (StreetScene)		↑	No Target	32	No Target	30	Tom Murphy	<b>FQ1 2018/19 - A&amp;B</b> Service complaints are low in comparison to roll out period of 3 weekly collection and we continue to provide a good service to the public
								<b>FQ4 2017/18 - A&amp;B</b> Service complaints are low in comparison to roll out period of 3 weekly collection and we continue to provide a good service to the public

**B&C Area Scorecard FQ1 2018-19**

Performance element	Status	Trend	Target FQ4 17/18	Actual FQ4 17/18	Target FQ1 18/19	Actual FQ1 18/19	Owner	Comments
<b>Making It Happen</b>								
B&C Teacher Absence (Education Other Attendance)	●	↑	1.50 Avg. days lost	1.74 Avg. days lost	1.50 Avg. days lost	1.04 Avg. days lost	Anne Paterson	<b>FQ1 2018/19 - B&amp;C</b> On target – this sees performance back on track following a missed target in FQ4, where absence was high across the Council due to flu.
								<b>FQ4 2017/18 - B&amp;C</b> Whilst this is above the target, it is similar to the same period in 2016/17 and overall teacher absence throughout the year has improved. This quarter sees a general increase in absence due to seasonal infections
A&B Teacher Absence (Education Other Attendance)	●	↑	1.50 Avg. days lost	1.85 Avg. days lost	1.50 Avg. days lost	1.18 Avg. days lost	Anne Paterson	<b>FQ1 2018/19 - A&amp;B</b> The target has been met this quarter, bringing performance back in line with the overall teacher absence rates, which have been declining over the past 3 years. This
								<b>FQ4 2017/18 - A&amp;B</b> The overall performance is slightly above the target, but overall teacher absence rates have been declining over the past 3 years, which is positive
B&C Non-Teaching Staff Absence (Education Other Attendance)	●	↓	2.07 Avg. days lost	2.40 Avg. days lost	2.07 Avg. days lost	2.62 Avg. days lost	Jane Fowler	<b>FQ1 2018/19 - B&amp;C</b> For the second quarter this measure is slightly off target. Overall absence rates show an increase in medical related absences which can be attributed in part to an aging workforce. We are also seeing higher levels of absence in the health and social care partnership across the area. Evidence shows that change can result in higher levels of stress related absence. It should also be noted that care workers and catering staff may exhibit higher rates of absence because if they have
								<b>FQ4 2017/18 - B&amp;C</b> The target for the quarter has not been met. This quarter usually sees an increase in absence due to seasonal infections. The trends show that there is an increase in medical absences which can be related in part to the aging workforce. Stress related absence remains an important factor in absence rates.
A&B Non Teaching Staff Absence (Education Other Attendance)	●	↑	2.07 Avg. days lost	2.70 Avg. days lost	2.07 Avg. days lost	2.42 Avg. days lost	Jane Fowler	<b>FQ1 2018/19 - A&amp;B</b> For the second quarter this measure is slightly off target. Overall absence rates show an increase in medical related absences which can be attributed in part to an aging workforce. We are also seeing higher levels of absence in the health and social care partnership across the area. Evidence shows that change can result in higher levels of stress related absence. It should also be noted that care workers and catering staff may exhibit higher rates of absence because if they have infections, they have a responsibility not to put their customer or clients at risk. The Council is working on preventative measures, including mental health first aiders, information on wellbeing initiatives, promoting stress risk assessments and we are currently working on an action plan to take forward activities highlighted in a recent employee Wellbeing Survey.
								<b>FQ4 2017/18 - A&amp;B</b> The target for the quarter has not been met. This quarter usually sees an increase in absence due to seasonal infections. The trends show that there is an increase in medical absences which can be related in part to the aging workforce. Stress related absence remains an important factor in absence rates.

Bute and Cowal Scorecard – FQ1 2018-19



**Argyll Bute COUNCIL** **B&C Area Scorecard 2017-18** **Plain** **FQ1 18/19**

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*




**B&C Area Scorecard 2017-18  
Plain**
**FQ1 18/19**
*'Making Argyll and Bute a place people choose to live, learn, work and do business'*
**Corporate Outcome - People live in safer and stronger communities**

Car Parking Income to date - B&C	Actual	£ 21,389	<span style="color: green;">G</span>
	Target	£ 20,441	<span style="color: blue;">↓</span>

Car Parking Income to date - A&B	Actual	£ 265,885	<span style="color: green;">G</span>
	Target	£ 265,014	<span style="color: blue;">↓</span>

Dog fouling - total number of complaints B&C	Actual	8	<span style="color: green;">G</span>
	Target	9	<span style="color: blue;">↓</span>

Dog fouling - total number of complaints A&B	Actual	25	<span style="color: green;">G</span>
	Target	26	<span style="color: blue;">↓</span>

LEAMS - B&C Bute	Actual	81	<span style="color: blue;">↓</span>
	Target		

LEAMS - Argyll and Bute monthly average	Actual	80	<span style="color: green;">G</span>
			<span style="color: blue;">↓</span>

LEAMS - B&C Cowal	Actual	76	<span style="color: blue;">↓</span>
	Target		

B&C - Percentage of community councils with emergency plan	Actual	83 %	<span style="color: blue;">↔</span>
	Target		

A&B - Percentage of community councils with emergency plan	Actual	57 %	<span style="color: green;">G</span>
	Target	55 %	<span style="color: blue;">↔</span>

B&C % community councils developing an emergency plan	Actual	8 %	<span style="color: blue;">↔</span>
	Target	8 %	

B&C - Number of Parking Penalty Notices Issued	Actual	137	<span style="color: blue;">↓</span>
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A&B - Number of Parking Penalty Notices Issued	Actual	2,069	<span style="color: blue;">↓</span>
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**B&C Area Scorecard 2017-18  
Plain**
**FQ1 18/19**
*'Making Argyll and Bute a place people choose to live, learn, work and do business'*
**Corporate Outcome - Education, skills and training maximises opportunities for all**

HMIE positive Secondary School Evaluations - B&C	Actual	0 %	<span style="color: green;">G</span>
	Target	0 %	<span style="color: blue;">↔</span>





**B&C Area Scorecard 2017-18  
Plain**

FQ1 18/19

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*

**Corporate Outcome - The economy is diverse and thriving**

% of Pre-Application enquiries processed within 20 working days - B&C  
 Actual 78.6 % G  
 Target 75.0 % ↓

% of Pre-application enquiries processed within 20 working days - A&B  
 Actual 71.1 % R  
 Target 75.0 % ↓

Householder Planning Apps: Ave no of Weeks to Determine - B&C  
 Actual 5.9 Wks G  
 Target 8.0 Wks ↓  
 Benchmark 6.9 Wks

Householder Planning Apps: Ave no of Weeks to Determine - A&B  
 Actual 6.9 Wks G  
 Target 8.0 Wks ↑  
 Benchmark 7.3 Wks



**B&C Area Scorecard 2017-18  
Plain**

FQ1 18/19

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*

**Corporate Outcome - We have infrastructure that supports sustainable growth**

Total number of Complaints regarding Waste Collection - B&C Bute  
 Actual 1 ↑

Total number of Complaints regarding Waste Collection - A&B  
 Actual 30 ↑

Total number of Complaints regarding Waste Collection - B&C Cowal  
 Actual 11 ↑

Shanks - Percentage of Waste Recycled, Composted & Recovered  
 Actual 54.3 % ↑

Islands - Percentage of Waste Recycled, Composted & Recovered  
 Actual 27.0 % ↓

RA24\_02-Percentage of waste recycled, composted and recovered.  
 Actual 48.8 % G  
 Target 40.0 % ↑  
 Benchmark 42.0 %

H&L - Percentage of Waste Recycled, Composted & Recovered  
 Actual 42.4 % ↓

Street lighting - B&C percentage of faults repaired within 10 days  
 Actual 82 % G  
 Target 82 % ↓

RA14\_05-Percentage of street lighting repairs completed within 10 days  
 Actual 65 % R  
 Target 75 % ↑



**B&C Area Scorecard 2017-18  
Plain**

FQ1 18/19

*'Making Argyll and Bute a place people choose to live, learn, work and do business'*

**Making It Happen**

B&C Teacher Absence	Actual	1.04 Days	<span style="color: green;">G</span>
	Target	1.04 Days	<span style="color: blue;">↑</span>

A&B Teacher Absence	Actual	1.18 Days	<span style="color: green;">G</span>
	Target	1.50 Days	<span style="color: blue;">↑</span>

B&C Non-Teaching Staff Absence	Actual	2.62 Days	<span style="color: red;">R</span>
	Target	2.62 Days	<span style="color: blue;">↓</span>

A&B Non Teaching Staff Absence	Actual	2.42 Days	<span style="color: red;">R</span>
	Target	2.07 Days	<span style="color: blue;">↑</span>

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**ARGYLL AND BUTE COUNCIL****Bute and Cowal Area Committee****Chief Executives****04 September 2018**

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**Local Governance Review – Feedback from the Big Listen Events in Bute and Cowal**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The programme for Scottish government 2017-18 set out the intention to “decentralise power to a more local level in Scotland and launch a comprehensive review of local governance ahead of a Local Democracy Bill later in this Parliament”. The Scottish Government’s local governance review consultation was launched 28 May 2018 and entitled ‘Democracy Matters’ and will close 14 December 2018.
- 1.2 The first phase is aimed primarily at communities to better understand how decisions and their impacts are best taken at community level. The second stage of the consultation is aimed primarily at Community Planning Partnerships and public sector organisations who are encouraged to offer proposals for improved governance arrangements at their level of place.
- 1.3 In preparation, the Chief Executive embarked on an extensive engagement programme with communities across Argyll and Bute and online to inform the Council’s response which will be considered by the Council at its meeting on 27 September 2018.
- 1.4 This report sets out the background to the consultation and more explicitly provides a narrative on the key themes and comments captured at our event on the Isle of Bute and the online webchat session.
- 1.5 It is recommended that the Bute and Cowal Area Committee:
  - a) Notes and considers the content of this paper and the views expressed by local communities in relation to the local governance review consultation;
  - b) Notes and considers that an overarching report which will contain a draft response to the Scottish Government consultation ‘Democracy Matters’ will be submitted for consideration by the Council on the 27 September 2018.

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**ARGYLL AND BUTE COUNCIL**

**Bute and Cowal Area Committee**

**Chief Executives**

**04 September 2018**

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**Local Governance Review – Feedback from the Big Listen Events in Bute and Cowal**

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**2.0 INTRODUCTION**

- 2.1 The programme for Scottish government 2017-18 set out the intention to “decentralise power to a more local level in Scotland and launch a comprehensive review of local governance ahead of a Local Democracy Bill later in this Parliament”.
- 2.2 The first phase is aimed primarily at communities to better understand how decisions and their impacts are best taken at community level. The second phase of the consultation is aimed primarily at Community Planning Partnerships and public sector organisations who are encouraged to offer proposals for improved governance arrangements at their level of place.
- 2.3 In preparation, the Chief Executive embarked on an extensive engagement programme with communities across Argyll and Bute and online to inform the Council’s response which will be considered by the Council at its meeting on 27 September 2018.
- 2.4 This report sets out the background to the consultation and more explicitly provides a narrative on the key themes and comments captured at our event on the Island of Bute, Dunoon and the online webchat session.

**3.0 RECOMMENDATIONS**

It is recommended that members of the Bute and Cowal Area Committee:

- 3.1 Notes and considers the content of this paper and the views expressed by local communities in relation to the local governance review consultation;
- 3.2 Notes and considers that an overarching report which will contain a draft response to the Scottish Government consultation ‘Democracy Matters’ will be submitted for consideration by the Council on the 27 September

2018.

#### **4.0 DETAIL**

- 4.1 The programme for Scottish government 2017-18 set out the intention to “decentralise power to a more local level in Scotland and launch a comprehensive review of local governance ahead of a Local Democracy Bill later in this Parliament”. The Scottish Government and COSLA jointly announced the consultation in December 2017 and it was launched in May 2018. Entitled ‘Democracy Matters’, the consultation is in two phases and will close 14 December 2018.
- 4.2 The first phase is aimed primarily at communities to better understand how decisions and their impacts are best taken at community level. The second phase of the consultation is aimed primarily at Community Planning Partnerships and public sector organisations who are encouraged to offer proposals for improved governance arrangements at their level of place.
- 4.3 Given the significant importance of this consultation to the future of public services in Scotland, in preparation the Chief Executive committed to an extensive programme of engagement across Argyll and Bute with communities to inform the development of the Council response. Initially entitled the ‘Future of Public Services – Your Voice’, it received the additional title of ‘The Big Listen’ to reflect the focus on hearing the views of residents within our communities.
- 4.4 Between April and June 2018, Council officers hosted evening engagement events in Coll, Campbeltown, Lochgilphead, Helensburgh, Mull, Islay, Bute, Dunoon and Oban. In addition a ‘webchat’ event followed to allow anyone unable to attend one of the above events to participate in a session online. A final event was held on Jura at the end of July 2018.

#### **4.5 Format**

Each event commenced with a one hour ‘open doors’ session where people could drop in for an introduction to the event, have an informal discussion, meet council staff and raise issues relevant to their communities. The formal event commenced immediately afterwards and lasted two hours commencing with a short presentation to set some context before the topics were considered in detail through a series of focus groups. Each group was facilitated by council staff but the focus was on the views of attendees. At the end of the session, feedback was provided from each group so that all attendees were party to the points raised within other groups. Each group worked through 5 key themes aligned to the focus of the Democracy Matters

consultation as set out as follows;

1. How would you want to contribute to making decisions for your local community? And what would help you to become more involved?
2. How effective are arrangements for making decisions about your public services? What could be improved? Is it more influence over decision making by public bodies, is it the transfer of services and budgets to community control or something else?
3. Would you support community control over any services? If so, which ones? Are there any areas where community control should not be considered? If not, why not?
4. How should organisations that run public services be accountable for the decisions taken to those who reside in our communities? Who should monitor performance of those services?
5. What would you like public services to look like in Argyll and Bute in 5 years' time?

4.6 For each event, a summary of the key points and view expressed has been prepared in a narrative form – the summary for the events held within Bute and Cowal are attached as appendices to this report. Also appended is a short overview of the webchat session. Over the events over 220 residents participated in an in depth consideration of the issues which will assist with forming a council response. The eleven event reports are being used to inform an overarching report to be considered by the Council on the 27 September 2018 as the Council's response to the national consultation.

4.7 It is unknown at this stage what the proposed Local Democracy Bill will look like however it is noted that it has the potential to have a long term impact on how decisions are made affecting our communities in Argyll and Bute. It also has the potential to generate organisational or structural change or introduce the transfer of powers between or from spheres of government and communities. It is important that the Council (and any other public organisation, community group or individuals from the area) makes a full submission during this consultation phase to influence the best possible outcome for our communities.

## 5.0 CONCLUSION

- 5.1 The programme for Scottish government 2017-18 set out the intention to “decentralise power to a more local level in Scotland and launch a comprehensive review of local governance ahead of a Local Democracy Bill later in this Parliament”.
- 5.2 In preparation, the Chief Executive embarked on a programme of engagement with communities across Argyll and Bute and online to inform the Council’s response which will be considered by the Council on the 27 September 2018.

## **6.0 IMPLICATIONS**

- 6.1 Policy; none at this stage.
- 6.2 Financial; none at this stage
- 6.3 Legal; none at this stage
- 6.4 HR; none at this stage
- 6.5 Equalities; none at this stage
- 6.6 Risk; none at this stage
- 6.7 Customer Service; none at this stage

**Chief Executive;** Cleland Sneddon

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**Date;** 10 August 2018

Appendices:

1. Future of Public Services – What You Said on Bute 12 June 2018
2. Future of Public Services – What You Said in Dunoon 13 June 2018
3. Future of Public Services – What You Said via the Webchat 18 June 2018

## Appendix 1

### **THE BIG LISTEN Future of Public Services – Your Voice What You Said on Bute 12 June 2018**

Nineteen residents turned out for the event at Rothesay Joint Campus and key themes that emerged were communications, central information hubs and the provision of an 'honest broker'.

The first theme to emerge at one group was communications or rather the perceived lack of communications from the public sector. A separate and related challenge that was highlighted was difficulties in navigating through the public sector organisations to get the right person.

One communication example given by an attendee was recent pot hole filling on a specific road on the island. One resident was not aware that the machine that does this specific job was coming to Bute and was led to understand that the specific road that was being maintained had to be done on a specific number of calendar years in order to secure funding from an external source. This is not the case.

It was suggested within the group that this was a typical 'myth' that was created in the absence of clear information on how decisions are made with regards to public expenditure. At the request of the group, the facilitator outlined how decisions on roads maintenance are made by the Council which is essentially a risk based approach using data which takes into account the condition of roads, its priority as a route, types of traffic etc. The applied methodology using data supports officers in creating a capital and maintenance programme for future years which is then submitted to elected members for consideration and the eventual approved programme is then rolled out.

One attendee was of the view that if this logic was articulated publicly in the same way (i.e. plain English), residents would have a more natural understanding on how decisions on public expenditure are made. This was an example of the type of communications that could greatly improve understanding, reduce confusion and improve the reputation of the public sector which currently is perceived by some to have a habit of using complex language unnecessarily.

A comment from a separate focus group suggested that prior notifications should be issued to communities of significant decisions the public sector is considering which would have an impact on community life.

With regards to communicating information to residents on Bute, one group had



mixed opinions on the best medium e.g. social media, local newspaper, information boards etc. Attendees at a separate focus group advised there was no source of local news anymore which reflected changes in the local newspaper with one suggestion that a community based website or other social media may be useful.

Contributing to making decisions is important and having an accessible online decision making tool was viewed by a member of one group as a great way to engage, especially for busy lives. The example given was the council's recent participatory budgeting pilot. This relies on picking the right individual topics and asking for preferences or a straight choice.

One attendee advised that councillors of Glasgow City Council have dedicated Facebook sites which promotes dialogue and this was suggested for Argyll and Bute with councillors responsible for posting their own content.

One group agreed that a single point of contact was required with public sector organisations and there was a longer discussion as to what this would look like before a consensus was reached that it was a combination of both a location and a person.

With regards to location, it was agreed that the library in Rothesay is a good source of information and many public services already use it to promote public information; in addition the staff were always very helpful in this regard. However, the regularity of this information was intermittent and if all public services used the library as an automatic default to provide information (i.e. this event), it would grow to become a key information hub and increase communications and understanding.

With regards to the existing local council office Eaglesham House, there was multiple comments that its location is too remote and difficult to access (i.e. top of a steep hill). Closure of the customer service point for the afternoons was noted by more than one person as unacceptable and that a central information hub in a single accessible location involving all key partner agencies would be welcome.

When considering a person as a single point of contact, this should be an 'honest broker' funded by but not employed by the public sector organisations and definitely not a volunteer as this would be unsustainable. This individual would be well connected and would play a key role in filling gaps in information. For example, the post could be hosted within the community organisation Bute Island Alliance. Such a post used to exist on the island funded via the Highlands and Islands Strengthening Communities programme and hosted by Bute Island Alliance.

However, the concept of a single point of contact appeared to receive no support at a separate group discussion where it was proposed this is the role of elected councillors and furthermore that all council officers should be available, accessible

and accountable to communities.

More than one resident suggested that local government needs to be more 'local' with one attendee suggesting there was a feeling of centralisation with council business being delivered 'top down', local offices closing, staff covering increasingly large areas and an increasing number of the senior managers based at the headquarters.

One attendee suggested that for Bute, an ideal local government model would be for the 3 ward members to have powers over spending decisions and would be supported by officers to undertake the administration, supply of information etc.

Since 1975 when the County Council of Bute was abolished to create the district of Argyll and Bute and furthermore the creation of the unitary authorities in 1996, residents feel increasingly distant from where decisions are made about services on Bute. In the new local government model suggested by the one attendee described above, ward members would make decisions about local priorities and would have a role to play in attracting additional funding to support allocated resources.

With regards to the suggestion of communities controlling local services, one group discussed vulnerability caused by a lack of resilience e.g. a community run waste collection service and what happens if the transport breaks down and the resource is not available to secure a replacement whereas with the public sector and due to current economies of scale, would be in a more favourable position to move resources about or ultimately to replace the vehicle if even only temporarily.

Another attendee was of the view that the transfer of services to be run by a community group creates a false economy as more posts would need to be created to monitor performance.

One attendee was of the view that communities could control non critical services but not health care or education. Another attendee was of the view to maintain the status quo i.e. residents pay taxes, vote for elected representation and it is for the public sector to run services and if you don't like decisions made by your councillor, don't vote for them at the next election.

One group recognised that amenities within Bute, such as maintenance of soft landscaping and fencing, could have local ownership and that this would involve getting resources and access to materials quickly and safely. It was suggested that a local budget be made available to do repairs and amenity works with a group of stakeholders who can make decisions on distributing that budget out as local people can be best placed to advise on maintenance issues.

It was suggested that ultimately the council should continue to retain the budget and for the community to agree what the priorities should be for that spend. Having a transparency of work programmes and ability for the community to influence emotive subjects such as bins being emptied would help people to adjust to change.

One attendee suggested that Third Sector groups should undertake bulky waste services in some areas. It was recognised by the group that it doesn't have to be the same solution everywhere and that the scale of delivery is challenging in Argyll and Bute.

It was put forward by one attendee that having budgets at a more central level allows more flexibility and that often what is difficult is that public sector finance model doesn't work because it's often one year funding. Co-production of spending plans over longer periods (i.e. 3 years) could be a key and growing area of local engagement and influencing decisions which would greatly support communications.

One group agreed a need to continue to have education managed centrally, and rights and policies such as access to education, housing etc should be created more centrally

It was put forward within one group that for groups to deliver work locally they may need support to work together and collaborate. To find out how much things cost to deliver locally would take some work and funding needs to be put into this. Partnership working with the council is a good model for accountability.

Within one group there was a suggestion that the strategic priorities of different organisations are not always aligned and the example provided were those of the two newest organisations – Live Argyll (an arm's length libraries and leisure trust created by the Council in 2017) and the Argyll and Bute Health and Social Care Partnership. It was proposed that the health and wellbeing priorities of these organisations are not compatible.

One group discussed the one community council on Bute and there was mixed opinion on the effectiveness of the previous one (2013 - 2018). At one time in the past it was an effective community council with 16 members of which many had a portfolio and would regularly provide updates along with representatives from public sector organisation e.g. police. A wholly new community council had recently been elected and there was optimism from some attendees in one group that once constituted that this was an opportunity for positive change.

One resident had passionate views about involving young people and suggested that this event should be taken into schools for direct engagement with young people. The same resident was also of the view that there was an opportunity for young people to learn skills from experienced workers before these skills were lost.

Another suggestion was accessing the wealth of information, data and studies that exists within the University of the Highlands and Islands (UHI) to support communities. The understanding here is that UHI academics and students have studied many relative subjects that accessing this information would be helpful for communities to find local solutions for local issues.

When exploring what public services may look like in 5 years' time, there was clearly a range of views with some seeking the status quo to be maintained. Others sought changes to the existing position including more 'local' government (as described above) and a central information hub in an accessible location in the town.

Improved communications including both improved online communications and non-online and ensure individuals are not marginalised. One example is the perceived challenge for individuals without digital literacy skills to access Universal Credit.

Single attendees asked for more public sector employment on Bute, improved monitoring of building works on Bute and more live streaming of council meetings.

With regards to caring for the elderly, one attendee was of the view that there should be more publicly owned care homes to reflect an ageing population.

Another attendee believes there should be a better mechanism for the Scottish Government to be made aware of the specific needs of local communities.

Only one view was slightly extreme and that is for the Isle of Bute to move to Inverclyde Council, the reasons for which were not clear.

To summarise, there were clearly varying views on whether to maintain public services as they currently are, increase local powers synonymous with the old County Council or more moderate improvements. The range of views demonstrated the varied appetite for communities to have more control over local services.

One area that did appear to have a consensus across the room is that communications in general could be improved. The last comment captured here is that when this report is made public via the Area Committees and online, it should be stored at the local library where those seeking traditional sources of information about local services can find this easily and let others know by word of mouth.

## Appendix 2

### **THE BIG LISTEN Future of Public Services – Your Voice What You Said in Dunoon 13 June 2018**

Despite a very wet and windy night, fifteen community representatives braved the elements to attend the Big Listen event in Dunoon. Key themes from Dunoon that emerged over the evening included a sense of apathy in the community, need for more community engagement skills, public participation and a desire for change.

When considering how to grow community contributions to decision making or how to get more involved, one attendee was certain that the issue was a double edged sword in that a) the public sector often (but not always) lacked skills to engage communities and b) communities (in Dunoon) are not engaging with either public sector organisations or even with each other. This latter point was also expressed as a frustration within the other focus group where it was concluded by some attendees there is too much apathy in the area which appeared to be a consistent feeling in the room.

Some attendees advised that the public sector has a tendency to ‘talk at’ rather than engage communities and people ‘switch off’ if they consider they are not being listened to. The opinion was put forward that people are often happier to complain but often not willing to come up with solutions for local issues. Another attendee was of the view that it is a cultural thing in Scotland that you don’t put yourself forward, don’t step on toes and don’t stick your head up above everyone else’s.

The Council’s Community Development team was praised by one attendee as one service that engages well with communities and received further praise for the recent participatory budgeting pilot. It was agreed that more investment should go into community planning and particularly community development with their engagement skills in order to develop and harness the potential power of the community.

However, at a separate table, there was confusion on how to engage with Community Planning. This was explained well by an attendee very familiar with community planning and it was agreed within the group the need to capture these types of explanations in an easy to digest way e.g. a podcast, booklet, online or via local press. It was commented that information was available but not everyone took the time to look for it.

Within the same focus group the local press was singled out for criticism for apparently promoting negative headlines to sell newspapers thereby perpetuating a negative ‘feel’ about the town. This argument was balanced with the acknowledgement that the local press get revenue from advertising and they can’t be

expected to promote local events for free. A different approach proposed was to improve the relationship with local press to encourage the publication of good news stories and promote the area. This would potentially lead to more people living or investing in the area which in turn could boost the newspaper's readership.

When exploring how effective existing arrangements for making decisions are, it was suggested that the vast geography of Argyll and Bute and our demographics (reducing and ageing population) was too challenging to deliver services at a time of great strain on the public sector. One attendee is of the view that currently the public sector lacks accountability and does not learn lessons when things have not gone well.

One attendee expressed a frustration that the council is risk averse and does not provide enough support for community development opportunities and expects communities to lead on developments. The question was posed: in many of our communities there are very able people, how can we get them involved so that they can influence decision making and also turn (social media) engagement into actions?

It was suggested that the public sector is too process driven, slow and bureaucratic whilst a different attendee suggested that the public sector needs to be better at providing information. There was a discussion about how much of the information is publicly available online and the challenge is finding it or just knowing where to look. With regards to public sector consultation, there was a suggestion within one group of potential consultation fatigue although conversely there is a feeling that people are more open to consultation than they used to be. A specific request is that there is an improved feedback on the outcome of consultations.

Another attendee suggested that the public sector needs a more business approach and the council should consider investing in new technologies and other ways of promoting and growing the economy e.g. dark skies, marine national park etc. Notwithstanding the significant investment into the Queens Hall Project and the Dunoon Conservation Area Regeneration Scheme provided by the Council, more money needs to be invested in the area to ensure the right infrastructure is in place.

One attendee expressed dissatisfaction with the Argyll and Bute Third Sector Interface in its dual role as both an umbrella organisation providing support to all of the third sector and as a direct and competitive provider of services and applicant for funding.

Community councils were discussed and one attendee felt that the current system does not work, that community councils are too small (in geographical terms) and councillors can be parochial. It was felt that not all community councillors understood their role or were representative of the full demographics of their community.

Community councils should receive resources to support community development in a new and expanded role but there was no suggestion where this should come from. A suggestion was for community council caucuses to start operating again?

With regards to community control over public services, a particular challenge for community led projects is capacity and capability to ensure plans are sufficiently developed. It was noted that there is expertise within the public sector that should be easily accessible to support these initiatives.

Two attendees in one group represented a community environmental group who make a difference to where they live for the benefit of their communities. Despite 14 years of success and ambition, they have been unable to secure an objective of growth. Their aspiration to is take on a derelict property in private ownership which it was felt has an adverse impact on the amenity of the area and to date the group have been unable to secure satisfactory advice on how they could take this forward including accessing funding. This is exacerbated by a sense that local community groups are competing with each other for the same funding.

One area of optimism was 'The Dunoon Project' (a community initiative to secure land asset from the forestry commission to deliver an ambitious tourism project which will bring investment and jobs to the area) using the provisions of the Community Empowerment (Scotland) Act 2015.

One particular group had difficulty in imagining how things could be designed differently for tomorrow without deferring back to existing structures and existing (perceived) failings/ shortcomings. As a theoretical exercise, the facilitator suggested viewing it as a blank sheet of paper and encouraged views on redesign. The group very quickly agreed and described a set of principles of what an ideal world may look like with regards to making decisions at a local level.

The first of these was the creation of a (smaller) single public body solely for the whole of south Cowal on which sat elected representatives whose first priority is the creation of a holistic single draft plan within which draft priorities are developed in relation to economic growth and delivery of services. The elected representatives would be from a reduced number of community councils that cover larger geographical areas than at present.

The selection of priorities would be by vote via participatory budgeting with resources sourced from the disaggregation of resources from the previous (larger) public bodies.

This model assumes that due to increased public participation and ownership of responsibilities that there will be a growth of community energy that could be converted into action which would be coordinated along with the financial

resources/assets of the new authority to deliver the objectives as agreed in a consensus led process. Issues of accountability and resilience were raised as potential obstacles that would need to be addressed.

Building on this theme, one attendee advised that a particular challenge is moving (where appropriate) from voluntary activity to a social enterprise really making a difference. Another attendee suggested a key missing skill is change management, both within the public sector and communities. This relates to anything from voluntary groups growing to become a social enterprise, public sector organisations supporting (or not) community development. Community engagement skills were further expressed as needed for this.

In a separate focus group, with regards to communities running services, there was felt to be significant challenges with this and a nervousness although one attendee suggested that collectively more needs to be done to protect buildings/assets and perhaps the community would be willing to do that? This may include greater transfer of assets to the community although one attendee advised that previous experience can make for negative views of the asset transfer process in some communities.

With regards to what public services could look like in 5 years' time, a number of principles were proposed as follows:

That the public sector will be better at using people and assets, partnership working and working smarter and coordinated possibly through a central information hub in Dunoon. The public sector will be in a better financial position and have the resources to deliver and maintain a high quality of public services. The public sector will promote itself better and be much more proactive at engaging with communities at a time when participatory budgeting will be mainstream and budgets more transparent.

The public sector will be proactive on advising communities on what they can do and opportunities open to them and share best practice of what is happening elsewhere e.g. The Strachur Hub which was established two years ago with the aim to engage with older members of the community. It has now grown to include social activities, lunch clubs and exercise classes. The success of the model has resulted in the Health and Social Care Partnership looking to replicate it across the Argyll and Bute area.

Local managers will have more autonomy and confidence to respond to issues in communities and employees will be multi skilled to provide a more flexible workforce e.g. school janitors trained in building maintenance.



Cowal will develop a sense of identity and build on recent optimism in the area. There will be no more antipathy towards the public sector, everyone will be working together for the good of the area with a positive focus on economic growth including promoting our good quality food and drink, improved digital connectivity and more employment encouraging the retention and return of our young people.

In summary despite some initial negativity, with many comments on apathy in the area, there was agreement that both communities and the public sector collectively needs to improve on engaging and working together. Community planning and community development was seen as a positive force and there appeared to be an appetite for change if the conditions are right. There is good practice happening in Cowal and if this is shared, along with improved communications and different models of decision making, there is opportunity to learn lessons and for community groups to meet their aspirations to grow and possibly the local press will be more positive.

### Appendix 3

#### **THE BIG LISTEN Future of Public Services – Your Voice What You Said via the Webchat 18 June 2018**

The online webchat was held on the 18 June 2018. Key themes to emerge from the conversation may be summarised as follows. A big challenge to communities is a sufficient local labour market to support employers and sufficient affordable housing. These two are interlinked not only to encourage young people to stay but also to increase in-migration into the area.

One participant was of the view that through small interventions, communities can make big differences which can play a key role in improving demographics. Examples included communities' development of care services for early years, supporting the maintenance of good health of residents as a preventative measure and the development of outreach services.

Other activities communities can participate in were suggested as including the provision of exercise facilities, eco/environmental issues, road safety, providing young people with a 'voice' and meals for the elderly if village halls had good community kitchens. However, one participant raised concerns over liabilities which discourages willing and enthusiastic residents to taking on public service activities and concerns they might be sued. 'Accountability' was viewed as a scary word as it puts people off voluntary activity which may need to be covered by codes of practice. Another contributor suggested a different view which was that this should not prohibit or curb community activities and can be dealt with by careful consideration of insurance and other measures.

This raised the suggestion of jargon free guidance and a help line to support communities in becoming empowered to 'take stuff on themselves' and utilise skills available from within the community. It was noted that there is existing guidance on the Council website in relation to community empowerment and could be a starting point.

The participants appeared to agree that, whilst there is enthusiasm for increasing community control with small interventions, communities would not want control over regulated activities but do want to increase influence. Looking ahead to 5 years' time, one participant suggested that the council should continue to be responsible for core activities (e.g. protection, security and emergency activities) surrounded by a softer outer ring that could be entirely outsourced to business and/or enabled by community partnerships delivering statutory services. All of this would hang on a core set of principles around 'livability' i.e. making the area attractive for young people and families. Added to this is measuring activity against

a 10 year impact plan and clear messages from the community on what shall be delivered and who shall do it.

One comment received was that success in maintaining community involvement is the evidence of results and a perception they are being listened to; this takes time and commitment. Key messages need to be embedded within the community. A separate comment was that people need to see the point of getting involved and understand that communities can collectively make lives better for themselves but that education is often required as people are unaware of possibilities.

The online webchat demonstrated a willingness by community representatives to engage in a dialogue on doing things differently that allows communities to be empowered in a measured manner to support improving outcomes for communities. Whether this is 'doing things for themselves' or increasing influence over more statutory activity, it requires an element of education to ensure everyone are aware of the opportunities that fit their circumstances, evidence of the benefits, and time and commitment.

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA  
COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE SERVICES****SEPTEMBER 2018**

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**ROTHESAY PIER LIFTS**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 Annual maintenance costs for the two lifts operated at Rothesay have continued to increase over the last few years due to a series of break-downs - as a result, lift availability has decreased. Current works planned, as outlined in this report, will reverse this trend.
- 1.2 The Council's contractor Stannah has advised that works will commence around October of this year – although their detailed contract programme is still awaited. They have warned that manufacture and procurement of materials can take 10 to 14 weeks from time of contract award (early July 2018). Work will cost in the order of £90,000 – to be funded from the Piers and Harbours capital budget.
- 1.3 In the meantime, Stannah will carry out repairs to the existing lift mechanism in the case of any break-downs. In addition to the above, a specialist vehicle has been stationed at Rothesay to uplift wheelchair-bound passengers if the need arises; Council pier operatives will, of course, provide any necessary assistance to the public. Works on site, once commenced are likely to take in the order of 2 to 3 weeks to complete.
- 1.4 It is recommended that Members note and consider this report.

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ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA  
COMMITTEE

DEVELOPMENT AND  
INFRASTRUCTURE SERVICES

SEPTEMBER 2018

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ROTHESAY PIER LIFTS

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## 2.0 INTRODUCTION

2.1 A previous briefing note was provided to Members in March of this year; the report provided: a) details of maintenance costs and b) figures for lift availability at Rothesay Pier. At that time, Marine Services were awaiting a quotation for replacement parts. This report provides Members with the very latest update, and actions carried out by officers to date, to improve service resilience.

2.2 Annual maintenance costs for the two lifts operated at Rothesay have continued to increase over the last few years due to a series of failures of the lift mechanisms; as a result, lift availability has decreased. Current works planned, as outlined in this report, will reverse this trend.

## 3.0 RECOMMENDATIONS

3.1 It is recommended that Members note and consider this report.

## 4.0 DETAIL

4.1 Following ongoing problems with the lifts at Rothesay, Marine Services instructed their maintenance contractor, Stannah, (whom they have a formal maintenance contract with), to engage an independent consultant on behalf of the Council to survey and report on the lifts' present condition, with recommendations on any necessary upgrading works required. Stannah engaged the consultant 'The Robin Primrose Partnership', (RPP), advertised on their website as being 'Scotland's longest established Independent specialist Lift Consultancy Practice'. RPP duly produced their report with recommendations. The report states that *'to remedy the poor performance and secure reliable lift service over the next 15 to 20 years, it will be necessary to carry out a major modernisation...of equipment'*. The report goes on to state that *'The selection of equipment should take cognisance of the operating environment to avoid the reduced service life that has affected the original installation'*.

4.2 The report recommended the complete replacement of main equipment and hydraulic rams; this will improve service resilience and reduce the risk of future failures of the hydraulic mechanisms. Stannah's quotation for the necessary and recommended works has been accepted by Marine Services and a contract has been awarded. The cost of the works will be circa £90,000 – to be funded from the Piers and harbours capital budget.

4.3 Stannah has advised that works will commence around October of this year – although their detailed contract programme is still awaited. They have warned that manufacture and procurement of materials can take 10 to 14 weeks from time of contract award (early July 2018).

4.4 In the meantime, Stannah will carry out repairs to the existing lift mechanism in the case of any break-downs. In addition to the above, a specialist vehicle has been stationed at Rothesay to uplift wheelchair-bound passengers if the need arises; Council pier operatives will, of course, provide any necessary assistance to the public. Works on site, once commenced are likely to take in the order of 2 to 3 weeks to complete.

## **5.0 CONCLUSION**

5.1 Over the last number of years, the lifts at Rothesay have been unreliable, suffering from a number of break-downs. Work outlined in this report, to replace major parts of the lifts' mechanism, will greatly improve reliability.

## **6.0 IMPLICATIONS**

6.1 Policy - None

6.2 Financial – To be funded through the Piers and Harbours Capital Budget.

6.3 Legal - None

6.4 HR - None

6.5 Equalities / Fairer Scotland Duty – Once complete, lift availability for persons with impaired mobility will be much improved.

6.6 Risk - None

6.7 Customer Service – As 6.5 above – service resilience will be improved.

**Executive Director of Development and Infrastructure:** Pippa Milne

**Head of Roads & Amenity Services:** Jim Smith

**Policy Lead:** Councillor Roddy McCuish

10 August 2018

**For further information contact:** Stewart Clark, Marine Operations Manager

Tel: 01546 604893

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 ARGYLL AND BUTE COUNCIL

BUTE &amp; COWAL AREA COMMITTEE

COMMUNITY SERVICES  
CUSTOMER SERVICES

4 SEPTEMBER 2018

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**NEW SCHOOLS REDEVELOPMENT PROJECT UPDATE FOR  
KIRN PRIMARY SCHOOL AND DUNOON PRIMARY SCHOOL**


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**1.0 EXECUTIVE SUMMARY**

1.1 This report provides Members with progress on the Council's Schools Redevelopment Project in partnership with hubNorth Scotland Ltd (hubNorth) to build a new primary school in Kirn and the refurbishment/part new build of Dunoon Primary School.

**1.2 Kirn Primary School**

The new Kirn Primary School was handed over to the Council on Thursday 26 October 2017 and opened to pupils and staff on Thursday 2 November 2017.

An Opening Ceremony was held in the new school on Thursday 31 January 2018 and images of this are included in Paragraph 4.1.3

**1.3 Dunoon Primary School**

Contract Close for the redevelopment of Dunoon Primary School was reached on Monday 3 July 2017.

1.4 The key construction dates for the Dunoon Primary School project are:

Construction Phases:

- Phase 1A: July 2017
- Phase 1B: August - September 2017
- Phase 2: July 2017 – October 2018
- Phase 3: October 2018 - November 2019
- Phase 4: November 2019 - December 2019

1.5 Phase 1A and Phase 1B have been completed. Phase 2 is underway with the main works now focused on the refurbishment of the existing West Wing. During Phases 1A, 1B and 2, all pupils and staff are accommodated in the East Wing with Early Years pupils and staff accommodated in Kirn Early Years, with ESCAPE using the Guide Hall, Dunoon.

Photographs of the Works are included in Paragraph 4.2.3

Due to the requirement to address the structural issues with the mezzanine floors in the West Wing, Phase 2 has been extended to 15 October 2018. This meant the planned decant of pupils from the East wing to the West wing for the commencement of the new school year in August required to be re-

programmed. This will now happen in October and planning is well advanced for that. Due to increasing school roll in August, arrangements were made to accommodate the new P7 class in Dunoon Grammar School and detailed arrangements for transport, decant and accommodation have been made together with detailed consultation with the School and communication with parents.

- 1.6 Morrison Construction has registered the Dunoon Primary School site with the Considerate Constructors Scheme. Further details are set out in Paragraph 4.2.9

### **RECOMMENDATIONS**

It is recommended that Members consider the content of this report.

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ARGYLL AND BUTE COUNCIL

BUTE & COWAL AREA COMMITTEE

COMMUNITY SERVICES  
CUSTOMER SERVICES

4 SEPTEMBER 2018

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**NEW SCHOOLS REDEVELOPMENT PROJECT UPDATE FOR  
KIRN PRIMARY SCHOOL AND DUNOON PRIMARY SCHOOL**

---

**2.0 INTRODUCTION**

2.1 This report provides Members with progress on the Council's Schools Redevelopment Project in partnership with hubNorth Scotland Ltd (hubNorth) to build a new primary school in Kirn and the refurbishment/part new build of Dunoon Primary School.

2.2 **Kirn Primary School**

The new Kirn Primary School was handed over to the Council on Thursday 26 October 2017 and opened to pupils and staff on Thursday 2 November 2017.

An Opening Ceremony, presented by the Head Teacher, Kirsteen MacDonald, was held in the new school on Thursday 31 January 2018. Pupils provided a tour of the school, which was then followed by country dancing, singing and presentations. Speeches were made by the outgoing Executive Director of Education Ann Marie Knowles and the Policy Lead for Education Cllr Yvonne McNeilly, who along with assistance from the Head Boy and Head Girl of Kirn Primary, cut the ribbon to symbolise the opening of the school.

Those also in attendance included the Council Chief Executive, the Executive Director of Customer Services, the Council Provost and local Members, representatives from Morrison Construction, Ryder Architecture, Hub North Scotland, Scottish Futures Trust, previous Head Teachers of Kirn Primary, and the local press.

Images of the ceremony are included in Paragraph 4.1.3 .

2.3 **Dunoon Primary School**

Following approval from the Policy and Resources Committee and the Council at their meetings on Thursday 29 June 2017, Contract Close for the Dunoon Primary School project was reached on Monday 3 July 2017.

The Project will deliver the construction of a refurbished/part new build of Dunoon Primary School with a capacity for 300 pupils, together with an Early Learning and Childcare (ELC) facility with 30 spaces. The project will include the demolition of the existing East Wing and separate

stand-alone Gym Hall. The new East Wing will include ELC accommodation, a Family Centre, school Library, Gym Hall, Staffroom and Staff Base. The new East Wing will be linked to the refurbished West Wing by a feature staircase and a lift providing access to all floors in both Wings.

### 3.0 RECOMMENDATIONS

It is recommended that Members consider the content of this report.

### 4.0 DETAIL

#### 4.1 Kirn Primary School

4.1.1 The Council's Kirn Primary School redevelopment is a Design Build Direct Agreement (DBDA) project that is being delivered as part of the Scottish Government's Schools for the Future Programme pipeline, through hubNorth Scotland Ltd (hubNorth), the Council's project partner.

#### 4.1.2 Programme Dates

The key contract programme dates for Kirn Primary School were:

Date	Description	Comment
20 October	Kirn Primary School	All works due to be completed and whole school availability. School was handed over to the Council on Thursday 26 October.
5 – 23 October 2017	Kirn Primary School Decant	Decant of resources / materials from Dunoon Grammar School to the new Kirn Primary School
24 October 2017	School due to open to all pupils and staff	Due to an over-run in final finishing works the school opened to pupils and staff on Thursday 2 November 2017

#### 4.1.3 Kirn Primary School

The £9million project has delivered the construction of a new primary school with a capacity for 320 pupils, together with an Early Years facility with 30 spaces. The design has incorporated the retention and refurbishment of the existing 1881 building with a new 2 storey building that houses the Primary Classrooms, Dining Room and Sports Hall.

Externally, the project has provided much improved external learning and play spaces including a Multi Use Games Area (MUGA), increased parking provision and a new pupil drop off.



Members during the pupil tour



Pupil tour of the classrooms



Pupil Presentation



Kirn Primary School Choir



Kirn Primary Country Dancers



Kirn Primary Country Dancers



Anne Marie Knowles



Head Teacher – Kirsteen MacDonald



Cllr McNeilly & Head Pupils



Cutting the ribbon



Chief Executive, Cllr McNeilly, Ann Marie Knowles & Mike Casey



School Plaque now located in the main school entrance



The current, and former Head Teachers of Kirn Primary School



Front elevation of the new Kirn Primary School



Rear elevation of the new Kirn Primary School

#### 4.1.4 **Community Benefits**

##### STEM Event for Local Primary Schools

Planning is underway to provide an upper primary school science, technology, engineering and mathematics (STEM) event. Events have been held successfully in Campbeltown and Oban and preparations for a similar STEM event to take place at Kirn Primary School are underway. This would be a partnership event with Skills Development Scotland, CITB, hubNorth and Morrison Construction's design team

and sub-contractors coming together to deliver a one day event for upper primary school pupils.

Over the lifetime of the works a positive working relationship developed between Morrison Construction and the Mens' Shed Dunoon. As a thank you, the Men's Shed made and presented a Lectern to the school.

**4.1.5 Health, Safety and Environmental Matters**

Since works commenced in June 2017 inspections of the site regarding performance on Environmental matters found the works to be compliant at all times. Over the same period there were no RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents or injuries.

**4.2 Dunoon Primary School Project**

4.2.1 The Council's Dunoon Primary School redevelopment project is a Design Build Direct Agreement (DBDA) that is being delivered as part of the Scottish Government's Schools for the Future Programme pipeline, through hubNorth Scotland Ltd (hubNorth), the Council's project partner.

Contract Close was reached on Monday 3 July 2017.

**4.2.2 Programme Dates**

The key construction dates and phases for the Dunoon Primary School Redevelopment Project are:

<b>Date</b>	<b>Description</b>	<b>Comment</b>
June 2017	Decant of all resources from West to East Wing; Dunoon ELC to Kirn ELC; ESCAPE to Girl Guiding Hall, Dunoon.	Completed
3 July 2017	Contract Close	
10 July 2017	Tier 1 Contractor moved on site to commence Phase 1 of the Works.	Phase 1 is divided into two sub-phases 1A and 1B
July 2017	Phase 1A:	Completed
July – September 2017	Phase 1B:	Completed November 2017
July 2017 – October 2018	Phase 2 Refurbishment of West Wing and new Energy Centre constructed. Now underway	New Energy Centre constructed and complete. Refurbishment works are ongoing

October 2018 Decant	Pupils/Staff decant from East Wing to refurbished West Wing	Dunoon ELC remain at Kirn ELC; ESCAPE remains at Guide Hall.
October 2018 – November 2019	Phase 3	East Wing Demolition and construction of new East Wing
November 2019	Whole school occupation	Dunoon ELC and ESCAPE return to their new accommodation in Dunoon Primary School
November 2019 – December 2019	Phase 4	Final demolition (existing Games Hall) and site clearance

Due to the requirement to address the structural issues with the mezzanine floors in the west wing, phase 2 has been extended to 15 October. This meant the planned decant of pupils from the East wing to the West wing for the commencement of the new school year in August required to be re-programmed. This will now happen in October and planning is well advanced for that. Due to increasing school roll in August, arrangements were made to accommodate the new P7 class in Dunoon Grammar and detailed arrangements for transport, decant and accommodation have been made together with detailed consultation with the School and communication with parents.

#### 4.2.3 Project Update

Preparatory works commenced on site on 10 July 2017 with Phases 1A and 1B now complete, and Phase 2 works ongoing. These works include:

##### Phase 1A

- Establishment of site accommodation;
- Demolition of bike shed;
- Off-site fabrication of new access gates from Kirk Street;
- Mains electricity disconnection and connections between current West Wing and East Wings; and
- Erection of scaffolding to West Wing.

##### Phase 1B

- Access tunnel from Hillfoot Street constructed;
- Installation of Kirk Street gates and site hoardings;
- Temporary kitchen installed including link corridor to Gym Hall
- Installation of remedial wall ties to Gym Hall; and
- Decoration of Gym Hall prior to its use as a temporary Dining Hall during Phase 2.



Phase 2

- Construction of a new Energy Centre is complete
- Services connections are complete
- Dining hall gutter and roof repair works are complete
- Plaster, tiling and décor works are ongoing
- Installation of temporary escape stair is complete
- Removal of scaffold to perimeter of building is complete
- M&E, fixed furniture and loose furniture installation is ongoing
- Repair works to mezzanine level toilets is ongoing
- Remedial works to the dining hall is ongoing
- Decant of P7 class furniture and materials to DGS took place on 26<sup>th</sup> August in preparation for new school term



Temporary Escape Stair Installation

Complete Temporary Escape Stair



Remedial works to mezzanine level brickworks



New Energy Centre

Internal decoration restoration works



Installed M&E



Protective covering to new flooring



2<sup>nd</sup> Floor Classroom



Teaching Wall



Replacement velux windows installed



Refurbished original windows



2<sup>nd</sup> Floor Classroom Wet Area

#### 4.2.4 Current Building Works

Phase 2, the refurbishment of the West Wing is ongoing, and recent works have included:

- Completion of the temporary escape stair
- Installation of new flooring
- Installation of fixed FF&E
- Installation of M&E sockets and final cables
- Mezzanine level repair works
- Agreement on signage proposals, internal door nomenclature and ironmongery & lock suiting

#### 4.2.5 **Future Building Works**

- Completion of remedial works to school kitchen
- Completion of final decoration, FF&E and flooring to Ground Floor level
- Complete mezzanine works and strip scaffolding
- Commence fitting out mezzanine level toilet block
- Progress kitchen remedial works
- Complete utility connections
- Commence commissioning works
- Commence external hard landscaping

#### 4.2.6 **Communications**

Regular contact is maintained with Mrs Brenda Reid, the new Head Teacher, providing her with the opportunity to be briefed on the project and its development, and to discuss the current and future works and associated phasing.

Newsletters have been issued to parents prior to the school holidays in relation to the progress of the Project and decant proposals for the P7 class into Dunoon Grammar School from August 2018. A further update was issued to parents of P7 pupils in June, with a follow up issued before the new term commenced.

As with the Kirn project, a quarterly newsletter will also be issued by hubNorth Scotland/Morrison Construction. A newsletter was issued prior to the school holidays in May, with a further update due following the school return in September.

A dedicated Dunoon Primary School project website, hosted by Morrison Construction is now live, and can be found at:  
<http://www.dpsproject.co.uk/>

#### 4.2.7 **Community Benefits**

HubNorth is required to deliver Key Performance Indicators (KPI's) in the geographical areas where contracts are delivered. Some of these KPI's relate to a range of Community Benefits. Morrison Construction, hubNorth's Tier 1 contractor, has actively engaged with the local schools in each area to provide opportunities for an early introduction to the construction industry.

Across the Council area there have been opportunities for students about to leave school and recent school leavers to gain real work experience and a flavour of the many disciplines the construction industry has to offer. These opportunities take the form of Work Experience (short term one-off visits), Work Placements (mid-term placements to complete a module of work on a course already started through a local college), or a Modern Apprenticeship post (long-term courses which have been appointed in all 3 areas).

Morrison Construction's positive relationships with the Men's Shed,

Dunoon, will hopefully continue throughout the Dunoon Primary School Project. The Men's Shed uplifted some materials / old furniture prior to the West Wing being handed over to the Contractor.

#### 4.2.8 **Health, Safety & Environmental Matters**

The Health and Safety plan for the construction site has been developed in accordance with the CDM 2015 Regulations.

There have been no issues raised and with no RIDDOR (Reporting or Injuries, Diseases and Dangerous Occurrences Regulations) accidents or injuries.

#### 4.2.9 **Considerate Contractor Scheme**

Morrison Construction has registered the site with the Considerate Constructors Scheme (CCS), and the first site inspection was carried out on 20 April 2018. The site was awarded an overall score of 37 and a copy of the report is appended below.

## 5.0 **CONCLUSION**

- 5.1 The £9 million project to deliver a new school on a design, build, and direct agreement basis in respect of Kirn Primary School has now been completed. The school opened to pupils and staff on Thursday 2 November 2017
- 5.2 The project to deliver a new school on a design, build, and direct agreement (DBDA) basis in respect of Dunoon Primary School was signed on Monday 3 July 2017 and has now entered the construction phase. This report provides highlight reporting in relation to the progress of the Works.

## 6.0 **IMPLICATIONS**

**Policy** The Council previously authorised the Executive Director of Community Services to issue the NPR for the Kirn Primary School and Dunoon Primary School projects on the basis of the agreed design capacities and assessments of affordability. In addition, the Council delegated all matters in respect of the provision of the new school facilities to the Council's Policy and Resources Committee.

**Financial** The Kirn and Dunoon Primary School projects are being delivered within the financial envelope agreed by the Council.

**Legal** The issue and acceptance of the New Project Requests (NPRs) commenced the process of formal legal engagement of hubNorth for development of the projects for delivery of the proposed new schools.

The project agreement for Kirn Primary School was signed on 5 April 2016. The project agreement for Dunoon Primary School was signed on 3 July 2017.

The handover of Kirn Primary School to the Council took place on Thursday 26 October 2017.

**HR** None at present.

**Equalities** None at present.

**Risk** The Council, in partnership with hubNorth, continues to monitor the progress of the Dunoon Primary School with an occupation of the refurbished/part new build school by April/May 2019. Possibility of delay in completion of the school project will continue to be monitored.

**Customer Service** The decant of Kirn Primary School materials and resources from Dunoon Grammar School was completed in October 2017 as planned.

The design solution from hubNorth for the Dunoon Primary School project has required a decant of pupils and staff within the current school. The decant took place during June 2017 and also involved the temporary decant of ELC children and staff to Kirn ELC and ESCAPE to Girl Guiding Hall, Dunoon. These decants were completed in June 2017 as planned.

Douglas Hendry, Executive Director of Customer Services  
Ann Marie Knowles, Acting Executive Director of Community Services  
Cllr Gary Mulvaney, Policy Lead Strategic Finance & Capital Regeneration Projects  
Cllr Yvonne McNeilly, Policy Lead Education.

1 August 2018

For further information contact:

David Logan – Special Projects & Quality Improvement Manager

Tel: 01546 604322

[David.Logan@argyll-bute.gov.uk](mailto:David.Logan@argyll-bute.gov.uk)

**Appendix 1 – Considerate Constructors Report Summary****Considerate Constructors Scheme***Monitor's Site Report*

<b>Project Name</b>	Dunoon Primary School				
<b>Contractor Name</b>	Morrison Construction Scotland – Highland				
<b>Onsite contact(s)</b>	Martin McGillivray				
<b>Site ID number</b>	105298	<b>Visit No.</b>	2	<b>Visit date</b>	20/04/2018
<b>Site description, context and location</b>					
<p>The Project involves the refurbishment, removal and update of a Grade 'B' listed, Victorian Primary School within Dunoon, procured through Hub North for Argyll and Bute Council. The Works will comprise the refurbishment of the existing West Wing within Phase 1 of the development. Phase 2 will comprise the demolition of the current East Wing and the construction of a new East Wing which will incorporate a family centre, gym hall, library, early learning and childcare centre, and staff accommodation. The link between the refurbished West Wing and new East Wing will incorporate a feature staircase. The working environment is 'live'; the school remaining open during the refurbishment and new building work phases. The site is located on the periphery of the town within a residential area, and immediately adjacent to an historic church, an ASN unit and a parade of small shops, café's and a local pub. At the time of the visit, works on the renovation of the West Wing of the facility were almost complete, with mobilization being planned for the demolition of the East Wing of the school.</p>					
<b>Checklist section</b>	<b>1<sup>st</sup> Visit</b>	<b>2<sup>nd</sup> Visit</b>		<b>Score descriptor</b>	
1. Care about <b>Appearance</b>	7	7	/10	<b>1.</b> Gross Failure <b>2.</b> Failure <b>3.</b> Major non compliance <b>4.</b> Minor non compliance <b>5.</b> Compliance <b>6.</b> Good <b>7.</b> Very Good <b>8.</b> Excellent <b>9.</b> Exceptional <b>10.</b> Innovative	
2. Respect the <b>Community</b>	7	8	/10		
3. Protect the <b>Environment</b>	6	6	/10		
4. Secure everyone's <b>Safety</b>	7	8	/10		
5. Value their <b>Workforce</b>	7	8	/10		
<b>Total Score</b>	<b>34</b>	<b>37</b>	<b>/50</b>		
<i>For more information on score descriptors, see "Site Scoring Explained" or visit</i>					
<b>Innovative activities identified at the second visit</b>					
4. Safety	<p>The Morrison Construction Site Management has worked with the School to establish a pupil health and safety team who undertake escorted visits to the site on a weekly basis in order to raise awareness of safety issues around the works, and within the construction industry more generally. At the outset of the process, the primary school pupils were provided with a brief induction and all PPE wear along with a checklist template which they use to monitor various safety issues as part of the weekly escorted visit. At the conclusion of each session there is a discussion on what was observed, in which the pupils are asked to highlight good and bad practice recorded during the visits. Not</p>				

	<p>only does the 'Child Safety' innovation provide children with an opportunity to develop their observational skills, but also to raise awareness of the activities and the people involved within a construction project.</p>
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*While an innovative activity is required to achieve a score of 10 in any section, such activities will be recorded regardless of score. When recorded on a visit where a score of 10 has not been achieved, the activity may count towards achieving a 10 score on subsequent visits. An innovative activity will only count once towards a 10 score unless it is further developed and improved. See 'Site Scoring Explained' for further details*

### Executive Summary

**Appearance** The appearance of the site overall remained very good. Further work is required around provisions for e-smokers, and the promotion of company values and use of social media.

**Community** The site management continue to meet regularly with the residents/neighbours as well as those within the wider locale, in which relations appear to be excellent. I was very pleased to hear about the employment of local people, fund raising, etc. although there is scope to develop the community benefits plan further, and to further involve local schools & colleges in project activities, for example, it would be very useful for site to now consider a project legacy, over and above the excellent work already undertaken.

**Environment** The measures to protect and enhance the environment have been maintained, with further engagement to reduce the site's carbon footprint, and legacy to improve the overall environment within the area being considered. While some information on the environmental was displayed internally within the office and canteen, it could have been possible to develop a dedicated site notice board to highlight all the site's environmental credentials & achievements.

**Safety** Safety systems and control measures are rated as being excellent. I was pleased to hear about the site's recent 'Child Safety' initiative to involve young children from the primary school in escorted health and safety walk arounds the site, in which they are asked to identify good and bad practices observations, using a dedicated template checklist. Areas for further development could possibly include provision of a You Said, We Did board in the canteen, and evidence that the site is working to CLOCS operational standards.

**Workforce** The site is performing well under the Workforce Section, which can now be rated as excellent. The site has provided a means for the workforce to consult management and provide feedback. The site has participated in the recent Open Days event, and strongly supports careers in construction. On-site processes around the legitimacy of the workforce could be further reviewed. Consider contributions to the CCS Best Practice Hub, and the completion of all the Hub e-learning modules.

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**ARGYLL AND BUTE COUNCIL****Bute and Cowal Area Committee****DEVELOPMENT & INFRASTRUCTURE  
SERVICES****4<sup>th</sup> September 2018**

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**Rothesay Pavilion Progress Report.**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to provide members with an update on progress with the Rothesay Pavilion Adaptive Restoration and Extension Works project following completion of the funding package in September 2017 and the award of the construction contract to Messrs CBC Ltd (CBC) in November 2017.
- 1.2 In September 2017 the final approvals were received for additional funding from the Heritage Lottery Fund, European Regional Development Fund and Historic Environment Scotland to allow the project to proceed. Total anticipated final cost is £13,991,536
- 1.3 Messrs CBC were awarded the construction contract and started work on site on 29<sup>th</sup> November 2017. The contract value is £10,688,023. The forecast completion date is 31<sup>st</sup> July 2019.

**2.0 RECOMMENDATIONS**

Bute and Cowal Area Committee is asked to consider and note:

- 2.1 The progress update provided in this report.
- 2.2 The new Project Manager, Jonathan Miles, took up post on 23 July 2018.

**Rothesay Pavilion Progress Report**

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**3.0 INTRODUCTION**

- 3.1 The project comprises the comprehensive refurbishment of the grade A listed Rothesay Pavilion which is a key component of the Council's ambitious and forward looking programme to assist regeneration and economic development in five of its waterfront towns; Campbeltown, Helensburgh, Oban, Rothesay and Dunoon.
- 3.2 The project will bring Rothesay Pavilion back into viable economic use by allowing a mix of new commercial, cultural and community activities to be provided within it. This will bring new life to this iconic building as well as stimulating wider regeneration and local economic activity.
- 3.3 On completion the building will be managed by Rothesay Pavilion Charity (RPC) who will lease the building from the Council for a term of 25 years. The charity's board comprises a mix of people who live on the island or who have links to it. However, they have the necessary skills and experience to successfully manage and programme the Pavilion and to ensure it has a sustainable future.
- 3.4 Full funding for the project was achieved in September 2017 and a construction contract was awarded to Messrs CBC on 29<sup>th</sup> November 2017 with a projected completion date of 31<sup>st</sup> July 2019.

**4.0 RECOMMENDATIONS**

Bute and Cowal Area Committee is asked to consider and note:

- 4.1 The progress update provided in this report.
- 4.2 The new Project Manager, Jonathan Miles, has been appointed and joined the Council on 23<sup>rd</sup> July 2018.

## 5.0 DETAIL

- 5.1 As previously reported the main contractor CBC have been on site since 29th November 2017 and at the time of writing are reporting the works remain on programme. However, it should be noted the value of work certified to date is 16% (£1,684,678) of the construction cost of £10,688,023 compared to the Contractors cash flow forecast of 24% (£2,594,201). In monetary terms this equates to £909,523 below forecast.
- 5.2 The cash flow forecast when compared to actual spend indicates the programme is behind schedule with 32% (28 weeks) of the 87 week contract duration expired. This would indicate that actual works on site have not progressed either at the same speed or in the same sequence as was originally planned. In questioning this with the Contractor and Design Team they have advised that the complexity of the building, necessitating additional structural propping, and inability to use mechanical excavation equipment in the undercroft, due to restricted access, has had a consequential impact on progress compared to plan.
- 5.3 At the time of reporting and despite the adverse variation with cash flow CBC are reporting they are on programme to meet the contract completion date of 31<sup>st</sup> July 2019. The programme and cost plan are subject to ongoing in depth reviews to ensure the position is recovered and action taken to ensure no delay to the practical completion date.
- 5.4 The contract contingency and provisional sums are also being closely monitored as part of the project financial control measures.
- 5.5 Funding is now being actively drawn down from our four major external funding partners Heritage Lottery Fund (HLF), Historic Environment Scotland (HES), Highlands & Islands Enterprise (HIE) and European Regional Development Fund (ERDF) with over £1M being received since the contract started. Funding applications are being submitted on an ongoing basis.
- 5.6 The 3rd HLF application has been submitted for the period April – June 18 in the sum of £224,156 with the total amount including the latest application equating to £1,102,646. HES have contributed £375,000 to date and HIE have made a payment of £90,407 towards the overall funding envelope.
- 5.7 In addition to the funding secured by the Council, Rothesay Pavilion Charity had a fundraising target of £400,000 to achieve. The Council agreed to underwrite this amount pending successful funding applications by the charity. Thus far the charity has been successful in securing £132,546 of this target made up as follows:
- Argyll Youth Arts - £789 (additional money in relation to a previous award);
  - Awards for All - £5,000 (towards heritage activities);
  - Investing in Ideas - £9,000 (towards heritage activities);
  - West Coast Foundation - £116,957 (towards the multi-media studio on the first floor. This is one of the Marquis of Bute's foundations).

A further application for £100,000 was made to the Bank of Scotland Foundation earlier in the year but, a decision is still awaited. It is planned to make an application to the Garfield Weston Anniversary Fund in Sept 18 (in the region of £100,000 to £150,000). Additional applications are being considered over the next reporting period.

- 5.8 The recruitment of a replacement Project Manager has been completed and Jonathan Miles took up appointment on 23<sup>rd</sup> July 2018.
- 5.9 Progress continues on site, as follows:
- Main Roof – roof covering to the East and West perimeters is being progressed;
  - Upper Ground Floor – New brickwork walls to the back of stage toilets / changing areas in progress;
  - New opening & walls to the New Café have been installed;
  - Lower Ground Floor: New walls and beams for the New Exhibition space substantially completed and temporary propping removal now completed;
  - Lower Ground Floor: New Club / Venue areas – New brick and lintel repositioned existing doorway to New Bar Store including new door opening to the north end now completed;
  - Auditorium Undercroft – reducing the existing ground level to accommodate the new lift and toilet areas, including provision of new foundations continues;
  - Auditorium Undercroft – hard core subbase for the new ground bearing slabs has commenced;
  - Caretakers House: new roof covering completed. The wall between the existing corridor and kitchen has been removed for creation of the new shared meeting room;
  - Design of structural steel connections, roof lights, Crittall windows, curtain walling, Mechanical & Electrical items are all progressing.
- 5.10 Planned progress over the next reporting period:
- Progression of structural alterations;
  - Progression of groundworks;
  - Progression of roofing works;
  - Production of cast stone;
  - Progression of steelwork to roof level;
  - Continue caretakers house fit out;
  - Progression of Mechanical and Electrical.
- 5.11 As part of CBC's commitment to providing community benefit for the duration of the contract they have employed both a cleaner and bricklayer from the local market.
- 5.12 In addition discussions are ongoing between CBC and local schools who may benefit from curriculum support activities. These include:
- Career Days: talking to pupils about possible careers in construction;
  - Talks and presentations on specific elements of construction to support class projects or elements of the curriculum;
  - Site visits and organised guided tours for groups of 12 pupils/students to explain the project and monitor progress during the contract period.

## 6.0 PROGRESS PHOTOGRAPHS

### External: existing roofs

#### 6.1 Canopy Roof



Existing roof finishes previously removed



Removal of the overhang in progress.

#### 6.2 Main Roof



East & West Elevations – temporary protection in place over the new roof membrane.

#### 6.3 Roof Caretakers House



New roof covering installed.

External Elevations

6.4 General Photographs of the external elevations



South and East Elevations



West Elevation



North Elevation



East Elevation



East Elevation – Pavillion sign elevation (sign previously removed)



Southern Terrace wall.

Internal:

6.5 Areas where non load bearing walls removed



Upper Ground Floor – Back Stage Area.



Upper Ground Floor - Existing ladies and Gents WCs next to main stair.



Upper GF - Toilets at Main Stair Half Landing



Lower GF – Looking South from existing Gents & Ladies WCs

6.6 Excavations, Foundations and Floor Slabs



Lower Ground Floor – Reinstatement of floor removed to the existing Store and Office area next to main entrance Foyer / Circulation area in progress.



Lower Ground Floor – Main entrance Foyer / Circulation area – steel beam installation through the wall and into Undercroft area for works to strengthen the existing west wall.



Auditorium Undercroft – Hard core subbase for new ground bearing slabs in progress.



6.7 General Internal Protection to retained features



Front Entrance Steps – Protection Maintained.



Upper Ground Floor – Protection maintained to the feature columns to the Main Hall.



Upper GF – Protection maintained to the floor of the Main Hall



Lower GF – Section of Protection to the Reception Desk has come away, no works ongoing at this area at present

**7.0 CONCLUSION**

- 7.1 The Rothesay Pavilion Adaptive Restoration and Extension Works contract commenced on site on 29th November 2017 and will proceed until the forecast completion date of 31<sup>st</sup> July 2019. The total cost of the project is fully funded and applications for the drawdown of funds are being made on a monthly/quarterly basis to the various funders involved in the project.
- 7.2 No change to the overall project cost of £13,991,536 is forecast despite an adverse variance in the main contractor's cash flow, as explained in Section 5.
- 7.3 Project risks are being monitored and mitigating actions managed. The Project Manager Vacancy risk for both likelihood and severity has been downgraded to low.
- 7.4 In addition RPC will continue to make funding applications to reduce the Council's underwriting commitment which currently stands at £267,000. An updated RPC cash flow shows that a positive position can be maintained through to completion subject to unsecured funding being obtained over the July 18 to March 19 period. The deficit is however underwritten by A&BC and this should resolve any temporary difficulty encountered if enough time is given to make arrangements.
- 7.5 Partnerships funding matches the revised project cost as reported at permission to start.

**8.0 IMPLICATIONS**

8.1 Policy	This project forms part of the approved CHORD programme that supports outcomes 1, 2 and 3 of the Single Outcome Agreement. Once completed and during the construction phase the Pavilion will help boost the local economy, create a key piece of modernised infrastructure that can be made use of by the local community and create employment and skills opportunities for the people of Bute.
8.2 Financial	The project is now fully funded however fund raising continues with the Trust to reduce the underwriting by the Council.
8.3 Legal	None.
8.4 HR	None.
8.5 Equalities/Fairer Scotland Duty	On completion the building will be fully accessible to facilitate disabled people's participation and use under the Equalities Act 2010 (formerly Disability Discrimination Act 1995).
8.6 Risk	Exceeding budget and programme. This will be closely monitored during the contract period.
8.7 Customer Service	None.

**Executive Director of Development & Infrastructure Services: Pippa Milne**  
**Policy Lead: Cllr G Mulvaney**

9<sup>th</sup> August 2018

**For further information contact:** Jonathan Miles, Project Manager.  
Tel No.: 01700 801071, Mobile No.: 07879 662429.

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**ARGYLL AND BUTE COUNCIL****BUTE & COWAL AREA COMMITTEE****COMMUNITY PLANNING AND  
COMMUNITY DEVELOPMENT****4 September 2018**

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**MONITORING OF THE SUPPORTING COMMUNITIES FUND 2017/18**

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**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to provide monitoring information on the grants distributed through the Supporting Communities Fund 2017/18.
- 1.2 13 constituted, not-for-profit community organisations were awarded funding. Projects were required to spend their funding within financial year 2017/18 and to submit an End of Project Monitoring Report outlining the project funded, projected costs, actual costs incurred and beneficiaries.
- 1.3 In 2017/18 the Supporting Communities Fund provided up to 50% of project costs and required match funding. Organisations were eligible to apply for up to £4,000. The Fund is a revenue stream and capital costs are therefore ineligible.
- 1.4 Members are asked to consider the contents of the report showing a summary of the information supplied by organisations in their End of Project Monitoring Reports.
- 1.5 Members are asked to note the return of monies and consider whether these should be carried forward to be included in funds available for dispersal in 2019/20.
- 1.6 Members are asked to agree the carry forward of the funds allocated to Dunoon's Men's Shed and Historic Kilmun to financial year 2018/19.

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ARGYLL AND BUTE COUNCIL

BUTE & COWAL AREA COMMITTEE

COMMUNITY PLANNING AND  
COMMUNITY DEVELOPMENT

4 September 2018

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**MONITORING OF THE SUPPORTING COMMUNITIES FUND 2017/18**

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**2.0 INTRODUCTION**

- 2.1 This report highlights the positive outcomes for communities in Bute and Cowal through the allocation of the Council's Supporting Communities Fund in 2017/18.
- 2.2 A total of £26,343 was awarded to 13 organisations in 2017/18. Organisations have up to three months from the end of the project to complete and return a project monitoring report.
- 2.3 A total of £2,560 is due to be returned from projects. The amount can be made available for allocation in the financial year 2019/20.

**3.0 RECOMMENDATIONS**

It is recommended that the Bute and Cowal Area Committee:

- 3.1 Note the positive contribution of the grants to community projects, detailed in section 4 and the attached table.
- 3.2 Note the return of unspent funds in paragraph 4.4 of the report.
- 3.3 Agree the carry forward of the funds allocated to the Dunoon Men's Shed as detailed in paragraph 4.5
- 3.4 Agree the carry forward of the funds allocated to Historic Kilmun as detailed in paragraph 4.6

**4.0 DETAIL**

- 4.1 The grants distributed to community organisations supported a total of 4,297 people to participate in a variety of projects encompassing outdoor activities, sports, music and mental health. Highlights include:

- As a direct result of the increased tutoring the Rothesay and District Pipe band secured third place in grade 4 at the British Championships held in Paisley this year. Also the Drumming Corps won first place at the Scottish Championships held in Dumbarton in July 2018.
- A successful spring adventure weekend, resulting in 3 boys being promoted to the Company Section in the Boys Brigade.
- 500 people taking part in The Kyles 10K, with the marketing plan allowing the annual event to be self-sustaining.
- The Shore Hub held weekly at Blairmore Village Hall won a Community Championship award from the National Park Community Partnership for its work in reducing social isolation in the area

4.2 The attached table summarises information received from individual projects.

4.3 11 grant recipients have submitted an end of project monitoring form.

4.4 We expect a return of unspent funds totaling £2,560 this can be distributed in the 2019/20 round of grant funding.

4.5 The Dunoon Men's Shed would like to carry forward funding until the end of September 2018 to allow them to complete the Gardening Project.

The reason for the delay was the landlord chose not to renew the lease at short notice and the Shed had to look for new premises. The Shed has secured new premises and recently moved to Hamilton Street which offers larger and more modern premises and offers the group the scope to do much more and hopefully attract new members. The Men's Shed scaled down the project and has returned £1,650.

4.6 Historic Kilmun would like to carry forward funding until the end of September 2018. There was a delay in employing the project development manager.

The remaining work to be completed by end of September 2018 is aimed at assisting those with limited access to employment to gain the skills and confidence to enter/ re-enter the world of work.

No	Organisation	Project funded	Total Projected Costs	Actual Costs	Match funding	Award	Comments	Beneficiaries		
								M	F	Age
1	1st Rothesay Company Boys Brigade	Cost of taking 10-12 year old boys on a Spring Adventure weekend	£1,039.00	£1,019.58	£0.00	£515	Successful weekend, increasing the confidence of the boys using teamwork and developing woodland skills. 3 boys have also been promoted to the company section following the weekend.	7	1	5-9: 2 10-16: 4 25-64: 2
2	Argyll & Bute Youth Forum	Costs of organising the Argyll and Bute Youth Achievement Awards	£5,550.00	£2016	£747	£694	There were 55 nominations with 26 finalists in 9 categories and 10 winners. The event was well attended and promoted a positive image of young people.	91	97	10-16: 43 17-24: 46 25-64: 99
3	Blairmore Village Trust	Running costs of weekly drop-in Community Hub, including the hire of Interloch Transport	£1,768.00	£1,851.00	£1,016.00	£884	The Hub was available to the community for 50 weeks of the year, and has been awarded a Community Champion award by the National Park Community Partnership. It has met all of its key objectives and exceeded expectations.	78	76	0-4: 5 5-9: 15 10-16: 22 17-24: 19 25-64: 84 65 plus: 18
4	ButeFest	Cost of fringe activities for ButeFest	£11,550.00	£9,322	£5,300	£4,000	Over 2500 attended Butefest 2017, and fans took to social media to sing the praises of the island – many making their first ever visit to the Island – and the event Read more at: <a href="https://www.buteman.co.uk/news/butefest-2017-the-best-festival-yet-1-4519388">https://www.buteman.co.uk/news/butefest-2017-the-best-festival-yet-1-4519388</a>	Not given	Not given	Not given



No	Organisation	Project funded	Total Projected Costs	Actual Costs	Match funding	Award	Comments	Beneficiaries		
								M	F	Age
5	Dunoon Men's Shed	Costs of running training courses for members in relation to developing the garden project attached to the Shed	£6,600.00			£3,300	Project was reviewed and it was decided to reduce it by 50%, and the group have asked for an extension of three months (Returned £1,650) See report item 3.5 for more information			0-4: 5-9: 10-16: 17-24: 25-64: 65 plus:
6	Dunoon MOD	Costs of running a series of events to raise the profile of the Gaelic language and culture.	£12,300.00	£9,595.65	£2,560.60	£2,000	Project not fully completed and £720 due to be returned. Four ceilidhs took place; one in Strachur and three in Dunoon. One was specifically focused on children's participation and provided them with the opportunity to use their talents for singing in Gaelic and English.	200	200	0-4: 10 5-9: 50 10-16: 40 17-24: 50 25-64: 200 65 plus: 50

No	Organisation	Project funded	Total Projected Costs	Actual Costs	Match funding	Award	Comments	Beneficiaries		
								M	F	Age
7	Historic Kilmun	Cost of employing a part time Project Manager to help deliver three strands of the project, Arts and Mental Health, Oral History and working with youth benefit organisations to offer a range of training on certificated courses.	£15,019.00			£4,000	Project partly completed. Looking for an extension until end of September to complete. See report item 3.6 for more information			0-4: 5-9: 10-16: 17-24: 25-64: 65 plus:
8	Kilfinan Community Forest	Cost to stage an open day that showcases the work of Kilfinan Community Forest and Kyles Allotment Group	£1,000.00	£1,000.00	£500.00	£500	The event was more substantial than previous years with organised activities, professional entertainment, more volunteer input and a larger capacity for the children's craft workshops. Poor weather affected the numbers on the day.	80	80	0-4: 5 5-9: 20 10-16: 10 17-24: 10 25-64: 80 65 plus: 35

No	Organisation	Project funded	Total Projected Costs	Actual Costs	Match funding	Award	Comments	Beneficiaries		
								M	F	Age
9	Kyles Marketing Group	Costs of creating a marketing strategy and the general running cost for the Kyles 10k	£14,118.00	£13,907.61	£2,500.00	£4,000	Over 500 people took part in the event. The use of a marketing strategy including a digital and social media campaign increased numbers and has enabled it to be self-sustaining. 2017 was the first year that places were sold out prior to the race.	196	305	17-24: 28 25-64: 449 65 plus: 27
10	Lochgoilhead Community Sports Club	Cost to transport the climbing group to Climbing Centres to take part in competitions. Also towards cost of a climbing instructor and volunteer training and assessment.	£2,427.00	£2,150	£1,244.15	£1,000	The climbing club is thriving and is free for the local school children. It has opened up the ideas of the community and the climbers to alternative physical activity for health and enjoyment. It has provided excursions further afield for children who may not have been able to afford to go.	16	13	5-9: 15 17-24: 4 25-64: 10
11	Rothesay and District Pipe Band	Travel and costs for a Piping tutor and a Drumming tutor	£27,116.00	£27,366	£23,366	£4,000	As a direct result of the increased tutoring the pipe band secured third place in grade 4 at the British Championships held in Paisley this year <a href="https://www.buteman.co.uk/news/rothesay-pipe-band-in-tune-for-more-success-thanks-to-youth-drive-1-4743277">https://www.buteman.co.uk/news/rothesay-pipe-band-in-tune-for-more-success-thanks-to-youth-drive-1-4743277</a>	17	15	10-16: 32

No	Organisation	Project funded	Total Projected Costs	Actual Costs	Match funding	Award	Comments	Beneficiaries		
								M	F	Age
12	Sandbank Senior Citizens Club	Costs of venue hire, lunch club, live entertainers, coach for outings, and to start to run computer classes this year	£3,100.00	£2,715.14	£1,225	£1,100	Club numbers are increasing for both the lunch club and meetings. The computer classes have proved successful in increasing knowledge of new technology.	15	94	25-64: 27 65 plus: 82
13	Tighnabruiaich Primary School Parent Council	Costs of running a bonfire and firework night	£700.00	£700.00	£350.00	£350	A successful fireworks and bonfire night with basic catering took place. The event added to community cohesion.	115	115	0-4: 10 5-9: 20 10-16: 20 17-24: 30 25-64: 120 65 plus: 30

## **5.0 CONCLUSION**

5.1 The project monitoring form has a section asking for comments on the grant process. Not all applicants have completed this section but of those received, the comments have largely been very positive. The majority note that the process is simple, straightforward, clear and concise. Thanks are noted for the support received from staff and elected members.

## **6.0 IMPLICATIONS**

6.1 Policy: None

6.2 Financial: The report sets out the expenditure from the Bute & Cowal area 2017/18 budget for the allocation of Supporting Communities Fund

6.3 Legal: None

6.4 HR: None

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

6.6 Risk: None

6.7 Customer Service: None

**Chief Executive Cleland Sneddon**  
**Policy Lead Cllr Robin Currie**  
08 August 2018

**For further information contact:** Community Development Officer Sharon Macdonald on 01700 501357 / [sharon.macdonald2@argyll-bute.gov.uk](mailto:sharon.macdonald2@argyll-bute.gov.uk).

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# Evaluation of the SCF Participatory Budgeting Pilot

Rick Rijsdijk  
Director, Social Value Lab



# Background

## *Background:*

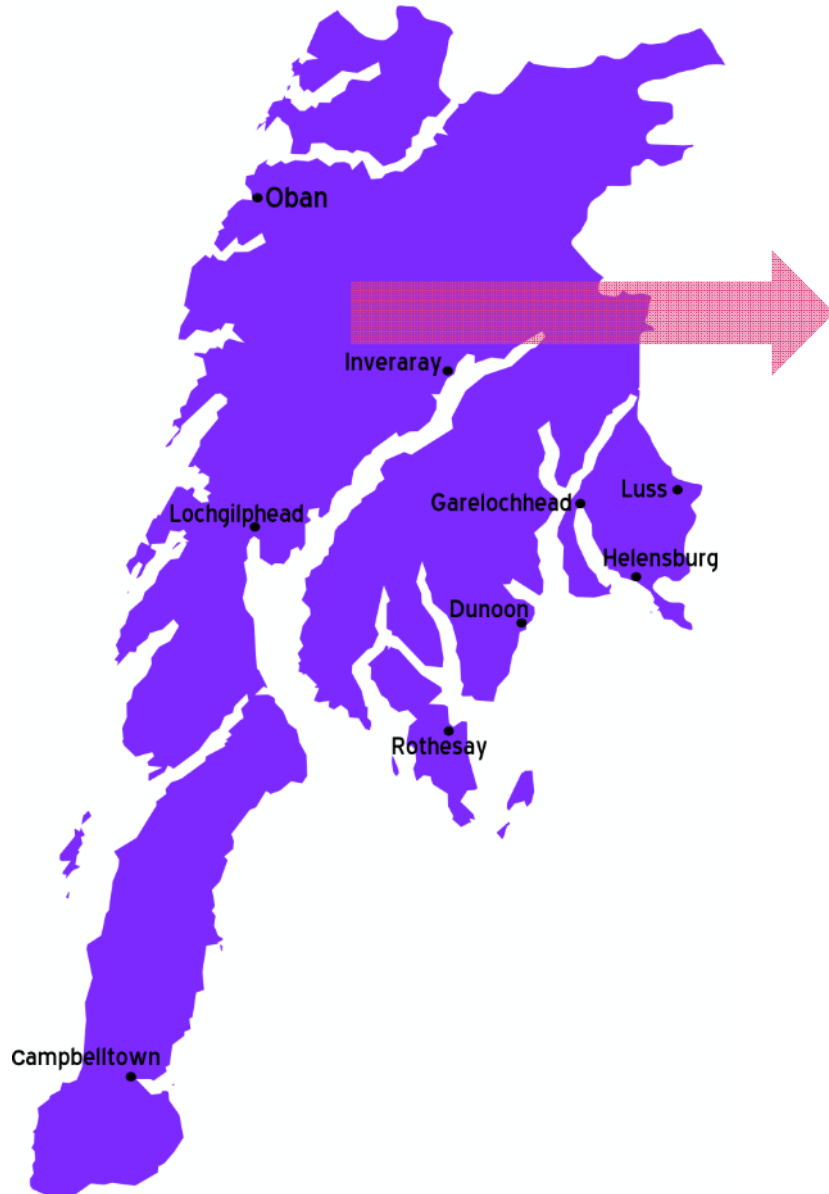
- *SG aim: 1% LA budget through Community Choices by 2020/21 (PB is a tool for this)*
- *First time PB on a LA-wide scale with 4 area budgets*
- *Digital delivery*

## *Method:*

1. *Desk Research*
  2. *Focus Groups*
  3. *Surveys*
  4. *Telephone interviews*
- *Limitations*



# The PB-pilot in Argyll and Bute



- **Voter turnout: 4,686 voters**  
→ 6.4% population
- **Young people and elderly people underrepresented**
- **Half voters voted in the first weekend**
- **<25% voted for maximum projects**
- **47% voted for only 1 project**
- **£51k additional cost to deliver £110k funding – higher costs trialling variety of marketing, and learning as pilot**

# Views on the Process

- *Application was straightforward, voting was easy*
- *Website worked well → small improvements*
- *Promotion*
  - *Face to face took lot of resources*
  - *Word of mouth (includes e-mail)*
  - *Is this role Council or projects?*

# Views on the Process

- *Involvement of Elected Members in deciding which projects went forward to voting was questioned*
- *Applicants mobilised people known to them, rather than engaged wider public*
- *Perception: small communities cannot compete with larger population centres → evidence shows otherwise*

# Views on the Principle

- *Satisfaction with outcome*
- *Widespread satisfaction with role Council and support of Council staff*
- *Location and reputation was leading, rather than quality of project*
- *Some evidence of strategic voting, but also lack of understanding*
- *Some evidence of positive community engagement (online) and empowerment*

# Views on the Principle

- *Most consultees support SCF delivery through PB in future*
- *But: concerns cost leads to less funding available for community groups*
- *Minority: principle objections against PB*
- *Little appetite to introduce PB for mainstream Council budgets*

A photograph of five classic red telephone booths lined up against a grey stone wall. Each booth has a crown on top and the word 'TELEPHONE' on a sign above the door. The booths are made of red metal with glass panes. The background shows the architectural details of the stone wall, including arched windows and decorative elements.

Thank you!

Rick Rijsdijk  
Director, Social Value Lab

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W: [www.socialvaluelab.org.uk](http://www.socialvaluelab.org.uk)

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE****SEPTEMBER 2018**

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---

**TORLOCHAN TRAVELLING PERSON SITE, BY SANDBANK**

---

**1.0 EXECUTIVE SUMMARY**

- 1.1 Argyll Community Housing Association has owned and managed the three official Travelling Person sites within Argyll and Bute since these were transferred by the council along with its housing stock in 2006. In January 2017 the Association's board considered a proposal to close the site at Torlochan, by Sandbank, as this was deemed to be no longer economically viable due to perceived lack of demand.
- 1.2 Under the 2001 Housing (Scotland) Act and subsequent legislation and guidance, the local authority has a duty to assess the accommodation and support needs of Gypsy/Travellers and to ensure that these are met via the Local Housing Strategy. Therefore, the council retains an interest in the sites and is required to take a view on ACHA's proposals. This report sets out the context and issues relating to ACHA's proposal and notes potential strategic and financial implications for the council.
- 1.3 In September 2017 the Bute and Cowal Area Committee agreed to encourage ACHA to engage with local community groups to identify a community use for the Torlochan site, and if no such suitable use could be found, agree in principal to support the mothballing of the Torlochan site, subject to any future evidence of unmet need in the area.
- 1.4 It is the view of officers that there is currently no identified unmet need from the Gypsy/Traveller community, and that any future need could be met by provision of pitches at the other 2 sites within Argyll and Bute, Dunchologan and Ledaig.

**2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Area Committee agree to ACHA's proposals to take forward discussions with community groups with a view to signing a lease for Torlochan to be used by the community for an appropriate purpose.

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ARGYLL AND BUTE COUNCIL

BUTE AND COWAL AREA COMMITTEE

DEVELOPMENT AND  
INFRASTRUCTURE

SEPTEMBER 2018

---

**TORLOCHAN TRAVELLING PERSON SITE, BY SANDBANK**

---

**3.0 INTRODUCTION**

- 3.1 Argyll Community Housing Association has owned and managed the three official Travelling Person sites within Argyll and Bute since these were transferred by the council along with its housing stock in 2006. In January 2017 the Association's board considered a proposal to close the site at Torlochan, by Sandbank, as this was deemed to be no longer economically viable due to perceived lack of demand.
- 3.2 Under the 2001 Housing (Scotland) Act and subsequent legislation and guidance, the local authority has a duty to assess the accommodation and support needs of Gypsy/Travellers and to ensure that these are met via the Local Housing Strategy. Therefore, the council retains an interest in the sites and is required to take a view on ACHA's proposals. This report sets out the context and issues relating to ACHA's proposal and notes potential strategic and financial implications for the council.
- 3.3 In September 2017 the Bute and Cowal Area Committee agreed to encourage ACHA to engage with local community groups to identify a community use for the Torlochan site, and if no such suitable use could be found, agree in principal to support the mothballing of the Torlochan site, subject to any future evidence of unmet need in the area.
- 3.4 It is the view of officers that there is currently no identified unmet need from the Gypsy/Traveller community, and that any future need could be met by provision of pitches at the other 2 sites within Argyll and Bute, Dunchologan and Ledaig.

**4.0 RECOMMENDATIONS**

- 4.1 It is recommended that the Area Committee agree to ACHA's proposals to take forward discussions with community groups with a view to signing a lease for Torlochan to be used by the community for an appropriate purpose.

**5.0 DETAIL**

- 5.1 ACHA reports that Torlochan Gypsy/Traveller Site has remained unoccupied



over the last three years and demand has been low to nil.

- 5.2 The Council's current Housing Need and Demand Assessment does support the view that there is no evidence of unmet need for such provision in the Cowal area; and across the local authority area as a whole the recent trends suggest that demand is declining rather than increasing. Overall occupancy rates of the official sites in Argyll and Bute has fluctuated but over the last five years the rates declined from 83% to 73%, and there is currently no one registered on the HOMEArgyll waiting list for a pitch in the area.

Argyll & Bute Gypsy / Traveller sites			
Year	Total pitches	Pitches Occupied	Occupancy Rate
Mar - 2012	30	25	83.3%
Mar - 2013	30	24	80.0%
Mar - 2014	30	18	60.0%
Mar - 2015	22	17	77.3%
Mar - 2016	22	14	63.6%
Mar - 2017	22	16	72.7%
Mar - 2018	22	16	72.7%

Source: Argyll & Bute Gypsy/Traveller Twice Yearly Count

- 5.3 As of March 2018, there were 6 families (10 persons) resident at the Ledaig site, near Oban, and 10 families (35 persons) at the Dunchologan site, outside Lochgilphead. A number of Gypsy/ Travellers in recent years have expressed a preference for settled accommodation in local communities. In 2013 there were 9 households on the waiting list defining themselves as Gypsy/Travellers; and in 2014 this dropped to 7, while in 2015 there were only 3 applicants in this category (0.1% of the waiting list). In 2018 there were 18 applicants who defined themselves as Gypsy/Travellers but only 3 were looking for pitches. The 3 applicants looking for pitches were based in Dumbarton, Lochgilphead and Glenrothes. There were 2 applicants provided with pitches during the year (April 2017 – March 2018) and no one was turned away during that period.
- 5.4 Given the consequent rent loss to ACHA from the vacant site and the ongoing cost of maintenance, combined with the additional costs associated with upgrading sites to meet the new site standards introduced by the Scottish Government in 2016, the Association has determined that keeping Torlochan open would prove economically unviable. It should be noted that sale of the site is not deemed financially feasible by ACHA, due to the conditions of the stock transfer "clawback" agreement with the Scottish Government who originally funded the acquisition and development of the site from the public purse.
- 5.5 It should also be noted that the Council currently contributes an annual grant of the Strategic Housing Fund to ACHA for the purpose of site maintenance and upkeep. A payment of £41 288 was made to ACHA in March 2018. If Torlochan were to close, Council Housing Services will negotiate a proportionate reduction

in the grant in line with the Stock Transfer agreement. Council legal services have agreed that a reduction of one third would be appropriate as one of the three sites in Argyll will no longer be available to the Gypsy/Traveller community.

- 5.6 In September/October 2016 ACHA carried out a consultation exercise on their proposals for Torlochan which provided opportunities for residents of the other local sites, local Members, the local community council, and other local authorities with TP sites to express their views. The association initially received 32 responses within the consultation period, however a further 20 responses were submitted after that period, marked from residents of Duncholgan site outside Lochgilphead. Of the total combined responses, 17 were in support of closure, 2 were undecided, and 33 were against, albeit the majority of those against (20) comprised the late submissions from Duncholgan. It is unclear if the strongly expressed opposition from the Duncholgan respondents reflected an actual need or intention to use the Torlochan site or was just a statement of principle.
- 5.7 Council Housing Services have sought further information from relevant services (such as Roads, Environmental Health) as well as Loch Lomond and Trossachs National Park in order to assess whether there has been any notable increase in the incidence of unauthorized camping around Cowal or Lomond which might be attributable to Torlochan site being inaccessible over recent years. Evidence is generally patchy and anecdotal, but there is no indication that patterns of unauthorized camping have been affected either way by the status of the official site. Recent discussions with Gypsy/Travellers at an illegal encampment in Helensburgh and Lomond suggested that people who arrive in Argyll set up camp for a short while and move on. The majority of the families have accommodation elsewhere and have no interest in renting a pitch on an official site such as Torlochan.
- 5.8 Argyll and Bute Council can discharge statutory obligations to the Gypsy/Travellers by offering pitches at the remaining 2 site in the local authority area, Duncholgan(Mid Argyll) and Ledaig(Lorn). These sites have operated with 6 pitch vacancies on average over the last 4 years. If there was a significant increase in demand there is the potential to increase the number of pitches at the Duncholgan site where the Council own land adjoining the current site.

## **6.0 CONCLUSION**

- 6.1 As the strategic housing authority for the area, the council has a statutory duty to ensure that the accommodation and support needs of Gypsy/Travellers are addressed. Analysis over the last year suggests that there is no unmet need or demand in the Argyll and Bute area for pitches and that there is capacity within the provision of 22 pitches over 2 sites to meet an increased need and demand in the future.

## **7.0 IMPLICATIONS**

- 7.1 Policy - The Local Housing Strategy requires adequate provision of accessible sites to meet the needs of the Gypsy/Traveller community. Current analysis indicates that this objective would be satisfied even if the Torlochan site were closed.
- 7.2 Financial – There could be potential financial implications for the council To provide site provision to address any emerging need in the future.
- 7.3 Legal – The Council has a legal duty to assess the needs of Gypsy/Travellers and to ensure these are met. However, both the council and ACHA also have a duty to maximize public sector assets effectively.
- 7.4 HR - None
- 7.5 Equalities – Closure of the site will clearly reduce the facilities available for this specific minority group. The Gypsy/Traveller community retain a high profile on the national political agenda;and a significant proportion of those consulted were strongly opposed to this proposal.
- 7.6 Risk – Given the current trends and short term projections of need and demand, the adverse risk to the Council is likely to be low.
- 7.7 Customer Service – None.

**Pippa Milne**

Executive Director of Development and Infrastructure

**Councillor Robin Currie**

Policy Lead Communities, Housing, Islands and Gaelic

September 2018

**For further information contact:**

Douglas Whyte, Team Lead – Housing Strategy, Housing Services,  
01546 604 785

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**ARGYLL AND BUTE COUNCIL****BUTE AND COWAL AREA  
COMMITTEE****DEVELOPMENT AND  
INFRASTRUCTURE****5 SEPTEMBER 2018**

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**Dunoon Pier Waiting Room – Recommendation for Lease**

---

**1.0 EXECUTIVE SUMMARY**

- 1.1 This paper asks Members to agree to the marketing of Dunoon Pier Waiting Room for commercial use; for the purposes of retail/coffee shop use and with a lease period of 3 years.
- 1.2 Members are asked to consider the viability of leasing the ground floor of the building during the Scottish Government review of its ferry tendering policy. A relatively short timeframe of 3 years is therefore proposed to allow potential for the building to easily return to its traditional purpose on conclusion of the Scottish Government exercise.
- 1.3 It is proposed to retain the upstairs office space for council use during the lease period.
- 1.4 This recommendation follows the consideration and endorsement of DMT, at their meeting of 23 July 2018.

**2.0 RECOMMENDATIONS**

- 2.1 It is recommended that Members agree to:
- 2.2 Market the ground floor of Dunoon Pier Waiting Room for lease for retail/coffee shop purposes.
- 2.3 That the period of the lease is for a 3-year period.

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**ARGYLL AND BUTE COUNCIL**

**BUTE AND COWAL AREA COMMITTEE**

**DEVELOPMENT AND  
INFRASTRUCTURE**

**5 SEPTEMBER 2018**

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**Dunoon Pier Waiting Room – Recommendation for Lease**

---

**30 INTRODUCTION**

- 3.1 The purpose of this report is to ask Members to agree to the marketing of the 'Waiting Room' building on Dunoon Pier; for a lease period of 3 years. This is in the expectation that leasing the premises would make more efficient use of the facilities, whilst generating higher revenue return than that of current arrangements.
- 3.2 The lease of the ground floor for retail/coffee shop purposes should be considered within the context of the ferry contract and its renewal, which is yet to be resolved. It is anticipated that the Scottish Government will shortly make an announcement on the way forward beyond that of the current contract, which runs until 20 January 2019.

**4.0 RECOMMENDATIONS**

- 4.1 It is recommended that Members agree to:
- 4.2 Market the ground floor of Dunoon Pier Waiting Room for lease for retail/coffee shop purposes.
- 4.3 That the period of the lease is for a 3-year lease period.

**5.0 DETAIL**

- 5.1 There remains some uncertainty over the type of ferry service likely to be

operated between Dunoon and Gourock, i.e. vehicle/passenger or passenger only. The Scottish Government is currently reviewing its ferry tendering policy. Long-term development plans for Dunoon Pier cannot therefore be finalised until the outcome of this process is fully understood. The relatively short lease proposed is therefore reflective of circumstances out with the control of the council. The existing contract has been extended until 20th January 2019, and it is anticipated that the Scottish Government will be making an announcement on the way forward shortly. The local community does not consider that the current use of the link span provides the most appropriate access to vessels, especially for those with mobility challenges and there is a desire locally to see a return to the vessels berthing at the pier, even if that should require modification of existing structures or the addition of new ones, e.g. pontoons.

- 5.2 The preferred use of the former waiting room was subject to a period of community consultation over the summer of 2017. A questionnaire asked local people for their views on what would be the most efficient short-term use and asked whether the property should be leased in part or in its entirety.
- 5.3 Over 600 responses were received, with 68% voting for food, leisure and recreation, and 96% supporting the lease of the building in its entirety.
- 5.4 Those expressing an interest in leasing the premises will be required to clearly indicate the type of retail/coffee shop business / service they wish to operate / provide and will be invited to bid to lease the rooms in an open tendering process. Tender documentation will outline rules which, those applying will be required to agree to, such as: maintenance arrangements, opening hours, rules for operating from a council pier, flood evacuation rules and planning rules for operating from a listed building etc.
- 5.5 Following the withdrawal of planning application 16/00713/PP (Change of use from pier masters office to non-residential institution (class 10) for a temporary period of 24 months (retrospective)) resulting from SEPA's objection, officers produced a Flooding Protocol document, whilst liaising with SEPA to gain endorsement for the change of use to align with the consultation response. This subsequently led to the resubmission of a planning application, which was successfully approved in May 2018 for retail and coffee shop purposes.
- 5.6 As the Waiting Room building is category 'A' listed, permission is unlikely to be forthcoming for remodeling works of a significant nature. There are also issues around economic displacement with regards to the preferred options of tea room/retail businesses. It is essential that the leasing of the former waiting room does not undermine existing local businesses. The lease applicants marketing plan would therefore be expected to offer a unique experience, not currently available in the town, which would be unlikely to result in a loss of revenue for existing businesses.
- 5.7 A detailed maintenance schedule for the waiting room building was produced by the consultants involved in the Phase 1 restoration works and would be used to support the effective management of the property during its lease period.

5.8 It is proposed that the lease would place the responsibility for general maintenance and security of the building with the tenant. Painting of the exterior of the building would however remain the responsibility of Argyll and Bute Council because of the issues around scaffolding, which would need to be erected from the sea-bed. With regard to business opening hours, this would have to coincide with the working hours of harbour staff, with the Harbour Master retaining over-arching authority for the pier structure and its access.

## **6.0 CONCLUSION**

6.1 It is expected that through the lease of Dunoon Pier Waiting Room, more efficient use would be made of the facilities, with a higher revenue return potential than that of current arrangements. As such, it is recommended to market the property for lease, and to let the property for a 3 year period.

## **7.0 IMPLICATIONS**

### **7.1 Policy**

Planning approval has been given for the change of use to class 1 and 3. The active economic use of Dunoon Pier would meet the economic regeneration aims of the Bute and Cowal EDAP, and the OIP.

### **7.2 Financial**

There would be a cost to the council for marketing the asset. There is however potential to generate additional income for the council to cover maintenance costs through the lease of the property. With regards maintenance costs, total costs for maintaining the asset in 2017 amounted to £3,000. This is estimated to increase to £6,750 in 2019.

### **7.3 Legal**

Officer resource would be required to market the site.

### **7.4 HR**

None

### **7.5 Equalities**

None



**7.6 Risk**

There is a risk that too short a lease will result in lack of interest, however too long a lease will preclude the potential of the building returning to its former waiting room function.

**7.7 Customer Service**

None

**Executive Director of Development and Infrastructure Services, Pippa Milne**

**Policy Lead, Sustainable Economic Growth, Councillor Aileen Morton**

**For further information contact:**

Marilyn Rieley, Development Officer Bute and Cowal,  
[Marilyn.rieley@argyll-bute.gov.uk](mailto:Marilyn.rieley@argyll-bute.gov.uk) 01700 501352

26 July 2018

**APPENDICES**

None

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**ARGYLL AND BUTE COUNCIL**

**Bute and Cowal Area Committee**

**Customer Services**

**4 September 2018**

---

**Appointment to Holy Loch Local Nature Reserve Management Group**

---

**1.0 EXECUTIVE SUMMARY**

- 1.1 The Area Committee made appointments to various outside bodies and organisations at the meeting held on 19 June 2017. The Council has received a request from the Holy Loch Local Nature Reserve Management Group for one Argyll and Bute Member to sit on the Management Group.
- 1.2 The Area Committee is asked to consider the appointment of an Elected Member to be the Council representative on the Holy Loch Local Nature Reserve Management Group.

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**ARGYLL AND BUTE COUNCIL**

**Bute and Cowal Area Committee**

**Customer Services**

**4 September 2018**

---

**Appointment to Holy Loch Local Nature Reserve Management Group**

---

**2.0 INTRODUCTION**

2.1 The Area Committee made appointments to various outside bodies and organisations at the meeting held on 19 June 2017. The Council has received a request from the Holy Loch Local Nature Reserve Management Group for one representative Argyll and Bute Member to sit on the Management Group.

**3.0 RECOMMENDATIONS**

3.1 The Area Committee is asked to consider the appointment of an Elected Member to be the Council representative on the Holy Loch Local Nature Reserve Management Group.

**4.0 DETAIL**

4.1 Prior to the Local Government Elections in May 2017, officers wrote to all outside bodies and organisations asking if they still required Elected Member representation, and asked for confirmation on the number of representatives required. The Holy Loch Local Nature Reserve Management Group did not respond at that time, but have recently made contact with the Council to request that one Elected Member is appointed to represent the Council.

4.2 Appointments made to outside organisations will be until the next Local Government Elections scheduled for May 2022.

**5.0 CONCLUSION**

5.1 This report advises the Area Committee of the current situation in regard to the Holy Loch Local Nature Reserve Management Group and asks Members to consider making an appointment to the Management Group.

**6.0 IMPLICATIONS**

6.1 Policy – none

6.2 Financial - there will be costs incurred in terms of Members attending these meetings.

6.3 Legal - none

6.4 HR – none

6.5 Equalities – none

6.6 Risk – none

6.7 Customer Service – none

**Executive Director of Customer Services**

17 August 2018

**For further information contact:** Stuart McLean, Area Committee Manager  
Tel: (01436) 658717

**APPENDICES**

None.

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**ARGYLL AND BUTE COUNCIL**

**BUTE AND COWAL AREA  
COMMITTEE**

**DEVELOPMENT AND  
INFRASTRUCTURE SERVICES**

**4 SEPTEMBER 2018**

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**ROTHESAY TOWNSCAPE HERITAGE – RECOMMENDATION OF AWARD**

---

**1.0 EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to ask Members to approve an offer of grant, of up to three hundred and thirty thousand, seven hundred and sixty pounds (£330,760) to the five owners of 73-77 Victoria Street, Rothesay as part of Rothesay Townscape Heritage (TH).
- 1.2 The grant will support the comprehensive repair of a listed building in multiple ownership, which will serve to safeguard the property for future generations whilst helping to lift the appearance of Rothesay's town centre.
- 1.3 This grant award represents the second large-scale award to be offered as part of the heritage-led regeneration project, and which supports delivery of the approved outcomes as agreed by funders.
- 1.4 The grant is based on a cost plan produced by a quantity surveyor and based on detailed analysis of the building, undertaken by a conservation accredited architect. The works are yet to be tendered, but should the tender returns prove to be higher than anticipated, the grant offer will not increase. Should the tender returns be less than anticipated however, the grant will reduce and be based on a percentage intervention rate of 90% of total eligible costs.
- 1.5 Rothesay TH will be delivered over a 5 year period, between 2017 and 2022. A full funding package of £2.7m is in place, with expenditure monitored on a regular basis.

**2.0 RECOMMENDATIONS**

- 2.1 It is recommended that Bute and Cowal Area Committee:
- 2.2 Approve a grant offer of up to £330,760 to the 5 property owners of 73-77 Victoria Street, Rothesay to assist with the cost of repairs to their listed building, as per the breakdown in appendix 2.

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**ARGYLL AND BUTE COUNCIL**

**BUTE AND COWAL AREA  
COMMITTEE**

**DEVELOPMENT AND  
INFRASTRUCTURE**

**4 SEPTEMBER 2018**

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**ROTHESAY TOWNSCAPE HERITAGE – RECOMMENDATION OF AWARD**

---

**3.0 INTRODUCTION**

- 3.1 The purpose of this report is to ask Members to agree a grant award of up to three hundred and thirty thousand, seven hundred and sixty pounds (£330,760) to the owners of 73-77 Victoria Street, Rothesay. The grant represents a combined offer to the owners of 5 individually owned properties, which collectively make up the tenement property. The grant is apportioned to each of the owners equally, as per the breakdown in appendix 2.
- 3.2 The application for an award at this level has been assessed against, and is fully compliant with, Rothesay Townscape Heritage (TH) project criteria, and has been agreed with the project's principal funder, Heritage Lottery Fund.
- 3.3 The grant will support the comprehensive restoration of a prominent mid-19<sup>th</sup> century, category 'C' listed building in significant need of repair, which is a priority project for Rothesay TH, and which on completion will enhance the character and appearance of Rothesay's town centre conservation area.

**4.0 RECOMMENDATIONS**

- 4.1 It is recommended that Bute and Cowal Area Committee:
- 4.2 Approve a grant offer of up to £330,760 to the 5 property owners of 73-77 Victoria Street, Rothesay to assist with the cost of repairs to their listed building, as per the breakdown in appendix 2.

**5.0 DETAIL**

- 5.1 73 – 77 Victoria Street, Rothesay has been identified as a priority project for Rothesay TH. Further to thorough analysis of the repair needs of the building, a substantial sum has been ring-fenced to support the owners of



the building return the property to a good state of repair.

- 5.2 The property owners have formed an owners' association and have opened a joint bank account to support the works and the continued maintenance of the property subsequent to the completion of the works.
- 5.3 The works are due to commence on site in October 2018 and will encompass roof works, including leadwork, chimney and skew repairs, as well as substantial masonry works to front, rear and gable elevations, which will include stone indents and stone replacements as well as full re-pointing and structural repairs. Rainwater goods and dormer windows will be restored and the roof inspected for rot and treated accordingly. Timber sash and case windows will be restored and uPVC windows replaced in timber. A new close door will be added both front and rear and the external staircase harled in lime. Traditional materials and methods of repair will be used to ensure best practice and to align with Historic Environment Scotland's Advisory Standards of Repair.
- 5.4 Project costs are based on an existing budget and have been prepared on the basis of a quantity surveyor produced cost plan. The works are in the process of being competitively tendered. Should the tenders be returned at a higher level than indicated by the cost plan, the grant will not increase. However, should the tenders be returned at a lower level than indicated by the cost plan, the grant will reduce. The grant is based on a 90% intervention rate, i.e. 90% of total eligible costs. The property owners are therefore responsible for meeting the remaining 10%, as shown in the breakdown within appendix 2, as well as all ineligible costs such as any internal works, insulation or VAT where the property owner is VAT registered.
- 5.5 Property owners are required to ensure their contribution to the project is in place prior to the start of works. Evidence of this will be requested prior to the inception meeting and also prior to any drawdown of grant. This provides assurances that the contractor will be paid in full and reduces any risk of delay to the project.
- 5.6 The grant award to support the comprehensive repair of 73 - 77 Victoria Street would represent the second award made by Rothesay TH within its first year of delivery. An overview of awards to date, inclusive of this recommendation, is as follows:

Category	Address	Award
Priority	Discovery Centre, Winter Gardens	£199,953
Priority	73-77 Victoria Street	£330,760
	Total	£530,713

- 5.7 Rothesay TH is a partnership project that is funded by Heritage Lottery Fund, Historic Environment Scotland, Argyll and Bute Council, Highlands

and Islands Enterprise, Smarter Choices Smarter Places and LEADER. The partnership funding totals, £2,746,049. It is anticipated with private owner contributions included, the total value of the project will be in excess of £3.2 million.

- 5.8 Although the project is primarily a property regeneration project, it is also very much a community initiative which seeks to facilitate skills development and host events to celebrate the island's heritage. In addition, the project is seeking feasibility analysis on enhanced wayfinding and active travel measures, and on audience development to support the tourism potential of Bute. Furthermore, the project is funding Bute Island Alliance to open a *Bute, Open for Business* popup shop and co-working space to support the growth potential of local businesses. The former Clydesdale Bank premises has been secured for this purpose.

## 6.0 CONCLUSION

- 5.1 The grant award will support the comprehensive repair of a prominent seafront property. The award will deliver on the Rothesay TH programme outcomes and in doing so lift the appearance of Rothesay's town centre.

## 6.0 IMPLICATIONS

- 6.1 Policy - The Outcome Improvement Plan and Economic Development Action Plan support town centre regeneration and a diverse and thriving economy.
- 6.2 Financial – The recommended award of £330,760 has been agreed by funders. This would be apportioned equally between the 5 owners of the tenement property, as per appendix 2. Project funding is fully in place and is regularly monitored by Strategic Finance.
- 6.3 Legal - Grant contracts will be provided to third parties.
- 6.4 HR - A dedicated project officer is in place for the duration of the project. Recruitment is ongoing for a dedicated admin finance support officer. Staff salaries are included within the project budget.
- 6.5 Equalities / Fairer Scotland Duty - None
- 6.6 Risk - That grant schemes are undersubscribed or that projects run over time or budget. These risks will be carefully monitored and mitigation measures introduced on a case by case basis.
- 6.7 Customer Service - The council is responsible for administering the TH grants on behalf of HLF and HES and for ensuring due diligence in the performance of its duties.

**Executive Director of Development and Infrastructure, Pippa Milne**

**Policy Lead, Sustainable Economic Growth, Councillor Aileen Morton**

20 July 2018

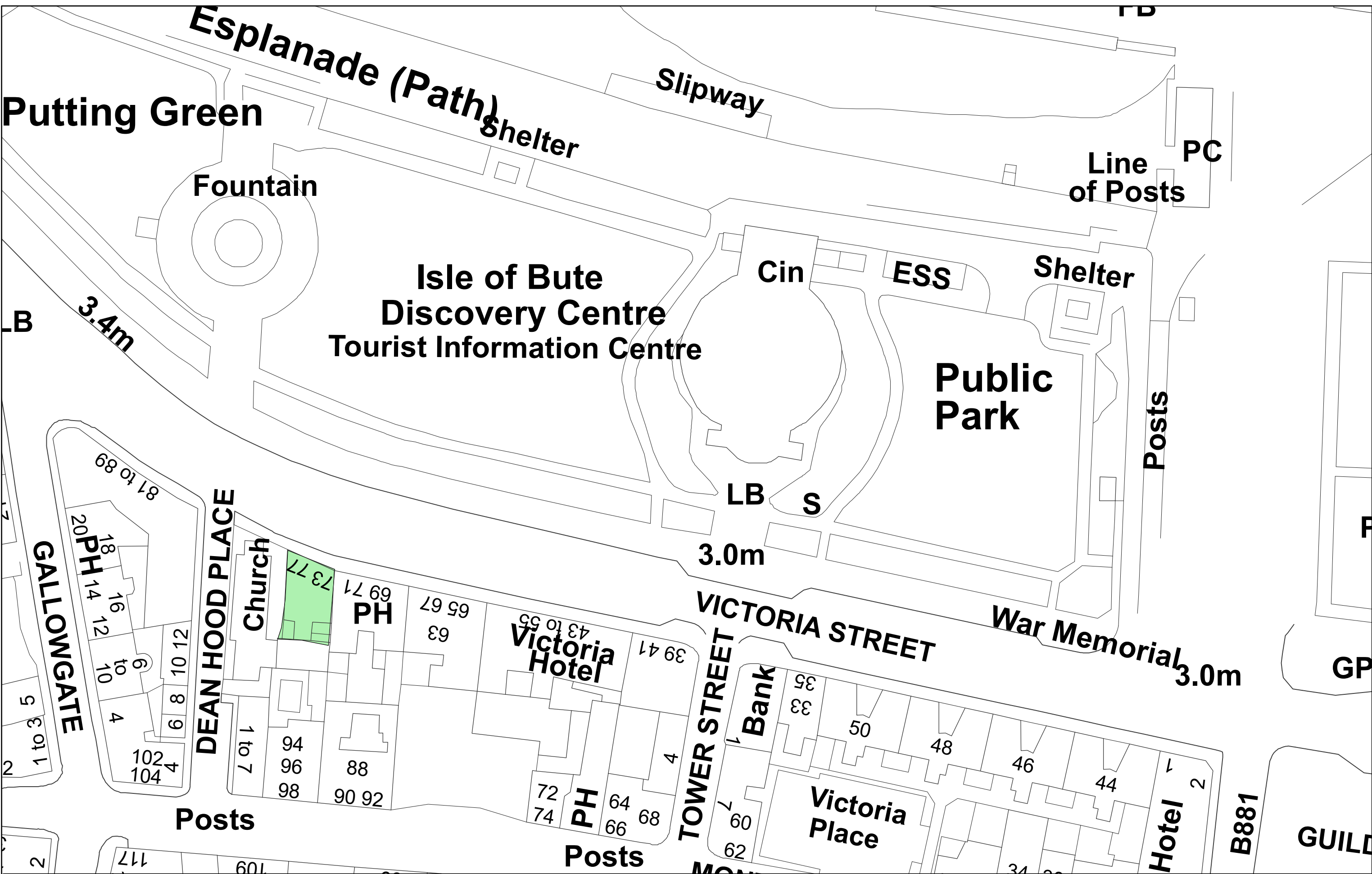
**For further information contact:**

Colin Fulcher, TH Project Officer  
Transformation Projects and Regeneration Team  
Tel: 01700 501373

## **APPENDICES**


1. Map
2. Breakdown of funding

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 **Rothesay TH 2**  
**73 - 77 Victoria Street**

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July 2018

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## Bute and Cowal Workplan 2018-19

**DRAFT**

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
<b>December 2018</b>					
4 December 2018	Performance Review - Area Scorecard	Improvement and HR – Sonya Thomas	Quarterly report	9 November 2018	
4 December 2018	Roads and Amenity Services Update	Roads and Amenity Services – Jim Smith	Quarterly report	9 November 2018	
4 December 2018	Rothsay Pavilion Progress	Development and Infrastructure Services - Jonathan Miles	Quarterly report	9 November 2018	
4 December 2018	Secondary School Reports	Education Services	Annual Report	9 November 2018	
4 December 2018	Charity and Trust Funds	Strategic Finance – Peter Cupples	Annual Report	9 November 2018	
4 December 2018	Participatory Budgeting	Community Planning and Community Development – Rona Gold	Annual Report	9 November 2018	
<b>March 2019</b>					
5 March 2019	Performance Review - Area Scorecard	Improvement and HR	Quarterly report	8 February 2019	
5 March 2019	Roads and Amenity Services Update	Roads and Amenity Services – Jim Smith	Quarterly report	8 February 2019	

## Bute and Cowal Workplan 2018-19

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
5 March 2019	Rothesay Pavilion Progress	Development and Infrastructure Services - Jonathan Miles	Quarterly report	8 February 2019	
5 March 2019	Supporting Communities Fund	Community Planning and Community Development – Rona Gold	Annual Report	8 February 2019	
5 March 2019	Bute and Cowal Area Committee Dates 2019/20	Governance and Law – Stuart McLean	Annual Report	8 February 2019	
<b>June 2019</b>					
4 June 2019	Performance Review - Area Scorecard	Improvement and HR – Sonya Thomas	Quarterly report	10 May 2019	
4 June 2019	Roads and Amenity Services Update	Roads and Amenity Services – Jim Smith	Quarterly report	10 May 2019	
4 June 2019	Primary School Report 2018/19 - Bute and Cowal	Education Services	Annual Report	10 May 2019	
4 June 2019	Cruach Mor and Clachan Flats Wind Farm Trusts	Governance and Law – Stuart McLean	Annual Report	10 May 2019	
4 June 2019	Rothesay Pavilion Progress	Development and Infrastructure Services - Jonathan Miles	Quarterly report	10 May 2019	

## Bute and Cowal Workplan 2018-19

Committee Date	Report Description	Lead Service and contact officer	Regularity of occurrence/consideration	Date for Reports to Committee Services	Additional Comment
<b>Business Day's</b>					
<b>Business Day</b>	Public Conveniences		One Off		D&I Mark Calder
<b>Business Day</b>	Community Cllrs/ Community Trusts to be invited to Business Day		One Off		to identify synergies/ways to work better to reduce duplication/enhance community output/gains
<b>Business Day</b>	Police Scotland Invitation	B&C Area Chair	One Off		
<b>Business Day</b>	Update on ASN provision in B&C	Gerry Geoghegan	One Off		

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