

EARMARKED RESERVES – 2020-21 YEAR-END**1. EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to provide information on progress with balances already earmarked within the General Fund and new balances earmarked at the end of 2020-21 that qualify for automatic carry forward or have been previously agreed. It also presents proposals to earmark 11 new areas of unspent budget which require approval.
- 1.2 The earmarked balance in the General Fund as at 31 March 2020 was £43.375m. Of this £7.751m has been spent during 2020-21 and £0.537m will be transferred back to the General Fund. The remainder is planned to be spent in future years.
- 1.3 There are 11 new unspent budget earmarking proposals from services totalling £4.472m with business cases for approval. These are noted in Appendix 2.1 and the associated business cases are in Appendices 2.1a to 2.1k.

Department	Description	Appendix	£000
Executive Director Douglas Hendry	Five unspent budget proposals	2.1a to 2.1e	768
Executive Director Kirsty Flanagan	Four unspent budget proposals	2.1f to 2.1i	2,004
Non Departmental	Two unspent budget proposals	2.1j to 2.1k	1,700
Total			4,472

- 1.4 There are a further five unspent budget carry forwards totalling £1.300m that have previously been agreed:
- A budget allocation of £0.400m was agreed at the Council meeting on 27 February 2020 to be spent on transformation work in the Education service, focussing on digital and virtual learning technology and the development of learning clusters. The unused balance of £0.318m from that budget allocation is to be earmarked to be used for the agreed purpose in future years.
 - At the Council meeting on 25 February 2021, a decision was taken to agree £0.090m funding for Events and Festivals for 2022-23 and that this figure be augmented by any underspend remaining from the 2020-21 financial year. The underspend to be earmarked is £0.061m.
 - A budget allocation of £0.500m was agreed at the Council meeting on 27 February 2020, to mitigate the impacts of weather related damage and climate change with specific emphasis on gully cleaning and drainage improvements. Spend has been delayed due to COVID and the intention is to spend the £0.500m carry forward on two Gully Motors plus staff over the next two years.
 - A budget allocation of £0.400m for green transport was agreed at the Council meeting on 27 February 2020 for investment in footway and cycle path

maintenance, supporting the healthy wellbeing and green agenda. Spend has been delayed due to COVID and this will be taken forward in 2021-22.

- Earmarking of £0.021m for investment income relating to the Asset Management Fund. When the Fund was set up, it was agreed that the income should be added to it annually and this amount relates to the income for 2020-21.

- 1.5 There are new balances totalling £25.153m that qualify for automatic carry forward at the end of 2020-21. There is £13.530m of COVID funding from the Scottish Government being earmarked as part of this total of which £1.230m is unallocated.
- 1.6 There are new balances totalling £2.389m from Social Work that qualify for automatic carry forward. These will be recorded separately from the Council earmarkings as they are specifically to be accessed by the Social Work service.
- 1.7 The new earmarked balance as at 31 March 2021 amounts to £74.277m. The most significant elements of this balance relate to COVID £13.530m, Unspent Budget £13.248m, Unspent Grant £8.393m, Capital Projects £7.452m and Strategic Housing Fund £7.126m.

EARMARKED RESERVES - 2020-21 YEAR-END

2. INTRODUCTION

- 2.1 The purpose of this report is to provide information on progress with balances already earmarked within the General Fund and new balances earmarked at the end of 2020-21 that qualify for automatic carry forward or have been previously agreed. It also presents proposals to earmark 11 new areas of unspent budget which require approval.

3. RECOMMENDATIONS

- 3.1 The Council is asked to:

a) approve the revised Policy on Year End Flexibility including approval of two new categories - for automatic carry forward of unspent income from One Council Property Team to invest in the Council's property portfolio to ensure it remains fit for purpose and for Fleet orders committed from revenue budget but not delivered within the financial year due to supplier issues.

b) approve the 11 new unspent budget earmarked reserve proposals totalling £4.472m as supported by submitted business cases and note that there are a further five unspent budget earmarkings amounting to £1.300m that have been previously approved, as outlined in Appendices 2.1 and 2.2.

c) note the new balances of £25.153m at the end of 2020-21 that qualify for automatic carry-forward as outlined in Appendix 3.1. This includes unallocated COVID funding of £1.230m.

d) note the new balances of £2.389m at the end of 2020-21 from Social Work that qualify for automatic carry-forward as outlined in Appendix 3.2

e) note the previously approved unspent budget earmarked reserves of £6.290m and the justification for continuing to earmark these as outlined in Appendix 4.

f) note a total of £34.673m of automatically carried forward balances which are previously earmarked balances in addition to the new amounts earmarked as a result of budget decisions in February 2020 and February 2021 as outlined in Appendix 5.

g) note that £0.537m of no longer required earmarked balances will be released back into the General Fund.

4. DETAIL**4.1 Background**

- 4.1.1 The Council has previously agreed automatic earmarking of the General Fund in respect of the following situations:
- The balances in relation to the Strategic Housing Fund, CHORD and unspent budget within the Devolved Management of Resources (DMR) Scheme of Delegation for schools.
 - Any unspent grants and unspent contributions from external bodies are earmarked on the basis that the monies would have to be returned/repaid if not used for the purpose intended.
 - Any unspent budget that relates to existing policy commitments arising from a previous Council decision or is required to meet an existing legal commitment is earmarked.
 - Any unspent funding provided by the Scottish Government to implement new legislation or government initiatives is earmarked. The funding carried forward is used solely for its intended purpose to fund the implementation of new government directions.
 - Any savings generated from energy efficiency measures are carried forward in an Energy Efficiency Fund for reinvestment to further reduce the Council's energy costs and carbon emission levels.
 - The Piers and Harbours Investment Fund – for additional fees and charges income generated from Piers and Harbours operation the funds will be used to meet the costs of the prudential borrowing required to develop and maintain the Council's harbour assets and infrastructure.
 - Hermitage Park - to meet the costs of the 10 year Management and Maintenance Plan which is a condition of the Heritage Lottery Funding investment into the Park.
- 4.1.2 Two new automatic carry forward categories, referred to as One Council Property Team and Fleet - Timing Delay are proposed. One Council Property will be used to invest in the Council's property portfolio to ensure it remains fit for purpose and Fleet Timing Delay will be used where an order has been committed to be spent from revenue budget but supplier issues prevent delivery within the financial year. A revised earmarking policy, including the new categories, is attached as Appendix 1 for approval.
- 4.1.3 Outwith the situations noted above there will be no automatic carry forward of unspent budget. Earmarking of funds in relation to unspent budget and not covered by the criteria above are reported to Members for approval and supported by a business case.

4.2 New Earmarked Reserves

- 4.2.1 Appendix 2.1 provides detail of the new unspent budget proposals from services at the end of the 2020-21 financial year. These total £4.472m. Members are asked to review these new proposed earmarked balances together with the business cases developed by services which are included as Appendices 2.1a to 2.1k.
- 4.2.2 Appendix 2.2 provides detail of the new unspent budget proposals that have previously been agreed by Council in relation to commitments to specific areas of spend such as Education Transformation, Climate Change and Green Transport and amount to £1.300m.

4.2.3 There are new earmarked balances for the 2020-21 financial year which qualify for automatic carry forward in line with the conditions outlined in paragraphs 4.1.1. The new automatic carry forwards amount to £25.153m and are outlined in Appendix 3.1. Note that COVID is being carried forward under 'Scottish Government Initiatives' but has been allocated its own category of COVID-19 to allow easier reporting. There is £13.530m of COVID funding from the Scottish Government being earmarked of which £1.230m is unallocated.

4.2.4 Appendix 3.2 outlines balances totalling £2.389m from Social Work that qualify for automatic carry forward. These will be recorded separately from the Council earmarkings as they are specifically to be accessed by the Social Work service.

4.3 Previously Approved Balances

4.3.1 Appendix 4 outlines the previously agreed earmarked balances of £6.290m from unspent budget with a note on the plans for use and, in some instances, further justification for why the amounts remain earmarked. An indicative spending profile has been included for each earmarked balance but these may vary as projects progress and require amendment. These balances have been scrutinised by SMT to ensure there are clear spending plans in place and that the purpose of the earmarking is in line with Council priorities.

4.3.2 Appendix 5 outlines the £34.673m of carried forward previously approved earmarked balances, in addition to the new amounts earmarked from the unallocated balance as part of the budget at Council on 25 February 2021 and also two additional amounts agreed for 20-21 revenue budget. These are only provided for information as they are balances which qualify for automatic carry forward or have been subject to a previous Council decision.

4.3.3 The new earmarking agreed at the Council Budget Meeting on 25 February 2021 is summarised below:

- Transfer to Capital Plan - £3.000m
- Rural Growth Deal Programme Office - £0.210m
- Implementation of Gaelic Language Plan - £0.030m

4.3.4 In addition, there are amounts remaining from budget decisions made in relation to 2020-21 revenue budget. These are transfers to the Capital Plan which have not yet been accounted for within reserves. They are:

- Roads Capital Investment - £2.136m (Total committed £2.400m but £0.264m already accounted for in reserves)
- Property Capital - £0.500m

4.4 Balances released back to the General Fund

4.4.1 The funds totalling £0.537m that will be un-earmarked and released back into the General Fund are detailed in the paragraphs that follow.

4.4.2 A £0.500m from Investment in Affordable Housing. This earmarked reserve provides cash backed reserves for the loans to registered social landlords and the revised balance of £3.5m reflects the balance on those loans at 31 March 2021.

- 4.4.3 A £0.024m from Enforcement Action for Planning – the case was satisfactorily resolved without the need for direct action so the earmarking can be released.
- 4.4.4 A £0.013m from Oban Strategic Development Framework – the destination and original survey was carried out at a lower than anticipated amount and it was agreed by DMT that the remaining balance should be released.

4.5 General Fund Balance

- 4.5.1 The General Fund balance at 31 March 2020 was £49.670m. Of this £43.375m was approved by Council to be earmarked for specific purposes. The table at paragraph 4.6 summarises the movement in the earmarked balance to 31 March 2021.
- 4.5.2 A total of £74.277m is earmarked to be carried forward into 2021-22. The most significant elements of this balance relate to COVID £13.530m, Unspent Budget £13.248m, Unspent Grant £8.393m, Capital Projects £7.452m and Strategic Housing Fund £7.126m.
- 4.5.3 The earmarked balances will be monitored throughout the financial year and reported to the Policy and Resources Committee.

4.6 Movement in Earmarked Balances

Earmarking Category	Balance at 31 March 2020 £000	Transfers Between Categories £000	New Earmarking from 2020-21 Outturn £000	New Earmarking Agreed by Council during 2020-21 £000	Actual Spend 2020-21 £000	Released back to General Fund £000	Balance Carried Forward to 2021-22 £000
Strategic Housing Fund	7,500	0	2,256	0	(2,630)	0	7,126
Investment in Affordable Housing	4,000	0	0	0	0	(500)	3,500
Capital Projects	7,452	0	0	0	0	0	7,452
Lochgilhead and Tarbert Regeneration	2,376	0	0	0	(104)	0	2,272
Support for Rural Growth Deal	1,035	0	0	210	(50)	0	1,195
Asset Management Investment	2,551	0	22	0	0	0	2,573
Piers and Harbours Investment Fund	608	0	362	0	0	0	970
Scottish Government Initiatives	951	0	471	0	(367)	0	1,055
Transformation	73	0	0	0	0	0	73
CHORD	213	0	49	0	0	0	262
DMR Schools	917	0	640	0	(537)	0	1,020
Energy Efficiency Fund	218	0	0	0	0	0	218
Existing Legal Commitments	644	0	0	0	(56)	0	588
Unspent Grant	3,281	0	7,724	0	(2,612)	0	8,393
Unspent Third Party Contribution	137	0	7	0	0	0	144
Previous Council Decision - Other	2,967	0	7	3,000	(286)	(24)	5,664
Redundancy Provision	2,100	0	0	0	(201)	0	1,899
Supporting Organisational Change	500	0	0	0	(1)	0	499
Spend to Save Route Optimisation Software	100	0	0	0	0	0	100
Timing Delay	0	0	107	0	0	0	107
COVID-19	0	0	13,530	0	0	0	13,530
Unspent Budget	5,752	0	5,750	2,666	(907)	(13)	13,248
HSCP Reserves	0	0	2,389	0	0	0	2,389
Totals	43,375	0	33,314	5,876	(7,751)	(537)	74,277

5. CONCLUSION

- 5.1 A total of £0.537m of earmarked balances will be released back into the General Fund.
- 5.2 Services have submitted their new proposed unspent budget earmarked reserves balances for the 2020-21 year-end for consideration by Members together with business cases to support the requests, these proposals total £4.472m. In addition there is a further £1.300m unspent budget earmarking previously approved in relation to Climate Change, Green Transport, Education Transformation, Strategic Events and Festivals and the Asset Management Fund.

- 5.3 There are a number of previously approved unspent budget earmarked reserves balances where there are plans to spend in future years and these have been scrutinised by SMT to confirm there is clear justification for these to continue to be earmarked.
- 5.4 There are new balances totalling £25.153m that qualify for automatic carry forward for the Council at the end of 2020-21.
- 5.5 There are new balances totalling £2.389m that qualify for automatic carry forward for Social Work at the end of 2020-21. These will be kept in a specific HSCP Reserves category.

6. IMPLICATIONS

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|-------|----------------------|---|
| 6.1 | Policy | Outlines the new proposed unspent budget earmarking to be carried forward as per the updated policy. Also outlines the new balances to be earmarked which qualify for automatic carry forward |
| 6.2 | Financial | Outlines all earmarked balances held within the General Fund |
| 6.3 | Legal | None |
| 6.4 | HR | None |
| 6.5 | Fairer Scotland Duty | None |
| 6.5.1 | Equalities | None |
| 6.5.2 | Socio-Economic Duty | None |
| 6.5.3 | Islands Duty | None |
| 6.6 | Risk | None |
| 6.7 | Customer Service | None |

Kirsty Flanagan
Section 95 Officer

Councillor Gary Mulvaney – Policy Lead for Financial Services and Major Projects
10 June 2021

APPENDICES

- Appendix 1 – Revised Policy on End of Year Flexibility
- Appendix 2.1 – New Unspent Budget Proposals 2020-21 (New Business Cases)
- Appendix 2.1a – Business Case – Equipment Purchases
- Appendix 2.1b – Business Case – School Demolitions
- Appendix 2.1c – Business Case – Delivery of Learning Estate Surveys
- Appendix 2.1d – Business Case – Education Purchasing Team
- Appendix 2.1e – Business Case – Transformation Agenda - QIO
- Appendix 2.1f – Business Case – Waste Strategy
- Appendix 2.1g – Business Case – Replacement signage and bins
- Appendix 2.1h – Business Case – MV Eilean Dhiura Annual Maintenance Budget
- Appendix 2.1i – Business Case – Replacement Parking Machines
- Appendix 2.1j – Business Case – Organisational Change
- Appendix 2.1k – Business Case – Digital Projects

- Appendix 2.2 – New Unspent Budget Proposals 2020-21 (Previously Agreed)
- Appendix 3.1 – New Automatic Carry Forward Earmarkings 2020-21 (Council)
- Appendix 3.2 – New Automatic Carry Forward Earmarkings 2020-21 (HSCP)
- Appendix 4 – Previously Agreed Earmarked Balances – Unspent Budget
- Appendix 5 – Previously Agreed Earmarked Balances – Automatic Carry Forward

APPENDIX 1

FINANCIAL SERVICES POLICY ON END OF YEAR FLEXIBILITY



1. INTRODUCTION

- 1.1 The Local Authority Accounting Panel (LAAP) Bulletin 99 provides guidance to local authorities on the establishment and maintenance of local authority reserves and balances.
- 1.2 When reviewing their medium term financial plans and preparing annual budgets, local authorities should consider the establishment and maintenance of reserves which can be held for three main purposes:
 - A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves;
 - A contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves;
 - A means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the general fund.
- 1.3 Given the tightening financial situation it is essential that the Council gives proper scrutiny to any proposal to earmark balances or carry forward funds. In particular the Council should seek to ensure funding that is carried forward is directed to and supports Council priorities in terms of corporate and service plans.
- 1.4 This note outlines the policy adopted by the Council for the earmarking and carry forward of surplus funds to future years.

2. POLICY

- 2.1 SMT agreed the ten situations where earmarking of the general fund reserve is permitted.
- 2.2 SMT agreed the protocol for use of reserves.

3. DETAIL

- 3.1 The Council hold a general fund reserve. It comprises the following elements:
 - A contingency for any unforeseen events or emergencies. The contingency is reviewed each year as part of the budget process.
 - The Strategic Housing Fund.
 - Balances held to support the following year's budget.
 - Earmarked funds as noted below.

APPENDIX 1

FINANCIAL SERVICES POLICY ON END OF YEAR FLEXIBILITY



- 3.2 At the end of each financial year any surplus for the year is added to the general fund reserve. At this time the Council have the opportunity to consider earmarking surplus funds.
- 3.3 There are eleven situations where earmarking of the general fund reserve is permitted.
- Unspent grant. On some occasions a grant is received in one financial year and will not be spent/fully spent until the following financial year. If the grant is not spent on the purpose intended the Council would have to return the unspent grant, therefore, the unspent grant is required to be held in the general fund and earmarked for that purpose next year.
 - Unspent third party contribution. The council may receive a contribution from third parties towards a project/work stream but the project spans more than one financial year. As with grant payments the contribution would have to be repaid if not spent on the purpose it was intended for. In this instance, the unspent contribution is required to be held in the general fund and earmarked for that purpose next year.
 - Unspent budget within the Devolved Management of Resources (DMR) Scheme of Delegation for schools. This allows for the carry forward of unspent budget within schools, partly to give flexibility over the school year as opposed to the Council's financial year. Unspent budget is required to be held in the general fund and earmarked for the school next year. This carry forward operates within the agreed scheme of delegation for school budgets.
 - CHORD funding. Any budget allocated to the CHORD programme will be ring fenced and any unspent balance at the year-end will be carried forward to support the overall CHORD programme.
 - Existing Legal Commitments.
 - Scottish Government Initiatives. The council may receive additional funding from the Scottish Government to implement new Government initiatives or legislation. Any unspent funding at year end will be held in the general fund and earmarked for that purpose next year.
 - Energy Efficiency Fund. Any savings generated from energy efficiency measures are to be pooled for reinvestment in additional projects which further reduce the Council's energy costs and carbon emission levels.

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FINANCIAL SERVICES POLICY ON END OF YEAR FLEXIBILITY



- Piers and Harbours Investment Fund. Additional fees and charges income generated from Piers and Harbours operations are to be pooled and used to meet the costs of the prudential borrowing required to develop and maintain the Council's harbour assets and infrastructure.
 - Hermitage Park. The Hermitage Park regeneration project has a significant investment from the Heritage Lottery Fund (HLF) which has a requirement to have a 10 year Management and Maintenance Plan. This will be partly funded by existing Council revenue budgets but should also be supplemented by any additional income which can be generated from park activities. Part of the HLF conditions are that all income generated by the park should be retained to support the Management and Maintenance Plan and a result of this requirement, any unspent income generated by the park is retained for future years requirements.
 - One Council Property Team. The corporate approach to managing property has been in place since 2018 and historically any surplus above budget will have been absorbed by the Service and ultimately gone to the general fund. Going forward, it is proposed to create a ring-fenced fund for One Council Property to invest in the Council's property portfolio to ensure it remains fit for purpose.
 - Fleet - Timing Delay. In 2020-21 year, there has been a particular problem with orders not being delivered because of manufacturing issues due to the COVID-19 pandemic. A new automatic earmarking category is proposed to allow the value of fleet orders submitted but not delivered due to supplier issues to be automatically earmarked to offset the invoice when the order is received.
- 3.4 Outwith these eleven situations noted above there will be no automatic carry forward of unspent budget. Any surplus arising from unspent budget within departments/services will be pooled and transferred into the general fund reserve.

4. **PROTOCOL FOR USE OF RESERVES**

- 4.1 There are exceptional circumstances where a proposal to earmark unspent budget may be considered. There is no set timetable for this.
- The Council's level of general reserve contingency must be fully met.

APPENDIX 1

FINANCIAL SERVICES POLICY ON END OF YEAR FLEXIBILITY



- The purpose for the earmarking must be linked to the objectives, priorities and targets as set out in the Council's Corporate Plan, Area Plans and Service Plans.
 - There needs to be a business case that justifies the required expenditure.
 - Consideration of the business case must take account of the future budgetary and financial outlook in order not to place undue financial pressure on the Council in the future.
- 4.2 Any requests to earmark unspent budget based on the criteria above must be submitted to the SMT in the first instance. SMT would assess the proposal and if it considers the proposal worthy of support would submit it to the Council with a recommendation. Proposals not supported by SMT will proceed no further.

Kirsty Flanagan
Section 95 Officer
26 May 2021

Ref	Service	Description	New Earmarking	Reason for Carry Forward	Plans for Use	Spending profile		
						Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
EXECUTIVE DIRECTOR (DOUGLAS HENDRY)								
001	Commercial Services	Purchase of Catering Equipment	108,000	Unspent Budget	The earmarked funds will be used to purchase additional and replacement kitchen equipment in school kitchens across Argyll and Bute to enable implementation of the first phase of free school meals extension to pupils in Primary Schools from August 2021.	108,000	0	0
002	Commercial Services	Demolition of former Lochgilphead Primary and Rothesay Secondary School	250,000	Unspent Budget	It is proposed that £250,000 be earmarked from the revenue budget underspend within Commercial Services in 2020-21 to fund the demolition of the former Lochgilphead Primary School and former Rothesay Academy (subject to the removal of the listing).	150,000	100,000	0
003	Education	Education Learning Estate Condition Surveys	100,000	Unspent Budget	It is proposed that £100,000 be earmarked from the revenue budget underspend within Education in 2020-21 to fund the delivery of School Core Facts (SCF) compliant Condition Surveys for prioritised School Buildings.	100,000	0	0
004	Legal and Regulatory Services	Education Purchasing Officers	210,000	Unspent Budget	The earmarked funds will be used to fund an education purchasing team within the Procurement Service for two years. The team will embed good procurement practice, train headteachers on current procurement process requirements, develop spend plans that evidence best value.	90,000	90,000	30,000
005	Legal and Regulatory Services	Transformation Agenda QIO	100,000	Unspent Budget	Ongoing funding for the QIO post to lead the implementation of the service transformation programme. The QIO will assist the Executive Director to deliver the Council's transformation agenda by developing, analysing and monitoring initiatives and projects which deliver the vision, values and strategic objectives of the Council.	100,000	0	0
EXECUTIVE DIRECTOR (KIRSTY FLANAGAN)								
006	Roads and Infrastructure Services	Waste Variation Monies	1,492,997	Unspent Budget	This would be used to fund/part-fund various waste infrastructure projects that will support the council's compliance with the 2025 ban on the Landfill of Biodegradable Municipal Waste	1,492,997	0	0
007	Roads and Infrastructure Services	Replacement Signage and Bins	200,000	Unspent Budget	To replace street litter bins and key road signage. This would help to reduce future budget pressures for replacements of bins and signs and would also help to enhance the streetscape and general appearance of the area by refreshing the street furniture	200,000	0	0
008	Roads and Infrastructure Services	Ferry Maintenance	196,000	Unspent Budget	Repairs to ferry delayed until 2021-22	196,000	0	0
009	Roads and Infrastructure Services	Purchase and installation of parking machines	115,000	Unspent Budget	Purchase and installation of 40 parking meters due to delays caused by covid	115,000	0	0
NON DEPARTMENTAL								
010	Non Departmental	Organisational Change	1,200,000	Unspent Budget	It is proposed to supplement the existing 'Supporting Organisational Change' reserve first established in February 2020 with a further £1.2m to enable the Council to deliver to deliver longer term, more fundamental, service redesign which will require funding to support the identification and delivery of solutions that take account of future requirements and community engagement and deliver longer term revenue and benefits to the Council	1,200,000	0	0

Ref	Service	Description	New Earmarking	Reason for Carry Forward	Plans for Use	Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
011	Non Departmental	Digital Projects	500,000	Unspent Budget	To deliver a number of Digital Service Transformation Projects, specifically in Education and Customer Support Services, but also to reserve a further amount to support priority digital transformation projects identified in Departmental ICT programmes, that have not yet started due to resource constraints. The specific projects include: Supply Staff Booking System £0.035m, Skype for Business (for Education) £0.030m, Enhancing Curriculum Choice and Equity of Provision £0.080m, Digital Customer Engagement Developments £0.073m, Replacement of Learning Management System £0.030m, Increase in Schools Bandwidth £0.063m and a general provision still to be allocated £0.189m	500,000	0	0
			4,471,997			4,251,997	190,000	30,000

Tick One Box	For Information Only	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL**REPORT BY EXECUTIVE DIRECTOR DOUGLAS HENDRY****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
EQUIPMENT PURCHASES

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.

2. DETAIL**2.1 Initiative/Proposal**

- 2.1.1 It is proposed that £108,000 be earmarked from the revenue budget underspend within Commercial Services in 2020/21 to fund the purchase of catering equipment.

2.2 Business Case

- 2.2.1 The earmarked funds will be used to purchase additional and replacement kitchen equipment in school kitchens across Argyll and Bute to enable implementation of the first phase of free school meals extension to pupils in Primary Schools from August 2021.
- 2.2.2 The equipment will not only modernise kitchens making them fit for purpose for future service delivery, it will also be spent on equipment that is in line with the Council's climate change and sustainability plans.
- 2.2.3 It should be noted that significantly more capital investment will be required to deliver this programme, and the expectation is that funding will be made available from Scottish Government to deliver this. However, this initial funding will address priority projects that require immediate upgrade work done for safe delivery of services from August 2021.

2.3 Expenditure Profile

The sum of £108,000 will be spent from 2021/22 onwards.

DOUGLAS HENDRY

EXECUTIVE DIRECTOR

Tick One Box	For Information Only	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL**REPORT BY EXECUTIVE DIRECTOR DOUGLAS HENDRY****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
SCHOOL DEMOLITIONS - PROPOSED DEMOLITION OF FORMER LOCHGILPHEAD PRIMARY SCHOOL AND FORMER ROTHESAY ACADEMY

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.

2. DETAIL**2.1 Initiative/Proposal**

- 2.1.1 It is proposed that £250,000 be earmarked from the revenue budget underspend within Commercial Services in 2020-21 to fund the demolition of the former Lochgilphead Primary School and former Rothesay Academy (subject to the removal of the listing).

2.2 Business Case

- 2.2.1 The former Lochgilphead Primary School and former Rothesay Academy were vacated over 10 years ago and have not been used productively since then. The properties have understandably deteriorated over this period.
- 2.2.2 Despite efforts from Planning to promote the former Lochgilphead Primary School and Estates marketing the former Rothesay Academy for sale over a number of years no serious proposals have been received due to the costs of demolition / conversion.
- 2.2.3 Both properties have become a source of concern for the Property team, local Police and the council's Insurers in terms of vandalism, anti-social behaviour, maintenance costs and ongoing repairs to keep the properties secure. There is also a danger of youths gaining access and injuring themselves.
- 2.2.4 The former Rothesay Academy is a listed building and therefore any proposals will be subject to consultation with Historic Environment Scotland to remove or vary the listing to allow the property, or part of, to be demolished. During 2021, Fyne Homes who own the upper part of the former Rothesay Academy, are demolishing this part of the school which is not listed and this also suggests the council should be considering its part of the school.

2.2.5 Very early assessment of the costs of demolition has suggested the following range:

Former Lochgilphead Primary School – £125k-£170k

Former Rothesay Academy - £300k - £390k

Therefore the work will require to be phased over more than one financial year subject to ongoing funding being available.

2.2.6 There will also be ongoing savings from the demolition based on non-domestic rates for Lochgilphead Primary (£13,562 per year), and ongoing maintenance (£20,500 was spent at Rothesay Academy in 2020/21).

2.3 Expenditure Profile

The sum of £250,000 will be spent from 2021/22 onwards.

**DOUGLAS HENDRY
EXECUTIVE DIRECTOR**

Tick One Box	For Information Only	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL**REPORT BY EXECUTIVE DIRECTOR – DOUGLAS HENDRY****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
DELIVERY OF LEARNING ESTATE SURVEYS

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.
- 1.2 In order to manage assets efficiently and effectively, there is a need to undertake surveys of both our existing property portfolio and also consider what property assets we require to meet our changing needs for the future. It is a statutory requirement to establish the condition of the Council's buildings by undertaking surveys such that each building in the estate is surveyed at least once in every five years. This process of survey is a fundamental part of our overall asset management process and capital investment strategy.
- 1.3 Our School Estate is the largest part of our property portfolio and also one of our most active with children, staff and communities being present in them during the day and evening most of the year. It was due to failures in school buildings in Edinburgh where walls collapsed due to not being constructed properly that the Scottish Government revised and updated the procedures for undertaking condition surveys now called 'Core Facts'.
- 1.4 Due to the introduction of the more resource intensive 'Core Facts' Surveys and also COVID Restrictions last year where travel was restricted Property Services currently have a backlog of Condition Surveys to undertake. For the 2021/22 year we wish to earmark funds from general fund reserve to accelerate and tackle backlog of condition surveys by bringing external consultant support in for our school estate. The buildings surveyed would be prioritised based on risk, time since last survey and change linked to our emerging Learning Estate Strategy. There will also be a review of how Core Facts Surveys are undertaken with updated procedure to be implemented from 2022/23.

2. DETAIL**2.1 Initiative/Proposal**

- 2.1.1 It is proposed that £100,000 be earmarked from the revenue budget underspend within Education in 2020-21 to principally fund the delivery of School Core Facts (SCF)

compliant Condition Surveys for prioritised School Buildings and feasibility assessments for our future learning estate.

2.2 Business Case

- 2.2.1 In order to manage assets efficiently and effectively, there is a need to undertake surveys of both our existing property portfolio and also consider what property assets we require to meet our changing needs for the future through feasibility surveys. It is a statutory requirement to establish the condition of the Council's School Estate by undertaking surveys such that each building in the estate is surveyed at least once in every five years. This process of survey is a fundamental part of our overall asset management process and capital investment strategy.
- 2.2.2 However, due to changes in the methodology in the surveys required by the Scottish Government – making them much more extensive - there is insufficient resource and skill set for existing staff to undertake condition surveys, in the short term, without additional training or technical input.
- 2.2.3 The revised methodology indicated in the SCF now requires the major elements of a building to be sub-divided and assessed at both an intermediate and minor element level. This means that the number of assessments to be undertaken has changed in each typical survey from 19 to 92. In moving to intermediate and minor element level assessment it is envisaged that scoring will be less subjective resulting in more robust and auditable information being held.
- 2.2.4 A pilot of four schools was undertaken in early 2020 and this has shown that for the level of detail required on average each survey will take one member of staff one week. This also requires the input from several specialist services to review structural issues, mechanical & Electrical and gas / boiler installations. These specialist components are now much more involved as part of the SCF assessment. In comparison, under the previous methodology more than 1 building could have been surveyed in a single day. The pilot of the SCF was halted by the pandemic last year as travel ceased, restrictions to visits to premises and staff were deployed onto other property matters. We are now relooking this matter but at least a years' worth of backlog has been accrued and require to re-asses how the surveys are carried out sustainably in the future.
- 2.2.5 Suitability assessments for all schools have recently been completed by Education as part of their Learning Estate Strategy and SCF compliant condition surveys will also form a key part of that process. Another important part of our Learning Estate Strategy is planning for the future including roll projection and long term suitability and condition of our estate to meet modern education requirements. Feasibility surveys are considered to be most appropriate for some of our island locations.
- 2.2.6 It is considered best fit at this present time to use external contractors to complete backlog / overdue surveys, feasibility surveys and those on priority school buildings. Enabling surveys to be completed in a known timescale and not commit long term revenue or investment that comes with building a new team or upskilling existing staff. The appointment of an external team will also allow a multi services approach including structural, mechanical and electrical input and not divert resources of Property Team who will focus on delivery of 2021 and 2022 capital plan and Early Year works. It would also be the intention to transfer knowledge and methodology of SCF compliant survey

from the consultancy team to our in house team and review of our approach within 12 months (for 2022/23) programme.

2.3 Expenditure Profile

The sum of £100,000 will be spent in 2021/22 to carry out SCF Condition Surveys for school buildings.

**DOUGLAS HENDRY
EXECUTIVE DIRECTOR**

ARGYLL AND BUTE COUNCIL**COUNCIL****REPORT BY EXECUTIVE DIRECTOR DOUGLAS HENDRY****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE**LEGAL AND REGULATORY SUPPORT, PROCUREMENT – EDUCATION PURCHASING TEAM**

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.

2. DETAIL**2.1 Initiative/Proposal**

- 2.1.1 It is proposed that £210,000 be earmarked from the revenue budget underspend in 2020-21 to fund an Education Purchasing Team (EPT) for a period of two years. This will be reviewed during late 2022 to see if the team should be made permanent and if long term funding can be identified.

2.2 Business Case

- 2.2.1 The EPT has been piloted before and came to an end in 2017, overall the pilot was successful and achieved cash savings for Education, but wasn't taken forward due being unable to identify a source of funding.
- 2.2.2 A recent internal audit has identified that there was a need to consider reinstating the EPT. The internal audit found that "There is a general lack of awareness amongst headteachers of the processes to follow when making purchases over £1,000 and sample testing confirmed a lack of compliance with those processes."
- 2.2.3 It is acknowledged that the earlier EPT pilot was successful, but the above recent internal audit has identified that the training provided during this time isn't being followed. This could be due to staffing changes or education staff misinterpreting the scheme of DMR.
- 2.2.4 The original pilot was mainly based on a transactional approach where schools sent a request for a good/service to the EPT, the team then reviewed existing contracts or sourced the requirements and returned a purchase recommendation to the school. The pilot also provided advice on existing contracts the schools could access themselves.

2.2.5 The proposal this time is to focus on changing purchasing habits as well as providing a reduced transactional service. It is proposed this is undertaken by:

- a. **For Goods – Over £1,000** - Where goods cannot be ordered from existing contracts on PECOS (external marketplaces or e-catalogues) and the estimated value is over £1,000 these requirements must be directed to the EPT for sourcing via the appropriate procurement process – invite to quote, tender, mini-competition or direct award under an existing framework or a justification for non-competitive action. This is a requirement of the council's procurement manual.
- b. **For Goods – Below £1,000** - Currently under the council's procurement manual council staff have the responsibility for ensuring best value for spend under £1,000. Although they have this discretion, where the goods can be ordered from existing contracts on PECOS (external marketplaces or e-catalogues) this should be the primary purchasing route. Where not available from PECOS, the EPT will be able to assist and provide support / guidance on request.
- c. **For Services & Software** – All service & software contracts should be directed to the EPT, for example external teachers, agency staff, consultants, training providers, online learning resources etc. These types of services must have a contract where the specification of the service requested must be written, payment terms set, general terms and conditions included, and if appropriate PVG checks, HMRC IR35 checks (external teachers and agency staff) and termination processes detailed, as well as a completed Data Privacy Impact Assessment (DPIA) in advance of purchase/contract signing.
- d. **Amending PECOS Approval Plan** - in order to support Education further it is proposed that additional approvals are set up in PECOS for all non-catalogue spend over £1,000. Where before the order goes to the Head Teacher or Head of Education it will now be routed to the EPT for review. Non-catalogue orders are orders raised on PECOS without using an external marketplaces or e-catalogues, the majority of which are currently non-contracted. The purpose of this additional approval is to ensure Education follow processes, internal audit requirements and use existing contracts, where appropriate to access potential cost savings.
- e. **Ceasing Retrospective Orders** - it is proposed that retrospective ordering is ceased to ensure that the EPT can influence this spend, by either directing spend to existing contracts or completing a procurement process. Retrospective ordering is where PECOS users are raising purchase orders to pay an invoice for goods/services that have been ordered out with PECOS.
- f. **Limiting Purchase Card Spend** - As with Retrospective Orders, it is requested that the use of purchase cards within schools is limited to allow the EPT to procure all spend over £1,000 as per the council's procurement manual. It needs to be noted that some purchase card spend is appropriate and should take place, e.g. school trips.

2.2.6 In addition to the above proposal changing purchasing habits within Education, the Procurement & Contract Management Team propose to:

- a. **Communication** - it is proposed that we introduce an “Education Procurement Working Group”. Who will meet regularly to continuously discuss, review, and address any issues, etc. during the life of the project. It is also proposed that EMT/DMT is provided with a quarterly Highlight Report detailing progress, improvements, issues, etc.

Also it's proposed that monthly emails communications are issued to Education, providing contract updates, PECOS Hints and Tips and specific examples of best practice/lessons learned.

- b. **Training** – as required by the recent internal audit report, training will be provided to all Head Teachers on current procurement process requirements and if this paper is agreed the new EPT, by the end of March 2021. In addition to this, a quarterly training/refresher training session will be made available to Education as it is acknowledged that staffing and roles change within Education. New staff will be required to undertake this training and refresher training would be optional.
- c. The initial training will be delivered over a number of sessions, split by either area/cluster or grouping identified by EMT, with separate training being provided for NPDO/Hub Schools due to their contractual arrangements around specific goods and supplies. All training to be delivered online/remotely.
- d. **Demand Management** - ‘If one school needs it, it's more than likely others do too’ Identifying gaps in contract coverage where requirements could be pulled together, tendered and potential savings achieved is an area still to be addressed. It is proposed that EPT would be responsible for pulling together details of non-contracted requirements and going out to the market as a Council and not as individual schools and hopefully economies of scale should drive prices down.
- e. **Contract/Spend Plans** – in order to support the above demand management, it is proposed that schools, early years, services provide spend plans/forecasts to enable to the EPT to identify repeat spends or patterns across the whole of Education.
- f. **Software** – it has been recognised that there is a large number of software applications being purchased where schools are agreeing contracts individually. A review and register of these applications and contract details are needed to be gathered – it is proposed the EPT would lead on this piece of work. Authority wide or enterprise licences are proven to be more cost effective and this data is required to be gathered to identify when renewals are coming up and opportunities to change licencing approaches.

2.3 Expenditure Profile

2.3.1 The resources required have been identified as 2 x LGE 6 and 1 x LGE 9. One LGE 6 Purchasing Assistant – will mainly act as the primary contact for the schools for advice and assistance for low value sourcing, provide admin support for any tendering

Appendix 2.1d

exercises and maintain records as required. The other LGE6 will be a Contract Management Assistant to support additional contract management arrangements. The LGE 9 Purchasing Officer - will be mainly responsible for all tendering activity, demand management and contract management.

Existing resources within the Procurement and Contract Management Team will provide line management to the EPT, lead the project, provide training, report to EMT/DMT and oversee all procurement activity by the EPT.

The sum of £210,000 will be spent over financial years 2021-22 and 2022-23.

**DOUGLAS HENDRY
EXECUTIVE DIRECTOR**

Tick One Box	For Information	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL**REPORT BY EXECUTIVE DIRECTOR DOUGLAS HENDRY****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
TRANSFORMATION AGENDA – QUALITY IMPROVEMENT OFFICER

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.

2. DETAIL
2.1 Initiative/Proposal

- 2.1.1 The Council requires to make additional provision to meet the cost of the ongoing funding for the post of Quality Improvement Officer for a further year to facilitate the implementation of the Transformation programme. It is proposed that £100,000 be earmarked from the favourable 2020/21 outturn position to fund this.

2.2 Business Case

- 2.2.1 The Council's Transformation Programme is progressing at pace and is being facilitated by the post of Quality Improvement Officer (QIO). It is proposed that this post be extended for a further year to facilitate the implementation of the Transformation programme through the next stages.
- 2.2.2 The Council's transformation agenda is developing and continues to require a QIO to take leadership and ownership in implementing this piece of work. The QIO will assist the Executive Director to deliver the Council's transformation agenda by developing, analysing and monitoring initiatives and projects which deliver the vision, values and strategic objectives of the Council. The QIO supports project leads as required to help develop their proposals in an objective and supportive manner, providing guidance on value for money and business analysis.
- 2.2.3 The funding of this post plus all relevant travel and IT costs for the next year will be £100,000.

Expenditure Profile

2.3

The sum of £100,000 will be spent during 2021/22.

**DOUGLAS HENDRY
EXECUTIVE DIRECTOR**

Tick One Box	For Information Only	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL**REPORT BY EXECUTIVE DIRECTOR KIRSTY FLANAGAN****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
WASTE STRATEGY

1. INTRODUCTION

- 1.1 The purpose of this short report is to make the case for the earmarking of the returned funds from Renewi in 2020/21 which totals £1,265,997 plus a further £227,000 savings from prudential borrowing timing delays giving a total earmarking of £1,492,997.
- 1.2 This would be used to fund/part-fund various waste infrastructure projects that will support the council's compliance with the 2025 ban on the Landfill of Biodegradable Municipal Waste. These projects include:
- Development of Transfer Station Facilities at Gartbreck Landfill (Islay);
 - Investment in a new Landfill Cell at Gartbreck Landfill (Islay);
 - Capping and Restoration works at Gartbreck Landfill;
 - Development of Joint Waste Transfer Facilities covering Helensburgh and Lomond.
- 1.3 An Expression of interest has been made to the Scottish Governments £70m Recycling Infrastructure Fund for capital funding for the development of Joint Waste Transfer Facilities.

2. DETAIL**2.1 Initiative/Proposal**

- 2.1.1 It is proposed that the full amount of funds returned as part of the PPP variation repayment (£1,265,997) plus savings from Prudential Borrowing (£227,000) giving a total of £1,492,997, be earmarked to fund/part-fund required Waste infrastructure improvements that will support the council's compliance with the Landfill Ban.

2.2 Island Sites

- 2.2.1 Compliance with the Landfill ban represents a significant and enduring cost challenge to the council. Capital funding is required to support the transition to the new compliant operating model.

Appendix 2.1f

2.2.2 The capital costs relate to the required changes in infrastructure to support a transition away from Disposal at Landfill to Recovery via Energy from Waste. Waste transfer facilities are crucial to this new operating model.

2.2.3 A new cell and transfer station is now in place at Glengorm on Mull. This was funded from the Island Capping and Restoration Fund (£1.75m) The total cost of the works were around £974k leaving £776k funds remaining. . It is proposed that similar works be carried out at Gartbreck The costs of the Gartbreck works are estimated to be around £1.6m, creating a short fall in funding of around £845k. To cover this shortfall, it is proposed to use funds from the proposed earmarked funds from the PPP variation payment. A costing is currently being prepared that will feature as part of a future report seeking approval for the works.

Helensburgh and Lomond

2.3

2.3.1 In 2018 the council began working with West Dunbartonshire and Inverclyde Councils on a joint procurement for a Landfill ban compliant residual waste solution. In September 2019 the procurement concluded unsuccessfully. A review concluded that the lack of available waste transfer facilities in the Helensburgh & Lomond/ West Dunbartonshire area had made the contract unattractive to bidders. Ultimately this resulted in the single bid was not competitively priced, consequently the contract was not awarded.

2.3.2 Argyll and Bute and West Dunbartonshire officers accepted the review findings and began investigating options for Waste Transfer Facilities.

2.3.3 In January 2021 Officers from both councils met to agree a way forward for the project. It was agreed that that a joint officer project working group should be setup to oversee and direct progress on the development of the project. The first meeting of the project working group is planned for late March.

2.3.4 Once the specification and the location shortlist have been agreed, the group will then lead on securing the funding required for the works. At this stage the group will carry out financial modelling to determine the best funding route for the project. An options appraisal on the funding/ownership model options will be prepared.

2.3.5 The capital cost to develop a Waste Transfer Facility that will service the needs of both West Dunbartonshire and Argyll and Bute would be significant. Depending on the location and specification of the facility the total cost could be between £2m- £5m. This facility will have to be large enough to accept around 40k tonnes of residual material annually.

2.3.6 To fund the project a capital contribution from both authorities will be needed. The council currently have agreed earmarkings totalling £265K that have already been set aside for this project. However, additional funds are likely to be required, it is therefore proposed that earmarked funds from the PPP variation payment will be used for this purpose.

2.3.7 Officers in partnership with West Dunbartonshire Council have submitted an Expression of Interest to the Scottish Governments Recycling Infrastructure (£70m) Fund. It is hoped that Recycling Infrastructure Fund application if successful would

provide the majority of the projects capital funding. Officers await details from Zero Waste Scotland regarding the next steps for the application process.

2.4 Expenditure Profile

2.4.1 The following table provides details of when the costs are likely to be incurred.

Project	Estimated Cost	Cost incurred
Gartbreck Transfer Works	£181,000	2021/2022
Gartbreck Cell Works	£1,230,179	2021/2022
Gartbreck Capping and Restoration	£200,000	2021/2022
Gartbreck Weighbridge Office	£10,000	2021/2022
Joint Transfer Station	£2,000,000 to £5,000,000	2022/2025
Blackhill Site improvements	£500,000	2022/2023

KIRSTY FLANAGAN
EXECUTIVE DIRECTOR

Tick One Box	For Information Only	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL
**REPORT BY EXECUTIVE DIRECTOR OF DEVELOPMENT AND
INFASTRUCTURE**
24 JUNE 2021

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
REPLACEMENT AND RATIONALISATION OF STREET LITTER BINS AND ROAD SIGNS

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.

2. DETAIL
2.1 Initiative/Proposal

- 2.1.1 This proposal is for £200k of unspent 2020/21 budget to be earmarked for the replacement of street litter bins and key road signage. This would help to reduce future budget pressures for replacements of bins and signs and would also help to enhance the streetscape and general appearance of the area by refreshing the street furniture.

3.0 Detail

- 3.1 The proposal relates to a project which would identify street litter bins which are getting towards the end of their useful life, which would be replaced and where possible, we would also look to rationalise the number of bins to remove street clutter. Bins would only be removed if there was limited use and other suitable alternatives nearby. Busy bins would not be removed.
- 3.2 As part of this initiative, road signage would also be looked to be replaced where signs are particularly faded. The focus would be on replacing mandatory signs rather than advisory signs as defined by Traffic Signs and Regulations General Directions (TSRGD).
- 3.3 Bins and signs in poorest condition would be prioritised for replacement.
- 3.4 **Expenditure Profile**

The sum of £0.200m will be spent from 2021/22 onwards.

**KIRSTY FLANAGAN
EXECUTIVE DIRECTOR OF DEVELOPMENT AND INFASTRUCTURE**

Tick One Box	For Information Only	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL**REPORT BY EXECUTIVE DIRECTOR KIRSTY FLANAGAN****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
MV EILEAN DHIURA ANNUAL MAINTENANCE BUDGET

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.

2. DETAIL

2.1 Initiative/Proposal

- 2.1.1 It is proposed that £196,000 be earmarked from the revenue budget underspend within Roads and Infrastructure Services in 2020-21 to fund annual maintenance of MV Eilean Dhiura which was postponed from Feb 2021 to May 2021.

2.2 Business Case

- 2.2.1 Annual maintenance was postponed by three months due to replacement engine approval process and longer term request to MCA to approval the annual maintenance anniversary date to May.
- 2.2.2 Vessel transit to repair yards is heavily dependent on favourable weather conditions which are unpredictable around Feb / March months. Moving the anniversary date to May offers more settled weather patterns and opens the possibility of increased opportunities for commercial completion with repair yards who are unable to provide under cover facilities which are required for Feb / March maintenance on the vessel.
- 2.2.3 It is expected to receive feedback from MCA on request to move anniversary date by end May 2021
- 2.2.4 If approval is given to move anniversary date to May there will be one out of water annual maintenance spend during 2021/22. If approval is not given and current anniversary date remains there will be another out of water maintenance spend (approx. £100k) Feb / Mar 2022 time frame.

2.3 Expenditure Profile

The sum of £196,000 will be spent from 2021/22 onwards.

**KIRSTY FLANAGAN
EXECUTIVE DIRECTOR**

Tick One Box	For Information Only	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL**REPORT BY EXECUTIVE DIRECTOR KIRSTY FLANAGAN****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
REPLACEMENT PARKING MACHINES

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the policy on year end flexibility.

2. DETAIL**2.1 Initiative/Proposal**

- 2.1.1 The proposal relates to the upgrade of 40 parking machines from cash only to Cashless and Chip & PIN payments.
- 2.1.2 A procurement exercise was carried using the ESPO Framework and the successful supplier was International Parking Systems UK Ltd (IPS). IPS offer a replacement model not yet replicated by any other UK supplier that we are aware of at this time. Rather than needing to replace the entire parking machine unit (door, chassis and internal electronics/mechanics), IPS have developed a system where they only need to replace part of the unit. IPS have developed this further to allow them to replace other manufacturers units; the door and the electrical & mechanical parts. This has the effect of reducing the average replacement cost from approximately £4,200 to £2,225, excluding installation costs. This will potentially save Argyll and Bute Council £77,025 in purchasing costs.
- 2.1.3 The contract was due to be fulfilled by 31st March 2021 if awarded by 10 March 2021, however, award was delayed due to a number of issues mostly related to COVID and this is now not a feasible supply date.
- 2.1.4 Due to the delay, Procurement have re-engaged with IPS to secure a longer term maintenance agreement which will delay formal award further. It is now certain that delivery of the parking machines will be in financial year 2021/22.

2.2 Business Case

- 2.2.1 Argyll and Bute Council Roads and Infrastructure Service have a commitment to upgrade our existing parking meter stock across the whole council area to allow cashless payments to be made, which will bring us in line with other local authorities and private car park operators. The necessity to progress this has become more urgent due to the impact of COVID-19 on cash payments generally across all of the UK.
- 2.2.2 As a result of the delay to the award of the parking machines caused by the Covid-19 lockdown, there has been an underspend in the parking revenue budget for 2020/21 financial year.
- 2.2.3 The proposal is to replace 40 units (refer to Appendix 1 for locations). 39 units will be the door & electrical/mechanical upgrade only and 1 unit will be the full unit - the full unit is required to be replaced as the door/mechanics option is not available for this older model.
- 2.2.4 The revised purchase & installation contract value is £101,410. It is proposed that the cost for the purchase of the 40 parking machines is met by carrying forward unspent budget, to be retained for this specific purpose in 2021/22.
- 2.2.5 We are currently progressing a number of Traffic Regulation Orders (TROs) and, if successful, these will require some upgrade works and certainly new signing and lining. The implementation of TROs is normally funded via the car park maintenance budget. There is a risk that if the fund is not able to carry forward into 2021/22 then there may be a shortfall in available funding to carry out the necessary parking machine upgrade and the implementation costs related to TROs from the 2021/22 financial budget.

2.3 Expenditure Profile

The upgrade of the parking machines as per the proposed contract was delayed due to the impact of the COVID-19 pandemic on internal workloads and on the supplier's ability to deliver & install during COVID restrictions. It is anticipated however that these will be received and installed in early 2021/22.

It is therefore respectfully requested that the sum of £115k is carried forward to cover the cost of the parking machines and subsequent installation from the 2020/21 budget into the 2021/22 budget.

**KIRSTY FLANAGAN
EXECUTIVE DIRECTOR**

Appendix 1

Location	Town	Area	On or Off Street	Current Meter Type
Coal Pier Car Park	Dunoon	B&C	Off	Accent
Jane Villa Car Park	Dunoon	B&C	Off	Accent
Moir Street Car Park	Dunoon	B&C	Off	Accent
Swimming Pool 1	Dunoon	B&C	Off	Accent
Swimming Pool 2 Car Park	Dunoon	B&C	Off	Accent
Guildford Square	Rothsay, Bute	B&C	Off	Aura* - older model
Sinclair St 1	Helensburgh	H&L	Off	Strada
Sinclair St 3	Helensburgh	H&L	Off	Strada
Inveraray 1 - Front St	Inveraray	MAKI	Off	Strada Rapide Classic
Inveraray 2 - Front St	Inveraray	MAKI	Off	Strada Rapide Classic
Inveraray 3 - Fisher Row	Inveraray	MAKI	Off	Strada Rapide Classic
Inveraray 4 - Avenue	Inveraray	MAKI	Off	Strada Rapide Classic
Inveraray 5 - Avenue	Inveraray	MAKI	Off	Strada Rapide Classic
Inveraray 6 - Avenue	Inveraray	MAKI	Off	Strada Rapide Classic
Craignure	Craignure, Mull	OLI	Off	Strada
Fionnphort	Fionnphort, Mull	OLI	Off	Strada
Fionnphort	Fionnphort, Mull	OLI	Off	Strada
Esplanade, opposite Coasters	Oban	OLI	On	Strada Transfer
George Street, Norries	Oban	OLI	On	Strada Transfer
Stafford Street, Distillery	Oban	OLI	On	Elite
Combie Street	Oban	OLI	On	Elite
Argyll Street	Oban	OLI	On	Strada Transfer
Tweedale Street	Oban	OLI	On	Elite
Stevenson Street, Hoey's	Oban	OLI	On	Strada Transfer
Airds Place, Outside Edge	Oban	OLI	On	Strada Transfer
Argyll Square, Black's	Oban	OLI	On	Strada Transfer
Shore Street, Claredon	Oban	OLI	On	Strada Transfer
Albany Street, Lorn House	Oban	OLI	On	Strada Transfer
Campbell Street, Upper	Oban	OLI	On	Elite
Campbell Street, Lower	Oban	OLI	On	Elite
High Street	Oban	OLI	On	Strada Transfer
Albany Street, Police Station	Oban	OLI	On	Strada Transfer
Breadalbane Street	Oban	OLI	On	Elite
Ganavan Sands (old)	Oban	OLI	Off	Strada Rapide Classic
Longsdale Coach & Lorry Park	Oban	OLI	Off	Stelio
Lochavullin Coach & Lorry Park	Oban	OLI	Off	Strada
Ganavan Road 2	Oban	OLI	On	Strada Rapide
Gallanach Road 2	Oban	OLI	On	Strada Rapide
Lochavullin Road Car Park 2	Oban	OLI	Off	Strada
Longsdale Road Car Park 2	Oban	OLI	Off	Strada Rapide

Tick One Box	For Information	For Decision Only	For Discussion
		x	

ARGYLL AND BUTE COUNCIL
COUNCIL**REPORT BY CHIEF EXECUTIVE****24 JUNE 2021**

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
SUPPORTING ORGANISATIONAL CHANGE

1. INTRODUCTION

- 1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.

2. DETAIL**2.1 Initiative/Proposal**

- 2.1.1 It is proposed to supplement the existing 'Supporting Organisational Change' reserve first established in February 2020 with a further £1.2m to enable the Council to deliver longer term, more fundamental, service redesign which will require funding to support the identification and delivery of solutions that take account of future requirements and community engagement and deliver longer term revenue and benefits to the Council.

2.2 Business Case

Service Redesign and Longer Term Budget Planning

- 2.2.1 At the budget meeting on 27 February 2020 the Council agreed to make a provision of £0.5m to support organisational change which focused on increasing the amount of revenue savings in the future. The intention at that point was to implement a three year service redesign process however the outbreak of COVID meant the 2021/22 budget process predominantly focused on balancing the 2021/22 budget however it did lay foundations for the 2022/23 budget process and for future years. As a consequence of this only £2k of this fund has been used.
- 2.2.2 The Council's Best Value report, issued by the Accounts Commission in May 2020, stated that:
- "The council's annual budget process and savings plans have successfully achieved financial balance through a focus on cost reductions. Although the council's transformation programme has delivered some efficiencies and achieved small-scale savings further work is required by the council to better align its financial and transformation plans to drive meaningful change through new and innovative ways of working."*

- 2.2.3 There is a commitment on the part of the Council to move toward developing multiyear savings proposals to facilitate longer term planning however this continues to be difficult when there is uncertainty over future years funding due to single year settlements. The intention for the 2022/23 Budget Approach is to continue the themed reviews identified in 2021/22 and explore further opportunities for longer term savings through business process reviews (BPRs).
- 2.2.4 The 2021/22 budget approach identified specific themes which officers led on to identify saving options. Not only did these themes identify 2021/22 saving options they also laid the foundations for future year savings and identified options which required further development and consultation. For each theme the remit will be to further develop savings options already identified and determine whether there are further options which should be considered.
- Digital by Default - through greater digital working.
 - Amenity Services – through service transformation.
 - Fleet - through reviewing fleet management processes.
 - Property – through managing the Council’s property portfolio.
 - Transportation – through progressing the action plan developed in response to the Argyll and Bute Transport Consultancy carried out in 2020.
 - Modernising Education – through transforming the delivery of education
 - Energy – through reducing the Council’s utility costs.
- 2.2.5 In addition to continuing these established themes the SMT is recommending a further theme to assess the potential benefits that could be delivered through a shared service approach with the HSCP to catering and cleaning. This was an initiative which was explored in 2019 at the direction of the Council’s Transformation Board but has been on hold due to the need to respond to the COVID pandemic.
- 2.2.6 Responding to the COVID pandemic limited the scope and depth of the reviews that could be undertaken to inform the 2021/22 budget. Delivering on the commitment of longer term, more fundamental, service redesign will require funding to support the identification of solutions that take account of future requirements and community engagement. Some of the changes will also require pump priming and project management to support efficient and effective delivery. It is anticipated that these reviews will deliver a programme of change to be delivered over a number of years.
- 2.2.7 Informal benchmarking has been undertaken with other councils to ascertain the levels of investment set aside by other local authorities for a similar purpose. Whilst arrangements vary all councils approached had some sort of funding provision to support change. Some held a change fund similar to the Council’s ‘Supporting Change Fund’, others built funding into core budgets or provided a recurring revenue pot. The quantum of sums set aside varies from around 1.25% of net revenue to 0.5% p.a. recurring. The increase to this earmarking would create a pot equivalent to 0.9% of the Council’s revenue budget that would support change over a number of years.
- 2.2.8 The ‘Supporting Organisational Change’ fund would provide the funding required to develop these projects to deliver longer term revenue and benefits to the Council.

Summary

2.2.9 The Council's 'Supporting Organisational Change' fund currently has £0.499m in it. In order to support the progression of longer term service redesign, longer term budget planning and ongoing improvement initiatives it is proposed that £1.2m of unspent budget in 2020/21 be added to the fund to top it up to £1.699m. This represents 0.9% of the Council's 2021/22 budget (excluding Social Work).

2.3 **Expenditure Profile**

The sum of £1.699m will be spent from 2021/22 onwards with funds allocated on the basis of a business case approved by the Council's SMT.

**PIPPA MILNE
CHIEF EXECUTIVE**

ARGYLL AND BUTE COUNCIL

COUNCIL

REPORT BY EXECUTIVE DIRECTORS DOUGLAS HENDRY
and KIRSTY FLANAGAN

24 JUNE 2021

PROPOSAL TO EARMARK FUNDS FROM GENERAL FUND RESERVE
DIGITAL SERVICE TRANSFORMATION

1. INTRODUCTION

1.1 The purpose of this report is to request support in earmarking unspent budget for a specific purpose, in line with the Policy on End of Year Flexibility.

2. DETAIL

2.1 Initiative/Proposal

2.1.1 It is proposed that £500,000 be earmarked from the revenue budget underspend to deliver a number of Digital Service Transformation Projects, specifically in Education and Customer Support Services, but also to reserve a further amount to support priority digital service transformation projects identified in Departmental ICT programmes, that have not yet started due to resource constraints.

2.1.2 This proposal supports delivery of the ICT and Digital Strategy 2021-24.

Our goal is to be a truly Digital First Council and that we will achieve that by delivering services so good that all who can use them prefer to use them.

Our ICT Digital Vision is to provide digital technologies and processes to support our people and our customers, to encourage collaboration, get things done and contribute to a better organised and more efficient council.

These Digital Service Transformation Proposals deliver specific aims of the strategy by:

- Improving customer focused services
- Providing fit for purpose business systems
- Processes that are easy to use
- Exploring new digital technologies
- Optimising technology investment
- Providing secure and resilient network
- Providing Fit for Purpose business systems
- Enhancing the digital skills of the Council's workforce.

2.2 Business Case

This Business Case identifies six specific Digital Service Improvement Projects, which are set out below.

2.2.1 Education Supply Staff Booking System

It is proposed that £35,000 be earmarked from the revenue budget underspend within 2020-21 to fund a Supply Booking System.

Currently Supply Teachers are paid through the SEEMiS Finance module which is being retired at the end of the academic session 20-21 as part of their Next Generation roadmap. A replacement solution must be sourced.

A review of the process for Supply Booking has highlighted a number of key business issues and identified efficiencies that could be gained if a single end to end solution is procured. Efficiencies could be realised in Payroll and Finance as well as in Education.

Expenditure Profile

It is anticipated that the new HR system will include this functionality in its requirements so would be brought in-house at that point approx. 3-5 years. Education would procure an interim solution to fill the gap from 2021-2024.

2.2.2 Education Skype for Business – Additional request

It is proposed that £30,000 be earmarked from the revenue budget underspend within Education in 2020-21 to fund additional costs for the implementation of Skype for Business for Education (SfB) through the provision of an additional 300 room based handsets.

The key outcomes for SfB in schools are to:

- Improve Staff Collaboration
- Modernise School Telephony

SfB is transforming how Education delivers its future service more efficiently and cost effectively and will bring the Education Service in line with other council departments. SfB supports the wider education transformation objectives and vision of achieving ambition, excellence and equality for all. This was recognised in a 2020 Council budget decision to resource SfB implementation through a capital programme allocation and two temporary ICT project officers to deliver this significant programme of work.

Skype for Business delivers the following benefits for Education:

- Opportunities for stronger collaboration and resource sharing between schools, amongst Northern Alliance authorities and other external organisations

- Closer integration between ABC education officers and schools admin and teaching staff through unified communication tools.
- Used successfully for interviewing candidates for remote school vacancies.
- Consistency and ease of communication between corporate services and schools.
- Delivery of remote teaching from other schools and third party providers
- Support delivery of a broader range of CLPL courses and materials to teachers.
- Savings in call usage of up to £1,000 per school per annum where Skype is the only telephony system used.
- Opportunity for potential reduction in the use of supply teachers.
- A reduction in travel and accommodation expenses.

Expenditure Profile

The sum of £30k will be spent from 2021/22 onwards.

2.2.3 Enhancing Curriculum Choice and Equity of Provision

It is proposed that £80,000 be earmarked from the revenue budget underspend in 2020-21 to fund the purchase of ICT video conferencing equipment in schools to enhance curriculum choice.

The LifeSize 200 series video conferencing units in secondary schools reached end-of-life in 2017 and therefore now need to be removed from the network to address identified security risks.

The new video conferencing equipment will support learning and teaching by affording the schools more flexibility in learning delivery, including home learning and enhancing curriculum choice.

A small amount of video conferencing equipment has recently been installed in Hermitage Academy, Campbeltown Grammar School and Tobermory High School and there is now a requirement to expand the installation to include further secondary schools and some primary schools.

The flexibility offered by the video conferencing equipment will support Senior Phase pupils and ensure equity of provision, as well as incorporating the curriculum offer delivered by partners into the common timetable for the Senior Phase.

The video conferencing equipment, in conjunction with digital tools such as virtual learning environments, will facilitate both synchronous and asynchronous learning for pupils.

2.2.4 Digital Customer Engagement Developments

This proposal is for earmarking of £73,000 to allow a portfolio of four digital customer engagement initiatives to be implemented.

The Customer Engagement Team has a programme of ongoing digital customer improvements. This proposal is to fund four specific digital initiatives that are ready to be implemented.

Upgrade of the Liberty contact management system to Liberty Converse.

This will allow the contact centre contact management system to integrate seamlessly to Microsoft Teams Telephony, which will ultimately replace Skype and moves us to windows 2019 from our existing platform that goes out of support in 2022. It will improve contact management handling and user experience including, a universal queue that manages all contacts on all channels, agent scheduling to ensure efficient deployment of agents, conversation history that pops up last interactions from customers no matter what channel they used, automated multichannel surveys and enhanced dashboards for management information.

Artificial Intelligence (AI) Telephony Chatbot Proof of Concept.

The council's website chatbot "Abby" has built up a huge database of questions and answers that help online customer access the right services 24/7. But this is no use to those customers who do not do digital. This proposal will allow customers to access Abby by telephone using a 'voicebot' as a trial and evaluate how effective and easy to use the technology is. This will inform a future business case for the full service. This service is part of our Digital inclusion agenda.

Alexa Personalised Council Services.

The use of Alexa by individuals has grown exponentially during the pandemic and many, less digitally able people use it to access digital resources as no keyboard is necessary. The Web Team ran a successful test and trail to link Amazon's Alexa voice services to resources available on the website. This would allow customers to ask Alexa about council services relevant to them. "Alexa Argyll and Bute Council" for example about their bin collection. We would now like to launch this as a formal service and integrate it to MyAccount. This would include features such as tracking progress on service requests, checking council tax payments and other property/person questions. There are no additional revenue costs.

Next Generation Keep in the Loop Digital Outreach.

The existing Keep in the Loop Service has been hugely successful, with over 10,500 subscribers and in lockdown over 1.5million email updates were issued, keeping customers informed of service changes, how to access support and topical Covid guidance. It is a very basic service that does not allow graphics to make content appealing, it is not integrated with the council website for dynamic content and there are no templates or automated feeds. Following successful trials, including a link to our Oracle CRM we have identified a preferred supplier for a 2 year contract including installation and support.

The summary of the earmarking is therefore:

Liberty Converse	£25,500
Telephony Chatbot	£ 9,700
Alexa Council Skill	£15,000
Keep in Loop 2	£22,800
TOTAL	£73,000

Expenditure Profile – 2021-22

Earmarked Element	FQ1	FQ2	FQ3
Telephony Chatbot POC	£9,700		
Liberty Converse		£25,500	
Alexa Council Skill			£15,000
KITL 2			£22,800

2.2.5 Employee Learning Management System

This proposal is for earmarking of £30,000 to procure, develop and implement a replacement digital, online Learning Management System for employees when our current contract comes to an end in July 2021.

The proposal is that the Talent Management Team procure a replacement for the current Learning Management System Brightwave (LEON) when the current contract comes to an end in July 2021. This earmarking will enable HROD to meet digital customer engagement needs and deliver on the Digital Learning Strategy. It also supports Digital by Default savings by reducing further the need to travel for training.

The current Learning Management System has enabled us to develop digital learning, moving all mandatory courses online as well as continuing to grow our content. Given the changing landscape of digital learning years and as the current contract is up in 2021, there is an opportunity to identify a system which can better meet our digital learning needs both now and in the future, will integrate talent management and workforce development functionality, will provide more comprehensive support and will increase our ability to tailor the product.

This will support both our strategic workforce and digital transformation objectives as well as delivering of Best Value Improvement Plan action to '*review and refresh remote delivery of training resources and support*'. The new system will help to overcome barriers to learning, transform digital learning, improve digital skills and ensure a positive learning experience for all our employees,

The team have undertaken a market testing process with demonstrations and have identified a preferred supplier.

Expenditure Profile

The funding will be fully spent in 2021/22

Earmarked Element	FQ1	FQ2/FQ3
Learning Management System		£30,000

2.2.6 Increase Schools Bandwidth

Appendix 2.1k

This proposal is for earmarking of £63,455 to upgrade bandwidth in schools and provide fast internet connections to facilitate learning and teaching, support the exponential growth in the use of GLOW and other internet learning resources in support of the Education Service's Digital learning Strategy.

Costs have been obtained for schools as follows:

<u>School</u>	<u>Current Speed</u>	<u>Current Revenue</u>	<u>New Speed (100mb bearer)</u>	<u>Install</u>	<u>New Revenue</u>	<u>Revenue Increase</u>
Dalintober	8	2424.96	30	4219.16	3921.86	1496.9
Colgrain	8	2424.96	30	4530.18	4223.83	1798.87
St Josephs	8	1932.6	30	4530.18	4223.83	2291.23
Parklands	8	2424.96	30	4530.18	4223.83	1798.87
JLB	8	2424.96	30	4530.18	4223.83	1798.87
Hermitage Primary	12	2505	30	4530.18	4223.83	1718.83
Ardrishaig Primary School	8	1840.56	30	4530.18	4223.83	2383.27
Cardross	8	1932.6	30	4145.25	5052.98	3120.38
Castlehill	8	2424.96	30	4219.16	3921.86	1496.9
Park Primary	8	2354.4	30	4219.16	3921.86	1567.46
		22689.96		43983.81	42161.54	19471.58

The above schools have been operating with limited bandwidth. The proposal is to upgrade all from an 8MBps circuit (one school currently has a 12MBps circuit) to a 30MBps fibre on a maximum 100MBps bearer circuit. This means schools could upgrade in the future to a maximum 100MBps if required and if affordable.

Expenditure Profile

Orders are ready to be placed and are likely to be delivered during the summer holidays. One off installation costs totalling £43,983.81 will be incurred in the second quarter of 2021/22. The additional revenue consequences of £19,471.58 will be required each year from 2021/22 onwards.

Expenditure Year	Total costs
2021/22	£63,455.39
2022/23 and subsequent years	£19,471.58

- 2.2.7** The final proposal is to earmark funds from revenue underspends of £188,545 to support the implementation of priority digital service transformation projects that are currently identified in Departmental ICT programmes, but have not yet started due to resource constraints.

Appendix 2.1k

The Council's ICT Client Liaison Officers work closely with services to identify improvements and developments to ICT systems and applications which will improve efficiency, cost and customer experience. These projects are reported on a regular basis to Departmental Management Teams to update on progress and impact. There are a number of these projects that have not yet been implemented due to cost or officer resource availability.

This proposal is to use the earmarked funding to accelerate the implementation of these projects that have already been identified, but have lacked the resources to action.

Expenditure Profile

The funding will be spent across financial years 2021/22 and 2022/23

3 Summary

Service	Description	New Earmarking £
Education	Supply Staff Booking System	35,000
Education	Skype for Business	30,000
Education	Enhancing Curriculum Choice and Equity of Provision	80,000
Customer Support Services	Digital Customer Engagement developments	73,000
Customer Support Services	Replacement of Learning Management System	30,000
Customer Support Services	Increase in Schools Bandwidth	63,455
Non Departmental	General Provision still to be allocated	188,545
		500,000

**DOUGLAS HENDRY AND KIRSTY FLANAGAN
EXECUTIVE DIRECTORS**

NEW Unspent Budget Proposals - 2020-21 Year-end
Previously Agreed

Appendix 2.2

Ref	Service	Description	New Earmarking £	Reason for Carry Forward	Plans for Use	Spending profile		
						Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
EXECUTIVE DIRECTOR (DOUGLAS HENDRY)								
001	Education	Education Transformation Fund	317,656	Unspent Budget	At the Council meeting on 27 February 20, it was agreed to input £400k into Education Digital Learning. The additional funds to be spent across 20/21 and 21/22, as part of the ongoing transformation work in the Education service, focussing on digital and virtual learning technology and the development of learning clusters.	317,656		
EXECUTIVE DIRECTOR (KIRSTY FLANAGAN)								
002	Development & Economic Growth	Strategic Events & Festivals	60,614	Unspent Budget	At the Council meeting on 25 February 21, a decision was taken to agree £90k funding for Events and Festivals for 22-23, in order that the application process can commence during 21-22 and that this agreed figure be augmented by any underspend remaining from the 20-21 financial year		60,614	
003	Roads & Infrastructure	Climate Change	500,000	Unspent Budget	At the Council meeting on 27 February 20, it was agreed to input £500k budget to mitigate the impacts of weather related damage and climate change with specific emphasis on gully cleaning and drainage improvements. Spend has been delayed due to COVID and the intention is to spend the funds on 2 Gully Motors plus staff over next 2 years	430,000	70,000	
004	Roads & Infrastructure	Green Transport Initiatives	400,000	Unspent Budget	At the Council meeting on 27 February 20, it was agreed to input £400k in Green transport, investment in footway and cycle path maintenance supporting the healthy wellbeing and green agenda. Spend has been delayed due to COVID and this will be taken forward in 21-22.	400,000		
NON DEPARTMENTAL								
005	Non Departmental	Asset Management Fund	21,624	Unspent Budget	Investment income relating to the Asset Management Fund. When the Fund was set up, it was agreed that the income should be added to it annually. The amount being earmarked relates to income from 2020-21			21,624
			1,299,894			1,147,656	130,614	21,624

NEW Automatic Carry Forward Earmarkings - 2020-21 Year-end Council

Appendix 3.1

Ref	Service	Description	New Earmarking £	Reason for Carry Forward	Plans for Use	Spending profile		
						Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
CHIEF EXECUTIVES UNIT:								
001	Community Planning	COVID-19 - Test and Protect Support	14,000	COVID-19	Funding provided in relation to the Local Self-Isolation Assistance Service. The Community Planning and Development Team will work with community groups to support their community response and resiliency to Test and Protect and COVID-19 impacts	14,000	0	0
002	Community Planning	Recovered unspent third sector grant funding.	7,118	Previous Council Decision - Other	To be distributed through the Supporting Communities Fund for communities based projects across Argyll and Bute.	7,118	0	0
003	Community Planning	NHS Highland Contribution Towards the CPP Running Costs	3,968	Unspent Third Party Contribution	Will be deployed as required in the day-to-day running of the Community Planning Partnership's operations.	3,968	0	0
004	Financial Services	Flexible Funding for Supporting People while at Tier 4 COVID	538,000	COVID-19	Funding to strengthen local authority responses to meet emerging needs and support people in their communities struggling with the restrictions and guidance at all protection levels, particularly those at risk through health and social inequalities; a list of projects will be presented to the Council on 24 June describing how this money will be used to support these vulnerable groups.	538,000	0	0
005	Financial Services	Flexible Food Fund	475,623	COVID-19	Financial Insecurity funding from Scottish Government routed into the Argyll and Bute Flexible Food Fund (ABFFF) is aimed at tackling financial insecurity for adults and families across Argyll and Bute. ABFFF offers financial support and wider confidential professional help to anyone suffering hardship. Working in partnership with the Community Food Forum, Bute Advice Centre and Allenergy, households with low incomes and no access to cash savings can apply for immediate financial support. The Fund will help support daily living expenses. If the claimant engages with these services, a second payment will be made to contribute to a further months daily living expenses. In the period from 10 January 2021 to 30 April 2021 client gain was £503,000 and over 300 families had been supported. The project runs to 31 March 2022 and this money will be used to support it.	475,623	0	0
006	Financial Services	Scottish Welfare Fund Grant	113,523	Unspent Grant	Underspend against the Scottish Welfare Fund grant. There is a statutory duty to use these funds for the purpose of the Scottish Welfare Fund and therefore the funds will be carried forward for this purpose. It is likely there will be pressure on this budget in 21/22 due to the impact of COVID-19.	113,523	0	0
007	Financial Services	Housing Benefits Private	79,537	COVID-19	Specific funding allocation for DHP to support tenants financially affected by the COVID-19 outbreak to sustain their tenancies. It is expected there will continue to be pressure on this budget going into 21-22.	79,537	0	0

Ref	Service	Description	New Earmarking £	Reason for Carry Forward	Plans for Use	Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
008	Financial Services	Benefit Admin Grant	79,063	Unspent Grant	Grant monies which would have to be repaid if not utilised for intended purpose. Benefit Administration activities in the build up to the migration of Housing Benefit to Universal Credit. These monies are committed to cover ongoing Benefit Administration activities in 21/22 to 23/24 when it is now expected that the full migration of working age Housing Benefit caseload to Universal Credit will be complete. Estimated value £40,000 in 2021/2022. Monies will be used to build resilience including staff overtime, outsourcing of Housing Benefit processing during the transition and cover casual staff for the Universal Credit migration. Monies also set aside for additional works to the value of £39,000 with the recovery of Housing Benefit overpayment debt which has resulted from Covid-19.	79,063		
009	Financial Services	Test and Protect Extension	9,929	COVID-19	Funding provided in relation to the Local Self-Isolation Assistance Service. This will be used to support the recruitment of 0.5FTE LGE6 temp post to assist with call volumes in the Scottish Welfare Fund team.	9,929	0	0
EXECUTIVE DIRECTOR (DOUGLAS HENDRY)								
010	Commercial Services	Sanitary Products	16,158	Scottish Government Initiatives	To fund the continued implementation of the scheme through increased provision of reusable products, improved provision in rural communities by working in partnership with Education and improving the storage of products in toilets so that they are more readily available. In addition, with the onset of Covid-19, work is underway to deliver period products to those who are unable to access them at this time and this work can also be funded from this earmarking	16,158		
011	Commercial Services	Free School Meals Funding	12,650	Scottish Government Initiatives	Scottish Government funding for the provision of Free School Meals or meal alternative e.g direct cash payment or food parcel for eligible children and young people.	12,650		
012	Education	EDU - Early Learning & Childcare - 1140 Hours Expansion	4,805,956	Unspent Grant	The funds will be utilised to implement the Argyll and Bute Early Years Delivery Plan for 1140 hours which will increase access to affordable Early Learning and Childcare across the Council area.	4,805,956	0	0
013	Education	Logistics Funding - Safe Opening of Schools	1,244,303	COVID-19	SG Funding to ensure the safe opening and operation of schools. Includes transport, PPE, Cleaning and expansion of estate.	1,244,303		
014	Education	Recruitment of Additional Teachers and Support Staff in Schools	1,022,556	COVID-19	Fund additional teachers and support staff.	1,022,556		
015	Education	Additional Teaching/Support in Schools/Digital Devices/Family Home Learning Support Fund - £45m Grant - £45m	683,000	COVID-19	Continuation of funding for additional staffing, teachers, support staff, additional devices for pupils and additional family /home learning programmes.	683,000		
016	Education	DMR Scheme of Delegation for Schools	639,649	DMR Schools	To be spent in accordance with DSM regulations.	639,649		
017	Education	Pupil Equity Fund Carry Forward	479,104	Unspent Grant	To provide targeted support for children and young people affected by poverty to achieve their full potential to be utilised through remainder of academic year 2020/21.	479,104		
018	Education	Additional Support Needs - Additional Support for Learning Project	219,000	Scottish Government Initiatives	Government initiative to support the provision of support staff in schools as part of 'Support for Additional Support for Learning Implementation'.	219,000		
019	Education	Access to Counsellors in Schools	211,000	Scottish Government Initiatives	Government initiative to support delivery of the access to school counselling service, in line with the commitment set out in Programme for Government. The delivery of the service will enable children and young people to be supported with issues affecting their mental health and wellbeing.	211,000		

Ref	Service	Description	New Earmarking £	Reason for Carry Forward	Plans for Use	Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
020	Education	EDU - Community Mental Health and Wellbeing Support to Children and Young People - Pandemic Funding	147,551	COVID-19	Scottish Government/COSLA Initiative to support the work under the Children and Young People's Mental Health and Wellbeing Programme grant split in 2020-21 with £183,750 fund to be utilised by local collaborative partnerships for supporting children, families and carers through the pandemic	147,551		
021	Education	Unspent COVID funding in schools	140,385	COVID-19	Covid funds received in March - recorded separately from DMR	140,385		
022	Education	Free School Meals Funding	67,496	COVID-19	SG funding for Free School Meals through school holidays and closures.	67,496		
023	Education	Community Mental Health and Wellbeing support to Children and Young People	61,250	COVID-19	Scottish Government/COSLA Initiative to support the work under the Children and Young People's Mental Health and Wellbeing Programme each LA received £62.5k 2019-20 and 2020-21. This fund has to be utilised by local collaborative partnerships for planning, development, programme and change management costs.	61,250		
024	Education	Digital Inclusion Funding - Revenue element	27,480	COVID-19	SG funding to support children with digital devices and internet equipment and rental for home learning.	27,480		
025	Education	Scottish Attainment Challenge - Care Experienced CYP Funding	19,478	Unspent Grant	To provide targeted support for care experienced children and young people to achieve their full potential.	19,478		
026	Education	GLOW - Council Funded	19,000	COVID-19	Funds received from central COVID funding for JAMF licenses required for Ipadts that were due to be replaced but repurposed for home learning through school closures.	19,000		
027	Education	Youth Opportunities	17,404	Unspent Grant	Grant from YouthLink Scotland to help young people struggling to re-engage with Education after lockdown. The grant will support a total of 100 young people from 10 secondary schools with a 12 week programme, 4 days of Outdoor Learning and gaining accredited learning.	17,404		
028	Education	GLAIF - Furan Gaelic Project	14,565	Unspent Grant	Grant to part fund Gaelic post	14,565		
029	Education	Armed Forces Covenant Fund - Rhu Primary School	13,700	Unspent Grant	Rhu Primary Schools has two grant awards. One is for an Art Project which will run until the end of the school session and the second is for a Community Café with events planned over the summer.	13,700		
030	Education	Sanitary Products in Schools	12,040	Scottish Government Initiatives	Scottish Government Initiative to introduce access to free period products in schools	12,040		
031	Education	Gaelic Central Specific Grant	8,506	Unspent Grant	Delivery and promotion of Gaelic Education in line with the Education (Scotland) Act 2016, to be utilised through remainder of academic year 2020/21.	8,506		
032	Education	Schools Alcohol and Drug partnership Grant	2,337	Unspent Third Party Contribution	Providing social and emotional support to pupils who are affected by drugs and alcohol.	2,337		
033	Education	Education Support HQ	1,125	Unspent Third Party Contribution	Police Grant - Poster Competition	1,125		
034	Education	Lochnell Primary School	580	Unspent Grant	Grant received from Children in Scotland to fund resources in Pre-5 Unit at Lochnell Primary School.	580		
035	Head of Legal and Regulatory Support	CCTV Maintenance	8,111	Unspent Grant	Maintenance of CCTV systems. Funds transferred from external bodies (Police Scotland) to maintain systems for future years. Council Decision of 20 Sept 2007.	8,111	0	
EXECUTIVE DIRECTOR (KIRSTY FLANAGAN)								
036	Customer Support Services	Skills Development Scotland	86,936	Unspent Grant	We receive the money from Skills Development Scotland (SDS) to enable us to deliver Foundation and Modern Apprenticeship programmes. The money covers the salaries of the two Tutors we employ and also any materials we require to deliver the programmes.	86,936		

Ref	Service	Description	New Earmarking £	Reason for Carry Forward	Plans for Use	Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
037	Customer Support Services	Self Isolated Support	43,000	COVID-19	These were monies that were provided by Scotgov to fund additional overtime and resources for Shielding/Caring for People and Test and Protect activities, however low infection rates and therefore demand in A&B meant that this was not required in 2020/21. The funding will therefore be used for Recovery related activities including the recruitment of a Temporary Additional Web Developer to implement the improvements identified by customers in the Customer Engagement Consultation and to mainstream the Coronavirus page content back in to Business as usual. Another portion will be used to fund the Digital Receptionist solution as part of safe re-opening of offices.	43,000		
038	Customer Support Services	Civil Partnerships	6,250	Unspent Grant	These are monies provided by National Records of Scotland to assist with the implementation and promotion of the new Same Sex Civil Ceremonies offering. Money will be spent on a revised Marriage Guide for customers (Hard Copy and Online Version) and on targeted advertising in specialist wedding publications.	6,250		
039	Customer Support Services	Bord na Ghaillig	4,000	Unspent Grant	Grant funding from Bord na Gaidhlig. Ongoing ad hoc spend to deliver on commitments in the Gaelic Language Plan.	4,000		
040	Development & Economic Growth	Coastal Communities	1,504,303	Unspent Grant	Expenditure delayed due to covid	1,504,303		
041	Development & Economic Growth	Town Centre Fund	307,187	Unspent Grant	This represents the 2020-21 revenue for projects within the Town centre fund which have yet to be paid out.	307,187		
042	Development & Economic Growth	Gypsy Traveller Grant	108,726	Unspent Grant	To be transferred to ACHA once an expenditure plan approved	108,726		
043	Development & Economic Growth	Rapid Rehousing	75,628	Unspent Grant	Implementing the Rapid re-Housing Plan. This will include, but not exclusively, Rent arrears prevention fund; Decoration project; Flexible Emergency Fund; Mental Health /Addictions Practitioner; Housing First / R RTP training	75,628		
044	Development & Economic Growth	Rothesay Pavilion	48,990	CHORD	Unspent budget to be added to existing earmarking to be used to fund the council contribution to running costs once facility reopens			48,990
045	Development & Economic Growth	EH Covid Posts	41,145	COVID-19	Funding for 2 posts for 2 years and not recruited until late 20-21	41,145		
046	Development & Economic Growth	Digital Boost	34,894	Unspent Grant	To provide funding for Digital Boost program.	34,894		
047	Development & Economic Growth	Shop Local Campaign	20,230	Unspent Grant	Grant received to support a Shop Local campaign.	20,230		
048	Development & Economic Growth	Marine Aquaculture - part of rural growth deal	15,977	Unspent Grant	The balance will be used to pay SAMS Enterprise who are progressing the Marine Industry Needs Assessment study and hope to have a draft report available for June. SAMS are in the process of undertaking interviews with a wide range of marine industry stakeholders to identify where lack of infrastructure is prohibiting aquaculture businesses from growing further. This grant is fully committed and if the earmarking is not done there will be a budget pressure in 21-22.	15,977		
049	Roads & Infrastructure	Pier & Harbours Income	362,384	Piers and Harbours Investment Fund	Additional income generated to fund prudential borrowing costs for Asset Management Plan			362,384
050	Roads & Infrastructure	Vehicle Replacement	106,968	Fleet - Timing Delay	Timing delay in fleet replacement causing one-off saving	106,968		
NON DEPARTMENTAL								
051	Non Departmental	General COVID Funding	5,399,000	COVID-19	One-off allocation from £275m to support COVID pressures. A decision was taken at the Council meeting on 25 February 21 that this would be earmarked at the end of 2020-21 to be fully used as part of the 2021-22 budget decisions	5,399,000		
052	Non Departmental	Strategic Housing Fund	2,256,253	Strategic Housing Fund	Strategic Housing Fund. Council tax collected during 2020-21 from the second homes discount on properties. Requires to be earmarked as part of the Strategic Housing Fund balance.	0	0	2,256,253

Ref	Service	Description	New Earmarking £	Reason for Carry Forward	Plans for Use	Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
053	Non Departmental	Business Support - Discretionary Fund	1,655,337	COVID-19	The Discretionary Fund provides assistance to small businesses and the self-employed based in Argyll and Bute who are facing short-term financial challenges as a result of COVID restrictions, and who have not been in receipt of any of the COVID related business support announced by the Scottish Government since 1 October 2020.	1,655,337	0	0
054	Non Departmental	Unallocated General COVID Funding	1,229,921	COVID-19	This funding originated from the general COVID allocations provided or passed on by the Scottish Government. The unallocated balance of £1.229m to be held as funding for future COVID purposes.	1,229,921		
055	Non Departmental	Unallocated Admin Support Grant	374,214	COVID-19	Funding to support the delivery of the Business Grants to local businesses, partially used during 20/21 but a balance remains to be carried forward and used in future years	374,214	0	0
056	Non Departmental	Capital pressure	257,000	COVID-19	Pressure identified on the 20-21 COSLA COVID costs spreadsheets - requires to be earmarked to be drawn down when required against the Capital Plan	257,000		
			25,153,488			22,485,861	0	2,667,627

NEW Automatic Carry Forward Earmarkings - 2020-21 Year-end (HSCP)
HSCP

Appendix 3.2

Ref	Service	Description	New Earmarking £	Reason for Carry Forward	Plans for Use	Spending profile		
						Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
SOCIAL WORK								
SW01	Health and Social Care Partnership	Telecare - Analogue to Digital Transition Funding from the Scottish Government	40,000	Scottish Government Initiatives	This funding has been secured from the Scottish Government to fund work on the transition from analogue to digital telecare equipment which will be compatible with the new digital telephone exchanges which are being installed across Scotland over the next few years. The funding will be used to employ a part-time project management assistant to support the delivery of a pilot project to deploy and test new digital equipment in parts of West Argyll. The learning from the pilot project will be used to inform the wider equipment replacement programme across the remainder of Argyll and Bute.	40,000	0	0
SW02	Health and Social Care Partnership	Mental Health Officer Training Funding from the Scottish Government	28,221	Scottish Government Initiatives	There is a national shortage of qualified Mental Health Officers across Scotland and the Scottish Government has therefore provided this funding to support HSCP's to train more. The funding will be used to meet the training and associated costs for a member of social work staff to complete their Mental Health Officer training. The employee had to suspend their training in 2020 due to the COVID pandemic but will return to their course in August 2021.	28,221	0	0
SW03	Health and Social Care Partnership	Trauma Training Trials Funding from the Scottish Government	24,244	Scottish Government Initiatives	This funding has been secured from the Scottish Government to fund the delivery of a Trauma Training plan to develop a trauma informed workforce across managers, practitioners and carers, including the third sector, with an appropriate level of training for each group leading to changes to practice and improved outcomes for children and young people. This is a national initiative with evaluations of the trials to be fed back to the National Steering Group on Trauma Training. The training was postponed in 2020 due to the COVID pandemic causing issues with procuring a training provider. Plans in place to complete training programme by March 2022.	24,244	0	0
SW04	Health and Social Care Partnership	Winter Planning/COVID Funding from the Scottish Government for Vulnerable Children and Young People	65,411	COVID-19	This funding has been secured from the Scottish Government to address issues around residential care for children and young people as a result of Covid-19, to address extra social work demands and to support vulnerable children and young people. There is agreement to carry forward up to 25% of the total grant allocation into 2021/22.	65,411	0	0
SW05	Health and Social Care Partnership	Community Living Change Funding from the Scottish Government	300,000	Scottish Government Initiatives	This funding has been provided to support discharge from hospital of people with complex needs, to support the return to Scotland of those placed in care in the rest of the UK and costs associated with the redesign of service provision in order to avoid future hospitalisation and inappropriate placements. The funding is expected to be spent over multiple years to allow time for alternative service models and transitional service arrangements to be developed and implemented for affected service users.	tbc	tbc	tbc
SW06	Health and Social Care Partnership	COVID-19 funding from Scottish Government	1,931,000	COVID-19	This funding reflects the remaining balance of the advance funding for COVID mitigation measures provided to the HSCP in 2020/21 for use in 2021/22. The funding will be used to meet the extra costs of measures to mitigate the effects of COVID and to continue to provide financial sustainability support to external care providers in the area whose activity, costs and income have been adversely affected as a direct consequence of the pandemic. The funding will also be used to fund the extension of the COVID Staff Support Fund which is used to sustain the pay of care workers who experience sickness absence from work due to COVID and whose wages would be reduced to the level of statutory sick pay as a consequence.	1,931,000	0	0
			2,388,876			2,088,876	0	0

Unspent Budget/Non Automatic Carry Forward Earmarkings
Previously Agreed Amounts

Appendix 4

Ref	Service	Description	Amount Earmarked at 31 March 2020	Actual Spend 2020/21	Funds Unearmarked	New Earmarking Agreed by Council During 2020/21	Closing Balance	Reason for Carry Forward	Plans for Use	Spending profile		
										Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
		Completed projects during 2020/21	254,165	254,165	0	0	0	Unspent Budget		0	0	0
CHIEF EXECUTIVES UNIT												
001	Head of Financial Services	CIPFA	40,817	3,341	0	0	37,476	Unspent Budget	CIPFA Training - To fund the professional training costs for staff undertaking the CIPFA professional accountancy qualification.	18,738	18,738	0
002	Head of Financial Services	Scottish Government Funding - Welfare Reform/Discretionary Housing Payments (agreed at Council February 2014)	18,595	0	0	0	18,595	Previous Council Decision	The Council was allocated additional funding of £550k from the Scottish Government late in 2013-14. This money was allocated to support the Community Learning and Development Team to provide courses to support Universal Credit claimants 2019/2020 to support the recruitment of casual tutors and the purchase and upgrade of laptops. The monies were not utilised however it will now be required to top up the Scottish Welfare Fund and DHP monies for 2021/22 which will be under more pressure due to Covid-19.	0	18,595	0
EXECUTIVE DIRECTOR (DOUGLAS HENDRY)												
003	Commercial Services	Rothesay Pavilion Essential repairs	306,400	0	0	0	306,400	Previous Council Decision	Essential repairs to deal with potential health and safety risks and to avoid further deterioration. Budget provision was approved by the Policy and Resources Committee on 21 August 2014.	306,400	0	0
004	Commercial Services	Estates - NDR Revaluation Appeals	84,688	0	0	0	84,688	Unspent Budget	The Council agreed to make provision to meet the cost of appealing Non Domestic Rates (NDR) revaluations which will be imposed from 1st April 2017. It was agreed that £150,000 be earmarked from the favourable 2016-17 outturn position to fund these appeals. The balance of £84,688 is still required for 2021/22 as NDR valuation appeals have been lodged but have not been heard yet. We will not know the level of savings, and in turn the corresponding charge to us, until the appeals are concluded which should be later on this year. Ryden are awaiting outcome of further citations which will incur fees.	84,688	0	0
005	Commercial Services	Management of Asbestos	78,156	39,060			39,096	Unspent Budget	Providing asbestos management on an ongoing basis by employing 2.5 FTE to ensure compliance with all regulatory requirements.	39,096	0	0
006	Commercial Services	Site Investigation Works	40,211	13,898			26,313	Unspent Budget	For Site Investigation works in relation to Tweeddale Street Car Park, Oban and Oban Airport Business Park to explore commercial opportunities to develop the sites and gain revenue income for Argyll and Bute Council. HUB North were instructed to procure contractors to undertake the site investigations and work commenced in March 2020. This is still ongoing.	26,313	0	0
007	Education	Change in Teachers Pension - Uplift in Employer Contribution	230,000	118,000			112,000	Unspent Budget	Reports to Policy and Resources Committee earlier in the year outlined the change in teachers pensions anticipated income and expenditure and also the delay in the implementing the new employer contribution rate within 2019. Due to the delay a surplus was created in 2019-20 and it was approved that this be used to help reduce the cost in future years. £0.118m was planned to be used in 2020-21 with the remaining £0.112 used in 2021-22.	112,000	0	0

Ref	Service	Description	Amount Earmarked at 31 March 2020	Actual Spend 2020/21	Funds Unearmarked	New Earmarking Agreed by Council During 2020/21	Closing Balance	Reason for Carry Forward	Plans for Use	Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
008	Education	Skype for Business for Education	138,325	0			138,325	Unspent Budget	To fund the initial capital costs for the implementation of Skype for Business for Education. This will bring the Education service in line with other council departments and will improve staff collaboration and modernise school telephony to deliver the service more efficiently and cost effectively.	138,325	0	0
EXECUTIVE DIRECTOR (KIRSTY FLANAGAN)												
009	Customer Support Services	Growing our Own and Modern Apprentices	109,150	0	0	0	109,150	Unspent Budget	Funding earmarked to support trainee development and modern apprenticeship opportunities based on priority workforce risk areas. These areas have been identified and proposals developed. The money will be allocated in 2021/22 and 2022/23, this has been delayed as a result of covid and concerns regarding supporting apprentices/trainees remotely. This is being addressed and proposals will be agreed for spend in 2021/22 and 2022/23.	81,862	27,288	0
010	Customer Support Services	Business Development Training	57,939	28,216			29,723	Unspent Budget	This budget is funding ongoing leadership development, coaching, action learning sets and commissioned training including Priority Management.	29,723	0	0
011	Customer Support Services	Learning and Development	38,108	1,600			36,508	Unspent Budget	In order to maximise the opportunities and efficiencies of digital learning, this funding will be used to support the extension of digital learning in order to deliver the Digital Learning Strategy, which was approved in FQ4 20/21.	36,508	0	0
012	Customer Support Services	Living Wage Consolidation Team	2,345	0			2,345	Unspent Budget	The living wage project was programmed to run until 1 st April 2021. The key target of consolidating the Living Wage into the Pay and Grading system on 1 st April was met, but some other aspects of the project, including LGE14 re-evaluation and the implementation of revised Conditions of Service have been delayed due to Covid. This money will be spent on correspondence, postage etc to implement the final stages of the project.	2,345	0	0
013	Development and Economic Growth	Oban TIF (Tax Incremental Financing)	670,986	131,767			539,219	Previous Council Decision	Will be used to fund the TIF Programme office for a further 3 years as well as the programme office for Rural Growth Deal beyond the funding that was agreed at Council for this in February 2021.	539,219	0	0
014	Development and Economic Growth	Royal National Mod	80,000	20,000			60,000	Unspent Budget	One off funding allocation for the Royal National Mod agreed as part of the budget setting process for 2019-20. Grant contract issued. Proposed payment of £20k per annum starting 2020/21 (2023/24 final payment of £20k)	20,000	20,000	20,000
015	Development and Economic Growth	Development Policy	19,910	0	0	0	19,910	Unspent Budget	To be used in support of delivering the LDP in general: including developing IT and GIS capabilities required to support publishing the LDP.	19,910	0	0
016	Development and Economic Growth	Oban Strategic Development Framework	12,979	0	12,979	0	0	Unspent Budget	The Destination and origin survey was carried out at a lower than anticipated amount and it was agreed by DMT on 24 May 2021 that the remaining balance should be returned to the centre.	12,979	0	0
017	Roads and Infrastructure Services	3G pitches / Tarbert Sports Pitches	592,218	84,833			507,385	Unspent Budget	In November 2018, the Council agreed to a maintenance funding package to be progressed for a number of 3G pitches including Tarbert. This funding will provide an estimated 6.5 years' worth of ongoing maintenance up to 2025-26.	85,000	85,000	337,385
018	Roads and Infrastructure Services	Waste Management	194,361	0	0	0	194,361	Unspent Budget	Will be used towards long term waste management strategy/model, including but not limited to scoping work for the creating of a waste transfer station.	194,361	0	0
019	Roads and Infrastructure Services	Amenity Services introduction of management information system	36,786	995			35,791	Unspent Budget	WDM project now progressing with new Team Leader in post. This earmarking will be utilised for development work within the WDM system and for purchasing tablets/devices for teams on the ground.	35,791	0	0
NON DEPARTMENTAL												

Ref	Service	Description	Amount Earmarked at 31 March 2020	Actual Spend 2020/21	Funds Unearmarked	New Earmarking Agreed by Council During 2020/21	Closing Balance	Reason for Carry Forward	Plans for Use	Amount Planned to be Spent in 2021/22	Amount Planned to be Spent in 2022/23	Amount Planned to be Spent from 2023/24 onwards
020	Across Services / Chief Executive's Unit	Information Management (Balance of Funding)	209,844	0	0	0	209,844	Unspent Budget	To support a number of initiatives in respect of improving the Council's information management in line with the transformation agenda and increasing the pace of change as outlined in the BV Review. The planned initiatives include: Estates Survey work £122k, Digitalisation of Title Deeds £92k, document management and workflow system for Planning, Building Standards and Environmental Health £77k and a balance of funding to explore information management solutions in a strategic and coherent way £209k	209,844	0	0
021	Across Services / Commercial Services	Information Management (Estates Survey Work)	121,538	71,448			50,090	Unspent Budget	To support a number of initiatives in respect of improving the Council's information management in line with the transformation agenda and increasing the pace of change as outlined in the BV Review. The planned initiatives include: Estates Survey work £122k, Digitalisation of Title Deeds £92k, document management and workflow system for Planning, Building Standards and Environmental Health £77k and a balance of funding to explore information management solutions in a strategic and coherent way £209k	50,090	0	0
022	Across Services / Development and Economic Growth	Information Management (Document Management and Workflow for Planning, Building Standards and Environmental Health)	76,618	9,364			67,254	Unspent Budget	To support a number of initiatives in respect of improving the Council's information management in line with the transformation agenda and increasing the pace of change as outlined in the BV Review. The planned initiatives include: Estates Survey work £122k, Digitalisation of Title Deeds £92k, document management and workflow system for Planning, Building Standards and Environmental Health £77k and a balance of funding to explore information management solutions in a strategic and coherent way £209k	67,254	0	0
023	Across Services / Legal and Regulatory Services	Information Management (Digitalisation of Title Deeds)	92,000	0	0	0	92,000	Unspent Budget	To support a number of initiatives in respect of improving the Council's information management in line with the transformation agenda and increasing the pace of change as outlined in the BV Review. The planned initiatives include: Estates Survey work £122k, Digitalisation of Title Deeds £92k (delay on spending due to COVID-19), document management and workflow system for Planning, Building Standards and Environmental Health £77k and a balance of funding to explore information management solutions in a strategic and coherent way £209k	61,000	31,000	0
024	Non Departmental	Redundancy Provision	2,100,000	201,476			1,898,524	Unspent Budget	One-off re-profiling gain as a result of the loans fund review to fund known liabilities/cost pressures as agreed at budget setting meeting in February 2020. Future redundancies provision.	1,148,524	750,000	0
025	Non Departmental	Underwriting development of Rothesay Pavilion	1,000,000	0	0	0	1,000,000	Unspent Budget	Funding to meet additional costs identified as necessary for the refurbishment of Rothesay Pavilion.	1,000,000	0	0
026	Non Departmental	Supporting Organisational Change	500,000	1,250			498,750	Unspent Budget	One-off re-profiling gain as a result of the loans fund review to fund known liabilities/cost pressures as agreed at budget setting meeting in February 2020 - Provision to support organisational change (£0.500m)	250,000	248,750	0
027	Non Departmental	Spend to Save Route Optimisation Software	100,000	0	0	0	100,000	Unspent Budget	One-off re-profiling gain as a result of the loans fund review to fund known liabilities/cost pressures as agreed at budget setting meeting in February 2020 - Spend to save route optimisation (£0.100m).	100,000	0	0
028	Non Departmental	Community Resilience Fund	76,447	0	0	0	76,447	Previous Council Decision	Fund established in 2012/13 to be spent over more than one year. Fund reduced at the Council meeting on 11 February 2016	0	76,447	0
			7,282,586	979,413	12,979	0	6,290,194			4,669,970	1,275,818	357,385

Other Earmarked Balances
Previously Agreed Amounts

Ref	Service	Description	Amount Earmarked at 31 March 2020	Actual Spend 2020/21	Funds unearmarked	New Earmarking Agreed by Council During 2020/21	Closing Balance	Reason for Carry Forward	Plans for Use
		Completed projects during 2020/21	96,000	96,000	0	0	0	Previous Council Decision	
		Completed projects during 2020/21	24,387	24,370	17	0	0	Previous Council Decision - Other	
		Completed projects during 2020/21	136,400	136,400	0	0	0	Scottish Government Initiatives	
		Completed projects during 2020/21	1,849,622	1,849,622	0	0	0	Unspent Grant	
CHIEF EXECUTIVES UNIT									
001	Community Planning	NHS Highland Contribution Towards the CPP Running Costs	30,237	0	0	0	30,237	Unspent Third Party Contribution	Will be deployed as required in the day-to-day running of the Community Planning Partnership's operations.
002	Financial Services	Benefit Admin Grant	123,054	0	0	0	123,054	Unspent Grant	Grant monies which would have to be repaid if not utilised for intended purpose. Benefit Administration activities in the build up to the migration of Housing Benefit to Universal Credit. These monies are committed to cover ongoing Benefit Administration activities in 21/22 to 23/24 when it is now expected that the full migration of working age Housing Benefit caseload to Universal Credit will be complete. Estimated value £40,000 in 2022/23 and 2023/24. Monies will be used to build resilience including staff overtime, outsourcing of Housing Benefit processing during the transition and cover casual staff for the Universal Credit migration. Monies also set aside for additional works to the value of £60,000 with the Sheriff Officer to assist with Council Tax and NDR debt recovery from Covid-19. Finally £50,000 is set-a-side to mitigate DHP and SWF spending pressures which are anticipated with the ongoing implementation of Universal Credit, Covid-19 and the no deal Brexit situation.

Ref	Service	Description	Amount Earmarked at 31 March 2020	Actual Spend 2020/21	Funds unearmarked	New Earmarking Agreed by Council During 2020/21	Closing Balance	Reason for Carry Forward	Plans for Use
003	Financial Services	Council Tax Reduction Scheme	80,832	0	0	0	80,832	Unspent Grant	Monies given to the Council by the Scottish Government to cover system development costs for the Council Tax Reduction Scheme. Further enhancements are required to the Council's Revenues and Benefits back office system to increase automation and reduce ongoing costs in terms of efficiencies in staff time. An additional £40,000 is committed to Civica for the upgrade of the Bank Reconciliation functionality and hosted Cash Receipting system and £15,000 for the purchase of the Benefit Debt Recovery functionality. An additional £20,000 is set-a-side for the implementation of PSD2 and the tightening up of card payment security with the banks. Monies also committed to support the Customer Service Centre's £5,000 Connect Assist to develop customer service improvements in the front office in 2021/2022.
004	Financial Services	Scottish Welfare Fund Grant	24,779	0	0	0	24,779	Unspent Grant	Underspend against the Scottish Welfare Fund grant. There is a statutory duty to use these funds for the purpose of the Scottish Welfare Fund and therefore the funds will be carried forward for this purpose. It is likely there will be pressure on this budget in 21/22 due to the impact of COVID-19.
EXECUTIVE DIRECTOR (DOUGLAS HENDRY)									
005	Commercial Services	Rothesay Pavilion Charity	750,000	0	0	0	750,000	Previous Council Decision	Agreed at Council meeting February 2020, £750k additional revenue support subject to conditions which seek to minimise the risk to the Council as far as is reasonably practicable including requirement for adequate business and financial management and regular reporting by RPC.
006	Commercial Services	Contingent Liability - Capital Project	622,626	55,882	0	0	566,744	Existing Legal Commitments	There is a contingent liability in respect of the capital plan. The earmarked amount is an estimate and further drawdowns are expected to be required for fees relative to court proceedings in to 2020-21.

Ref	Service	Description	Amount Earmarked at 31 March 2020	Actual Spend 2020/21	Funds unearmarked	New Earmarking Agreed by Council During 2020/21	Closing Balance	Reason for Carry Forward	Plans for Use
007	Commercial Services	Energy Efficiency Fund	218,351	0	0	0	218,351	Energy Efficiency Fund	The Central Energy Efficiency Fund (CEEF) was launched by the Scottish Government in 2004 to support the delivery of energy efficiency and renewable energy measures to reduce carbon emissions in the Scottish Public Sector. The original Council allocation of funding was £286k and there were terms and conditions attached to the funding which included formally reporting to the SG on energy efficient measures implemented from the fund. Part of the stipulation of the funding was that any savings from energy efficiencies were reinvested into the fund in order that there was a revolving fund to continually reinvest in energy efficiency measures. The terms and conditions attached to the fund expired on 31 March 2016, however there is an expectation that local authorities will maintain a revolving energy efficiency fund to support future carbon reducing projects. Maintaining this fund also assists the Council to make progress towards reducing carbon emissions and therefore not only to secure savings in energy costs but also in the cost of Carbon Reduction Scheme Allowances.
008	Commercial Services	One Council Property Team	181,445	939	0	0	180,506	Previous Council Decision - Other	The Council agreed to make provision to meet the cost of funding the One Council Property Team. It was agreed that £260,000 be earmarked from the favourable 2017-18 outturn position to fund these posts until they became self-financing. This process is ongoing therefore the balance of this earmarking for the sum of £180,506 is still required for 2021/22 onwards.
009	Commercial Services	Free Sanitary Provision Scheme	11,374	0	0	0	11,374	Scottish Government Initiatives	To fund the continued implementation of the scheme through increased provision of reusable products, improved provision rural communities by working in partnership with Education and improving the storage of products in toilets so that they are more readily available. In addition, with the onset of Covid-19, work is underway to deliver period products to those who are unable to access them at this time and this work can also be funded from this earmarking
010	Education	DMR Scheme of Delegation for Schools	916,896	536,319	0	0	380,577	DMR Schools	To be spent in accordance with DSM regulations.
011	Education	Pupil Equity Fund Carry Forward	446,679	445,087	0	0	1,592	Unspent Grant	To provide targeted support for children and young people affected by poverty to achieve their full potential, to be utilised flexibly through remainder of academic year 2020-21.

Ref	Service	Description	Amount Earmarked at 31 March 2020	Actual Spend 2020/21	Funds unearmarked	New Earmarking Agreed by Council During 2020/21	Closing Balance	Reason for Carry Forward	Plans for Use
012	Education	Access to Counsellors in Schools	286,000	103,968	0	0	182,032	Scottish Government Initiatives	Government initiative to support delivery of the access to school counselling service, in line with the commitment set out in Programme for Government. The delivery of the service will enable children and young people to be supported with issues affecting their mental health and wellbeing.
013	Education	Additional Support Needs - Additional Support for Learning Project	219,000	16,194	0	0	202,806	Scottish Government Initiatives	Government initiative to support the provision of support staff in schools as part of 'Support for Additional Support for Learning Implementation'.
014	Education	GIRFEC	117,871	68,561	0	0	49,310	Scottish Government Initiatives	To support Argyll and Bute's contribution to implementing GIRFEC and the Children and Young Person (Scotland) Act to ensure compliance with legislation.
015	Education	Community Mental Health and Wellbeing support to Children and Young People	62,500	7,763	0	0	54,737	Scottish Government Initiatives	Scottish Government/COSLA Initiative to support the work under the Children and Young People's Mental Health and Wellbeing Programme each LA received £62.5k. This fund has to be utilised by local collaborative partnerships for planning, development, programme and change management costs.
016	Education	Languages 1 + 2	60,465	32,409	0	0	28,056	Scottish Government Initiatives	Languages 1+2: Grant provided for implementing the Scottish Government's 1+2 languages policy for Primary schools. The Scottish Government have confirmed that any unspent funding can be put into reserves for spend later.
017	Education	Scottish Attainment Challenge - Care Experienced CYP Funding	52,024	30,200	0	0	21,824	Unspent Grant	To provide additional support for care experienced children and young people to help improve their educational outcomes.
018	Education	ERASMUS French and Spanish Training for Practitioners	45,269	3,655	0	0	41,614	Unspent Grant	Academic Year Grant to be spent by October 2021. Due to COVID-19 and with restrictions on teachers going abroad to Spain and France for Teacher language training, this grant has been extended to the end of October 2021. Therefore the remaining balance on this earmarking will be spent in financial year 2021-22.

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019	Education	Scottish Government Initiatives: Developing the Young Workforce GIRFEC Languages 1+2	43,498	1,914	0	0	41,584	Scottish Government Initiatives	Developing the Young Workforce: Developing an Argyll and Bute foundational apprenticeship scheme, developing support for vulnerable young people to access training, developing key group knowledge of the local labour market in relation to post-school opportunities and delivering a prevocational programme for unemployed young people. Grant received from the Scottish Government for this purpose. GIRFEC: This grant funding is for the specific purpose of supporting Argyll and Bute's contribution to implementing GIRFEC and the Children and Young Person (Scotland) Act to ensure compliance with legislation. Activity in Argyll and Bute will include developing specific resources, staff training and development, protocols and procedures in line with the GIRFEC practice model and national guidelines. Languages 1+2: Grant provided for implementing the Scottish Government's 1+2 languages policy for Primary schools. The Scottish Government have confirmed that any unspent funding can be put into reserves for spend later.
020	Education	Schools ADP Grant	16,663	0	0	0	16,663	Unspent Grant	Providing social and emotional support to pupils who are affected by drugs and alcohol.
021	Education	EDSCOT Stem Project	6,192	4,588	0	0	1,604	Unspent grant	Obligations to suppliers - approval from Education Scotland to carry forward part - remainder of grant being returned to Education Scotland
022	Education	Ministry of Defence Grant - support for military children	5,222	4,349	0	0	873	Unspent Grant	Providing social and emotional support to pupils who are affected by deployment who may have gaps in their Education as a result of transitions.
023	Education	Child healthy Weight Funding - NHS	3,000	0	0	0	3,000	Unspent Grant	Delivery of healthy eating activities within the early years setting promoting Child Health Weight.
024	Education	Adult Services - c/f Health and Wellbeing funding	385	0	0	0	385	Unspent Third Party Contribution	English for Speakers of Other Languages (ESOL) funding and HandWB tutor costs.
025	Legal and Regulatory Services	CCTV Maintenance	89,257	25,128	0	0	64,129	Unspent Grant	Maintenance of CCTV systems. Funds transferred from external bodies to maintain systems for future years. Council Decision of 20 Sept 2007.
026	Legal and Regulatory Services	Community Safety Partnership	21,538	0	0	0	21,538	Existing Legal Commitments	Corporate Initiative with specific funding to deliver a project. To fund reconfiguration of Dunoon CCTV Scheme.
EXECUTIVE DIRECTOR (KIRSTY FLANAGAN)									
027	Customer Support Services	Microsoft Licensing Costs	693,888	116,000	0	0	577,888	Previous Council Decision - Other	Microsoft licensing savings to be retained from 2017/18 to 2019/20 in order to build a reserve to be used to fund upgrades to the latest versions of Microsoft software from 2020 onwards.
028	Customer Support Services	Bord na Gaidhlig	61,255	19,671	0	0	41,584	Unspent Grant	Grant funding from Bord na Gaidhlig. Ongoing spend ad hoc to deliver on commitments in the Gaelic Language Plan. Grant income from GLAIF continues to be added to this total and then paid out to projects.

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029	Customer Support Services	Implementation of Gaelic Language Plan	0	0	0	30,000	30,000	Previous Council Decision	Agreed at Council Meeting February 2021. Provision of funding for delivery and implementation of the council's Gaelic Language Plan in recognition of the contribution that Gaelic makes to economic growth and to the tourism sector, and to enable delivery of key activities within the plan which currently receive no revenue funding.
030	Development and Economic Growth	Dunoon CARS	500,000	0	0	0	500,000	Previous Council Decision - Other	Conservation Area Regeneration Scheme for Dunoon. Grants awarded to upgrade conservation areas in Dunoon such as shop fronts, town centre accommodation and other priority buildings.
031	Development and Economic Growth	Kilmartin Museum	400,000	0	0	0	400,000	Previous Council Decision - Other	Upgrade of Kilmartin Museum, works carried out by Museum with grants awarded upon completion milestones. Budget allocated to capital originally but was moved out of capital and into earmarked reserves at 2020-21 budget meeting.
032	Development and Economic Growth	Helensburgh CARS	327,000	0	0	0	327,000	Previous Council Decision - Other	Conservation Area Regeneration Scheme for Helensburgh. Grants awarded to upgrade conservation areas in Helensburgh such as shop fronts, town centre accommodation and other priority buildings. Business Case not yet approved.
033	Development and Economic Growth	Rothesay Pavilion - Revenue contribution	213,160	0	0	0	213,160	CHORD	Build up a provision towards future Council commitment to provide up to £150,000 per annum running costs for Rothesay Pavilion.
034	Development and Economic Growth	Rothesay THI	200,000	0	0	0	200,000	Previous Council Decision - Other	Stage 2 submission for the Rothesay Townscape Heritage Initiative project. Budget allocated at 2017-18 budget meeting and allocated to capital, this was then moved out of capital and into earmarked reserves at 2020-21 budget meeting.
035	Development and Economic Growth	Lochgilphead CARS	200,000	0	0	0	200,000	Previous Council Decision - Other	Conservation Area Regeneration Scheme for Lochgilphead Grants awarded to upgrade conservation areas in Lochgilphead such as shop fronts, town centre accommodation and other priority buildings.
036	Development and Economic Growth	Town Centre Fund	150,471	43,471	0	0	107,000	Unspent Grant	This represents the revenue funded projects within the Town centre fund which have yet to be paid out plus the overall contingency amount which was built into the overall scheme.
037	Development and Economic Growth	Rapid Rehousing	76,438	0	0	0	76,438	Unspent Grant	Implementing the finalised Rapid re-Housing Plan which is to be submitted for adoption at the BCC in June and submitted to Scottish Government. This will include, but not exclusively, Rent arrears prevention fund; Decoration project; Flexible Emergency Fund; Mental Health /Addictions Practitioner; Housing First / RRTP training

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038	Development and Economic Growth	Proposed Local Development Plan 2	68,000	0	0	0	68,000	Previous Council Decision - Other	During 19/20, a cost pressure of £68,000 was allocated to deal with the costs associated with the production of Local Development Plan 2. As the costs were not incurred during 19/20, they have been earmarked to be used in 20/21
039	Development and Economic Growth	Dunoon Business Improvement District	60,700	20,000	0	0	40,700	Previous Council Decision - Other	Contribution from the Council towards the five year business plan for the Dunoon Business Improvement District.
040	Development and Economic Growth	Enforcement action for planning	24,000	0	24,000	0	0	Previous Council Decision - Other	A Supplementary estimate was agreed at the Council meeting on 27 June 2019 for £24,000 to support any action to be taken in respect of enforcement case reference 16/00076/ENAMEN. This has now been satisfactorily resolved without requirement for direct action so the earmarking can be released.
041	Roads and Infrastructure Services	Piers and Harbours	607,841	0	0	0	607,841	Piers and Harbours Investment Fund	Funding generated through increased harbour fees and charges in order to generate funds to meet the costs of the prudential borrowing required to develop and maintain the Council's harbour assets and infrastructure. Under the Harbours Act 1964, section 42, as a statutory harbour undertaker, the Council must prepare an annual statement of accounts relating to the harbour activities and any associated activities for each harbour for which it is the statutory harbour authority. This requirement cannot be satisfied by the preparation of a statement of accounts which relates to other Council activities in addition to harbour activities. In essence, any surplus in the Piers and Harbours budget must be reinvested in the marine asset and reflected in accounts.
042	Roads and Infrastructure Services	Coastal Communities Fund	249,864	185,552	0	0	64,312	Unspent Grant	The fund will be used to improve coastal roads, increase flooding resilience and/or undertake emergency works as appropriate.
043	Roads and Infrastructure Services	Temporary Wardens / Transfer Station	70,870	0	0	0	70,870	Previous Council Decision - Other	The balance of the earmarked reserve is to develop the Waste Transfer Station. An option appraisal is underway to determine if this is required.
044	Roads and Infrastructure Services	Mercury Abatement - Crematorium	66,811	0	0	0	66,811	Unspent Third Party Contribution	Phase 3 of the Cardross Crematorium works includes raised flooring for DDA compliance together with upgrades to fire doors. Works estimate circa £73k. The works include new fire exit doors to meet compliance and the raising of the floor level in the arch opposite the main entrance, the works include ensuring the book of remembrance is readily accessible. Work commenced last 2020-21 and property have advised that this work will be completed early 2021-22.

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045	Roads and Infrastructure Services	Fyne Futures	60,000	35,130	0	0	24,870	Previous Council Decision	Agreed at Council meeting February 2020, one off allocation to Fyne Futures for 20/21. Fyne Futures ceased operating the recycling service on Bute at the end of March. The service is now undertaken in-house. Partial draw down only required to operate internal service. Staff were Taped across from Fyne Futures which may lead to redundancy costs in 2021-22 for which the remaining unspent earmarking could assist with.
SOCIAL WORK									
046	Children and Families	Criminal Justice Transformation Funding	39,890	0	0	0	39,890	Unspent Third Party Contribution	Additional funding from SG to fund redesign work within Criminal Justice. Funds to be pooled with equivalent additional funding received by our CJ Partnership Partners to fund a transformation and development project across the three partner areas.
047	Adult Services	See Hear Funding	13,658	0	0	0	13,658	Scottish Government Initiatives	Funding has been received specifically from the Scottish Government to support activity around implementation of the See Hear recommendations and the identified priorities of individual Sensory Partnerships. Funds will be used in the next two years in accordance with the See Hear plan and Argyll and Bute's BSL Local plan.
NON DEPARTMENTAL									
048	Non Departmental	Strategic Housing Fund	7,499,609	2,629,482	0	0	4,870,127	Strategic Housing Fund	Accumulation of Council tax collected from the second homes discount on properties is earmarked as part of the Strategic Housing Fund balance.
049	Non Departmental	Capital Projects (including Helensburgh waterfront)	7,452,000	0	0	0	7,452,000	Capital Projects	Agreed underwriting at the Council Meeting on 11 February 2016. Will be used to fund capital programme and drawn down during 21-22.
050	Non Departmental	Investment in Affordable Housing	4,000,000	0	500,000	0	3,500,000	Investment in Affordable Housing	Agreed at Council Meeting 11 February 2016. This balance reduces as the Loans to RSL balances are reducing.
051	Non Departmental	Regeneration and Economic sustainability in Lochgilphead and Tarbert.	2,375,915	104,032	0	0	2,271,883	Lochgilphead and Tarbert Regeneration	Agreed at Council Meeting 11 February 2016. 2 projects completed; 1 project in the process of completion but currently suspended due to covid-19; 2 currently out to tender but the timeline is affected by covid-19; 1 project nearing completion of the design stage with FBC due for completion & consideration in late 2020.
052	Non Departmental	Asset Management Fund	2,059,474	0	0	0	2,059,474	Asset Management Investment	Agreed at Council Meeting 11 February 2016. This fund has been set up to allow the Council to invest monies where relevant to generate a return that will be reinvested within Argyll and Bute.
053	Non Departmental	Inward investment Fund	882,500	50,000	0	0	832,500	Inward Investment Fund	Agreed at Council Meeting 11 February 2016. This fund has been set up to generate economic and population growth within Argyll and Bute. The aim is to encourage business and people to set up and live in Argyll and Bute. The remainder of this fund will be directed towards projects which support the Rural Growth Deal.

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054	Non Departmental	Property Capital Investment	0	0	0	500,000	500,000	Previous Council Decision	Agreed Council meeting February 2020 - an allocation from the Revenue Budget to Property Capital
055	Non Departmental	Investment in HubCo	491,791	0	0	0	491,791	Asset Management Investment	It was agreed at the Council meeting February 2016 that the investment in HubCo be supported. The earmarking has been updated to show the actual investment costs.
056	Non Departmental	Roads Capital Investment	264,000	0	0	2,136,000	2,400,000	Previous Council Decision	Agreed at Council meeting February 2020, a transfer of £264k to Administration priorities to support Roads Capital Investment. This has been built into the capital plan and drawn down in 21-22. The total investment to capital was £2.4m but only the part from the General fund reserve was recognised. The revenue budget allocation of £2.136m recognised at year end 20-21.
057	Non Departmental	Rural Growth Deal Programme Office	0	0	0	210,000	210,000	Previous Council Decision	Agreed at Council meeting February 2021. Following the signing of the Heads of Terms Agreement for Argyll and Bute's Rural Growth Deal in February 2021 and, to secure maximum potential from this £70m investment in the region, invests additional funding to drive forward the progression of Argyll and Bute's Deal and to support the Deal's associated programme, business case development and project management.
058	Non Departmental	Rural Resettlement Fund	151,733	0	0	0	151,733	Rural Resettlement Fund	At Policy and Resources Committee of 24 May 2018 it was agreed to close this fund to new applicants and the balance was to be used to assist the growth of small and medium sized businesses that support the emerging vision and key themes of the Rural Growth Deal.
059	Non Departmental	Acquisition of Land at Clyde Street, Helensburgh	132,000	110,000	0	0	22,000	Previous Council Decision - Other	The balance remaining after the acquisition of land, relating to Helensburgh Waterfront, has now been earmarked to be used for other capital expenditure relating to the Development
060	Non Departmental	Innovation Fund	73,273	0	0	0	73,273	Transformation	Agreed at Council Meeting October 2015. Fund has been set up to provide support to internal ideas to generate income or reduce costs through efficiencies/redesign.
061	Non Departmental	Allocated to Capital Plan	44,775	0	0	3,000,000	3,044,775	Previous Council Decision - Other	Allocated to capital plan. £8.240m agreed 22 February 2018 and a further £2.408m agreed as a budgeted surplus from the 2018-19 budget. £100k for Dunoon Boxing Club, £124k for Oban Library, £500k for Dunoon CARS, £200k for Rothesay THI, £200k for Lochgilphead CARS. £327k for Helensburgh CARS and £400k for Kilmartin Museum have been moved to separate lines from this overall earmarking. £9225 for 83-85 East Clyde Street Office also moved to separate line (a completed project). Further £3m agreed by the Council at the budget meeting in February 2021.

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062	Non Departmental	Oban Library Leased Property	40,023	14,954	0	0	25,069	Previous Council Decision - Other	Capital expenditure on a Leased Property
			36,092,505	6,771,640	524,017	5,876,000	34,672,848		