

**A meeting of the Inverclyde Council will be held on Thursday 7 June 2018 at 4pm within the Municipal Buildings, Greenock.**

GERARD MALONE  
Head of Legal and Property Services

**BUSINESS**

**\*\*Copy to follow**

1. <b>Apologies and Declarations of Interest</b>	<b>Page</b>
<b>NEW BUSINESS</b>	
<p>2. <b>Minutes of Meetings of The Inverclyde Council, Committees, Sub-Committees and Boards</b></p> <p>Local Police &amp; Fire Scrutiny Sub-Committee (pp 129 – 130)</p> <p>Inverclyde Council (pp 131 – 134)</p> <p>Audit Committee (pp 135 – 136)</p> <p>Health &amp; Social Care Committee (pp 137 – 139)</p> <p>Local Review Body ( p 140)</p> <p>Environment &amp; Regeneration Committee (pp 141 – 146)</p> <p>Education &amp; Communities Committee (pp 147 – 154)</p> <p>General Purposes Board ( p 155)</p> <p>Petitions Committee (pp 156 – 157)</p> <p>** Policy &amp; Resources Committee (pp 158 )</p> <p>** Planning Board (pp )</p> <p>** Local Review Body (pp )</p>	
<b>NEW BUSINESS</b>	
<p>3. <b>Administrative Arrangements: Committee Remits and Delegations</b> Report by Head of Legal &amp; Property Services</p>	<b>p</b>
<p>4. <b>Administrative Arrangements: Cycle of Council, Committees, Sub-Committee and Board Meetings to June 2019</b> Report by Corporate Director Environment, Regeneration &amp; Resources</p>	<b>p</b>
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<p>6. <b>Financial Strategy 2018/2025 - Update</b> Report by Chief Financial Officer</p>	<b>p</b>

<p>7. <b>The Community Empowerment (Scotland) Act 2015 – Asset Transfer Report</b> Report by Head of Legal &amp; Property Services</p>	<p><b>p</b></p>
<p><b>REMITS FROM COMMITTEES</b></p>	
<p>8. <b>Proposed Traffic Regulation Order – The Inverclyde Council Disabled Persons’ Parking Places (On-Street) Order No. 4 2017 – Remit from Environment &amp; Regeneration Committee</b> Report by Corporate Director Environment, Regeneration &amp; Resources</p>	<p><b>p</b></p>
<p>9. <b>Proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm &amp; Quarriers Village) Waiting Restrictions (Variation No. 5) Order 2018 – Remit from Environment &amp; Regeneration Committee</b> Report by Corporate Director Environment, Regeneration &amp; Resources</p>	<p><b>p</b></p>
<p>The documentation relative to the following item has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I as detailed in the minute of the relevant Committee, Sub-Committee or Board.</p>	
<p><b>NEW BUSINESS</b></p>	
<p>10. <b>Business in the Appendix</b></p>	

Enquiries to – **Sharon Lang** – Tel 01475 712112

**LOCAL POLICE & FIRE SCRUTINY SUB-COMMITTEE – 12 APRIL 2018**

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**Local Police & Fire Scrutiny Sub-Committee**

**Thursday 12 April 2018 at 2.30pm**

**Present:** Provost Brennan, Councillors Clocherty, Crowther (for Curley), MacLeod, McCabe, McVey, Murphy, Quinn and Robertson.

**Chair:** Councillor Clocherty presided.

**In attendance:** Head of Environmental & Public Protection, Services Manager (Community Learning & Development, Community Safety & Resilience and Sport) and Ms S Lang (for Head of Legal & Property Services).

**In attendance also:** Superintendent R Kennedy (Police Scotland), Area Manager G Binning and Group Manager M Gallacher, Scottish Fire and Rescue Service.

Prior to commencement of business the Convener referred with sadness to the death on Tuesday 10 April of Wilma Bain, the Council's Corporate Director Education, Communities & Organisational Development. He indicated that the Provost would pay tribute to Mrs Bain at the start of the Council meeting at 4pm that day.

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Sub-Committee.**

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|------------|--|------------|
| <b>234</b> | <b>Apologies, Substitutions and Declarations of Interest</b>   | <b>234</b> |
|            | Apologies for absence were intimated on behalf of Councillors Curley, with Councillor Crowther substituting, C McEleny and Wilson.   |            |
| <b>235</b> | <b>Your Service, Your Voice – A Consultation on the Safe and Planned Future of the Scottish Fire and Rescue Service</b>  | <b>235</b> |
|            | There was submitted a report by the Corporate Director Education, Communities & Organisational Development seeking approval of a response to the Scottish Fire & Rescue Service national consultation "Your Service, Your Voice" on the safe and planned future of the Scottish Fire and Rescue Service. |            |
|            | <b>Decided:</b> that the Sub-Committee approve the response to the consultation set out in Appendix 2 to the report.   |            |
| <b>236</b> | <b>Scottish Fire and Rescue Service Performance Report</b>   | <b>236</b> |
|            | There was submitted a report on the performance and activities of the Scottish Fire & Rescue Service during the reporting period 1 January to 28 February 2018.  |            |
|            | During the course of discussion on this item, reference was made to the scope of the information contained in the performance report. In this regard, Area Manager Binning indicated that he would give consideration to what activities are reported on in future performance reports.                  |            |
|            | <b>Decided:</b> that the information contained in the report and appendices be noted.  |            |

**237 Police Scotland Performance Report****237**

There was submitted a report on the performance and activities of Police Scotland during the reporting period April 2017 to January 2018.

(Provost Brennan left the meeting during consideration of this item of business).

During the course of discussion on this item, reference was made to the inclusion within the overall statistics of assaults committed in prison and within the Inverclyde custody suite and Superintendent Kennedy undertook to report separately on prison and custody suite assaults in future performance reports. He also indicated that he would consult with the Convener regarding the possible inclusion of information on the work of the community policing teams.

**Decided:** that the information contained in the report and appendices be noted.



**THE INVERCLYDE COUNCIL – 12 APRIL 2018**

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**The Inverclyde Council**

**Thursday 12 April 2018 at 4pm**

**Present:** Provost Brennan, Councillors Ahlfeld, Brooks, Clocherty, Crowther, Dorrian, Jackson, MacLeod, McCabe, McCormick, J McEleny, McKenzie, McVey, Moran, Murphy, Quinn, Rebecchi and Robertson.

**Chair:** Provost Brennan presided.

**In attendance:** Chief Executive, Corporate Director Environment, Regeneration & Resources, Head of Legal & Property Services, Ms S Lang (Legal & Property Services), Chief Financial Officer, Ms S McAlees (for Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership), Head of Environmental & Public Protection, Head of Inclusive Education, Culture & Communities, Head of Education, Head of Organisational Development, Human Resources & Communications and Corporate Communications Manager.

**238 Mrs Wilma Bain 238**

Prior to commencement of the Council business Provost Brennan referred to the death on Tuesday 10 April of Wilma Bain, the Council's Corporate Director Education, Communities & Organisational Development after a long illness bravely fought.

The Provost paid tribute to Mrs Bain's professionalism and expertise in her various roles with Inverclyde Council and to her positive attitude throughout her illness and, on behalf of all Members and Officers, he extended his sincere condolences to Mrs Bain's husband and daughter.

The Council thereafter observed a minute's silence.

**239 Apologies and Declarations of Interest 239**

Apologies for absence were intimated on behalf of Councillors Curley, C McEleny and Wilson.

No declarations of interest were intimated.

**Minutes of Meetings of  
The Inverclyde Council, Committees, Sub-Committees and Boards**

**240 Local Police & Fire Scrutiny Sub-Committee – 22 February 2018 240**

**Approved** on the motion of Councillor Clocherty.

**241 Inverclyde Council – 22 February 2018 241**

**Approved** on the motion of Provost Brennan.

**242 Audit Committee – 27 February 2018 242**

**Approved** on the motion of Councillor Rebecchi.

**THE INVERCLYDE COUNCIL – 12 APRIL 2018**

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<b>243</b>	<b>Environment &amp; Regeneration Committee – 8 March 2018</b>	<b>243</b>
	<i>Approved</i> on the motion of Councillor McCormick.	
<b>244</b>	<b>Education &amp; Communities Committee – 13 March 2018</b>	<b>244</b>
	<i>Approved</i> on the motion of Councillor Clocherty.	
<b>245</b>	<b>Health &amp; Social Care Committee – 14 March 2018</b>	<b>245</b>
	<i>Approved</i> on the motion of Councillor Moran.	
<b>246</b>	<b>Inverclyde Council (Special) – 15 March 2018</b>	<b>246</b>
	<i>Approved</i> on the motion of Provost Brennan.	
<b>247</b>	<b>Policy &amp; Resources Committee – 27 March 2018</b>	<b>247</b>
	<i>Approved</i> on the motion of Councillor McCabe.	
<b>248</b>	<b>Environment &amp; Regeneration Committee (Special) – 28 March 2018</b>	<b>248</b>
	<i>Approved</i> on the motion of Councillor McCormick.	
<b>249</b>	<b>Planning Board – 4 April 2018</b>	<b>249</b>
	<i>Approved</i> on the motion of Councillor Dorrian.	
<b>250</b>	<b>Local Review Body – 4 April 2018</b>	<b>250</b>
	<i>Approved</i> on the motion of Councillor Dorrian.	
<b>251</b>	<b>General Purposes Board – 11 April 2018</b>	<b>251</b>
	<i>Approved</i> on the motion of Councillor Dorrian.	
<b>252</b>	<b>Women 50:50 Campaign – Taking Action on Women’s Under-Representation</b>	<b>252</b>

There was submitted a report by the Head of Legal & Property Services requesting that the Council consider whether it would wish to support the Women 50:50 Campaign, the aim of which is to tackle women’s under-representation in Scotland’s Councils through (1) agreeing a motion of support and (2) using the “What Women Want” resource. The report advised that consideration of the matter had been continued from the meeting on 22 February 2018 to allow its referral to the Women’s Forum and to give the campaign representatives an opportunity to address an All Members’ Briefing Meeting.

Following discussion, Councillor McCabe seconded by Councillor Clocherty moved:

(1) that the motion submitted by the Women 50:50 Campaign be supported in the following terms:

“The council notes that women are under-represented across councils in Scotland and

## THE INVERCLYDE COUNCIL – 12 APRIL 2018

make up only 29% of councillors. Council further notes that whilst voluntary mechanisms such as all women shortlists, networks and mentoring have made some progress, women are still not represented equally.

Council notes that despite these measures 29% is the highest proportion of women in council in Scotland's history.

The council congratulates the Women 50:50 campaign which has been working across all political parties and has gained support from the SNP, Scottish Labour, Scottish Liberal Democrats and Scottish Green Party leaders and co-conveners.

The council supports Women 50:50's aim for fair representation of women in Scotland through legislated candidate quotas and backs the campaign's call for fair representation of women across Scotland's public life.

The council recognises that women are not a homogenous group, and that in any of our outreach work to encourage and champion women we should ensure that we engage a diverse group of women from different races, cultures, religions, disabilities, socio-economic statuses and sexualities"; and

(2) that the campaign be supported by use of the "What Women Want" resource.

As an amendment, Councillor Brooks moved that no action be taken. There being no seconder for Councillor Brooks's amendment, this then fell.

**Decided:**

(1) that the motion submitted by the Women 50:50 Campaign be supported in the following terms:

"The council notes that women are under-represented across councils in Scotland and make up only 29% of councillors. Council further notes that whilst voluntary mechanisms such as all women shortlists, networks and mentoring have made some progress, women are still not represented equally.

Council notes that despite these measures 29% is the highest proportion of women in council in Scotland's history.

The council congratulates the Women 50:50 campaign which has been working across all political parties and has gained support from the SNP, Scottish Labour, Scottish Liberal Democrats and Scottish Green Party leaders and co-conveners.

The council supports Women 50:50's aim for fair representation of women in Scotland through legislated candidate quotas and backs the campaign's call for fair representation of women across Scotland's public life.

The council recognises that women are not a homogenous group, and that in any of our outreach work to encourage and champion women we should ensure that we engage a diverse group of women from different races, cultures, religions, disabilities, socio-economic statuses and sexualities"; and

(2) that the campaign be supported by use of the "What Women Want" resource.

Councillor Brooks asked that his dissent at this decision be recorded.

253

### **Proposed Traffic Regulation Order – The Inverclyde Council, Disabled Persons' Parking Places (On-Street) Order No. 1 2018 – Remit from Environment & Regeneration Committee**

253

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 8 March 2018 requesting approval of the proposed Traffic Regulation Order – The Inverclyde Council, Disabled Persons' Parking Places (On-Street) Order No. 1 2018.

**Decided:** that the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council, Disabled Persons' Parking Places (On-Street) Order No. 1 2018 and that the Head of Environmental & Commercial Services and the Head

**THE INVERCLYDE COUNCIL – 12 APRIL 2018**

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of Legal & Property Services be authorised to take all necessary action in connection therewith.

**254 Treasury Management Strategy Statement and Annual Investment Strategy – 2018/19 – 2021/22: Remit from Policy & Resources Committee 254**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Policy & Resources Committee of 27 March 2018 relative to the Treasury Management Strategy Statement and Annual Investment Strategy 2018/19 – 2021/22.

**Decided:** that approval be given to:

- (a) The Treasury Management Strategy and Annual Investment Strategy;
- (b) Authorised Limits for 2018/22;
- (c) The Treasury Management Policy Statement set out in paragraph 5.2 of the report to the Policy & Resources Committee;
- (d) The policy on repayment of Loans Fund advances set out in paragraph 8.2 of the report to the Policy & Resources Committee;
- (e) Treasury Policy Limits;
- (f) Prudential Indicators and Treasury Management Indicators; and
- (g) The List of Permitted Investments (including those for the Common Good Fund).

**It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting for consideration of the following item on the grounds that consideration of the item involved the likely disclosure of exempt information as defined in the respective paragraphs of the relevant Minutes.**

**Appendices to Minutes**

**255 Environment & Regeneration Committee – 8 March 2018 255**

**Approved** on the motion of Councillor McCormick.

**256 Education & Communities Committee – 13 March 2018 256**

**Approved** on the motion of Councillor Clocherty.

**257 Policy & Resources Committee - 27 March 2018 257**

**Approved** on the motion of Councillor McCabe.

**258 Environment & Regeneration Committee (Special) – 28 March 2018 258**

**Approved** on the motion of Councillor McCormick.

**259 General Purposes Board – 11 April 2018 259**

**Approved** on the motion of Councillor Dorrian.

## AUDIT COMMITTEE – 24 APRIL 2018

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### Audit Committee

Tuesday 24 April 2018 at 3pm

**Present:** Provost Brennan, Councillors Brooks, Curley, McCabe, McCormick, J McEleny, McVey, Murphy, Nelson and Rebecchi.

**Chair:** Councillor Rebecchi presided.

**In attendance:** Corporate Director Environment, Regeneration & Resources, Acting Head of Environmental & Commercial Services, Chief Internal Auditor, Mr J Hamilton (for Head of Legal & Property Services), Ms D Sweeney (Legal & Property Services) and Mr M Thomson (for Chief Financial Officer).

**In Attendance Also:** Mr T Yule, Audit Scotland.

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Committee.**

**260      Apologies, Substitutions and Declarations of Interest      260**

An apology for absence was intimated on behalf of Councillor Quinn.

No declarations of interest were intimated.

**261      Internal Audit Progress Report – 5 February to 27 March 2018      261**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources appending the monitoring report in respect of Internal Audit activity for the period 5 February to 27 March 2018.

**Decided:** that the monitoring report in respect of Internal Audit activity for the period 5 February to 27 March 2018 be noted.

**262      External Audit Action Plans - Current Actions      262**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on the status of current actions from External Audit Action Plans as at 31 March 2018.

**Decided:** that the Committee note the progress to date in relation to the implementation of external audit actions.

**263      Internal Audit Annual Strategy and Plan 2018 to 2019      263**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources presenting for approval the Internal Audit Annual Strategy and Plan 2018 to 2019.

**Decided:** that the internal Audit Annual Strategy and Plan for 2018 to 2019 be approved.

## AUDIT COMMITTEE – 24 APRIL 2018

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**264 Accounts Commission Report – 2016/17 Audit of Dundee City Council – Reporting a Significant Fraud 264**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) informing the Committee of the issues raised by the Accounts Commission report “2016/17 Audit of Dundee City Council – Reporting a Significant Fraud” and (2) suggesting how best the Council may use the findings of the report to assess its own existing practices and identify where improvements could be made.

**Decided:**

That it be agreed that the Council undertake limited scope financial reviews of the BACS payment process and FMS Logical Access Controls as part of the Internal Audit Annual Plan for 2018 – 2019 and to report the findings to the Audit Committee as part of the regular reporting process.

**It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting during consideration of the following item on the grounds that the business involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 7(A) of the Act.**

**265 Internal Audit Progress Report - Appendix 265**

There was submitted an appendix to the Internal Audit Progress Report providing details of a special investigation undertaken since the last meeting of the Committee.

**Decided:** that the appendix be noted.

## HEALTH & SOCIAL CARE COMMITTEE – 26 APRIL 2018

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### Health & Social Care Committee

#### Thursday 26 April 2018 at 3pm

**Present:** Councillors Brooks, Clocherty (for Dorrian), Jackson, Crowther (for MacLeod), McCabe, C McEleny, McKenzie, Moran, Quinn, Rebecchi and Robertson.

**Chair:** Councillor Moran presided.

**In attendance:** Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership, Head of Health & Community Care, Head of Mental Health, Addictions & Homelessness, Head of Strategy & Support Services, Head of Children's Services and Criminal Justice, Service Manager (Criminal Justice), Service Manager (Assessment & Care), Team Lead (Assessment & Care), Ms F McLaren (for Chief Financial Officer), Ms V Pollock (for Head of Legal & Property Services), Ms S Lang (Legal & Property Services) and Mr M Bingham (Corporate Communications).

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Committee.**

#### **266 Apologies, Substitutions and Declarations of Interest 266**

Apologies for absence were intimated on behalf of Councillor Dorrian, with Councillor Clocherty substituting, and Councillor MacLeod, with Councillor Crowther substituting.

Councillors Brooks and McCabe declared a non-financial interest in Agenda Item 8 (Governance of HSCP Commissioned External Organisations).

#### **267 Winter Plan 2017/18 Hospital Discharge Performance 267**

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the Committee of the HSCP's sustained performance in achieving the targets relating to hospital discharge and the effectiveness of the Winter Plan for 2017/18.

The Committee heard a presentation on hospital discharge performance by Alan Brown and Ava Hallac, HSCP Assessment & Care, which included information on Home 1<sup>st</sup>. Thereafter, both Mr Brown and Ms Hallac answered a number of questions in relation to the presentation.

**Decided:**

(1) that the Committee note the sustained performance against the hospital discharge targets and the effectiveness of the Winter Plan in addressing the pressures presented by winter conditions; and

(2) that it be noted that a report will be submitted to a future meeting of the Committee on the issues arising for the HSCP as a result of the severe weather conditions, particularly with regard to transport resilience.

#### **268 Revenue and Capital Budget 2017/18 Position as at 28 February 2018 268**

There was submitted a report by the Chief Financial Officer and the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership on the position of the Revenue and Capital Budgets for the current year as at Period 11 to 28 February 2018.

## HEALTH & SOCIAL CARE COMMITTEE – 26 APRIL 2018

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**Decided:**

- (1) that the Committee note the projected underspend of £702,000 in the current year Revenue Budget as at 28 February 2018 and that the majority of this underspend has been addressed as part of the 2018/19 budget;
- (2) that the Committee note that any underspends will be retained by the Integration Joint Board at year end;
- (3) that the Committee note the current projected Capital position; and
- (4) that the Committee note the current Earmarked Reserves position.

**269 Planning and Delivering Care and Treatment Across the West of Scotland 269**

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership on the progress made towards the development of a West of Scotland Regional Plan for Health and Social Care Services.

The Head of Strategy & Support Services advised the Committee (1) of inaccuracy within the report within section 4.3, 4.4 and clarified by the Regional Planning Team that the seven settings referred to had now been further refined and consolidated into three settings, home, community and hospital, and (2) of a factual inaccuracy in the statement at 4.3 which reads “The NHS GGC Clinical Services Strategy proposes three such sites, namely Queen Elizabeth University Hospital, the Glasgow Royal Infirmary and the Royal Alexandra Hospital”. It was agreed that the report be amended accordingly and that the revised version be circulated to the Committee.

**Decided:** that the Committee note the progress made towards the development of a West of Scotland Regional Plan for Health and Social Care Services.

Councillor C McEleny left the meeting at this juncture.

**270 Big Lottery: Early Action Systems Change Fund 270**

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the Committee that the HSCP's submission to the Big Lottery Early Action Systems Change Fund in the area of Women and Criminal Justice had been successful, resulting in an award of £607,250 with an additional £75,000 test of change monies.

(Councillor C McEleny returned to the meeting during consideration of this item of business).

**Decided:**

- (1) that the Committee note the report and approve the strategic direction presented within the Early Action Systems Change submission; and
- (2) that a further report be submitted to the Committee in due course on progress being made with the project.

**271 Wellpark Building Works 271**

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership seeking approval for proposed building works in relation to staff accommodation within the Wellpark Building.

**Decided:** that approval be given to the works which require to be carried out in the Wellpark Building to accommodate additional staff and associated clinical activity.



**HEALTH & SOCIAL CARE COMMITTEE – 26 APRIL 2018**

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**272 Inverclyde Dementia Strategy Update****272**

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the Committee of progress made with implementation of the Inverclyde Dementia Strategy.

**Decided:** that the Committee note the progress with the Inverclyde Dementia Strategy as set out in the report.

**It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting during consideration of the following item on the grounds that the business involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7(A) of the Act.**

**273 Governance of HSCP Commissioned External Organisations****273**

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on matters relating to the HSCP governance process for externally commissioned Social Care Services.

Councillors Brooks and McCabe declared a non-financial interest in this item as members of the Board of River Clyde Homes. They also formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.

**Decided:**

- (1) that the Committee note the governance report set out in Appendix 1 covering the period 27 January to 19 March 2018; and
- (2) that Members acknowledge that officers regard the control mechanisms in place through their governance meetings as sufficiently robust to ensure ongoing quality and safety and the fostering of a commissioning culture of continuous improvement.

## LOCAL REVIEW BODY – 2 MAY 2018

Local Review BodyWednesday 2 May 2018 at 4pm

**Present:** Councillors Clocherty, Crowther, Dorrian, McKenzie, Nelson and Rebecchi.

**Chair:** Councillor Nelson presided.

**In attendance:** Mr A Hamilton (Planning Adviser), Mr J Kerr (Legal Adviser) and Ms R McGhee (Legal & Property Services).

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Local Review Body.**

**274 APOLOGIES, SUBSTITUTIONS AND DECLARATIONS OF INTEREST 274**

An apology for absence was intimated on behalf of Councillor Wilson.

No declarations of interest were intimated.

**275 PLANNING APPLICATION FOR REVIEW 275**

**Proposed Extension to Restaurant and Bar Bistro:  
Exchange, 1-3 Tobago Street, Greenock (17/0349/IC)**

There were submitted papers relative to the application for review for the refusal of planning permission for the proposed extension to the restaurant and bar bistro at Exchange, 1-3 Tobago Street, Greenock (17/0349/IC) to enable the Local Review Body to consider the matter afresh.

Prior to consideration of this item of business, Councillor Rebecchi asked that it be noted that he has no connection with the applicant's agent.

Mr Kerr referred to new matters raised on behalf of the applicant within the appeal document in relation to servicing and raising additional points. He asked the Local Review Body whether it wished to have regard to the new matters in determining the application for review of the refusal of planning permission in terms of Section 43(B) of the Town & Country Planning (Scotland) Act 1997. It was agreed that the Local Review Body consider the new matters and copies of the full appeal document were circulated.

**Decided:**

(1) that sufficient information had been submitted to allow the Local Review Body to decide the matter without further procedure; and

(2) that the application for review be upheld and that planning permission be granted subject to the following conditions:-

1. that samples of all facing materials shall be submitted to and approved in writing by the Planning Authority. The approved materials shall thereafter be used unless a variation is approved in writing by the Planning Authority, in the interests of visual amenity; and

2. that prior to the commencement of construction, details of bin stores and refuse arrangements shall be submitted to and approved in writing by the Planning Authority. The approved arrangements shall be put in place prior to the extension hereby permitted being brought into use, to ensure the extension hereby permitted does not adversely impact on cleansing arrangements.

**ENVIRONMENT & REGENERATION COMMITTEE – 3 MAY 2018**

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**Environment & Regeneration Committee**

**Thursday 3 May 2018 at 3pm**

**Present:** Councillors Ahlfeld, Brooks, Clocherty, Crowther, Curley, Jackson, McCabe, McCormick, J McEleny and McKenzie.

**Chair:** Councillor McCormick presided.

**In attendance:** Corporate Director Environment, Regeneration & Resources, Head of Legal & Property Services, Mr A McClintock and Ms R McGhee (Legal & Property Services), Ms M McCabe (for Chief Financial Officer), Head of Regeneration & Planning, Acting Head of Environmental & Commercial Services, Head of Environmental & Public Protection, Mr K Lang and Mr S Walker (Environmental & Commercial Services) and Mr A McDonald (ICT).

**In attendance also:** Ms F Maguire, Chief Executive, Riverside Inverclyde

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Committee.**

**276      Apologies, Substitutions and Declarations of Interest      276**

No apologies for absence were intimated.

Declarations of interest were intimated as follows:

Agenda Item 5 (Riverside Inverclyde) – Councillors Clocherty and McKenzie.

Agenda Item 10 (Bus Access Improvements – Chapleton Bridge, Port Glasgow Delegated Authority for Contract Award) – Councillor McCabe.

Agenda Item 16 (Update Report on Cumberland Walk and Angus Road, Greenock) – Councillors Brooks, Curley and McCabe.

**277      Environment & Regeneration Revenue Budget 2017/18 – Period 11 (28 February 2018)      277**

There was submitted a report by the Chief Financial Officer and the Corporate Director Environment, Regeneration & Resources on the position of the Revenue Budget as at Period 11 to 28 February 2018.

**Decided:**

- (1) that the Committee note the current projected underspend of £219,000 for 2017/18 as at 28 February 2018; and
- (2) that approval be given to the virement detailed in Section 7 and Appendix 5 of the report.

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**ENVIRONMENT & REGENERATION COMMITTEE – 3 MAY 2018**


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**278 Environment & Regeneration Capital Programme 2017/18 to 2019/20 – Progress – Period 11 (28 February 2018) 278**

There was submitted a report by the Chief Financial Officer and the Corporate Director Environment, Regeneration & Resources (1) providing an update on the status of the projects within the Environment & Regeneration Capital Programme and (2) highlighting the overall financial position.

**Decided:**

- (1) that the Committee note the current position of the Capital Programme 2017/18 and the progress of the specific projects detailed in Appendices 1 and 2 of the report;
- (2) that the Committee approve the issue of tenders for the King George VI Refurbishment project and grant delegated authority to the Head of Legal & Property Services to accept the most economically advantageous tender provided the cost is within the budget allocation for the project; and
- (3) that the Committee note that this report does not reflect the budget decisions approved on 15 March 2018 and these will be included in the next Committee cycle.

**279 Environment, Regeneration & Resources CDIP Performance Report 279**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources updating the Committee on progress made towards the achievement of key objectives as set out in the Environment, Regeneration & Resources Corporate Directorate Improvement Plan (CDIP) 2016/19.

**Decided:**

- (1) that the Committee note that the report reflects the progress made by the Environment, Regeneration & Resources Directorate in delivering its key improvement actions and performance targets as detailed in the Environment, Regeneration & Resources CDIP; and
- (2) that a final version of the document be presented for approval to the meeting of Inverclyde Council on 7 June 2018 and that the year three refresh of the Corporate Directorate Improvement Plans 2018/21 and 2016/19 be postponed until after the summer 2018 recess.

**280 Riverside Inverclyde 280**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking authority to engage consultants to consider the future of Riverside Inverclyde beyond March 2019.

Councillors McKenzie and Clocherty declared a non-financial interest in this item as Board Members of Riverside Inverclyde. They also formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.

**Decided:** that the Committee agree to the appointment of consultants through an appropriate procurement exercise to present options for consideration on the future of Riverside Inverclyde after the summer recess.

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**ENVIRONMENT & REGENERATION COMMITTEE – 3 MAY 2018**


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- 281 Flood Risk Management – Update Report No. 12 281**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources updating the Committee on the progress of the Council's Flood Risk Management Programme.
- Decided:** that the Committee note the current progress on the Central Greenock Flood Prevention Schemes and on the Flood Prevention Scheme outwith central Greenock.
- 282 Simple Funeral Services 282**
- There was submitted a report by the Acting Head of Environmental & Commercial Services requesting approval to offer an additional facility at Greenock Crematorium, namely a new service referred to as a simple funeral.
- Decided:**
- (1) that the Committee approve the proposal to provide simple funerals at Greenock Crematorium;
  - (2) that the Committee approve that a fee of £375 be charged for this service, which includes the Environmental surcharge levy; and
  - (3) that it be remitted to the Head of Environmental and Public Protection to submit a report on Public Health Funerals to the September 2018 meeting of the Committee.
- 283 Cemetery Development Update 283**
- There was submitted a report by the Acting Head of Environmental & Commercial Services updating the Committee on progress as regards cemetery development in Inverclyde.
- Decided:** that the Committee approve investigation into the expansion of Knocknairshill and Port Glasgow Cemeteries in the manner set out in the report.
- 284 Environmental & Commercial Services (Roads) - SPT Grant Funded Projects (2018/19) 284**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising the Committee of the Strathclyde Partnership for Transport (SPT) approved grant funded projects for 2018/19.
- Decided:** that the Committee note the SPT approved capital grant to Inverclyde Council and associated projects detailed in paragraph 5.1 of the report for 2018/19.
- 285 Bus Access Improvements – Chapleton Bridge, Port Glasgow Delegated Authority for Contract Award 285**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval to grant delegated authority to the Head of Legal & Property Services to accept a tender for Bus Access Improvements – Chapleton Bridge, Port Glasgow.

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**ENVIRONMENT & REGENERATION COMMITTEE – 3 MAY 2018**


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Councillor McCabe disclosed that he knows residents within this area on a personal basis but having assessed the nature of his interest and with regard to the Code of Conduct's objective test he has formed the view this non-financial interest did not preclude his continued presence in the Chamber or his participation in the decision making process for this item of business.

**Decided:** that the Committee approve the issue of tenders for Bus Access Improvements – Chapelton Bridge, Port Glasgow and grant delegated authority to the Head of Legal & Property Services to accept the most economically advantageous tender provided the cost is within the budget allocation for the project.

**286 Proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm and Quarriers Village) (Waiting Restrictions) (Variation No. 5) Order 2018 286**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources recommending the making of a Traffic Regulation Order - The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm and Quarriers Village) (Waiting Restrictions) (Variation No. 5) Order 2018.

**Decided:** that the Inverclyde Council be recommended to make the proposed Traffic Regulation Order - The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm and Quarriers Village) (Waiting Restrictions) (Variation No. 5) Order 2018 and that it be remitted to the Acting Head of Environmental & Commercial Services and the Head of Legal & Property Services to arrange for implementation of the Order.

**287 Proposed Traffic Regulation Order – Disabled Persons' Parking Places (On-Street) Order No. 4 2017 287**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources recommending the making of a Traffic Regulation Order to accompany the provision of parking bays for the disabled.

**Decided:** that the Inverclyde Council be recommended to make the Traffic Regulation Order - Disabled Persons' Parking Places (On-Street) Order No. 4 2017 and that it be remitted to the Acting Head of Environmental & Commercial Services and the Head of Legal & Property Services to arrange for implementation of the Order.

**288 McLean's Yard, Cove Road, Gourock 288**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on the outcome of a two stage community consultation in respect of the former McLean's Yard, Cove Road, Gourock and making a number of recommendations in this regard.

**Decided:**

- (1) that the Committee note the three proposed community uses that have come forward as a result of the community consultation as referred to in the report;
- (2) that the three proposed community uses be remitted to the Gourock Regeneration Forum for further discussion with representatives from each of the community groups; and
- (3) that thereafter, a report be submitted to the Committee with any recommendations for consideration and its decision.

**ENVIRONMENT & REGENERATION COMMITTEE – 3 MAY 2018**

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It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting during consideration of the following items on the grounds that the business involved the likely disclosure of exempt information as defined in the respective paragraphs of Part I of Schedule 7(A) of the Act as are set opposite each item.

Item	Paragraphs
<b>Bow Road, Greenock – Disposal</b>	<b>2,6 &amp; 9</b>
<b>Church Street, Port Glasgow – Lease Renewal</b>	<b>2,6 &amp; 9</b>
<b>Update Report on Cumberland Walk and Angus Road, Greenock</b>	<b>2,6 &amp; 9</b>
<b>Baker Street Road Realignment – Licence</b>	<b>2,6 &amp; 9</b>
<b>Greenock Town Centre Wi-Fi Project</b>	<b>6 &amp; 8</b>

**289 Bow Road, Greenock – Disposal 289**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval to conclude the disposal of premises at Bow Road, Greenock.

Following consideration the Committee agreed to the action recommended, all as detailed in the appendix.

**290 Church Street, Port Glasgow – Lease Renewal 290**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval to renew the lease of premises at Church Street, Port Glasgow.

Following consideration the Committee agreed to the action recommended, all as detailed in the appendix.

**291 Update Report on Cumberland Walk and Angus Road, Greenock 291**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources updating the Committee on the position regarding Cumberland Walk and Angus Road, Greenock.

Councillors McCabe, Curley and Brooks declared a non-financial interest in this matter as a Board Members of River Clyde Homes. They also formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.

Following consideration the Committee agreed the action recommended, all as detailed in the appendix.

**292 Baker Street Road Realignment – Licence 292**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising the Committee of the use of the powers delegated to the Chief Executive in relation to the completion of a Licence for Works required for the Baker Street Road Realignment project.

Following consideration the Committee noted the position, all as detailed in the appendix.

**293 Greenock Town Centre Wi-Fi Project****293**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval for the direct award of a contract for a town centre wi-fi project for Greenock.

Following consideration the Committee agreed to the action recommended, all as detailed in the appendix.



**EDUCATION AND COMMUNITIES COMMITTEE – 8 MAY 2018**

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**Education and Communities Committee**

**Tuesday 8 May 2018 at 2pm**

**Present:** Provost Brennan, Councillors Clocherty, Curley, Crowther (for MacLeod), McCabe, C McEleny, McVey, Murphy, Quinn, Robertson and Brooks (for Wilson), Rev. F Donaldson and Mrs F Gilpin, Church Representatives, Ms A McMillan, Parent Representative and Ms P McEwan, Teacher Representative.

**Chair:** Councillor Clocherty presided.

**In attendance:** Corporate Director Environment, Regeneration & Resources, Head of Environmental & Public Protection, Head of Inclusive Education, Culture & Communities, Community Safety and Wellbeing Manager, Ms G Murphy (for Head of Legal & Property Services), Ms S Lang (Legal & Property Services), Mr I Cameron (for Chief Financial Officer), Education & Exchequer Finance Manager, Head of Education, Property Services Manager, and Early Years Manager.

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Committee.**

**294 Apologies, Substitutions and Declarations of Interest**

**294**

Apologies for absence were intimated on behalf of Councillor MacLeod, with Councillor Crowther substituting, Councillor Wilson, with Councillor Brooks substituting, and Rev. D Burt.

Declarations of interest were intimated as follows:

Agenda Item 5 (The Scottish Government's New Private Residential Tenancy) – Councillors Curley and McVey.

Agenda Item 14 (Update on the Greenock Arts Guild Limited – Litigation Matter) – Councillors Brooks, McCabe and Robertson.

Agenda Item 24 (Clune Park Regeneration Plan Progress Report: Update on Current Actions) – Councillors Brooks, Curley, McCabe and C McEleny.

Agenda Item 25 (Inverclyde Leisure Spend to Save Proposals) – Councillors Brooks and Clocherty.

Agenda Item 26 (School Transport Contracts (Mainstream) – Result of Tenders for Contracts 2018/19, 2019/20, 2020/21 and 2021/22) – Councillor McVey.

**295 Communities 2017/18 Revenue Budget– Period 11 to 28 February 2018**

**295**

There was submitted a report by the Chief Financial Officer and the Corporate Director Education, Communities & Organisational Development on the 2017/18 Communities Revenue Budget position as at Period 11 to 28 February 2018.

**Decided:** that the Committee note the current projected underspend of £193,000 in the

**EDUCATION AND COMMUNITIES COMMITTEE – 8 MAY 2018**

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2017/18 Communities Revenue Budget as at 28 February 2018.

**296 Communities Capital Programme 2017 – 2020 Progress 296**

There was submitted a report by the Head of Environmental & Public Protection and the Chief Financial Officer (1) on the status of the projects forming the Communities Capital Programme and (2) highlighting the overall financial position.

**Decided:**

- (1) that the Committee note the progress of the specific projects detailed in Appendix 1 of the report; and
- (2) that a report be submitted to the Environment & Regeneration Committee on (a) the Housing Scheme of Assistance, incorporating a number of case studies, and (b) the position in respect of Care and Repair.

**297 Delegated Powers: Authorisation of Officers 297**

There was submitted a report by the Head of Environmental & Public Protection updating the delegated powers of officers following the first phase of the management restructure and pending a full review of delegated powers.

**Decided:**

- (1) that the Head of Environmental & Public Protection be granted delegated powers to authorise officers under the Acts contained in Appendix 1 and Regulations made thereunder;
- (2) that the Head of Environmental & Public Protection be granted delegated powers to grant authorisations for directed (covert) surveillance permitted under Sections b 6 and 7 of the Regulation of Investigatory Powers (Scotland) Act 2000; and
- (3) that the Corporate Director Environment, Regeneration & Resources be granted delegated powers to make, serve and revoke Closing Orders under the Housing (Scotland) Act 1987 in respect of Below Tolerable Standard property.

**298 The Scottish Government's New Private Residential Tenancy 298**

There was submitted a report by the Head of Environmental & Public Protection advising the Committee of the introduction of the Scottish Government's new Private Residential Tenancy.

Councillors Curley and McVey declared a non-financial interest in this item as private landlords. They also formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process.

**Decided:**

- (1) that the Committee note the introduction of the Scottish Government's new Private Residential Tenancy and the implications this may have on the private rented sector in Inverclyde; and
- (2) that a report be submitted to the Environment & Regeneration Committee in due course on the operation of the New Private Residential Tenancy.

**299 Extension of Opening of Gourock Outdoor Pool 299**

There was submitted a report by the Head of Environmental & Public Protection providing information in respect of the extension of the opening of Gourock Outdoor Pool in September 2017.

**EDUCATION AND COMMUNITIES COMMITTEE – 8 MAY 2018**

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**Decided:**

- (1) that the Committee note the costs of opening Gourrock Pool and the attendance levels in September 2017; and
- (2) that a report be submitted to the Committee in advance of the budget setting process providing comparative figures for September 2017 and September 2018.

**300 Vehicle Emissions Enforcement 300**

There was submitted a report by the Head of Environmental & Public Protection seeking approval to implement processes to allow for the adoption of the Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003.

**Decided:** that approval be given to an application being made to the Scottish Ministers to make Inverclyde Council a designated local authority under the Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003.

**301 White Ribbon Campaign – Addressing Violence Against Women 301**

There was submitted a report by the Head of Environmental & Public Protection and the Head of Inclusive Education, Culture & Communities (1) providing information on the White Ribbon Campaign and (2) outlining how the campaign would operate in Inverclyde.

**Decided:**

- (1) that agreement be given to developing a White Ribbon Campaign in Inverclyde with a view to achieving White Ribbon Status; and
- (2) that a progress report be submitted to the Committee in due course.

**302 Our Digital Rights – 5Rights For Children and Young People 302**

There was submitted a report by the Head of Environmental & Public Protection and the Head of Inclusive Education, Culture & Communities (1) providing an update on the “Our Digital Rights” report in relation to how best to realise the rights of children and young children in the digital world and (2) seeking approval to take forward the framework and for Community Learning and Development to implement some of the relevant recommendations from the report and become on the first local authorities in Scotland to sign up and endorse the framework.

**Decided:**

- (1) that the report and appendices be noted;
- (2) that the Committee endorse the framework and authorise officers to develop an action plan to implement relevant recommendations;
- (3) that Inverclyde Council become a “5Rights Signatory” joining other organisations to pledge support for the realisation of children and young people’s rights in the digital world; and
- (4) that an update report be submitted to the Committee in October/November 2018.

**303 Grants to Under 19s Sports Groups 303**

There was submitted a report by the Head of Environmental & Public Protection and the Head of Inclusive Education, Culture & Communities proposing a new framework for agreeing and funding waivers to under 19s sports groups.

**Decided:**

- (1) that approval be given to the terms and conditions of the registration process for

**EDUCATION AND COMMUNITIES COMMITTEE – 8 MAY 2018**

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under 19s sports organisations to allow them to benefit from funding;

(2) that approval be given to the proposed cap on funding as set out in the report; and

(3) that a progress report be submitted to the first meeting of the Committee after the 2018 summer recess, once the first round of funding has been allocated.

**304 Grants to Voluntary Organisations**

**304**

There was submitted a report by the Head of Environmental & Public Protection and the Head of Inclusive Education, Culture & Communities requesting the Committee to consider the allocation of funding from the Grants to Voluntary Organisations (GTVO) budget in 2018/19.

**Decided:**

(1) that the Committee approve a cap of £25,000 on GTVO applications; and

(2) that a progress report be submitted to the first meeting of the Committee after the 2018 summer recess, once the first round of funding has been allocated.

**305 Community Facilities in Ward 7**

**305**

There was submitted a report by the Head of Environmental & Public Protection seeking approval to undertake a detailed assessment of community provision within the Ward 7 area and to report back after the summer recess.

**Decided:** that it be remitted to officers to submit a report to the Committee after the 2018 summer recess following a detailed assessment of community provision within the Ward 7 area which should include the following information for the Paton Street Community Hub, Fancy Farm Tenants' Hall and Grieve Road Community Centre:

(1) the minimum cost to "get the doors open";

(2) the cost of a basic refurbishment; and

(3) the cost of a full refurbishment to ensure the sustainability of each of the buildings for the foreseeable future.

**It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting during consideration of the following 4 items on the grounds that the business involved the likely disclosure of exempt information as defined in the respective paragraphs of Part I of Schedule 7(A) of the Act as are set out opposite the heading to each item.**

<b>Item</b>	<b>Paragraph(s)</b>
<b>Birkmyre Pitch Contract Award</b>	<b>6, 8 and 9</b>
<b>Update on the Greenock Arts Guild Limited – Litigation Matter</b>	<b>6</b>
<b>Clune Park Regeneration Plan Progress Report: Update on Current Actions</b>	<b>6, 9, 12 and 13</b>
<b>Inverclyde Leisure Spend to Save Proposals</b>	<b>6</b>

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**EDUCATION AND COMMUNITIES COMMITTEE – 8 MAY 2018**


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**306 Birkmyre Pitch Contract Award 306**

There was submitted a report by the Head of Environmental & Public Protection seeking the agreement of the Committee for the award of a contract for works at the Birkmyre Pitch and the Committee agreed to take action, all as detailed in the appendix.

**307 Update on the Greenock Arts Guild Limited – Litigation Matter 307**

There was submitted a report by the Head of Legal & Property Services providing an update on the legal action raised by the Greenock Arts Guild Limited (GAG). Councillors McCabe and Robertson declared a non-financial interest in this item as Members of the Board of Greenock Arts Guild Limited and Councillor Brooks declared a non-financial interest as a result of his being awarded a remuneration contract by the organisation which ended in January 2015. They also formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process. The Committee agreed to note the position, all as detailed in the appendix.

**308 Clune Park Regeneration Plan Progress Report: Update on Current Actions 308**

There was submitted a report by the Head of Environmental & Public Protection (1) on the current actions to implement the Council's decision on the Clune Park Estate and (2) providing information on key, current actions to ensure that the Committee is fully advised of progress. Councillors Brooks, Curley, McCabe and C McEleny declared a non-financial interest in this item as Members of the Board of River Clyde Homes. They also formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process. The Committee noted the current position in respect of the Clune Park Area Regeneration Plan and agreed to the further recommendations set out in the report, all as detailed in the appendix.

**309 Inverclyde Leisure Spend to Save Proposals 309**

There was submitted a report by the Head of Environmental & Public Protection seeking approval of the Inverclyde Leisure Business Plans for Boglestone Community Centre and Lady Octavia Sports Centre. Councillors Brooks and Clocherty declared a non-financial interest in this item as Members of the Board of Inverclyde Leisure. They also formed the view that the nature of their interest and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision making process. **Decided:** that the Committee approve the spend to save proposals for Boglestone Community Centre and Lady Octavia Sports Centre based on the Inverclyde Leisure Business Plans attached at appendices 1 and 2 to the report.

The Communities business concluded at 4.35pm. The Committee commenced consideration of the Education items of business at 4.45pm with Rev. Donaldson, Mrs Gilpin, Ms McMillan and Ms McEwan joining the meeting. Councillor C McEleny did not return to the meeting.

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**EDUCATION AND COMMUNITIES COMMITTEE – 8 MAY 2018**


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- 310 Education 2017/18 Revenue Budget – Period 11 to 28 February 2018 310**
- There was submitted a report by the Chief Financial Officer and the Head of Education on the 2017/18 Education Revenue Budget position as at Period 11 to 28 February 2018.
- Decided:**
- (1) that the Committee note the current projected underspend of £148,000 in the 2017/18 Education Revenue Budget as at 28 February 2018; and
- (2) that the Committee note that proposals have been approved as part of the 2018/19 budget process to address a number of the projected underspends.
- 311 Education Capital Programme 2017 – 2020 Progress 311**
- There was submitted a report by the Head of Education and the Chief Financial Officer (1) on the status of the projects forming the Education Capital Programme and (2) highlighting the overall financial position.
- Decided:** that the Committee note the progress of the specific projects detailed in Appendix 1 to the report.
- 312 Education & Communities Corporate Directorate Improvement Plan 2016/19 – Final Progress Report 2017/18 312**
- There was submitted a report by the Head of Inclusive Education, Culture & Communities on the achievement of key objectives in the Education, Communities & Organisational Development (ECOD) Corporate Directorate Improvement Plan (CDIP) 2016/19, focusing on improvement actions which sit within the former Education, Inclusive Education & Culture and Safer & Inclusive Communities Services.
- Decided:**
- (1) that the Committee note the progress made in delivering the Year 2 improvement actions outlined in the Education, Communities & Organisational Development (ECOD) CDIP 2016/19; and
- (2) that it be agreed that the Year 3 refresh of the ECOD CDIP 2016/19 be postponed until after the 2018 summer recess to allow the document to be aligned with the Council's new Corporate Statement and changes to the management structure.
- 313 Audit Scotland National Report: Early Learning and Child Care – February 2018 313**
- There was submitted a report by the Head of Education (1) informing the Committee of the Audit Scotland report "Early Learning and Child Care" published in February 2018 and (2) providing an overview of the key messages and recommendations raised in the report.
- Decided:** that the Committee note the contents of the report and agree that a further report be submitted in September 2018 detailing progress made in relation to the recommendations.
- 314 Education Services Standards and Quality Report March 2017 – March 2018 and Improvement Plan 2018–19 314**
- There was submitted a report by the Head of Education on the Education Services Standards and Quality Report for March 2017-18 and the Education Services Improvement Plan for March 2018-19.

**EDUCATION AND COMMUNITIES COMMITTEE – 8 MAY 2018**

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**Decided:** that the Committee approve the content and publication of the Education Standards and Quality Report March 2017 – March 2018 and the Improvement Plan 2018-19, as set out in the report.

**315 Report on the Scottish Government Interim Evaluation of Years 1 and 2 of the Attainment Scotland Fund 315**

There was submitted a report by the Head of Education advising the Committee of the Scottish Government Interim Evaluation of Years 1 and 2 of the Attainment Scotland Fund which was published in March 2018.

**Decided:** that the Committee note the report.

**316 Placing Requests for Academic Year 2018/19 316**

There was submitted a report by the Head of Education advising the Committee of the position in respect of school placing requests for the academic year 2018/19.

**Decided:** that the Committee note the current position in relation to placing requests for schools in Inverclyde for the academic year 2018/19.

**317 Outcome of Statutory Consultation to Address Minor Anomalies in the Current School Catchment Areas 317**

There was submitted a report by the Head of Education seeking approval to implement the outcome of a statutory consultation to amend the catchment areas identified in the outcome report in order to produce a GIS map of school catchment areas.

**Decided:** that the Committee approve the recommendations of the final outcome report to change 9 minor anomalies to catchment areas in order to produce a GIS map of school catchment areas.

**318 School Clothing Grants 2018/19 318**

There was submitted a report by the Head of Education seeking approval for proposed arrangements to be put in place for school clothing grants for academic year 2018/19.

**Decided:** that the Committee approve the following procedures for the administration of school clothing grants and free school meals for academic year 2018/19:

(1) that the process for claiming school clothing grants and free school meals will operate in the same way as previous years but that officers will use available data to contact eligible families who have not applied; and

(2) that there will be two payments made to eligible families for the school clothing grant for the academic year 2018/19, the first over the summer of £100 per pupil and the second around Christmas time to utilise fully the available budget.

**It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting during consideration of the following item on the grounds that the business involved the likely disclosure of exempt information as defined in paragraphs 6, 8 and 9 of Part I of Schedule 7(A) of the Act.**

319 **School Transport Contracts (Mainstream) – Result of Tenders for Contracts 2018/19, 2019/20, 2020/21 and 2021/22** 319

There was submitted a report by the Head of Education seeking approval to accept tenders for mainstream school transport contracts due for renewal from the start of school session 2018/19, as detailed in appendix 1 to the report.

Councillor McVey declared a non-financial interest in this item as a taxi operator within Inverclyde. He also formed the view that the nature of his interest and of the item of business did not preclude his continued presence in the Chamber or his participation in the decision making process.

**Decided:** that authority be granted to accept the tenders as set out in appendix 1 for mainstream school transport contracts due for renewal from the start of the school session 2018/19.



**GENERAL PURPOSES BOARD – 9 MAY 2018**

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**General Purposes Board**

**Wednesday 9 May 2018 at 3pm**

**Present:** Provost Brennan, Councillors Ahlfeld, Brooks, Crowther, Curley, Clocherty (for Dorrian), Jackson, MacLeod, McEleny, McCormick (for Moran) and Quinn.

**Chair:** Councillor Quinn presided.

**In attendance:** Mr D Keenan (for Head of Legal & Property Services), Ms D Sweeney (Legal & Property Services) and Sergeant J Hay and Sergeant L McLaren, Police Scotland.

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Board.**

- |            |   |            |
|------------|---|------------|
| <b>320</b> | <b>Apologies, Substitutions and Declarations of Interest</b>  | <b>320</b> |
|            | <p>Apologies for absence were intimated on behalf of Councillors Dorrian and Moran with Councillor Clocherty substituting for Councillor Dorrian and Councillor McCormick substituting for Councillor Moran.</p> <p>No declarations of interest were intimated.</p> <p><b>It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended that the public and press be excluded from the meeting during consideration of the following items on the grounds that the business involved the likely disclosure of exempt information as defined in Paragraph 6 of Part I of Schedule 7(A) of the Act.</b></p> |            |
| <b>321</b> | <b>Application for Taxi Driver's Licence</b>  | <b>321</b> |
|            | <p>There was submitted a report by the Head of Legal &amp; Property Services on an application for a Taxi Driver's Licence which was refused, all as detailed in the appendix.</p>  |            |
| <b>322</b> | <b>Request for Suspension of Street Trader's Licence</b>  | <b>322</b> |
|            | <p>There was submitted a report by the Head of Legal &amp; Property Services requesting the Board to uphold the suspension of a Street Trader's Licence to which the Board agreed, all as detailed in the appendix.</p>   |            |

PETITIONS COMMITTEE – 17 MAY 2018

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**Petitions Committee**

**Thursday 17 May 2018 at 3pm**

**Present:** Councillors Brooks, Robertson (for Curley), Jackson, McVey and Murphy.

**Chair:** Councillor McVey presided.

**In attendance:** Mr P MacDonald (for Head of Legal & Property Services) and Ms D Sweeney (Legal & Property Services).

**In attendance also:** Corporate Director Environment, Regeneration & Resources.

**The following paragraphs are submitted for information only, having been dealt with under the powers delegated to the Committee.**

**323 Apologies, Substitutions and Declarations of Interest 323**

An apology for absence was intimated on behalf of Councillor Curley.

Councillor MacLeod, having expressed support for the matter being considered at item 3, was present only in his capacity as a Ward 2 Councillor, and not as a Member of the Petitions Committee.

In these circumstances the Committee unanimously appointed Councillor McVey to preside.

**324 Petitions Update Report 324**

There was submitted a report by the Head of Legal & Property Services updating the Committee on the position relative to petitions previously reported on and new petitions received since the last meeting.

**Decided:** that the position relative to petitions previously reported on and new petitions received since the last meeting of the Committee be noted.

**325 Petition for Consideration 325**  
**Council Support to bring Inchgreen Dry Dock into Public or Community Ownership**

There was submitted a report by the Head of Legal & Property Services providing details of a petition seeking Council support for the principle of bringing Inchgreen Dry Dock into public or community ownership. The report advised that the petition met the petitions criteria and had received the level of public support required in terms of the approved petitions procedures. The Committee heard Mr W Dunlop on behalf of the petitioner in support of the petition, Councillor MacLeod and Councillor McKenzie as Ward Councillors, and the Corporate Director Environment, Regeneration & Resources.

In discussion, reference was made to a further written submission made by the petitioner which had been circulated amongst Members prior to the meeting. This submission expressed the petitioner's willingness to accept a remit to officers to submit a further report on Peel Ports' ownership at Inchgreen and elsewhere in Inverclyde and exploring options in current and future Scottish legislation for Public/Community ownership.

**Decided:** that the Committee, having considered the petition and having taken into

**PETITIONS COMMITTEE – 17 MAY 2018**

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account the comments of the petitioner and the Council's officers, remitted it to the Corporate Director Environment, Regeneration & Resources to submit a report to the Environment & Regeneration Committee (a) on Peel Ports' ownership of the Inchgreen area and any other areas at Inverclyde Waterfront and (b) exploring any opportunities in current and future Scottish legislation relative to options for public or community ownership of the Inchgreen site, taking into account the information and observations provided by the campaign to save Inchgreen Dry Dock and by Peel Ports.

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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date:</b>	<b>7 June 2018</b>
<b>Report By:</b>	<b>Head of Legal &amp; Property Services</b>	<b>Report No:</b>	<b>GM/LP/061/18</b>
<b>Contact Officer:</b>	<b>Gerard Malone</b>	<b>Contact No:</b>	<b>01475 712710</b>
<b>Subject:</b>	<b>Administrative Arrangements: Committee Remits and Delegations</b>		

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## 1.0 PURPOSE

1.1 The purpose of this report is to present a number of necessary changes to the Council's Scheme of Administration and Scheme of Delegation (Officers) following its decision on 22 February 2018 to approve changes to the Council's Committee and Senior Management Structures.

## 2.0 SUMMARY

2.1 All the changes have been incorporated within the updated Scheme of Administration and Scheme of Delegation (Officers) set out in Appendices 1 and 2 of the report respectively and are shown in italicised text (and red in the electronic version).

2.2 Arising from the decision of the Council in February 2018, it is also necessary to appoint 11 Members to the newly formed Local Police & Fire Scrutiny Committee, taking account of the political balance of the Council. Appendix 3 sets out the numerical entitlement in respect of the representation on this new 11 Member Committee. Appendix 4 shows the balance of political representation on all of the Council's Thematic Committees, Audit Committee and General Purposes and Planning Boards.

## 3.0 RECOMMENDATION

3.1 The Council is asked to approve the changes to the Standing Orders and Scheme of Administration as set out in Appendix 1 to the report.

3.2 The Council is asked to approve the changes to the Scheme of Delegation (Officers) set out in Appendix 2.

3.3 The Council is asked to appoint 11 Members to the Local Police & Fire Scrutiny Committee taking account of the current political balance.

**Gerard Malone**  
**Head of Legal & Property Services**

## 4.0 BACKGROUND

- 4.1 The Council on 22 February 2018 approved a number of changes to the Committee and Senior Management structures of the Council and approved variations to the Scheme of Administration relating specifically to the remits of the Education & Communities and Environment & Regeneration Committees.
- 4.2 The necessary changes have been made to the Standing Orders and Scheme of Administration to take account of the Council's decision in February 2018. The opportunity has also been taken to update the document since its approval in September 2016 to incorporate changes to (a) the membership and quorum of the Local Review Body and (b) the membership, quorum and remit of the Housing (Landlord Registration) Sub-Committee which was established in 2017.
- 4.3 The Council in February 2018 also approved a number of modifications to the Corporate and Extended Management Team structures and agreed to appoint an interim Head of Environmental & Public Protection Services within the Environment & Regeneration Directorate up until March 2020. The Scheme of Delegation (Officers) has been amended accordingly to take account of these changes and has been updated to incorporate other necessary changes in delegations required since September 2016.
- 4.4 The Council is also required to appoint 11 Members to the newly established Local Police & Fire Scrutiny Committee. This replaces the Sub-Committee which comprised the 11 Elected Members of the Education & Communities Committee.
- 4.5 For the Council to achieve numerical political balance in the absence of agreement between the SNP Group and the Lib Dem Member, it has been agreed that alternate Committees (the 4 Thematic Committees, Audit Committee, General Purposes Board and Planning Board) have respectively:
- (a) 3 SNP members and 1 Lib Dem member; and
  - (b) 4 SNP members and 0 Lib Dem members.

Appendix 3 sets out the representation on each of these Committees and Boards using the alternate representation arrangement. Four have 3/1 SNP/Lib Dem representation and three have 4/0 SNP/Lib Dem representation. The Police and Fire Scrutiny Committee should therefore have a 4/0 SNP/Lib Dem representation. (Appendix 4)

- 4.6 The remit of the Police & Fire Scrutiny Committee is set out in Section 7.12 of the Standing Orders and Scheme of Administration which is Appendix 1 to the report.

## 5.0 IMPLICATIONS

### Finance

- 5.1 There are no financial implications.

#### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

## Annually Recurring Costs/ (Savings)

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>With Effect from</b>	<b>Annual Net Impact</b>	<b>Virement From (if Applicable)</b>	<b>Other Comments</b>
N/A	N/A	N/A	N/A	N/A	N/A

### **Legal**

5.2 The legal implications are set out in the report.

### **Human Resources**

5.3 The HR implications are set out in the report.

### **Equalities**

5.4 There are no equalities implications arising from this report.

### **Repopulation**

5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

6.1 This report has been considered by the Corporate Management Team.

## **7.0 BACKGROUND PAPERS**

7.1 None.

# Standing Orders and Scheme of Administration



Inverclyde Council

**Standing Orders  
and  
Scheme of Administration**

Approved – 29 September 2016



## INVERCLYDE COUNCIL

### STANDING ORDERS AND SCHEME OF ADMINISTRATION

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## STANDING ORDERS OF INVERCLYDE COUNCIL

### Definitions

1. In these Standing Orders, unless the context otherwise requires, the following words and expressions shall have the following meanings:

**the 1973 Act** means the Local Government (Scotland) Act 1973;

**the 1994 Act** means the Local Government etc. (Scotland) Act 1994;

**the 2004 Act** means the Local Governance (Scotland) Act 2004;

**the Council** means The Inverclyde Council incorporated in terms of the 1994 Act;

**Statutory Meeting** means the meeting which, in terms of the relevant legislation, the Council is required to hold within 21 days of the date of the election in an ordinary election year;

**Provost** means the Convener of the Council elected under Section 4 of the 1994 Act;

**Chair** means the person at any time presiding at a meeting of the Council or a Committee;

**Convener** and **Vice Convener** of a Committee mean the Members appointed to those offices by the Council;

**Member** means a Councillor for the Council elected in accordance with the 2004 Act;

**Proper Officer** means the person designated as such and for the purpose specified by the Council in the Council's Scheme of Delegation;

**clear days** shall be interpreted to not include the day of receipt of any relevant notice and the day of the meeting;

**written request** and **in writing** mean a letter signed by the author(s) delivered to the Proper Officer or a scanned copy of that letter delivered to the Proper Officer by electronic means;

any reference to a **Committee** shall, unless the context otherwise requires, include reference to a Sub-Committee, Board, the Local Review Body and any Committees acting in a quasi-judicial capacity;

unless the context otherwise requires, words imparting the singular shall include the plural and vice versa.

### Meetings of the Council

2. The Council shall meet at 4 p.m. on the following days:

- (a) A Statutory Meeting of the Council shall be held in the year of the elections to the Council under the relevant legislation within 21 days from the date of that election;
  - (b) Ordinary Meetings shall be held on the Thursday of the final week of each cycle of meetings set by the Council and, in any event, at intervals of no more than 16 weeks between each meeting, unless otherwise agreed in terms of **Standing Order 3**.
3. Special Meetings may be called at any time by the Proper Officer on being required to do so by (a) the Provost or (b) a written request for that purpose, signed by at least 7 Members, which meeting shall be held within 7 clear days. The request shall specify the business proposed to be transacted at the meeting.
  4. All meetings of the Council shall be held within the Municipal Buildings, Greenock, or such other place as the Council or the Proper Officer in consultation with the Provost may specify. Subject to prior agreement by the Provost, any Member who cannot reasonably attend a meeting in person may request that provision be made within alternative, suitable Council premises for video conferencing participation in the meeting, if practicable with regard to advance notice, technical feasibility and cost, provided that the Proper Officer is satisfied as to the necessary arrangements securing any required propriety and confidentiality of Council business.
  5. Subject to the terms of Sections 50A and 50E of the 1973 Act, all meetings of the Council shall be open to the public.
  6. No Member or member of the public may photograph, broadcast, transmit or record any Council meeting without prior written approval from the Council. The use of mobile electronic devices by Members during meetings is permitted only for their access to Council agendas, notes or diary entries and not for any external purpose.

### **Notice of Meetings**

7. Notice of all Council meetings is published on the Council's website.
8. All meetings of the Council shall be convened by:
  - (a) a Notice being published by the Proper Officer at least 3 clear days before the meeting which shall specify the date, time and place of the meeting; and
  - (b) a summons to attend the meeting specifying the business to be transacted being sent by post to the usual place of residence of every Member, or to such other address as any Member may notify, not later than 3 clear days before the date of the meeting.
9. If a meeting is convened at shorter notice than 3 clear days by reason of urgency, the Notice and summons referred to above shall be published and posted as soon as the meeting is convened.
10. Want of service of a summons on any Member shall not affect the validity of a meeting of the Council, only if good reason is shown for failure to send such a summons as may be decided upon by the Provost.

## Quorum

11. The quorum for the Council is 7. No business may be transacted at any meeting unless a quorum is present.
  - (a) If, 10 minutes after the time stated in the summons to attend a meeting, a quorum is not present, the meeting shall stand adjourned until such time and date as may be determined by the Proper Officer in consultation with the Provost. The Proper Officer shall minute the reason for the adjournment of the meeting.
  - (b) If after a meeting has started, the number of Members present falls below the quorum and after a period of 5 minutes (during which time no business shall be considered or transacted), a quorum cannot be found, the meeting shall be adjourned until such time and date as may be determined by the Proper Officer in consultation with the Provost. The Proper Officer shall minute the reason for the adjournment of the meeting.
  - (c) Any Member who has declared an interest in an item of business at the meeting and who leaves the meeting for that purpose may not be counted in the quorum for that item of business. If less than a quorum of the Council results from the Member leaving the meeting, then that item of business cannot be considered at the meeting.

## Sederunt and Apologies

12. The names of the Members present at a meeting of the Council shall be recorded by the Proper Officer. Members who intimate to the Proper Officer apologies for non-attendance at a meeting of the Council shall have their apologies recorded in the Minute.

## Failure to Attend Meetings

13. Subject to the provisions of Section 35 of the 1973 Act, if a Member fails throughout a period of 6 consecutive months to attend any meetings of the Council or a Committee, he or she shall, unless the failure was due to some reason approved by the Council, cease to be a Member.

## Convener

14.
  - (a) The Convener of the Council, upon being elected, shall be known as the Provost and shall subject to the provisions of Paragraph 7 of Schedule 2 to the 1994 Act, hold office until the next ordinary election or until ceasing to be a Councillor, whichever is the earlier. Notwithstanding the foregoing, the Council may specify a shorter period for the term of office of Convener at the time of that election;
  - (b) At a meeting of the Council, the Provost or, in his or her absence, the Depute Provost shall preside. If the Provost and the Depute Provost are both absent from a meeting, another Member of the Council chosen by the Members present will chair the meeting.
15. Subject to the provisions of **Standing Order 14** the Council may at any time agree to remove the Provost from office with immediate effect provided that:

- (a) a Notice of Motion in terms of **Standing Order 22** to that effect is given at one meeting of the Council and on the basis that the matter is to be considered at the next ordinary meeting of the Council; or
- (b) where no such prior Notice of Motion is given, not less than two thirds of Members present and entitled to vote at the meeting agree that the early removal from office of the Provost be considered at that meeting.

### **Role of Provost**

16. The Provost shall:

- (a) preserve order and ensure fairness in debate;
- (b) ensure the agenda of business is properly dealt with and clear decisions are reached;
- (c) decide on all points of order and matters of competence and relevance;
- (d) with the assistance of the Proper Officer, ensure that Standing Orders are observed;
- (e) decide on all questions of procedure for which no express provision is made in Standing Orders; and
- (f) order the exclusion of any member of the public to prevent or remove disorderly conduct or any other behaviour which disrupts the business of the meeting.

17. The decision of the Provost on all matters within his or her responsibility shall be final and shall not be open to question or discussion.

When the Provost speaks the Member, if any, who is addressing the meeting, shall cease to speak. The Provost shall be entitled, in the event of disorder occurring, to adjourn the meeting to a time he or she may then or thereafter determine.

### **Restriction on Business**

18. No business other than that set out in the notice of meeting may be dealt with unless it is brought before the Council as a matter of urgency. The Provost must rule that it is a matter of urgency and give the reasons for the ruling, to be noted in the Minute. The item must be made known at the start of the meeting when the order of business is decided. If the Provost rules that the matter is not urgent, it will be included as an item for the next ordinary meeting of the Council, unless dealt with earlier.

### **Order of Business**

19. (a) At the first meeting of the Council after an ordinary election, the Council shall deal with the business in the following order:
- note the election of Members;
  - take the sederunt, noting which Members have executed the declaration of acceptance of office;

elect the Provost;

elect the Depute Provost;

appoint Leader, Depute Leader and Leader of the Minority Group(s);

appoint Members to Committees;

appoint Conveners and Vice-Conveners of Committees;

appoint Members to the Licensing Board;

appoint representatives to outside bodies;

consider arrangements for a timetable of scheduled meetings and any administrative arrangements.

(b) At all other meetings of the Council, business shall be dealt with in the following order:

note apologies for absence;

note the appointment of substitutes by Members;

consider notice of any urgent business;

note declarations of interest;

approve minutes of meetings of the Council and Committees;

ask questions on the minutes;

consider Notices of Motions;

consider other motions on the agenda;

consider reports;

consider business in the appendix.

(c) The order of business may be altered by the Provost upon his or her discretion.

### **Minutes**

20. Minutes of Council meetings shall be prepared by the Proper Officer. Subject to approval or correction as the case may be, the Minute shall be signed at the next suitable meeting of the Council by the person then presiding.

21. At the Council meeting, the Member presiding at a Committee meeting shall move acceptance of the Minute of that Committee meeting, as a correct record insofar as any such corrections of the Minute do not conflict with the proper exercise of powers delegated to the Committee. In the absence of the Member presiding at the Committee, another Member may move acceptance of the Minute of that meeting as a

correct record. Any correction proposed by the presiding Member requires a seconder.

Any item in the Minute subject to referral from a Committee will require to be moved and seconded and subject to debate thereafter.

### **Procedure for Notice of Motion**

22. A Member may submit a Notice of Motion for consideration at any meeting of the Council. Such Notice of Motion shall be in writing and shall be countersigned by at least one other Member and delivered to the Proper Officer at least 7 clear days prior to the meeting of the Council at which the Motion is to be considered. The Notice of Motion shall be printed in the Agenda of the meeting of the Council without prejudice to the right of the Provost to rule as to its competency.
23. A Notice of Motion submitted under **Standing Order 22** may be moved by the Member who submitted the Notice of Motion or by another Member present. If it is not so moved, it shall, unless postponed by decision of the Council, be considered as withdrawn.

### **Motions and Amendments**

24. Any Member proposing a motion or amendment relating to any item of business at a meeting shall state precisely the terms of his or her motion or amendment to enable the Provost to rule as to its competency.
25. Before any vote takes place, a motion or amendment must be duly seconded.
26. Any motion or amendment which is not seconded shall fall and will not be recorded in the Minute.
27. Only a Member who has not abstained and has taken part in a vote or who has moved a motion or amendment but failed to find a seconder may, if he or she so requests, have his or her dissent to the relevant decision recorded in the Minute.
28. The Provost may require that any motion or amendment shall be put in writing by the Member so proposing or amending. When required by the Provost, the Proper Officer will read any motion or amendment prior to it being put to the meeting.
29. No Member shall move or second more than one motion or amendment on an item of business. A Member who has moved or seconded a motion or amendment shall be entitled to move or second a new motion or amendment if the original motion or amendment is withdrawn in terms of **Standing Order 30**.
30. A motion or amendment which has been moved and seconded shall not be altered or withdrawn without the consent of the mover and the seconder.
31. A motion or amendment contrary to a decision of the Council shall not be competent within 6 months of that decision unless, in the opinion of the Provost, material information is introduced which had not previously been available or some other material change of circumstances has taken place.

## **Speeches**

32. Except with the permission of the Provost, the mover and seconder of a motion or an amendment shall not speak for more than 15 minutes. Others speaking in the debate shall not speak for more than 10 minutes. No Member other than the mover of a motion shall speak more than once in the same debate unless to call attention to a point of order or, with the permission of the Provost, to make an explanation. The mover of the motion shall have the right to speak for up to 5 minutes in reply to the points raised in the debate and will strictly confine himself or herself to answering previous speakers and will not introduce any new matter. Thereafter, the question shall be put by the Provost.
33. Members shall address the Provost. Each Member shall confine his or her speech to the item being debated.
34. Except with the consent of the Provost, it shall not be competent for any Member to read a written or printed speech to the meeting but a Member shall be entitled to refer to notes.

## **Points of Order**

35. Any Member may raise a point of order at any time during a meeting. Any Member who is addressing the meeting when a point of order is raised will resume his or her seat until the point of order has been decided upon by the Provost. No other Member may speak to the point of order unless with the permission of the Provost. The decision of the Provost will be final and cannot be debated.

## **Closure of Debate**

36. At the conclusion of any speech, a Member who has not spoken on the item being debated may move "that the question be now put". If such a motion is moved and seconded and the Provost is of the opinion that the item has been sufficiently debated, there shall be no further debate and the vote shall be taken immediately "for" or "against" the motion "that the question be now put." If the motion "that the question be now put" is agreed, the mover of the substantive motion shall have the right to speak for not more than 5 minutes in reply to the points raised in the debate and will confine himself or herself to answering previous speakers and will not introduce any new matter. Thereafter, a vote shall be taken immediately on the substantive motion.

## **Adjournment**

37. At the conclusion of any speech, any Member may move that the meeting be adjourned. If such a motion is moved and seconded there will be no further debate and the vote shall be taken immediately to "adjourn" or "not adjourn". If the motion to adjourn is agreed then, unless the time is specified in the motion, the adjournment shall take effect immediately and the meeting shall be adjourned until such time as decided by the Provost. If the motion to adjourn is not agreed, it shall not be competent to repeat such a motion for a further 30 minutes, unless moved by the Provost.
38. A motion to adjourn shall take precedence over all other motions.



## **Voting**

39. Except where otherwise provided by these Standing Orders, when a motion and amendment are considered by the Council, the proposal receiving the support of the majority of the Members present and voting will be declared to be the decision of the Council.
40. Voting shall be by a show of hands. For purposes of accountability, the names of all Members voting or abstaining relative to any motion or amendment shall be recorded in the Minute. If at least one quarter of the Members present require a roll call vote, the vote shall be taken by calling the roll.
41. In addition to a deliberative vote, in the case of an equality of votes, the Provost, should he or she so wish, shall have a casting vote except where the matter relates to the appointment of a Member to any particular office or Committee (but not to outside bodies), in which case the decision shall be by lot.
42. When a motion and 2 or more amendments have been moved and seconded, the vote shall be taken in the first instance between the amendment last proposed and the amendment second last proposed. The successful proposal from that vote shall be taken against the amendment third last proposed and so on until there remains only one amendment to be taken against the motion and whichever of those is carried shall be the decision of the Council.
43. When a vote has been taken and the accuracy of the count is immediately challenged, it shall be at the discretion of the Provost to call for a recount.

## **Disregarding the Authority of the Provost**

44. If any Member disregards the authority of the Provost or behaves obstructively or offensively, a motion may then be moved and seconded to suspend the Member for the rest or any part of the meeting. The motion shall be put without discussion. If it is carried, the Council Officer shall act on any orders given by the Provost to carry out such a decision.

## **Questions and Agenda Items**

45. (a) Any Member may put a question to the Provost or to any Convener at any meeting of the Council concerning relevant and competent business on the Agenda. If the Provost decides that the question is relevant and competent, the Provost shall answer it or direct that it shall be answered;
- (b) If any Member wishes to give formal notice of a detailed question arising from the business on the Agenda, that Member can submit that question in writing to the Proper Officer by 10am on the day preceding the Council meeting. The Proper Officer shall liaise with the Provost on this at the earliest opportunity;
- (c) Any Member may submit in writing to the Proper Officer an item of business for consideration at any meeting of the Council not less than 7 clear days preceding the meeting. The Proper Officer shall place the item on the Agenda notwithstanding the Provost's entitlement to rule on its competency.

If the Member considers the item to be urgent, the reasons for this must be specified by the Member in the written submission. In such circumstances, the

Proper Officer may place the item on the Agenda even though less than 7 clear days' notice has been given, notwithstanding the Provost's discretion to decide on its urgency or otherwise and on its competency for the meeting. Failing this, the item shall not be included on the Agenda as it has not been raised within the proper timescale.

### **Interests of Members**

46. Any Member who has an interest in any matter which, in terms of the Councillors' Code of Conduct issued under the Ethical Standards in Public Life etc. (Scotland) Act 2000, requires to be declared and is available to participate at a meeting at which such a matter is the subject of consideration, shall declare that interest as soon as practicable at the meeting where the interest arises. The declaration shall be sufficient to enable the meeting to understand the nature of the interest and shall be recorded in the Minute.

If, in terms of the Code, the nature of the interest means that the Member cannot participate in discussion and voting on the matter, the Member shall retire from the meeting and leave the meeting room until the business concerning that matter is concluded.

### **Suspension of Standing Orders**

47. On a motion made at any time during a meeting, the Council shall be entitled to suspend one or more of these Standing Orders so far as regards any business, but only if two-thirds of the Members present and voting for that purpose shall so decide. There shall be no discussion on such a motion.

### **Variation and Revocation of Standing Orders**

48. The Council may vary or revoke any of these Standing Orders. Any such decision will, if voted upon, be approved by a majority of Members present and voting.

### **Decisions of the Council**

49. No decision made by the Council shall be subject to review by any Committee unless such review is specifically authorised by the Council.
50. Without prejudice to any decision taken by a Committee, in exercise of delegated powers, the Council may at any time deal with any matter included in a delegation to a Committee, notwithstanding that no report from such Committee is before it. The Council may deal with any item of business included in the delegation to a Committee even if there is no report from that Committee on the item.

### **Contracts and Delegation**

51. The Council shall have Standing Orders Relating to Contracts, a Scheme of Delegation to Officers and Financial Regulations.

### **Committees**

52. The Council shall establish such Committees, Sub-Committees and Boards as may be considered necessary from time to time and shall have a Scheme of Administration on

the terms of reference and delegations to Committees, Sub-Committees and Boards for the purpose of arranging for the discharge of the functions of the Council.

53. The Council shall appoint Conveners, Vice-Conveners and Members to such Committees, Sub-Committees and Boards as it establishes in terms of **Standing Order 52** at the statutory meeting of the Council and otherwise as it considers necessary from time to time.

## **COMMITTEES**

### **Committee Business**

54. In making appointments to Committees and outside bodies (but in the latter instance only where more than 2 representatives of the Council to an outside body are required), the Council shall ensure that such appointments reflect, as far as practicable, the balance of political representation on the Council.
55. Any business requiring consideration by the Council shall, unless considerations of time otherwise dictate, be placed before the appropriate Committee.
56. Committees shall meet as the Council may from time to time set. Special meetings may be convened as follows:-
  - (a) by the Committee at any ordinary meeting; or
  - (b) by a written request from the Convener submitted to the Proper Officer and specifying the business proposed to be transacted at the meeting; or
  - (c) by a written request signed by at least one quarter of the Members of the Committee submitted to the Proper Officer specifying the business proposed to be transacted at the meeting.

If the Proper Officer receives a request as set out in (b) or (c) above, such meeting shall be held within 14 clear days of receipt.

57. At any time prior to the issue of a notice calling a meeting of a Committee, the Proper Officer, after consultation with the Convener, may determine that such meeting be cancelled or postponed to such date and time as the Convener shall determine. In which event, the Proper Officer shall, forthwith, issue a notice intimating the cancellation or adjournment of the meeting.
58. All meetings of a Committee shall be convened by:
  - (a) a Notice being published by the Proper Officer at least 3 clear days before the meeting which shall specify the date, time and place of the meeting; and
  - (b) a summons to attend the meeting specifying the business to be transacted being sent by post to the usual place of residence of every Member, or to such other address as any Member may notify, not later than 3 clear days before the date of the meeting.

### **Application of Standing Orders to Committees**

59. The following Standing Orders of the Council shall not apply to Committees:

Standing Order 2	-	Meetings of the Council
Standing Order 3	-	Special Meetings
Standing Order 8	-	Notice of Meetings
Standing Order 11	-	Quorum
Standing Order 20	-	Approval of Committee Minutes
Standing Order 25	-	Need for Secunder for Motions and Amendments
Standing Order 32	-	Speeches

For Committees the following Standing Orders shall be amended to the extent detailed below:

**Standing Order 4**

All meetings of Committees shall be held at the Municipal Buildings, Greenock or such other place as the Committee may determine.

**Standing Order 14**

- (a) At a meeting of a Committee, the Convener, if present, shall preside;
- (b) If the Convener is absent from a meeting, the Vice-Convener shall preside; and
- (c) If the Convener and the Vice-Convener are absent from a meeting, another Member of the Committee, chosen by the Members present, shall preside.

**Standing Order 19(b)**

There is no requirement to approve minutes or ask questions thereon.

**Standing Order 36**

When any item is the subject of debate at a Committee, at any point in that debate, if the Convener is of the opinion that the item has been sufficiently debated, the Convener shall be entitled to close the debate and to decide that the question be now put to the Committee for decision. There shall be no further debate on the item and the Committee shall proceed to decide, whether by vote or otherwise, on the item.

The following additional Standing Orders shall apply to Committees:

**Participation of Members not on a Committee**

- 60. (a) Any Member who is not a Member of a Committee and who wishes to have an item considered at that Committee shall give written intimation to the Proper Officer of that item. Such intimation shall be referred to the Convener of the relevant Committee and Corporate Director. That Corporate Director shall be responsible for responding to the Member. In the event that the Member is not satisfied with the response, the Member shall be entitled to have the item considered by the Committee by giving written intimation to the Proper Officer to that effect at least 14 clear days prior to the date of the next ordinary meeting. On receipt of such written intimation, the item shall be placed on the agenda for the Committee, without prejudice to the entitlement of the Convener to rule as to its competency, it being understood that if the subject matter is within the remit of the Committee and has been raised within the time limits, it shall be deemed competent;
- (b) Any Member who is not a Member of a Committee who submits an item in terms of (a) above, shall be entitled to attend the meeting of that Committee at which that item is being considered. That Member shall be entitled to participate in the debate on that item but shall not be entitled to vote;
- (c) A Member who is not a Member of a Committee shall be entitled to attend a meeting of that Committee while there is under consideration any item in which

the Member has a specific ward-based interest as a Member. Except where a Committee is considering items in its quasi-judicial capacity, the Member shall, with the consent of the Convener, be entitled to participate in the debate of the item but shall not be entitled to vote. Where the consideration of an item is of a quasi-judicial nature, a Member who is not a Member of the Committee shall not be entitled to participate in debate on the item and shall not be entitled to vote;

- (d) Any Member who is not a Member of a Committee who wishes to ask a specific question in relation to an item on the Agenda of that Committee, shall give at least 2 clear days' written notice to the Proper Officer, specifying the question. The Proper Officer shall liaise with the Convener on this at the earliest opportunity. If the Member so notifies the Proper Officer, that Member shall be entitled to attend the meeting of that Committee to ask that question on that item but shall not be entitled to ask any supplementary questions, participate in any debate or to vote thereon. This is without prejudice to the Convener's entitlement to rule on the competency of the question.

### **Scheme of Administration**

- 61. (a) The arrangements for meetings of Committees and their functions shall be regulated in accordance with the Scheme of Administration;
- (b) Where a Committee makes a decision within its delegated powers, it shall be competent for at least 4 of the Members present and voting at a Committee and 2 of the Members present and voting at a Sub-Committee to require that the delegated power be not exercised and that the decision be referred for determination to the Council. This referral procedure cannot be used if the Committee is considering an item in its quasi-judicial capacity, in which case the decision taken shall be final;

Any referral must specify an alternative to the proposal so referred.

- (c) In addition to the detailed provisions of the Scheme of Administration:
  - (i) the Council may delegate on an ad hoc basis to a Committee the discharge of any function; and
  - (ii) a Committee may delegate on an ad hoc basis to a Sub-Committee the discharge of any function in respect of which that Committee has delegated powers.

### **Quorum of Committees, Sub-Committees, Boards and Local Review Body**

- 62. (a) The quorum of all Committees (except the Petitions Committee), the General Purposes Board *and* the Planning Board shall be 6;
- (b) The quorum of the *Local Review Body and the* Petitions Committee shall be 4;
- (c) The quorum of all Sub-Committees *except the Housing (Landlord Registration) Sub-Committee* shall be 4, or the membership of the Sub-Committee, whichever is the lesser;
- (d) The quorum of the Human Resources Appeals Board *and the (Landlord Registration) Sub-Committee* shall be 3.

### **Committees Acting in Quasi-Judicial Capacity**

63. Where a Committee is dealing with an item of business in a quasi-judicial capacity, a Member shall not be entitled to take part in debate, move a motion or amendment or vote on a motion or amendment unless that Member has been present throughout consideration of that item of business, any continuation of that item of business or any site visits.

### **Petitions Committee Protocol**

64. The Petitions Committee shall from time to time consider and approve its protocol and procedures for submitting petitions and determining its actions, which shall include provisions for persons or deputations making representation to that Committee.

### **Remits Between Committees**

65. Any decision by a Committee to remit consideration of a matter to another Committee shall, where practicable, be considered at the next meeting of the Committee.

## **INVERCLYDE COUNCIL**

### **1. SCHEME OF ADMINISTRATION**

1.1 This Scheme of Administration is within the Council's Standing Orders.

### **2. PURPOSE OF SCHEME**

2.1 These terms of reference and delegated functions (Scheme of Administration) set out the powers delegated by the Council to its Committees, Sub-Committees and Boards in terms of the Local Government (Scotland) Act 1973 and shall regulate:

- (a) the allocation of the functions of the Council to the Committees, Sub-Committees and Boards of the Council; and
- (b) the delegation to Committees, Sub-Committees and Boards, where appropriate, of authority to exercise the functions of the Council.

2.2 The Scheme of Administration is to be read with the Council's Standing Orders, Standing Orders Relating to Contracts and Financial Regulations.

### **3. PROVISIONS APPLICABLE TO ALL COMMITTEES**

3.1 Committees shall consider only matters within their terms of reference.

3.2 Where the Council has delegated any class of functions to a Committee, it shall retain the power to delegate any one of those functions to another Committee on a particular occasion when, by reason of the nature of the matter, in the opinion of the Council, it ought to be so referred.

3.3 All functions listed as delegated functions and any further additional such functions which may be delegated by the Council are also delegated to the respective Committee.

### **4. DELEGATED FUNCTIONS**

4.1 The following functions shall be delegated to Committees:

- (a) The powers required to carry out their functions provided that the decisions made by any Committee shall comply with the terms of policy and budget approved by the Council.
- (b) All Boards and the Local Review Body, being quasi-judicial bodies, shall have full powers and no decisions taken shall be referred to the Council except in the case of the Planning Board relative to those applications for major and national developments which are statutorily subject to pre-determination hearings.

### **5. GENERAL PROVISIONS**

5.1 The following general provisions shall apply:

- (a) A Committee may further delegate authority to an officer of the Council to undertake or discharge any function which is delegated to that Committee. The



Local Review Body may delegate authority to an officer of the Council to undertake or discharge any function delegated to it, where it is so enabled by the Town and Country Planning (Schemes of Delegation and Local Review Bodies) (Scotland) Regulations 2013;

- (b) Any decision proposed to be taken by a Committee under delegated powers which conflicts with or potentially conflicts with a decision of another Committee shall be referred to the Council.

5.2 There shall be the following Committees, Sub-Committees and Boards:

### **Committees**

Policy and Resources Committee	(11 Members)
Audit Committee	(11 Members)
Environment and Regeneration Committee	(11 Members)
Education and Communities Committee	(11 Council Members)
Health and Social Care Committee	(11 Members)
<i>Local Police and Fire Scrutiny Committee</i>	<i>(11 Members)</i>
Petitions Committee	(6 Members)

### **Sub-Committees**

Policy and Resources Executive Sub-Committee	(6 Members)
Grants Sub-Committee	(6 Members)
<i>Housing (Landlord Registration) Sub-Committee</i>	<i>(5 Members)</i>

### **Boards**

General Purposes Board	(11 Members)
Human Resources Appeals Board	(5 Members)
Planning Board	(11 Members)

Local Review Body (7 Members)

Appointments Panels (Membership per Scheme)

5.3 With the exception of the Petitions Committee, all Committees as set out in paragraph 5.2 above shall have the power to establish a Sub-Committee but for a specific purpose only and shall appoint Members, Conveners and Vice-Conveners thereof. The establishing of any such Sub-Committee shall be subject to review by the Committee at least every 12 months.

5.4 The selection process for the Chief Executive and the selection and appointment processes for all other Chief Officers shall be dealt with by formal Committees set up as Appointment Panels according to Schemes approved by the Council.

5.5(a) Where a Member of any Committee is unable to attend a meeting, that Member may make arrangements with another Member who is not a Member of that Committee to attend that meeting as his or her substitute with powers to act in his or her stead and shall ensure that the substitute has or will receive the appropriate meeting papers;

- 5.5(b) The Member who is unable to attend and who is appointing a substitute must inform the Proper Officer as soon as possible of the appointment of the substitute. When a substitute attends, the substitution applies throughout the duration of the meeting including any adjournment to a time later the same day and the appointing Member shall not be entitled to revoke the substitution or vote at the meeting or its same day adjournment. Only the substitute intimated by the appointing Member to the Proper Officer prior to the commencement of the meeting is entitled to attend and vote. The appointment of a substitute can be revoked by the appointing Member only prior to the commencement of the meeting.

## **6. FUNCTIONS RETAINED BY THE COUNCIL**

- 6.1 The Council has overall responsibility for the Council Budget, the Chief Officer Management Structure and oversight of all political decision-making processes.
- 6.2 The following are reserved to the Council:
- (a) All functions reserved by law to the Council;
  - (b) The determination of the strategic objectives of the Council;
  - (c) The annual review of the revenue budget and the fixing of Council Tax;
  - (d) The annual review of the Capital Programme and the approval of annual budgets of capital and revenue expenditure;
  - (e) Approval of the Annual Treasury Strategy and Annual Report;
  - (f) The consideration of the Annual Report to Members by the Council's External Auditors;
  - (g) The making of Standing Orders and a Scheme of Administration, Standing Orders Relating to Contracts, a Scheme of Delegation to Officers and Financial Regulations;
  - (h) The making of an order for the compulsory acquisition of any land or interest in land;
  - (i) The making of any formal resolution to co-operate or combine with other local authorities in the provision of services;
  - (j) The appointment of the Provost and Depute Provost of the Council;
  - (k) The establishment of Committees of the Council and their terms of reference and the delegations of function thereto;
  - (l) The appointment of Members to Committees and the appointment of Conveners and Vice-Conveners;
  - (m) The appointment of Members of the Council to Joint Committees, Joint Boards and outside bodies;
  - (n) The approval of Schemes for the establishment of Community Councils;
  - (o) The approval of Polling Schemes for elections and referendums;

- (p) The promoting or the opposing of the making of private legislation;
- (q) The promotion of byelaws, management rules and any necessary orders;
- (r) The appointment of the Chief Executive and all matters relating to disciplinary procedures for the Chief Executive;
- (s) The making of resolutions for Housing Renewal Areas;
- (t) The consideration of Members' remuneration;
- (u) The formal adoption of the Local Plan;
- (v) The determination of an application for planning permission for a development of a class specified in Section 38A(1) of the Town & Country Planning (Scotland) Act 1997.

## **7. FUNCTIONS DELEGATED TO COMMITTEES**

### **7.1 POLICY AND RESOURCES COMMITTEE**

7.1.1 Power is delegated to the Policy and Resources Committee:

- (a) To advise the Council on outcomes, strategic objectives and key priorities;
- (b) To develop and approve Council policies, including community planning and partnership working;
- (c) To adopt and implement the management framework for planning, implementing, reporting and reviewing corporate service delivery;
- (d) To ensure the Council meets its statutory responsibilities in terms of best value;
- (e) To monitor implementation of the Council's Corporate Statement;
- (f) To facilitate and encourage any public consultation, engagement and participation with the community, partners and key stakeholders;
- (g) To instruct such performance information as the Committee requires to fulfil its remit and monitor overall performance in the delivery of services and the Council's financial performance;
- (h) To determine any reviews of community asset transfer requests;
- (i) To take all decisions which are not reserved to the Council or delegated to another Committee of the Council;
- (j) To have responsibility for the directorate planning, performance management reporting and financial monitoring for the following service areas:
  - Chief Executive's Office
  - Finance
  - Organisational Development, Human Resources and Corporate Communications
  - Legal and Property Services
  - Performance Management

- (k) To guide the Council in the formulation of its policy objectives and priorities, to consider the broad social and economic needs of the Council and matters of importance to its area, to advise the Council generally as to its financial and economic policies, to monitor and control the Council's Revenue Budgets and Capital Programme;
- (l) To consider new policies or changes in policy formulated by Committees where those policies or changes in policy may have significant impact upon the existing policies or the resources of the Council and to consider new policies not falling within the terms of reference of any other Committee;
- (m) To consider all aspects of the Council's Public Reporting Framework;
- (n) To ensure that the organisational and management processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives;
- (o) To keep organisation and management processes under review and make recommendations as necessary for any change in the structure of Committees or Services or the allocation of functions and responsibilities;
- (p) To appoint the Returning Officer;
- (q) To be responsible for formulation and delivery of the Council's Procurement Strategy;
- (r) To have overall responsibility for information governance and to arrange for compliance with the provisions of the Data Protection and Freedom of Information legislation.

7.1.2 The Committee has service responsibilities as follows:

**Finance**

- (a) To regulate and manage the proper administration of the Council's financial affairs;
- (b) To deal with the administration of the levy, collection, payment and recovery of all income to the Council;
- (c) To arrange for all borrowing, lending and investing of money by the Council;
- (d) To oversee superannuation and pensions;
- (e) To keep accounts and proper records of all transactions of the Council;
- (f) To oversee banking arrangements;
- (g) To oversee insurances;
- (h) To be responsible for the administration of all matters relating to Housing Benefits;
- (i) To be responsible for the formulation and delivery of the Council's Customer Services Strategy;

- (j) To ensure effective provision of all information technology and communication services, ICT and digital access strategy;
- (k) To exercise the powers and duties of the Council relative to registration of births, marriages and deaths.

### **Organisational Development, *Policy & Communications***

- (a) To advise on the overall planning required to ensure the most effective, efficient and economic use of the Council's human resources;
- (b) To oversee all matters relating to:
  - (i) Council policies and practices in relation to Council employees including the recruitment, training, salaries, wages and conditions of service of all employees of the Council;
  - (ii) service structures, establishments and job evaluation gradings;
  - (iii) the training and development, health, safety and welfare of all Council employees;
  - (iv) the ongoing maintenance of job evaluation, organisational development, strategy, planning and other such related matters;
  - (v) negotiations with the Trades Unions on matters affecting employees;
  - (vi) securing the development and effective implementation of the Council's Equal Opportunities in Employment policies;
  - (vii) co-ordinating the performance of the Council's responsibilities as an employer under the appropriate equalities legislation;
  - (viii) the promotion of good employment relations between the Council and its employees;
  - (ix) the formulation and delivery of the Council's Corporate Communications Strategy;
  - (x) to be responsible for the effective delivery of performance management, procurement and customer consultation.

### **Legal and Property Services**

- (a) To ensure effective provision of legal services;
- (b) To ensure effective administrative support for Members and Committees;
- (c) To ensure effective provision and support for elections and referendums;
- (d) To ensure effective provision of internal audit services.

To exercise all of the functions delegated to the Policy and Resources Committee or other Committees in any circumstances of urgency or where a decision is required outwith the ordinary cycle of meetings subject to consultation with the Convener and Vice-Convener of the relevant Committee, where appropriate.

### 7.1.3 Relationships with Key Partnerships

To oversee the Council's relationships with the following agencies and partnerships:

- Inverclyde Alliance
- Scotland Excel
- Renfrewshire Valuation Joint Board

## 7.2 POLICY AND RESOURCES EXECUTIVE SUB-COMMITTEE

7.2.1 Power is delegated to the Policy and Resources Executive Sub-Committee:

### 7.3 AUDIT COMMITTEE

7.3.1 Power is delegated to the Audit Committee:

- (a) To consider reports on the Council's audit plan and on arrangements for implementing best value;
- (b) To consider reports relating to Annual Accounts, subject to the Council's approval thereof, and Financial Accounting issues;
- (c) To monitor the financial performance of the Council, the effectiveness of the Council's audit and inspection, risk management and governance arrangements and of the control environment of the Council and associated anti-fraud and anti-corruption arrangements;
- (d) To review the adequacy of internal control systems and policies;
- (e) To review all reports from the Council's External Auditors;
- (f) To monitor the Annual Audit Plan and review all Council audit and inspection work against that Plan;
- (g) To oversee the performance of the Council's Internal Audit function;
- (h) To approve changes in Accounting Policies;
- (i) To review the Council's Risk Management Policy;
- (j) To monitor and review action taken on recommendations arising from internal and external audits;
- (k) To oversee the performance of the Council with respect to the Corporate Governance Framework;
- (l) To scrutinise and comment on the Council's key governance documents.

### 7.3.2 Relationships with Key Partnerships

To oversee the Council's relationships with the following agencies and partnerships:

- Audit Scotland
- The Accounts Commission
- The Council's External Auditors

### 7.4 HEALTH AND SOCIAL CARE COMMITTEE

7.4.1 Power is delegated to the Health and Social Care Committee:

- (a) To oversee the Council's relationship with the Inverclyde Integration Joint Board;
- (b) To oversee the effective deployment of Council resources to support the strategic priorities of the Inverclyde Integration Joint Board;
- (c) To consider recommendations arising from the findings of the Social Work Complaints Review Committee.

### 7.5 ENVIRONMENT AND REGENERATION COMMITTEE

7.5.1 Power is delegated to the Environment and Regeneration Committee:

To have responsibility for the directorate planning, performance management reporting and financial monitoring for the following service areas:

- Regeneration and Planning
- Asset Management and Property Estates
- Environmental and *Public Protection* Services
- *Strategic Housing*
- *Emergency Planning*
- *Private Sector Housing*
- *Environmental Health and Trading Standards*

7.5.2 The Committee has service responsibilities as follows:

#### **Regeneration and Planning**

- (a) To promote the economic development and urban regeneration of Inverclyde;
- (b) To promote competitiveness, employment growth, the physical environment and planning and quality of life;
- (c) To promote marketing and inward investment, business development and support schemes, training initiatives, labour market activities, the marketing, management and development of industrial and commercial property and to participate and engage in effective partnership activities to support all of the above;
- (d) To encourage and stimulate economic development by the exercise of the Council's powers through providing assistance to third parties by way of services, suitable premises or financial assistance (including grants, loans and purchase of share and loan capital);

- (e) To carry out the strategic planning functions of the Council;
- (f) To develop and review procedures in respect of development control and building standards, *conservation and landscaping*;
- (g) To develop and review effective policies in connection with strategic planning and land use issues.

### ***Organisational Development, Policy & Communications***

- (a) *To promote tourism and related activities*

### **Asset Management and Property Estates**

- (a) To ensure effective provision of all estate and property management services and architectural and technical services;
- (b) To acquire, dispose and market property;
- (c) To manage the repair and maintenance, improvement and preservation of all property assets within the Council's ownership or management.

### **Environmental and *Public Protection* Services**

- (a) To develop and review strategies in respect of:
  - burial grounds
  - street cleansing
  - refuse collection, recycling and disposal
  - sanitation services
  - protection of the environment
  - public conveniences
- (b) To discharge all powers and duties of the Council for the maintenance of the following:
  - open spaces
  - parks
  - horticultural nurseries
  - golf courses
  - playgrounds
  - playing fields
  - allotments
  - war memorials
- (c) To be the Roads Authority and deal with all roads and lighting in the Council's control;
- (d) To develop and review effective policies for all matters relating to the relevant legislation for public transport;
- (e) To consider and determine Traffic Management Orders and Traffic Regulation Orders promoted by the Council;



- (f) To deal with all matters arising from the Council's membership of Strathclyde Partnership for Transport with the exception of the Concessionary Travel Fares Scheme;
- (g) To carry out the functions of the Waste Disposal Authority.

### **Strategic Housing**

*To be responsible for the overall strategy for the provision of housing within Inverclyde whether within the public or the private sectors, including the assessment of housing need but excluding the discharge of the Council's statutory responsibility in dealing with homeless persons.*

### **Private Sector Housing**

- (a) *To be responsible for assessing and maintaining the condition and supply of housing within the private sector;*
- (b) *To be responsible for*
  - (i) *the administration of grant and loan assistance to owners of housing within the private sector; and*
  - (ii) *the promotion and development of improvements in the overall condition of the private sector housing stock with the use of the Council's powers as housing authority, where such use is considered appropriate.*

### **Environmental Health and Trading Standards**

- (a) *To exercise the powers and duties of the Council relative to food safety, food standards and labelling, health and safety at work, public health, pollution and environmental protection legislation;*
- (b) *To undertake and discharge the requirements of all legislation which imposes administrative duties and which confers enforcement powers upon the Council and its officers for Consumer Protection and Trading Standards;*
- (c) *To undertake and discharge the requirements of all legislation, whether of a civil law nature or of a criminal nature, which affects the work of the Consumer Protection and Trading Standards Service; and*
- (d) *To consider and approve the Annual Report submitted by the Chief Inspector of Weights and Measures in terms of the relevant legislation.*

### **Public Protection and Emergency Planning**

- (a) *To carry out the emergency planning function of the Council; and*
- (b) *To deal with all aspects of anti-social behaviour including CCTV, anti-social behaviour noise investigations and community wardens.*

### 7.5.3 Relationships with Key Partnerships

To oversee the Council's relationships with the following agencies and partnerships:

- Scottish Enterprise Renfrewshire
- Riverside Inverclyde
- Strathclyde Partnership for Transport
- Glasgow City Deal
- *River Clyde Homes*
- *Clyde Muirshiel Park Authority Joint Committee*

## 7.6 EDUCATION AND COMMUNITIES COMMITTEE

7.6.1 Power is delegated to the Education and Communities Committee:

(a) To have the corporate responsibility for:

- Equalities
- Schools Estate Strategy
- Community Safety and Anti-Social Behaviour
- *Facilities Management*

(b) To have responsibility for the directorate planning, performance management reporting and financial monitoring for the following service areas:

- Schools
- Early Learning and Childcare and Specialist Education Services
- Lifelong Learning
- Education Support and Development
- Safer Communities

7.6.2 The Committee has service responsibilities as follows:

### **General Functions**

- (a) To undertake and discharge all the functions of the Council as an Education Authority in terms of the relevant legislation;
- (b) To undertake and discharge all of the functions of the Council relative to Early Learning and Childcare Services and provision therefor in terms of the relevant legislation.

### **Management of Education Services**

- (a) To consider and approve catchment areas for schools and make provision for schools sufficient to meet the needs of pupils;
- (b) To oversee curriculum development and continued professional learning;
- (c) To oversee the quality of educational provision provided by schools;
- (d) To oversee the Council's input to supporting sustained and positive destinations for pupils;

- (e) To oversee the Council's policy on Further Education Education Maintenance Allowances;
- (f) To discharge the power to determine appeals relating to Further Education Education Maintenance Allowances, grants and similar support;
- (g) To manage arrangements for the programme of school asset management planning;
- (h) To ensure the provision of adequate health and welfare services in all educational establishments;
- (i) To co-ordinate control of the specification of tenders, assess and authorise acceptance of such tenders, co-ordinate and monitor performance of contracts and authorise the termination of any contracts for the provision of a school meals service;
- (j) To co-ordinate control of the specification of tenders, assess and authorise acceptance of such tenders, co-ordinate and monitor performance of contracts and authorise the termination of any contracts for the provision of school transport services for pupils;
- (k) To formulate policy in respect of attendance of pupils at schools.

#### **Early Learning and Childcare and Specialist Education Services**

- (a) To guide the Council in the formulation of its policy objectives and priorities in all appropriate matters relating to pre-school children and their parents;
- (b) To advise and make recommendations to any Committee of the Council on statutory functions relating to pre-school children and their parents;
- (c) To consider recommendations and make decisions relative to the management and development of services which provide activities of a kind suitable for pre-school children;
- (d) To consider recommendations and make decisions relative to training matters (including the arrangements for training staff) relating to establishments which provide activities of a kind suitable for pre-school children;
- (e) To consider recommendations and make decisions relative to the allocation and control of financial resources relating to services to pre-5 children and their parents and, where necessary, to advise and make recommendations in respect thereof to any relevant Committee;
- (f) To promote on the Council's behalf the interests of pre-5 children and their parents with all appropriate agencies on matters affecting these interests;
- (g) To oversee the Council's policy and practice with regard to the provision of out of school care and, in particular, the use of the grants budget;
- (h) To oversee the provision of a psychological service and arrangements to meet additional support needs;

## **Community Safety**

- (a) To deal with *all aspects of Community Safety including road safety and violence against women.*

## **Community and Lifelong Learning**

To be responsible for the management and delivery of community and lifelong learning services.

## **Libraries, Museums and Arts Facilities**

To assess, monitor and review the need for libraries, museums and arts facilities and cultural services and to provide and manage these facilities and services.

## **Leisure and Community Support Services**

- (a) To discharge all powers and duties of the Council for the provision and management of sporting, leisure, recreational and allied activities, public entertainment, public halls, community centres and swimming pools;
- (b) To discharge all powers and duties of the Council for sports development, community health and fitness, play, conservation, landscaping, the local Sports Council and play forums;
- (c) To determine policy for the giving of grants to voluntary organisations.

### **7.6.3 Relationships with Key Partnerships**

To oversee the Council's relationships with the following agencies and partnerships:

- Further Education Bodies, in particular West College Scotland
- Inverclyde Leisure

## **7.7 GENERAL PURPOSES BOARD**

7.7.1 Power is delegated to the General Purposes Board to undertake and discharge all of the licensing functions of the Council which are not otherwise reserved to the Council or its officers or which are delegated to any other Committee and more specifically as follows:

- (a) To exercise the functions of the Council as licensing authority in terms of the Civic Government (Scotland) Act 1982, provided such civic licensing has not been specifically remitted to any other Committee;
- (b) To determine individual applications for registration and licences under the Civic Government (Scotland) Act 1982 and other statutory provisions which are not delegated to officers, in accordance with approved policies;
- (c) To exercise the functions of the Council in respect of the Explosives Acts 1875-1976;

- (d) To exercise the functions of the Council in respect of the Pharmacy and Poisons Act 1933 and Poisons Act 1972;
- (e) To exercise the functions of the Council in respect of permits in terms of Section 19 of the Transport Act 1985 (minibus permits);
- (f) To exercise the functions of the Council in respect of the Radioactive Substances Act 1993;
- (g) To exercise the functions of the Council in respect of the legislation relating to the control of diseases of animals;
- (h) To exercise the functions of the Council in respect of the safety of sports grounds;
- (i) To approve charges as required by statute and determine licence fees;
- (j) To exercise the Council's functions regarding notification of parades and processions insofar as not delegated to officers.

## 7.8 HUMAN RESOURCES APPEALS BOARD

7.8.1 Power is delegated to the Human Resources Appeal Board to be the internal Council appeal body for the purposes of the Council's role as an employer, in relation to workforce matters;

- (a) To hear and decide disciplinary appeals and grievances by employees on their conditions of employment and working arrangements;
- (b) To hear and decide appeals from teaching staff in regard to the application and interpretation of Schemes and Conditions of Service for Education staff.

## 7.9 PLANNING BOARD

7.9.1 Power is delegated to the Planning Board:

To undertake and discharge the development control and building standards functions of the Council as Planning Authority, Buildings Authority and as Verifier and Enforcer in terms of the relevant legislation.

## 7.10 LOCAL REVIEW BODY

7.10.1 Power is delegated to the Local Review Body:

- (a) To review applications for planning permission or for consent, agreement or approval which have been refused, granted subject to conditions or which have not been determined within the prescribed period by the appointed officer under the Scheme of Delegation prepared in terms of the relevant legislation;
- (b) To carry out all other functions as a Local Review Body, as described in the relevant legislation.

## 7.11 GRANTS SUB-COMMITTEE

7.11.1 Power is delegated to the Grants Sub-Committee:

To consider applications for funding received from voluntary organisations and to award grants to such organisations from the Grants to Voluntary Organisations Budget.

## 7.12 LOCAL POLICE AND FIRE SCRUTINY COMMITTEE

7.12.1 Power is delegated to the Local Police and Fire Scrutiny Committee:

- (a) To consider and recommend improvements in local Police and Fire and Rescue services;
- (b) To recommend priorities and objectives for the policing of the local area;
- (c) To recommend priorities and objectives for Fire and Rescue services in the local area;
- (d) To agree the Police and Fire and Rescue local plans;
- (e) To scrutinise and review the outcomes, priorities and objectives set out in the Police and Fire and Rescue local plans;
- (f) To provide comments in response to consultations on Police and Fire and Rescue services;
- (g) To promote engagement with all interested parties including community planning partners and neighbourhood partnerships;
- (h) To make representations to the national authorities, as required, in relation to wider scrutiny issues and concerns;
- (i) *To consider Council reports on matters which affect local Police and Fire and Rescue Services in Inverclyde providing that, where necessary, these will be remitted to the appropriate Service Committee for decision.*

## 7.13 PETITIONS COMMITTEE

7.13.1 Power is delegated to the Petitions Committee:

To consider petitions addressed to Inverclyde Council in accordance with the Council's approved petitions procedure and determine the appropriate action to be taken within the terms of the procedure.

7.13.2 The Petitions Committee is unable to consider petitions that relate to:

- (a) Any planning, licensing or other such matters where objections and appeals against decisions are dealt with by another, existing process;
- (b) Matters already being considered or scheduled to be considered by the Council or one of its Committees;
- (c) Decisions of the Council or one of its Committees during the previous 6 month period;
- (d) Matters that are commercially sensitive, confidential or which could cause personal distress or financial loss in any way;
- (e) Matters that are directed at a specific person or groups of persons with names or details that can be used to identify such persons;

- (f) The same or similar petitions considered within the past 24 months; and
- (g) Matters not within the Council's power and remit or functional areas of responsibility.

The Council will not accept a petition that contains:

- (a) Any false or potentially defamatory statement as may be considered by the Council;
- (b) Any details that might damage a person's reputation or which may discriminate against them in any way;
- (c) Offensive or inappropriate language;
- (d) Information protected by a court order or relating to an ongoing court or tribunal or quasi-judicial tribunal process or which would otherwise be considered sub-judice.

**HOUSING (LANDLORD REGISTRATION) SUB-COMMITTEE**

*Power is delegated to the Housing (Landlord Registration) Sub-Committee:*

*To consider and decide on the refusal or removal of the registration of a private landlord or agent in prescribed circumstances*



# Scheme of Delegation Officers



Inverclyde Council

# Scheme of Delegation Officers

Approved – 29 September 2016

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## **SCHEME OF DELEGATION (OFFICERS)**

### **A. GENERAL PROVISIONS**

- 1 There will stand delegated to officers of the Council the matters specified in this Scheme relative to each officer. Such delegations are additional to the powers of a Corporate Director or Head of Service to deal with routine and operational matters within the scope of their respective service responsibilities.
- 2 Officers to whom powers are delegated will ensure that in exercising such powers they:-
  - (a) act in accordance with the Council's Standing Orders and Scheme of Administration, Standing Orders Relating to Contracts, Corporate Procurement Manual, Financial Regulations, all relevant statutory provisions, and relevant Council Policies;
  - (b) have regard to approved budgets;
  - (c) consult the relevant Elected Members where it appears that a proposed decision or action is likely to affect directly and particularly the ward interests of an Elected Member;
  - (d) consult the Chief Executive, Chief Financial Officer and/or Head of Legal & Property Services as appropriate, in respect of all matters where the officer considers that legal or financial guidance is necessary, or otherwise where the officer considers it appropriate to consult; and
  - (e) consult the Convener, or in his/her absence, Vice-Convener, of the appropriate Committee in respect of all matters which the officer considers to be sensitive or complex, or otherwise where consultation appears to the officer to be appropriate;
- 3 Except where prohibited by law or otherwise prohibited by the Council, any officer to whom delegated powers have been granted may make such arrangements within his/her Service for the exercise of the delegated powers as he/she shall deem appropriate. Details of such arrangements shall be recorded in writing.
- 4 The Council agrees to indemnify the respective Chief Officers against any damages and expenses incurred as a result of any action brought against them in the discharge or purported discharge of the functions delegated to them, provided such Chief Officers believe both that the acts complained of were carried out in the reasonable discharge of their functions and that their duty entitled them so to do.
- 5 For the avoidance of doubt, it is declared that:-
  - (a) where a statutory provision reserves the exercise of a function to the Council alone, an officer or Committee is prohibited from exercising any delegated power in that regard;
  - (b) the title of every officer referred to in this Scheme shall be read to include any alternative title which the Council may from time to time ascribe to that officer. Further, in the event that functions ascribed hereby to a particular officer are reallocated to another officer, the relevant powers delegated herein shall stand delegated to that other officer;
- 6 Any reference to an Act of Parliament or other statutory provision shall include any amendment, replacement or re-enactment thereof for the time being in force;

- 7 This Scheme of Delegation will be subject to a formal review every four years but between approval and the following four yearly review, it may be varied or revoked by the Council if requested so to do by the Chief Executive or the Head of Legal & Property Services.

**B GENERAL DELEGATION TO CHIEF EXECUTIVE, CORPORATE DIRECTORS AND HEADS OF SERVICE**

**1 Contracts**

- 1.1 Authorised to award contracts to the lowest or most economically advantageous tenderer in accordance with the Council's Standing Orders Relating to Contracts, Financial Regulations and the Corporate Procurement Manual (and any delegation flowing therefrom);
- 1.2 Corporate Directors are authorised, in situations where it is necessary to ensure the continued delivery of essential services and with the explicit agreement of the Head of Legal & Property Services and the Chief Financial Officer, to renew a contract with an existing contractor or to negotiate a contract for a period of up to 6 months, subject to the following provisos:-
- (a) this power may only be exercised in situations where a contract is coming to an end and where, for reasons beyond the control of the Council, an existing contract is due to expire without a replacement contract having been concluded;
  - (b) the prices to be paid represent value for money; and
  - (c) the arrangement does not breach the European Procurement Framework.

**2 Human Resources Matters**

- 2.1 Authorised to appoint employees within the approved establishment up to, but excluding, Chief Officer level;
- 2.2 Authorised to amend and adjust approved establishment up to and including posts of Managers (Grade M) but excluding Chief Officer level, subject to the approval of the Chief Executive, Chief Financial Officer and Head of Organisational Development, Policy & Communications. Salary grades shall be set in accordance with the Council's approved Job Evaluation Scheme and any amendments thereto shall be made by means of an appropriate re-evaluation carried out by the Head of Organisational Development, Policy & Communications;
- 2.3 Authorised to conduct disciplinary procedures in respect of employees within the terms of the Council's approved disciplinary procedure;
- 2.4 Authorised to approve attendance at further education subject to the agreement of the Head of Organisational Development, Policy & Communications;
- 2.5 Authorised:-
- (a) to pay valid claims for damage to, or loss of, personal property of employees in his or her Service occurring during the course of their employment, up to a limit of £500 per claim in respect of any one incident, and
  - (b) to pay claims in excess of £500 in respect of any of the aforesaid occurrences after consultation with the Head of Organisational Development, Policy & Communications.

In all cases, the Council's Insurance Section shall be advised of any payment made in pursuance of this paragraph;

- 2.6 The Chief Executive and Corporate Directors are authorised to sanction the payment of overtime in exceptional circumstances to officers who are paid above Grade J.

### 3 **Property**

- 3.1 In consultation with the Head of Legal & Property Services, authorised to approve terms and conditions for projects relating to his/her service contained within the approved Capital Programme;
- 3.2 Authorised to grant the use of Council accommodation to outside bodies for the purpose of holding meetings and functions etc., providing same complies with the Council's policies and is within the scope of any relevant approved scheme;

### 4 **Charging of Fees**

- 4.1 Authorised in appropriate circumstances and where not contrary to law or Council Policy, to charge fees to third parties with respect to services rendered to said third parties.
- 4.2 Authorised to waive fees in appropriate circumstances in accordance with Council policy and/or procedures.

### 5 **Matters Requiring Urgent Action**

- 5.1 Where, in the opinion of a Head of Service, a matter which would normally require prior approval by a Committee requires to be dealt with as a matter of urgency, that Head of Service shall be entitled to refer the matter for deliberation by the Convener and Vice-Convener of the Committee, a Member not having the same political affiliation as the Convener and Vice-Convener and the Chief Executive. In any instance where the Chief Executive is not available, the person duly authorised on his or her behalf shall be entitled to act in his or her stead and where the Convener or Vice-Convener of the Committee is not available for consultation with the Head of Service, the Convener of the Policy & Resources Committee shall be entitled to act in his or her stead. If the Convener, Vice-Convener, the said Member and the Chief Executive concur on the appropriate course of action to be followed, the Chief Executive shall have the power to authorise the said Head of Service to deal with the matter in such a manner as may have been agreed with the three members. Following the use of any authority provided under this procedure, the said Head of Service shall report on any such action taken and the specific circumstances and reasons which gave rise to the need for the use of this procedure to the next meeting of the Committee. Where the use of emergency powers requires a financial commitment by the Council, the requirements of the Financial Regulations relating to emergency authority must be observed.
- 5.2 Where, in the opinion of the Chief Executive following consultation with the Chief Financial Officer, a matter which would result in a material financial benefit or saving of expenditure for the Council and would normally require the suspension of Standing Orders by the Council to allow it to proceed, requires to be dealt with as a matter of urgency, the Chief Executive shall be entitled to refer the matter for deliberation by the Convener and Vice-Convener of the Policy and Resources Committee and the Leader of the Minority Group(s). Where they concur on the appropriate course of action to be followed, the Chief Executive shall have the power to approve the required suspension of Standing Orders to deal with the matter to allow the decision to be implemented. Following the use of any authority provided under this procedure the Chief Executive shall report on any such action taken and the specific circumstances and reasons which gave rise to the need for the use of this procedure to the next meeting of the Council.

### 6 **Health & Safety**

- 6.1 Authorised in terms of the Health & Safety at Work Act 1974 to carry out all duties set out in the Statements of the Council's Health & Safety Policies.

7 **Regulation of Investigatory Powers (Scotland) Act 2000**

There stands delegated to the following Officers:-

Chief Executive;  
Corporate Director *Environment, Regeneration & Resources*;  
Head of Legal & Property Services and Monitoring Officer; and  
Head of *Environmental & Public Protection*

the power to grant authorisations for directed (covert) surveillance permitted under Sections 6 and 7 of the Regulation of Investigatory Powers (Scotland) Act 2000.

8 **Consultation Documents**

Authorised to submit responses to consultation documents which concern operational issues.



## **C SPECIFIC DELEGATION TO OFFICERS**

**Officer: Chief Executive**

### **Delegation:**

- 1 Authorised in an emergency or in cases of urgency to instruct executive action on a report from the appropriate Officer on any matter delegated or referred to a Committee, after consultation with the Convener or, in his/her absence, Vice-Convener of the appropriate Committee. In the absence of the Chief Executive, the person duly authorised to act on his/her behalf may exercise this power. Where the action has financial implications, the Chief Financial Officer shall be consulted before any action is taken, and where there are legal or governance issues, the Head of Legal & Property Services shall be consulted before any action is taken;
- 2 In cases of civil emergencies, the Chief Executive, or in his/her absence, the person duly authorised to act on his/her stead, is authorised to take any and all actions necessary, within the powers of the Council;
- 3 Authorised to direct, in circumstances he/she deems appropriate, that an Officer shall not exercise a delegated function;
- 4 Authorised, in appropriate circumstances, to approve applications by employees charged in the course of their employment with offences under the Health and Safety at Work Act 1974, the Factories Act 1961, the Offices, Shops and Railway Premises Act 1963, or similar legislation, for assistance with legal expenses in connection with their defence, subject to the right of an employee aggrieved by any decision of the Chief Executive to appeal to the HR Appeals Board;
- 5 Authorised, in appropriate circumstances, to approve applications by employees convicted and fined under the aforesaid legislation, for offences committed whilst acting in the course of their employment, for payment of the fine imposed, subject to the right of an employee aggrieved by a decision of the Chief Executive to appeal to the HR Appeals Board;
- 6 Authorised to act as the Proper Officer in terms of Section 194 (1) of the Local Government (Scotland) Act 1973 and to sign all deeds and other documents which require to be sealed with the Common Seal of the Council other than Stock Certificates, Bonds and Mortgages;
- 7 Authorised to sign contracts, missives and similar documents binding the Council except where otherwise provided for in this Scheme;
- 8 Authorised to issue and/or review licences in respect of all licensing matters not specifically delegated to other Officers or Council Services;
- 9 Authorised to act as the Proper Officer in terms of Section 190 of the Local Government (Scotland) Act 1973, for the receipt of notices of any legal proceedings served on the Council and for the receipt of any notice, order or other document required or authorised by any Act to be sent, delivered or served to or upon the Council and to the Proper Officer thereof;
- 10 Authorised to act as the Proper Officer in terms of the Local Government (Access to Information) Act 1985 for the purpose of determining prior to a meeting whether documents should be made available to the public;
- 11 Authorised to make suitable arrangements for the recruitment and appointment of Chief Officers within the approved establishment;

- 12 Authorised to approve, in appropriate circumstances, applications from employees for reimbursement of reasonable legal expenses incurred in defending Court Actions raised personally against them, providing such Court Actions relate to acts carried out (a) within the course of their employment; (b) in accordance with Service procedures; and, (c) in good faith;
- 13 Authorised in exceptional circumstances where he/she deems it appropriate, and following consultation with the Chief Financial Officer and the Head of Legal & Property Services, to make ex gratia payments up to a limit of £500 to those in receipt of services from the Council and/or who reside in the area;
- 14 Authorised to approve, in consultation with the Chief Financial Officer and the Head of Organisational Development, Policy & Communications, the release of employees under the Council's Voluntary Severance Scheme where a value for money test has been satisfied and the release relates to an approved Committee/Council decision;
- 15 In consultation with the Head of Organisational Development, Policy & Communications to exercise all discretions available to the Council in terms of The Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, The Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008, The Local Government Pension Scheme (Transitional Provisions) (Scotland) Regulations 2008 and The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998;
- 16 Appointed to act as the Returning Officer for all elections in terms of Sections 25 and 41 of the Representation of the People Act 1983 (as amended);
- 17 Authorised to take all steps necessary in relation to the administration of national and local elections, referendums and all other electoral processes.

**Directorate**      **Education, Communities & Organisational Development**

**Officer:**            **Head of Education**

**Delegation:**

- 1        Authorised to amend the levels of tuition fees, examination expenses, dependant's allowances, maintenance allowances and contribution scales;
- 2        Authorised to make grants up to £2000 to pupils to enable them to attend courses and conferences and to undertake educational visits and excursions at home and abroad;
- 3        Authorised to approve or refuse applications received from schools for arrangements to be made for visits during school terms in accordance with approved policy;
- 4        Authorised to provide courses in education training as requested by outside agencies and to negotiate appropriate charges for these services;
- 5        Authorised to ensure that requisite provision is made for any pupil entitled in terms of Section 53 (3) of the Education (Scotland) Act 1980 to receive refreshment in the middle of the day;
- 6        Authorised to consider and determine all placing requests under Section 28 of the Education (Scotland) Act 1980 in accordance with the guidelines formulated by the Council, taking into account the requirement imposed on the Council by Section 2 (2) of the Standards in Schools etc. Act 2000;
- 7        Authorised to accept placing requests in terms of the Education (Scotland) Act 1980 and to make whatever transport arrangements are deemed to be appropriate in individual cases brought to his/her attention, where supporting documentation satisfies him/her that the child concerned has serious emotional or psychological problems;
- 8        Authorised to grant, in consultation with the Head of Organisational Development, Policy & Communications, unpaid leave of absence up to a maximum of two years to enable teachers to undertake voluntary service;
- 9        Authorised to determine the dates of local school holidays after appropriate consultation;
- 10       Authorised to accept and administer all existing Trusts and endowments as well as any new Trusts or small endowments which may be offered to the Council for schools or for educational purposes in their area;
- 11       Authorised to exercise the functions of the Council in terms of Section 50 of the Education (Scotland) Act 1980 (provision of travelling facilities and accommodation in exceptional circumstances);
- 12       Authorised to make payment of reasonable daily travel expenses subject to the relevant provisions of the conditions of service for teachers in schools who have been compulsorily transferred;
- 13       Authorised to appoint and supervise staff contracted in accordance with the service conditions set by the Scottish Negotiating Committee for Teachers (SNCT) and in terms of any local agreement entered into with the Council's Local Negotiating Committee (LNCT) within the complements approved by the Council;
- 14       Authorised to transfer teachers within the Council's policy and where appropriate to pay transfer expenses;
- 15       Authorised to review staffing levels to ensure compliance with national and local priorities for education, establish posts for staff employed in terms of the conditions of service for Local Government employees subject to available budgets;

- 16 Authorised to exercise discretionary power available in implementation of conditions of service in relation to teachers in the Council's employment, following consultation with the Head of Organisational Development, Policy & Communications;
- 17 Authorised, in consultation with the Head of Organisational Development, Policy & Communications, to grant paid leave of absence to enable teachers to undertake part-time or full-time courses approved by him/her, provided such leave of absence does not give rise to or increase the incidence of part-time education in schools;
- 18 *Authorised to exercise the duties and responsibilities of the Council as Education Authority under the Children and Young People (Scotland) Act 2014;*
19. *Authorised in an emergency or in cases of urgency to instruct the temporary closure of any or all Council educational establishment(s) provided every reasonable step has been undertaken to consult with the Corporate Director Education, Communities & Organisational Development and the Chief Executive.*

**Directorate**      **Education, Communities & Organisational Development**

**Officer:**            **Head of Inclusive Education, Culture & *Communities***

**Delegation:**

- 1            Authorised to determine applications for the provision of footwear and clothing for pupils at public schools, in terms of Section 54 of the Education (Scotland) Act 1980 outwith the guidelines approved by the Council.
- 2            *Authorised to carry out the functions of the Council as Education Authority in relation to adequate and efficient education for children with additional support needs in terms of Section 1 of the Education (Scotland) Act 1980 and the Education (Additional Support for Learning) (Scotland) Act 2004, including placement in day and residential schools and other appropriate establishments;*
- 3            Authorised to exercise the power to disregard parental income, in part or in total, where the parents of the students are divorced or living apart;
- 4            Authorised to amend the levels of tuition fees, examination expenses, dependant's allowances, maintenance allowances and contribution scales;
- 5            *Authorised to issue licences in terms of the Children (Performances and Activities) (Scotland) Regulations 2014;*
- 6            Authorised to make grants to pupils from schools within the Council area or who are normally resident within the Council area, who are elected to join worthy musical organisations, in respect of fees for attendance at courses related to their membership of the organisation;
- 7            Authorised to increase, in cases of hardship and at his/her discretion, the amount of grant awarded to school pupils attending any part-time approved arts activities courses, all in accordance with current Council Policy;
- 8            Authorised to satisfy himself/herself that dance and drama courses are at an establishment accredited by the approved material body and that support for them is reasonable. Grants to be awarded to pupils attending such courses shall be in accordance with current Council Policy;
- 9            Authorised to exercise at his/her discretion the powers available to the Council as Education Authority, in terms of Section 23 of the Education (Scotland) Act 1980 and to pay the agreed fees for the placement of pupils normally resident in the area of the Council into schools operated by other education authorities;
- 10          Authorised to incur costs and pay fees for the transport of pupils placed by the Council:-
  - (a)        in schools outwith the area;
  - (b)        for pupils attending all special schools, units and establishments in the Council's area; and
  - (c)        for pupils where there is a medical or special educational need who attend any school operated by the Council.
- 11          Authorised to exercise, at his/her discretion, the powers available to the Council as Education Authority in relation to the exclusion of pupils from schools;
- 12          Authorised to exercise discretionary powers in terms of Section 37 of the Standards in Schools etc. Act 2000 to provide transport for children receiving pre-school education;

- 13 Authorised to exercise the functions of the Council in terms of Section 51 (1) of the Education (Scotland) Act 1980 to make such arrangements as considered necessary to fulfil the statutory obligation for the provision of free school transport;
- 14 *Authorised to grant or refuse requests for access to and amendment of records in terms of the Pupils Educational Records (Scotland) Regulations 2003, subject to the requirement of the Data Protection Act 2018;*
- 15 Authorised to exercise the functions of the Education Authority in relation to the irregular attendance of pupils at schools under the Authority's management all in terms of Sections 36 to 41 of the Education (Scotland) Act 1980, after appropriate consultation;
- 16 Authorised to make payments for the education provision of children attending residential establishments who are looked after in terms of the Children (Scotland) Act 1995;
- 17 Authorised to pay appropriate fees for the education provision of children normally resident in the Council's area placed in residential establishments under a supervision order made by a children's hearing;
- 18 *Authorised to make grants to Voluntary Organisations, up to a limit of £10,000;*
19. *Authorised to implement, apply and enforce Management Rules relating to Sports Centres, Leisure Complexes, Swimming Pools, Athletic Stadiums, Tennis Courts, Golf Courses, Bowling Greens, Community Centres, Tenants' Halls and all other facilities within the remit of the Corporate Director.*

**Directorate**      **Education, Communities & Organisational Development**

**Officer:**            **Head Teachers**

**Delegation:**

- 1        Authorised to carry out the specific functions and responsibilities delegated to them in terms of *(a)* the DMR Scheme *and (b) the Pupil Equity Funding Scheme, as* approved by Inverclyde Council and the Scottish Ministers;
- 2        Authorised to carry out the function delegated to them by the Scottish Ministers in accordance with duties outlined in the document “A Teaching Profession for the 21<sup>st</sup> Century” and conditions of service;
- 3        Authorised to exclude pupils in terms of the Council’s policy and in accordance with the relevant statutory provisions.

**Directorate**     ***Environment, Regeneration & Resources***

**Officer:**         **Head of *Environmental & Public Protection***

**Delegation:**

- 1         Authorised under Section 27 of the Food Safety Act 1990, to appoint and authorise a suitably qualified public analyst/s and food examiner/s to act for the Council for the purposes of the said Act;
- 2         Appointed as an authorised officer under Regulations 4 and 5 of the Public Health (Ships) (Scotland) Regulations 1971 (as amended) and authorised to carry out the duties required to ensure enforcement of the said Regulations;
- 3         Authorised to appoint and authorise suitably qualified inspectors for securing the proper exercise of those functions required of the Council in terms of the Public Health (Ships) (Scotland) Regulations 1971 (as amended), including the issue of Ships' Sanitation Certificates;
- 4         Authorised to act and appoint suitably qualified officers as Local Authority Competent Persons under the Public Health etc. (Scotland) Act 2008;
- 5         Authorised to appoint a suitably qualified and experienced Officer to act as Chief Inspector of Weights and Measures for the purposes of the Weights and Measures Act 1985;
- 6         Authorised to issue and/or renew licences under the Petroleum Acts and to issue and/or renew licences and certificates of registration and keep registers in respect of such legislation as may, from time to time, be delegated to him/her by the Council, in accordance with approved codes of practice and the statutory provisions relating thereto;
- 7         Authorised to appoint an Inspector and authorised Officers to exercise the powers and duties (including the powers of entry, inspection, sampling, purchase of goods and services, opening containers, seizure and initiating prosecutions, where appropriate) under such legislation as may from time to time be referred to him/her by the relevant Committee of the Council;
- 8         Authorised to appoint as Inspectors and authorised Officers for the purposes of the administration and enforcement of legislation referred to him/her by the relevant Committee of the Council such as he/she may deem necessary and appropriate;
- 9         Authorised to discharge the Council's functions under Section 19 of the Health & Safety at Work Act 1974 for the purposes of the enforcement of the Explosives Acts 1875 and 1923 (as amended) with respect to the licensing, registration and regulation of stores or registered premises where mixed explosives, including fireworks, are stored for sale;
- 10        Authorised to sign Suspension Notices under Section 14 of the Consumer Protection Act 1987;
- 11        Authorised to sign Notices under Section 94 of the Civic Government (Scotland) Act 1982;
- 12        Authorised to determine applications in respect of fireworks and mixed explosives licences under the Explosives Acts 1875 and 1923, where no objections have been lodged and there are no unusual features about the application;
- 13        *Authorised to carry out the Council's powers, duties and obligations in relation to Decriminalised Parking Enforcement, including all functions of the Council in terms of the Road Traffic Regulation Act 1984 and the Road Traffic Act 1991 both as modified by the Road Traffic (Permitted Parking Area and Special Parking Area) (Inverclyde Council) Designation Order 2014; including the promotion, review and variation of Traffic*



*Regulation Orders, signage, statutory and other consultation and overall parking policy review*

- 14 *Authorised to carry out the functions of the Council in terms of the following sections of the Environmental Protection Act 1990:*
- (a) Section 45 – under which (i) the Council is required to collect “controlled waste” and (ii) set reasonable charges for the collection of certain categories of waste;*
  - (b) Section 46 – under which the Council has the power to specify the kind, number, size, construction, maintenance and placing of receptacles for the storage of household waste and the charging therefor;*
  - (c) Section 47 – under which the Council has the power to specify the kind, number and construction and placing of receptacles for the storage of commercial waste and the charging therefor;*
  - (d) Section 48 – relating to the deposit of controlled waste collected by the Council;*
  - (e) Section 52 – under which the Council is required to pay recycling credits and/or waste disposal charges;*
  - (f) Section 53 – relating to the functions of the Council in respect of (i) the disposal of waste collected by it, and (ii) the provision of civic amenity sites for the disposal of waste;*
  - (g) Section 56 – under which the Council can (i) enable waste belonging to the Council to be recycled, or (ii) enable waste belonging to the Council to be used for the production of heat or electricity or both, or (iii) acquire waste for the purpose of its being recycled, or (iv) reuse, sell or dispose of waste belonging to the Council;*
  - (h) Section 87 – under which a local authority, with a view to promoting litter abatement, may publicise the offence of littering and the associated level of fine liable on conviction;*
  - (i) Section 88 – under which the litter authority may appoint authorised officers to issue fixed penalty notices for littering;*
  - (j) Section 90 – under which a litter authority can designate land as a litter control area;*
  - (k) Section 92 – under which a litter authority can serve a litter abatement notice; and*
  - (l) Section 99 – relating to abandoned trolleys and the exercise of powers to seize, remove, retain and dispose of, or set charges for the return of trolleys in terms of Schedule 4.*
- 15 *Authorised to carry out the functions of the Council in terms of the Waste Minimisation Act 1998;*
- 16 *Authorised to carry out the functions of the Council in terms of the following sections of the Refuse Disposal (Amenity) Act 1978:*
- (a) Section 3 – under which the Council has powers to remove abandoned vehicles;*
  - (b) Section 4 – under which the Council has powers to dispose of any abandoned vehicles;*

- (c) *Section 5 – under which the Council can recover reasonable charges in respect of the collection, storage and disposal of abandoned vehicles;*
  - (d) *Section 6 – under which the Council has powers to remove and dispose of “other refuse”;*
  - (e) *Section 8 – under which a duly authorised Officer of the Council has powers to enter land in relation to Sections 3 and 6 of the Act.*
- 17 *Authorised to carry out the following functions of the Council in terms of the Roads (Scotland) Act 1984:*
- (a) *Under Section 1(4), in relation to Notices of Intention to add a private road to the List of Public Roads or delete a public road from the List of Public Roads;*
  - (b) *Under Section 12, in relation to the stopping up or diversion of roads crossing or entering public roads or proposed roads;*
  - (c) *Under Section 13, in relation to the imposition on frontagers of the requirements to make up and maintain private roads including the service of appropriate notices;*
  - (d) *Under Section 15, in relation to the completion of necessary work on private roads occasioned by an emergency (other than an emergency constituted by a danger as defined in Section 91);*
  - (e) *Under Section 16 (1) (b), in relation to the consideration and determination of applications for the adoption of private roads as public;*
  - (f) *Under Section 18, in relation to the adoption of footpaths associated with development;*
  - (g) *Under Section 21, in relation to applications for construction consent for new roads built by a person other than the roads authority;*
  - (h) *Under Section 23, in relation to stopping up or temporarily closing any new road constructed by a person other than the roads authority, without consent or in contravention of or in non-compliance with, a condition imposed by a construction consent;*
  - (i) *Under Section 30, in relation to the serving of notices subject to Section 31(3) in connection with carrying out works for protecting roads against hazards of nature;*
  - (j) *Under Section 31 (3), in relation to the service of notices in connection with the drainage of public roads or proposed public roads, on the owner and occupier of the land affected;*
  - (k) *Under Section 35 (1) and (4), and after giving notice in terms of Section 35 (5) in relation to the provision of road lighting and related structures;*
  - (l) *Under Section 51, in relation to the authorisation and withdrawal of authorisation for the planting and maintenance of trees, shrubs, grass or other plants by a person other than the roads authority within the boundaries of a public road;*
  - (m) *Under Section 56, in relation to the authorisation of works and excavation in or under a public road;*
  - (n) *Under Section 57, in relation to the prevention or termination of dangerous works or excavations in or under a public road;*

- (o) *Under Section 58, in relation to the granting of permission for the deposit of building materials on roads;*
- (p) *Under Section 59, in relation to the control of obstructions in roads;*
- (q) *Under Section 60, in relation to the issuing of consent for marking, lighting and fencing of obstructions or roadworks and for shoring buildings requiring protection in similar circumstances;*
- (r) *Under Section 61, in relation to granting permission to place and thereafter maintain apparatus in or under a public road;*
- (s) *Under Section 62, after consultation with the Chief Constable and the Chief Executive and after informing the Convener and Vice-Convener of the Environment & Regeneration Committee and the local Members, in relation to the temporary prohibition or restriction of traffic on roads for reasons of public safety or convenience;*
- (t) *Under Section 63, in relation to the imposition of the requirement to construct new accesses across road verges or footways where appropriate;*
- (u) *Under Section 64 (2), in relation to the issue of consent to statutory undertakers for work on footways, footpaths or cycle tracks maintainable by the roads authority in connection with their apparatus in terms of Section 64 (1) (b);*
- (v) *Under Section 66, in relation to enforcing maintenance of vaults, arches, cellars, tunnels and related structures within the vicinity of a road;*
- (w) *Under Section 67, in relation to enforcing safety provisions countering outward opening doors, gates, windows, window shutters or bars interfering with the safety or convenience of road users;*
- (x) *Under Section 78 (2), in relation to the service of notices prior to the diversion of waters where necessary in connection with the construction, improvement or protection of a public road;*
- (y) *Under Section 79, and after consultation with the Chief Financial Officer, to negotiate terms and enter into agreements with bridge owners in relation to future maintenance obligations;*
- (z) *Under Section 83, in relation to the prevention of obstruction of the view of road users at or near corners, bends and junctions;*
- (aa) *Under Section 85, in relation to granting permission for the location of builders' skips on roads;*
- (bb) *Under Section 86, in relation to the removal or repositioning of any builders' skip which is causing or is likely to cause a danger or obstruction;*
- (cc) *Under Section 87, in relation to the removal from roads of unauthorised structures and the consequent reinstatement of the site;*
- (dd) *Under Section 88, in relation to the removal of projections interfering with safe or convenient passage along a road;*
- (ee) *Under Section 89, in relation to the removal of accidental obstructions from roads;*
- (ff) *Under Section 90, in relation to the granting of consent for fixing or placing over, along or across a road any overhead bridge, beam, rail, pipe, cable, wire or other similar apparatus;*

- (gg) *Under Section 91, in relation to the prevention of danger to road users and the prevention of obstructions caused by roadside vegetation, fences or walls;*
  - (hh) *Under Section 92, in relation to granting consent for planting trees or shrubs within five metres of the edge of the made up carriageway;*
  - (ii) *Under Section 93, in relation to the protection of road users from dangers near a road;*
  - (jj) *Under Section 94, in relation to the infill of dangerous ditches adjacent to or lying near a public road;*
  - (kk) *Under Section 96(1), in relation to the issue of a certificate in respect of extraordinary expenses in repairing roads damaged by heavy vehicles etc.;*
  - (ll) *Under Section 96 (1), to act as the Proper Officer to issue a certificate as provided in the said Section;*
  - (mm) *Under Section 97, in relation to the issue of consent for trading;*
  - (nn) *Under Section 99 (2), in relation to the issue of consent to persons undertaking works or excavations necessary to ensure compliance with Section 99 (1) (prevention of the flow of water, filth, dirt or other offensive matter onto the road);*
  - (oo) *Under Section 99 (3), in relation to the service of notices on owners or occupiers requiring works or excavations to be undertaken to ensure compliance with Section 99 (1);*
  - (pp) *Under Section 140, in relation to authorising persons to enter land to take any action or execute any work authorised or required to be taken or executed by the roads authority under the Act;*
  - (qq) *To exercise the functions of the Council under Section 152 (2) to redetermine the means of exercise of a public right of passage over a road;*
- 18 *Authorised to carry out the following functions of the Council in terms of the Road Traffic Regulation Act 1984:-*
- (a) *Under Section 14, in relation to the temporary prohibition or restriction of traffic on roads;*
  - (b) *Under Section 71 (1), in relation to the power to enter land in connection with the placing, replacing, converting and removing of traffic signs;*
- 19 *Authorised after consultation with the Chief Constable and the Chief Executive and after informing the Convener and Vice-Convener of the Planning Board, and the local Members to arrange for the advertisement of any proposal for the making, revocation, or variation of Orders and Schemes under Sections 68, 69, 70 and 71 of the Roads (Scotland) Act 1984;*
- 20 *Authorised to carry out the functions of the Council under the New Roads and Street Works Act 1991 in relation to roads for which the Council is responsible, including but not limited to the issuing of fixed penalty notices in relation to Part IV of the Act;*

- 21 *Authorised after consultation with the Chief Financial Officer to agree terms for Bridge Agreements with the relevant Railway Body and terms of discharge of the Council's liability for annual maintenance and renewal charges in that connection;*
- 22 *Authorised, after consultation with the Chief Constable, to consider and, where acceptable in road safety terms, approve locations for advertisements on road safety barriers and similar structures;*
- 23 *Authorised to make arrangements for the management of piers, harbours, car parks, etc., including, subject to consultation with the Head of Legal and Property Services, granting use of part thereof to other persons or bodies, and following consultation with the Chief Financial Officer, the imposition or waiving of charges for such use;*
- 24 *Authorised, in conjunction (where appropriate) with the Head of Legal & Property Services, to carry out the following functions of the Council in terms of the Coast Protection Act 1949:*
- (a) Under Section 4, to enter into an agreement with any other person for the carrying out by that person or the Council of any coast protection work which the Council has the power to carry out;*
  - (b) Under Section 5, to arrange for the publication of notices relating to proposed works in local newspapers and the serving of like notices on affected harbour and other relevant authorities;*
  - (c) Under Section 8, to arrange for the publishing of notices relating to a works scheme and the serving of like notices on affected harbour and other relevant authorities;*
  - (d) Under Section 12, to serve notice on owners of land where protection works are necessary;*
  - (e) Under Section 25, in relation to the authorisation of persons taking entry to land for the purposes specified therein;*
- 25 *Authorised to carry out the functions of the Council under the following Acts:-*
- (a) Reservoirs (Scotland) Act 2011;*
  - (b) Flood Prevention & Land Drainage (Scotland) Act 1997;*
  - (c) Flood Risk Management (Scotland) Act 2009;*
  - (d) The Road Humps and Traffic Calming (Scotland) Amendment Regulations 2002;*
  - (e) Transport (Scotland) Act 2005.*
- 26 *Authorised, in terms of existing contracts and subject to consultation with the Head of Legal & Property Services, to negotiate Service Level Agreements with Scottish Power;*
- 27 *In terms of the Construction (Design & Management) Regulations 2015 (CDM 2015) for roads projects:*
- (a) To act as Client's Agent and appoint Designer, Planning Supervisor, Principal Contractor and/or Contractor;*
  - (b) In the case of contracts in which the Council acts as agent of the Scottish Ministers in terms of Section 4 of the Roads (Scotland) Act 1984, to consent to the Council being appointed as Client's Agent;*
  - (c) In the case of contracts where the Council is appointed as Client's Agent, Designer, Planning Supervisor, Principal Contractor and/or Contractor to carry out the duties appropriate to each such appointment;*

- 28 *Authorised to carry out the following functions of the Council in terms of the Roads (Scotland) Act 1984:-*
- (a) *Under Sections 36 and 37, after consultation with the Chief Constable and the Chief Executive and after informing the Convener and Vice-Convener of the Planning Board and the local Members in relation to the construction of road humps;*
  - (b) *Under Section 51, in relation to the authorisation and withdrawal of authorisation for the planting and maintenance of trees, shrubs, grass or other plants by a person other than the roads authority within the boundaries of a public road;*
- 29 *Authorised to carry out the following functions of the Council in terms of the Road Traffic Regulation Act 1984:-*
- (a) *Under Section 23, in relation to pedestrian crossings on roads other than trunk roads;*
  - (b) *Under Section 65, in relation to the placing of traffic signs;*
  - (c) *Under Section 68, in relation to the placing of traffic signs in connection with the exercise of other powers of the Authority as defined in sub-section (1) thereof;*
  - (d) *Under Section 69, in relation to the removal of signs;*
  - (e) *Under Section 71 (1), in relation to the power to enter land in connection with the placing, replacing, converting and removing of traffic signs;*
- 30 *Authorised after consultation with the Chief Constable and the Chief Executive and after informing the Convener and Vice-Convener of the Planning Board, and the local Members to arrange for the advertisement of any proposal for the making, revocation, or variation of Orders and Schemes under :-*
- (a) *The Road Traffic Regulation Act 1984; and*
  - (b) *Sections 68, 69, 70 and 71 of the Roads (Scotland) Act 1984;*
- 31 *Authorised to carry out the functions of the Joint Road Safety Officer in conjunction with the Chief Constable;*
- 32 *Authorised, subject to consultation with the Chief Constable and the authorised representative of Strathclyde Partnership for Transport, to make requests to the Traffic Commissioner to determine and attach to operators' licences, traffic regulation conditions restricting the operations of local services, all in terms of Section 7 of the Transport Act 1985;*
- 33 *Authorised, after consultation with the Chief Constable, to consider and, where acceptable in road safety terms, approve locations for advertisements on road safety barriers and similar structures;*
- 34 *Authorised where appropriate, to enter objections on behalf of the Council to applications for Goods Vehicles Operators' Licences, under Section 12 of the Goods, Vehicles (Licensing of Operators) Act 1995;*
35. *Authorised to implement, apply and enforce Management Rules relating to Parks and Open Spaces, in accordance with the Civic Government (Scotland) Act 1982 (as amended);*
36. *Authorised to grant authorisations for directed (covert) surveillance permitted under Sections B6 and 7 of the Regulation of Investigatory Powers (Scotland) Act 2000;*

37. *Authorised to make, serve and revoke Closing Orders under the Housing (Scotland) Act 1987 in respect of Below Tolerable Standard properties.*

38 Authorised to carry out the Council's powers, duties and obligations, including the powers of entry, inspection, sampling, service of notices, seizure and/or purchase of goods, gathering of information, taking of samples etc. in terms of the following Acts and regulations made thereunder and to appoint and authorise suitably qualified officers and inspectors to carry into effect the relevant statutory provisions contained within the said Acts and Regulations

*Animal Boarding Establishments Act 1963;*

*Animal Health Act 1981;*

*Animal Health and Welfare (Scotland) Act 2006;*

*Animal Health and Welfare Act 1984;*

*Antisocial Behaviour etc. (Scotland) Act 2004;*

*Breeding of Dogs Act 1973;*

*Breeding of Dogs Act 1991;*

*Building (Scotland) Act 2003;*

*Cancer Act 1939;*

*Caravan Sites and Control of Development Act 1960;*

*Children and Young Persons (Protection from Tobacco) Act 1991;*

*Chronically Sick and Disabled Persons Act 1970;*

*Civic Government (Scotland) Act 1982;*

*Clean Air Act 1993;*

*Climate Change (Scotland) Act 2009;*

*Companies Act 2006;*

*Consumer Credit Act 1974 (as amended);*

*Consumer Credit Act 2006;*

*Consumer Protection Act 1987;*

*Consumer Rights Act 2015;*

*Consumers, Estate Agents and Redress Act 2007;*

*Control of Dogs (Scotland) Act 2010*

*Control of Pollution Act 1974;*

*Copyright, Designs and Patents Act 1988;*

*Customs and Excise Management Act 1979*

*Dangerous Dogs Act 1991;*

*Dangerous Wild Animals Act 1976;*

*Development of Tourism Act 1969;*

*Dog Fouling (Scotland) Act 2003;*

*Dogs Act 1871;*

*Education Reform Act 1988;*

*Enterprise Act 2002;*

*Environmental Protection Act 1990;*

*Estate Agents Act 1979;*

*European Communities Act 1972;*

*Explosives Acts 1875 and 1923;*

*Factories Act 1961;*



*Fair Trading Act 1973;*  
*Fireworks Act 2003;*  
*Food and Environment Protection Act 1985;*  
*Food Safety Act 1990;*  
*Forgery and Counterfeiting Act 1981;*  
*Guard Dogs Act 1975;*  
*Hallmarking Act 1973;*  
*Health and Safety at Work etc. Act 1974;*  
*Housing (Scotland) Acts 1987, 2006 and 2010;*  
*Knives Act 1997;*  
*Licensing (Scotland) Act 2005;*  
*Medicines Act 1968;*  
*Motor Cycle Noise Act 1987;*  
*Motor Vehicles (Safety Equipment for Children) Act 1991;*  
*National Lottery etc. Act 1993;*  
*Olympic Symbol etc. (Protection) Act 1995;*  
*Performing Animals (Reg.) Act 1925;*  
*Pet Animals Act 1951;*  
*Petroleum (Consolidation) Act 1928;*  
*Petroleum (Transfer of Licences) Act 1936;*  
*Poisons Act 1972;*  
*Prevention of Damage by Pests Act 1949;*  
*Prices Acts 1974 and 1975;*  
*Property Misdescriptions Act 1991;*  
*Public Health etc. (Scotland) Act 2008;*  
*Refuse Disposal (Amenity) Act 1978;*  
*Registered Designs Act 1949*  
*Sewerage (Scotland) Act 1968;*  
*Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016*  
*Smoking, Health & Social Care (Scotland) Act 2005;*  
*Telecommunications Act 1984;*  
*Tobacco Advertising and Promotion Act 2002;*  
*Tobacco and Primary Medical Services (Scotland) Act 2010;*  
*Tobacco Products Duty Act 1979;*  
*Trade Descriptions Act 1968;*  
*Trade Marks Act 1994;*  
*Unsolicited Goods and Services Acts 1971 and 1975;*  
*Video Recordings Acts 1984, 1993 and 2010;*  
*Water (Scotland) Act 1980;*  
*Water Services etc. (Scotland) Act 2005;*  
*Weights and Measures Act 1985;*  
*Weights and Measures Etc. Act 1976;*  
*Zoo Licensing Act 1981.*



**Directorate      Education, Communities & Organisational Development**

**Officer:            Head of Organisational Development, Policy & Communications**

**Delegation:**

- 1        Authorised to instruct the immediate implementation of any Circular from any officially recognised body which allows no discretion to the Council;
- 2        Authorised, subject to the approval of the Chief Executive, to approve appointments of temporary staff where considered necessary, subject to six monthly review;
- 3        Authorised, subject to the approval of the Chief Executive and after consultation with the Chief Financial Officer, to approve requests by the Chief Executive, Corporate Directors or Heads of Service for the establishment of temporary posts, up to Chief Officer level and to establish Chief Officer posts after consultation with the appropriate convener;
- 4        Authorised, subject to the approval of the Chief Executive, to approve requests by the Chief Executive, Corporate Directors or Heads of Service for the secondment of employees to external agencies where the cost of the secondment is recoverable from the external agency and to approve the appointment where necessary of a temporary replacement for the duration of the secondment;
- 5        Authorised to consider and determine applications for extension of leave for overseas visits from employees who have not completed the necessary period of continuous service in terms of the Council's Conditions of Service;
- 6        Authorised to approve, in conjunction with the appropriate Head of Service, special leave with or without pay where the period of leave is in excess of the provisions of the Council's Conditions of Service;
- 7        Authorised to approve, in conjunction with the appropriate Head of Service, unpaid leave of absence for employees to undertake courses of further education and to approve where necessary, temporary replacements for the duration of the absences;
- 8        Authorised to grant, in accordance with the guidelines approved by the Policy & Resources Committee, unpaid leave of absence, up to a maximum of two years, to enable employees to undertake voluntary service with a voluntary organisation and to approve where necessary, temporary replacements for the duration of the absence;
- 9        Authorised in exceptional cases where the five years' service rule is not met, to approve, at the request of a Corporate Director or Head of Service, an extension to a holiday period but without pay;
- 10       Authorised to approve changes in post designations, with the exception of Chief Officer posts, where there is no change in salary grade, in consultation with the appropriate Head of Service;
- 11       Authorised in consultation with the appropriate Chief Officer:-
  - (a)      to approve initial placing within approved salary grades; and
  - (b)      to review salary placing in appropriate circumstances, within approved salary grades in conformity with accepted practice;
- 12       Authorised to exercise the discretionary powers available in implementation of the conditions of service in respect of all employees in the employment of the Council;

- 13 Authorised, after consulting with the Chief Financial Officer and the Head of Legal & Property Services, to approve ex gratia payments or advance of salary to employees where the circumstances are not covered by the Council's Scheme of Conditions of Service;
- 14 Authorised, subject to the approval of the Chief Executive and after consultation with the Chief Financial Officer, to establish posts and to set and amend the grades of jobs, up to and including Grade M, that are covered by the single status agreement in terms of the Scottish Joint Council (SJC) National Job Evaluation Scheme and with the procedures agreed by the Council up to but not including Chief Officer level;
- 15 Authorised, subject to the approval of the Chief Executive and after consultation with the Chief Financial Officer and the Head of Legal & Property Services, to compromise Employment Appeal settlements where the interests of the Council and the requirements of best value can be demonstrated;
- 16 Authorised to approve and apply all matters which conform to the national conditions of service and local conditions of service of all categories of employees of the Council;
- 17 Authorised to apply national agreements and legislative requirements and where appropriate the amendment of local conditions of service and contracts of employment of employees unless there exists opposition to such changes from management, employees or trades unions or where such changes involve matters of principle or policy;
- 18 Authorised to pay salary and wages and to make associated arrangements for payment of Council paid employees;
- 19 In consultation with the Chief Executive and the Chief Financial Officer, to determine requests to introduce a Spend to Save scheme to 'buy out' inherited conditions and personal preservations.

**Directorate**    **Health & Social Care Partnership**

**Officer:**        **Chief Officer (Integration Joint Board)**

**Delegation:**

- 1        *Authorised to take any action in connection with any function delegated or specified under the Integration Scheme between Inverclyde Council and NHS Greater Glasgow and Clyde, or otherwise conferred upon the Inverclyde Integration Joint Board or its constituent authorities by virtue of the Public Bodies (Joint Working) (Scotland) Act 2014, including but not limited to any function directed to any of them by the Scottish Ministers.*

**Directorate**     **Health & Social Care Partnership**

**Officer:**         **Chief Social Work Officer**

**Delegation:**

- 1         Authorised to act as the proper officer in terms of Section 3 of the Social Work (Scotland) Act 1968;
- 2         *Authorised to carry out the functions of the Council under the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 (as amended) and subsequent legislation*
- 3         Authorised to carry out the functions of the Council in terms of the following sections of the Social Work (Scotland) Act 1968:-
  - (a)       Section 12, under which the Council is required to promote social welfare by making available advice, guidance and assistance on such a scale as may be appropriate for its area, including authority to (i) make grants in accordance with the Policy approved by the Council up to a limit of £300 in any one month in respect of any one family, and (ii) give any other appropriate assistance, including provision for the storage of furniture in cases of emergency;  
  
              In calculating the amount given or loaned for the purposes of this provision, account shall be taken of any additional payment made in terms of Section 12, otherwise authorised by the Council. Further, with respect to such grants, the Chief Social Work Officer is empowered to abate or waive loan repayments to avoid hardship according to personal and financial circumstances of the client in accordance with guidelines agreed with the Chief Financial Officer;
  - (b)       Section 13, under which the Council may assist in the disposal of the produce of work undertaken by persons in need;
  - (c)       Section 14, under which the Council is required to provide home help and laundry facilities for persons in need, etc. Any charge for the provision of such facilities shall be recovered by the Chief Social Work Officer on the appropriate scale as may be determined by the Council;
  - (d)       Section 28, which empowers the Council to make arrangements for the burial or cremation of any person who was in the care of or was a child being looked after by, or was receiving assistance from, the Council at their date of death and to recover where appropriate any expenses so incurred which are not recoverable under the National Insurance Act 1965;
  - (e)       Section 29, which empowers the Council to pay the expenses incurred by a parent, relative or other person visiting a person in the care of the Council, or incurred in attending the funeral of a person who was in the care of, or was receiving assistance from the Council, if it appears that the parent or relative or other person would otherwise be caused unnecessary hardship in making the visit and that the circumstances warrant the making of the payment;
  - (f)       Section 80, with respect to contribution orders relating to any maintainable child looked after by the Council;
- 4         Authorised to arrange or assist in arranging holidays, including holidays abroad or other temporary absences from the area, of any child being looked after by the Council, except in those cases where the cost to the Council is in excess of £1,000;
- 5         Authorised to carry out the functions of the Council under Section 48 of the National Assistance Act 1948 in relation to the temporary storage of furniture in certain circumstances on behalf of certain persons;

- 6 Authorised (i) to appoint a sufficient number of Mental Health Officers in terms of Section 32 of the Mental Health (Care and Treatment) (Scotland) Act 2003, and (ii) to carry out the functions of the Council under the said Act;
- 7 Authorised to carry out the functions of the Council in relation to the following sections of the Children (Scotland) Act 1995:-
- (a) Section 31, which places a duty on the Council to review the cases of looked after children within the recommended statutory intervals;
  - (b) Section 38 which empowers the Council to provide refuge for a relevant period in a residential establishment or a designated household for a child or young person who appears to be at risk of harm and who has made such a request;
  - (c) Section 36 which places a duty on the Council to consider the welfare of children in hospitals and nursing homes where the child has had no parental contact for 3 months or more;
  - (d) Section 17, which places a duty on the Council, where a child is looked after by the Council:-
    - (i) to safeguard and promote the child's welfare (which in the exercise of this duty shall be the Council's paramount concern);
    - (ii) to make such use of services available for children cared for by their own parents as appear to the Council to be reasonable;
    - (iii) to take steps to promote contact on a regular basis between the child and any person having parental responsibilities for the child;
    - (iv) to provide advice and assistance to a looked after child to prepare the child for when he/she is no longer looked after by the Council;
    - (v) in making any decision in relation to a child, to ascertain and have regard to the views of the child, the child's parents, any person having parental responsibilities and any other person whose views the Council considers relevant; and
    - (vi) to have regard to the child's religious persuasion, racial origin and cultural and linguistic background;
  - (e) Section 22, which imposes a duty on the Council to safeguard and promote the welfare of children in their area who are in need and so far as is consistent with that duty, to promote the upbringing of such children by their families by providing a range and level of services appropriate to the child's needs, including authority to:-
    - (i) make grants in accordance with the Policy approved by the Council up to a limit of £300 in any one month in respect of any one family;
    - (ii) give any other appropriate assistance;

In calculating the amount given for the purposes of this provision, account shall be taken of any additional payment made in terms of Section 22, otherwise authorised by the Council;

- (f) Section 23, which places a duty on the Council to ensure that services provided by the Council minimise the effects of disability on any disabled child who is within the Council's area and similarly with any child who is adversely affected by the disability of any other person in his/her family, and also imposes a duty on the Council to carry out an assessment of the child to identify his/her needs;
- (g) Section 25, which imposes a duty on the Council to look after and accommodate, in certain circumstances, any child in need within their area;
- (h) Section 26, which imposes a duty on the Council to provide accommodation and maintenance for a child who is looked after by boarding him/her out or maintaining him/her in a residential establishment, or making such other arrangements which appear to be appropriate;
- (i) Section 29(1), which imposes a duty of after care in respect of any child over school leaving age but not yet 19 years of age who was in the care or looked after at the time when he/she ceased to be of school age or any subsequent time but is no longer looked after. This function is only exercisable in accordance with Notes of Guidance approved by the Council;
- (j) Section 30, which empowers the Council to grant financial assistance to persons over school age but under 21 who are now, or at any time since ceasing to be of school age have been, in the care of or looked after by the Council, to enable them to meet expenses in connection with their education or training. This function is exercisable only in accordance with Notes of Guidance approved by the Council;
- (k) Section 32, which empowers the Council to remove any child from a residential establishment;
- (l) Section 76(1), which allows the Council to make application to exclude any named person from the child's household where it is believed that the child has suffered or is suffering or is likely to suffer significant harm;;

8 **Authorised to carry out all of the relevant functions of the Council in terms of the Children's Hearings (Scotland) Act 2011, and without prejudice to the foregoing generality:-**

- (a) In terms of Section 60, to make all necessary enquiries and provide the Principal Reporter with information where he/she believes that compulsory measures of supervision may be necessary;
- (b) In terms of Section 83, to give effect to a Compulsory Supervision Order and any of the measures specified therein, made by a Children's Hearing for the Council's area;
- (c) In terms of Section 86, to give effect to an interim Compulsory Supervision Order;
- (d) In terms of Section 114, to give effect to a Compulsory Supervision Order and any of the measures contained therein, made by a Children's Hearing for the Council's area;
- (e) In terms of Section 131, to seek a review by a Children's Hearing of the Compulsory Supervision Order in certain circumstances;
- (f) In terms of Section 143, to arrange for the transfer of a child where necessary;
- (g) In terms of Section 35, to instruct the Head of Legal & Property Services to apply to the court for a Child Assessment Order where necessary;

- (h) In terms of Section 37, to make an application to court for a Child Protection Order where necessary.
- 9 Authorised to carry out the relevant functions of the Council in relation to the adoption of children and Permanence Orders in terms of the Adoption and Children (Scotland) Act 2007;
- 10 Authorised to carry out the functions of the Council in relation to the fostering of children in terms of any regulations promoted under Section 5(2) to 5(4) of the Social Work (Scotland) Act 1968, Sections 17(2) and (3), 31 and 103(2) and (3) of the Children (Scotland) Act 1995 and Sections 110 and 117 of the Adoption and Children (Scotland) Act 2007;
- 11 Authorised, following the appointment to the Council of a Foster Panel in terms of Regulation 17 of the Looked After Children (Scotland) Regulations 2009 to carry out the remaining functions of the Council as the local authority under the Regulations;
- 12 Authorised, following the appointment of an Adoption Panel in terms of Regulation 3 of the Adoption Agencies (Scotland) Regulations 2009, to carry out the remaining functions of the Council as the local authority under the Regulations;
- 13 Authorised to consider and determine recommendations by the Adoption and Foster Review Panels in reviewing original decisions made in connection with fostering and adoption matters;
- 14 Authorised to consider and determine recommendations by the Adoption Panel for assistance with legal fees (up to an amount considered reasonable by the Head of Legal and Property Services) and medical expenses;
- 15 Authorised, after consultation with the Convener and Vice Convener of the Health & Social Care Committee and a member of the Minority Groups, to make payment to foster carers, in terms of Section 26 of the Children (Scotland) Act 1995, of special fostering allowances up to a maximum of double the ordinary allowance, considered necessary to avoid hardship to a family in financing the construction of additional accommodation required to provide for the foster child/ren concerned;
- 16 Authorised to exercise the powers conferred on the Council by the Curators ad Litem and Reporting Officers (Panels) (Scotland) Regulations 2001 with regard to the appointment of persons to Panels of Curators ad Litem and Reporting Officers in connection with proceedings under the Adoption and Children (Scotland) Act 2007;
- 17 Authorised to carry out the relevant functions of the Council in relation to the Adults with Incapacity (Scotland) Act 2000;
- 18 *Authorised to carry out the relevant functions of the Adult Support and Protection (Scotland) Act 2007;*
- 19 *Authorised to carry out the functions of the Council in terms of the Social Care (Self-directed Support) (Scotland) Act 2013 with regard to a person who is to choose (or has chosen) one of the options for self-directed support;*
- 20 *Authorised to carry out the relevant functions of the Council in terms of the Children and Young People (Scotland) Act 2014 as they relate to Corporate Parenting, After Care, Continuing Care, Kinship Care and Looked After Services;*
- 21 *Authorised to carry out the relevant functions of the Council in terms of the Carers (Scotland) Act 2016.*

**Directorate    Environment, Regeneration & Resources**

**Officer:            Chief Financial Officer (Section 95 Officer)**

**Delegation:**

- 1        Authorised to act as the Proper Officer in terms of the Local Government (Scotland) Act 1973, responsible for the administration of the financial affairs of the Council;
- 2        Authorised to act as the Proper Officer in terms of the Local Government (Scotland) Acts 1973 and 1975, the Abolition of Domestic Rates etc. (Scotland) Act 1987, the Local Government Finance Act 1992 and associated delegated legislation for all administrative functions including the preparation and issue of non-domestic rates notices, collection of non-domestic rates, receiving and settling claims for exemption from non-domestic rates, handling objections to non-domestic rates levels and the abatement, remission or repayment of non-domestic rates under the relevant rating provisions;
- 3        Authorised to act as the Proper Officer in terms of the Local Government Finance Act 1992 and associated delegated legislation for all administrative functions including the preparation and issue of Council Tax Notices, the collection of Council Tax, the handling of objections to assessments and the exemption, abatements or remission of charges;
- 4        Authorised to act as the Proper Officer for the completion of certificates in terms of Section 92 of the Local Government (Scotland) Act 1973 (transfer of securities);
- 5        Authorised to make the necessary arrangements for duly authorised borrowing by all means specified in Schedule 3 of the Local Government (Scotland) Act 1975, subject to any and all statutory limitations;
- 6        Authorised to apply for the necessary consents for the issue of Stock and Foreign borrowing in terms of the Local Government (Scotland) Acts 1973 and 1975 and any and all regulations made thereunder;
- 7        Authorised to ensure a placing with the Bank of England relative to Negotiable Bonds;
- 8        Authorised to act as Registrar of Stocks, Bonds and Mortgages, except for Negotiable Bonds and to appoint, if required, any United Kingdom or foreign bank as Registrar of Stocks, Bonds and Mortgages raised either within or without the United Kingdom and whether in sterling or a foreign currency;
- 9        Authorised to authorise the signature of cheques on behalf of the Council;
- 10       Authorised to carry out temporary investment of surplus funds by making deposits with organisations approved by the Council;
- 11       Authorised to enquire into the financial standing of any tenderer, prospective tenderer or provider of services to the Council;
- 12       Authorised to take out and maintain at an appropriate and adequate level any and all insurances necessary to protect the interests of the Council;
- 13       Authorised to make arrangements with insurance companies concerning the settlement of claims;
- 14       Authorised to exercise the Council's option to tax, under and in accordance with the Value Added Tax (VAT) law in relation to supplies of land and property;
- 15       Authorised to lodge objections on behalf of the Council with respect to applications for licences in terms of the Licensing (Scotland) Act 2005 and Civic Government (Scotland) Act 1982;



- 16 Authorised to approve car loans, in line with the Council's approved scheme, up to a maximum limit of £10,000;
- 17 Authorised to make appropriate changes to Treasury Management Practices to reflect changes in organisational structures, bankers, treasury consultants, technology or credit worthiness selection methodology;
- 18 Authorised to execute letters of grant from outside bodies and agencies on behalf of the Council, in consultation, where appropriate, with the Head of Legal & Property Services;
- 19 Authorised to support the Council's Data Protection Officer through ICT provision and review;
- 20 Authorised, subject to the Council's Standing Orders Relating to Contracts and the Council's Financial Regulations, to support the Council's ICT provision and where necessary to enter into agreements with the appropriate bodies for the provision of facilities from external organisations;
- 21 Authorised to carry out the Council's functions in relation to the Marriage (Scotland) Act 2002 with respect to the approval of places in which civil marriages may be solemnised.

**Directorate      Environment, Regeneration & Resources**

**Officer:**            **Head of Legal & Property Services (Monitoring Officer)**

**Delegation:**

- 1        Authorised to act as the Monitoring Officer in terms of Section 5 of the Local Government and Housing Act 1989;
- 2        Authorised to act as the Proper Officer in terms of Section 235(3) of the Local Government (Scotland) Act 1973 and to sign all deeds, and other documents which require to be sealed with the Common Seal of the Council in terms of Section 235(3) of the Local Government (Scotland) Act 1973, other than Stock Certificates, Bonds and Mortgages;
- 3        Authorised to sign missives, contracts and similar documents, binding the Council;
- 4        Authorised to engage private legal firms to carry out legal work on behalf of the Council, in appropriate instances;
- 5        Authorised to appoint Counsel to act for the Council in appropriate instances and to seek Counsel's Opinion;
- 6        Authorised to appoint Parliamentary Agents;
- 7        Authorised to discharge the Council's functions in relation to any type of judicial and quasi-judicial proceedings and in that regard, to initiate, enter, defend, settle and withdraw from such proceedings;
- 8        Authorised, after consultation with the Chief Social Work Officer, to seek leave to enter and oppose applications to the Sheriff under Section 11 of the Children (Scotland) Act 1995, seeking Parental Rights and Responsibilities, Residence, Contact and other Orders competent under the said section;
- 9        Authorised to make applications to the Sheriff under Section 35 of the Children's Hearing (Scotland) Act 2011 seeking Child Assessment Orders;
- 10       Authorised to make applications to the Sheriff under Section 37 of the Children's Hearing (Scotland) Act 2011 seeking a Child Protection Order;
- 11       Authorised to make applications to the Sheriff under Section 76 of the Children (Scotland) Act 1995 seeking Exclusion Orders;
- 12       Authorised to carry out the Council's functions in terms of Sections 80 & 81 of the Social Work (Scotland) Act 1968, as amended, relating to the raising and enforcing of actions for aliment with respect to any maintainable child looked after by the Council for whom an affiliation order has been made;
- 13       Authorised to carry out the Council's functions in terms of Section 82 of the Social Work (Scotland) Act 1968, as amended, regarding the recovery of arrears of contributions due in terms of Sections 80 and 81 of the said Act;
- 14       Authorised to make applications to the Sheriff under Sections 53, 57 and 60 of the Adults with Incapacity (Scotland) Act 2000 seeking Intervention and Guardianship Orders and orders for renewal of same. Also to make application under Section 20 of the Act where appropriate in relation to Attorneys;
- 15       Authorised to make applications to the Sheriff under Section 80 of the Adoption and Children (Scotland) Act 2007, seeking Permanence Orders and Permanence Orders with Authority to Adopt and applications under Sections 92, 93, 98 and 99 seeking to vary, amend and revoke the said orders;

- 16 Authorised to make applications to the Sheriff under Sections 11, 14 and 19 of the Adult Support and Protection (Scotland) Act 2007 for Assessment, Removal and Banning Orders respectively. Also the right to vary or recall said Removal and Banning Orders in terms of Sections 17 and 24 of the said Act;
- 17 Authorised to represent the Council at any Judicial or Quasi-Judicial Hearing under the Mental Health (Care and Treatment) (Scotland) Act 2003;
- 18 Authorised, after consultation with the Head of Regeneration & Planning and the Chief Constable, to make and execute on behalf of the Council, orders under Section 63 of the Civic Government (Scotland) Act 1982, together with the relevant provisions adopted under the Public Order Act 1986 and the Police, Public Order and Criminal Justice (Scotland) Act 2006;
- 19 Authorised to settle claims arising in terms of the Land Compensation (Scotland) Act 1973, in respect of Home Loss and Disturbance Payments following compulsory acquisitions and also to settle any discretionary payments arising from acquisitions by voluntary agreement, providing that the statutory requirements have been met;
20. Authorised to *appoint* the Council's Data Protection Officer *and to be the line manager thereof so that advice on all relevant Data Protection legislation, including the provision of advice on all issues which involve the protection of personal data, is available to the Council;*
- 21 Authorised to act as the Proper Officer in terms of Section 190 of the Local Government (Scotland) Act 1973, for the receipt of notices of any legal proceedings served on the Council and for the receipt of any notice, order or other document required or authorised by any Act to be sent, delivered or served to or upon the Council or to the Proper Officer thereof;
- 22 Authorised to act as the Proper Officer in terms of the Local Government (Access to Information) Act 1985 for the purpose of determining, prior to a meeting, whether documents should be made available to the public;
- 23 Authorised to exercise the following powers relative to the Civic Government (Scotland) Act 1982:-
- (a) To determine all applications (except Temporary Public Entertainment Licences) for licences where no objections have been lodged, there are no unusual features about the application and, in the case of applications for Taxi/Private Hire Car Drivers' Licences, no adverse medical report has been received;
  - (b) With the exception of Taxi Operators' Licences, to accept and deal with all applications for renewal which are lodged late, providing he/she is satisfied that such failure is the result of inadvertence on the part of the applicant;
  - (c) To determine applications for surrender of a Taxi Licence and grant of a new licence to a named third party where (i) no objections have been lodged, (ii) the present licence-holder has consented and (iii) there are no unusual features about the application;
  - (d) To exercise the following discretions:
    - (i) discretion in terms of Paragraph 3(2) of Schedule 1 to the Act;
    - (ii) discretion in terms of Paragraph 8(3) of Schedule 1 to the Act (with respect only to Taxi/Private Hire Car Operators' Licences and licences involving premises);

- (iii) admission of spent convictions as matters to be considered by the Council in determining applications;
  - (e) To determine applications for Temporary Public Entertainment Licences for customary sites (including those to which objections have been lodged) and to impose such conditions as he/she deems appropriate;
  - (f) To appoint authorised officers to inspect and test vehicles intended to be operated or being operated as taxis or private hire cars;
  - (g) To carry out preliminary consultations as necessary with respect to reviewing taxi fare scales and other charges;
  - (h) With respect to licences involving premises, to process requests to vary the identity of the licence-holder of the premises;
  - (i) With respect to Street Traders' Licences, to determine applications for variations relating to the vehicle or range of goods pertaining to the licence;
  - (j) With respect to Boat Hirers' Licences, to determine, in consultation with the Chief Financial Officer, the level of fees for inspection of the vessel or vessels to which the licence pertains;
  - (k) To suspend a licence on a temporary basis following consultation with the Convener and the Vice-Convener of the General Purposes Board and a Member of the Minority Group or the largest Minority Group should there be more than one;
  - (l) To decide, whether on the basis of a formal complaint or not, that a licence-holder be called before the General Purposes Board for consideration, as to whether a licence should be suspended in terms of Paragraph 11 of Schedule 1 to the Act.
- 24 Authorised, with respect to Public Charitable Collections:-
- (a) To grant applications where (i) the Chief Constable has no objection; (ii) the applicant has no convictions; (iii) the dates do not clash with dates already allocated to other organisations; and (iv) there are no unusual features about the application;
  - (b) Where the Chief Constable has lodged an objection or there is some other unusual feature about the application, authorised to determine the application in consultation with the Convener and Vice-Convener of the appropriate Committee and a Member of the Minority Group or the largest Minority Group should there be more than one;
  - (c) Where the date requested by an applicant clashes with dates already allocated, authorised to determine the application;
- 25 Authorised to determine applications for Registration of a Society in terms of the Gambling Act 2005 where no objections have been lodged and there are no unusual features about the application;
- 26 Authorised, except where power is delegated hereunder to another Officer, to execute on behalf of the Council all orders made under the Civic Government (Scotland) Act 1982;
- 27 Authorised to make temporary loans of archival material for submission and research and to accept private archives which may be offered to the Council;

- 28 Authorised, following consultation with the Chief Constable, to determine applications for Public Processions made under the Civic Government (Scotland) Act 1982, and subsequent legislation adopted thereby;
- 29 Authorised to determine applications in respect of minibus permits under the Transport Act 1985;
- 30 In terms of the Safety of Sports Grounds Act 1975, in consultation with the Chief Constable, the Chief Officer, *Scottish* Fire & Rescue, the Head of Regeneration & Planning and the Head of *Environmental and Public Protection*:-
- (a) Authorised, after appropriate consultation, to issue prohibition orders under Section 10(1); and
  - (b) Authorised to exercise the powers of an authorised person under Section 11.
- 31 Authorised to determine applications in respect of Cinema Licences in terms of the Cinemas Act 1985, where no objections have been lodged and there are no unusual features about the application;
- 32 Authorised, after appropriate consultation, to determine applications for consent for the use of Clyde Square, Greenock and other civic spaces;
- 33 Authorised to determine applications for registration in terms of the Performing Animals (Regulation) Act 1925, where no objections have been lodged and there are no unusual features about the application;
- 34 Authorised to conduct reviews in respect of decisions on requests in terms of the Freedom of Information (Scotland) Act 2002;
- 35 Authorised, with respect to houses previously in the ownership of the Council through the former Housing Revenue Account to complete any necessary corrective or remedial conveyancing and, in connection with neighbouring landholdings, to conclude missives in respect of sales of small areas of ground for extensions to gardens or for the construction of garages or similar miscellaneous estates for environmental purposes;
- 36 Authorised to conclude missives in respect of the acquisition of land and/or buildings required for any project in terms approved by the Council, in consultation with the Chief Financial Officer;
- 37 Authorised to make payment of Home Loss and Disturbance Payments in terms of the Land Compensation (Scotland) Act 1973 (as amended);
- 38 Authorised, in conjunction (where appropriate) with the Head of *Environmental & Public Protection*, to carry out the following functions of the Council in terms of the Coast Protection Act 1949:
- (a) Under Section 4, to enter into an agreement with any other person for the carrying out by that person or the Council of any coast protection work which the Council has the power to carry out;
  - (b) Under Section 5, to arrange for the publication of notices relating to proposed works in local newspapers and the serving of like notices on affected harbour and other relevant authorities;
  - (c) Under Section 8, to arrange for the publishing of notices relating to works schemes and the serving of like notices on affected harbour authorities;
  - (d) Under Section 12, to serve notice on owners of land where protection works are required;

- (e) Under Section 25, in relation to the authorisation of persons taking entry to land for the purposes specified therein;
- 39 Authorised to carry out the functions of the Council under the Reservoirs Act 1975;
- 40 Authorised for *operational and other property projects* in terms of the Construction (Design & Management) Regulations 2015, in cases where the Council is appointed as client's Agent, Designer, CDM Co-ordinator, Principal Contractor and/or Contractor, to carry out the duties appropriate to each such appointment;
- 41 Authorised, in consultation with the Corporate Director, to allocate and apportion office accommodation between the Council's Services and to arrange for any required alterations or adaptations;
- 42 Authorised (except in the case of office accommodation being, or to be, used for Council purposes) in consultation with the Chief Financial Officer to arrange for any required alterations or adaptations (or scheduled maintenance) for the purpose of realising the service or commercial potential of property owned or leased by the Council;
- 43 Authorised to enter into wayleaves, servitudes and leases to statutory bodies and other providers of utility services who require rights over land for particular purposes;
- 44 Authorised to settle all claims arising from the exercise of the Council's power to enter upon and take land in the discharge of its statutory powers including power to negotiate and settle claims arising in terms of the Land Compensation (Scotland) Acts 1963 and 1973 and to settle any discretionary payments arising;
- 45 Authorised, where land and/or property have been or are declared surplus to the Council's requirements, to agree terms for the disposal of such land and property up to the value of £50,000, subject to the condition that he/she maintains a Register of all transactions so dealt with, which Register shall be available for inspection by Members;
- 46 *Authorised to approve the terms and conditions of, and to sign missives for, leases or licences to occupy by or to the Council for periods not exceeding one year and to approve the renewal of leases or licences to occupy by the Council in circumstances considered necessary and appropriate;*
- 47 Authorised to make arrangements for the implementation and monitoring and review of the Council's Corporate Asset Management Plan in accordance with Council policy;
- 48 Authorised to approve the terms and conditions of and to sign missives of lease in respect of *operational and other* properties in the ownership of the Council for not exceeding one year, subject to all such transactions being recorded in a Register kept for that purpose by him/her which shall be available for inspection by *Elected Members of the Council;*
- 49 Authorised to grant leases in respect of *operational and other* properties in the ownership of the Council at market value for periods up to 5 years in respect of property with rentals of up to £25,000 per annum, subject to the condition that he/she maintains a Register of transactions so dealt with, which Register shall be available for inspection by *Elected Members of the Council;*
- 50 Authorised, where arrears of rent have arisen or any other term of the lease has been breached, to enter into and terminate the leases and to take any action necessary to secure possession of property and to recover rent arrears, subject to maintaining a Register of transactions so dealt with, which Register shall be available for inspection by *Elected Members of the Council;*
- 51 Authorised to terminate leases at ish in respect of all *operational and other* properties and to agree commercial and industrial rental levels at review periods;

- 52 Authorised to conclude missives in respect of assignments of leases for *operational and other* premises;
- 53 Authorised to proceed with repairs to commercial and industrial premises;
- 54 Authorised under Section 19 (5), of the Civic Government (Scotland) Act 1982, after consultation with the local Elected Members, to approve proposals for taxi stances;
55. *Authorised to determine Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015 and to make all necessary arrangements to comply with the statutory procedures for dealing with such requests;*
56. *Authorised to take such measures as are necessary to protect the Council's interests should a community body register an interest in any Council property in the register held by the Scottish Government under the land Reform (Scotland) Act 2003;*
57. *Authorised to establish, publish and maintain the register of land under section 94 of the Community Empowerment (Scotland) Act 2015;*
58. *Authorised to make arrangements for the publishing of the Council's annual asset transfer report in terms of section 95 of the Community Empowerment (Scotland) Act 2015;*
59. *Authorised in terms of the Community Empowerment (Scotland) Act 2015 to make arrangements for regulating the Council's responsibilities for promoting and maintaining allotments.*

**Directorate      Environment, Regeneration & Resources**

**Officer:**            **Head of Regeneration & Planning**

**Delegation:**

- 1        Authorised to award business development grants, within the Council's Policies, up to a limit of £10,000;
- 2        Authorised to award training grants to appropriate organisations and agencies within the Council's Policies, up to a limit of £10,000;
- 3        Authorised to award rent abatement assistance to local companies, within the Council's Policies and following consultation with the Chief Financial Officer;
- 4        Authorised to determine all planning and related decisions within the scope of the Town and Country Planning (Scotland) Act 1997 as amended in relation to:-
  - (a)      Part III Control over Development, in particular, but not restricted to, the determination of applications for planning permission and applications for consent, agreement or approval required by a condition imposed on a grant of planning permission;
  - (b)      Part VI Enforcement;
  - (c)      Part VII Special Controls – Trees, Amenity Notices, Advertisements;
  - (d)      Part IX Roads, Footpaths & Rights of Way;
  - (e)      Part X Statutory Undertakers;
  - (f)      Part XIV Miscellaneous & General Provisions;
- 5        Authorised to determine all planning and related decisions within the scope of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 in relation to:-
  - (a)      Part I Listed Buildings  
          Chapter 1 Sections 3 & 4 Building Preservation Notices;  
          Chapter II Authorisation of Works affecting Listed Buildings;  
          Chapter IV Enforcement;  
          Chapter V Prevention of Deterioration and Damage;  
          Sections 49 and 50 – Urgent Preservation;  
          Sections 51 and 52 – Grants for Repair and Maintenance;  
                  Chapter VI - Sections 59 and 60 – Special considerations affecting  
                  Planning Functions;
  - (b)      Part II Conservation Areas  
          Section 66 Conservation Area Consent;  
          Section 72 Grants for Repairing of Buildings in Town Schemes;
  - (c)      Part III General  
          Sections 76 – 78 Miscellaneous Provisions;
- 6        Authorised to determine all planning and related decisions within the scope of the Planning (Hazardous Substances) (Scotland) Act 1997;
- 7        To determine applications for heritage fund and town scheme grants within the terms of the relevant Council policies;
- 8        Authorised to determine the street numbering of new properties;



- 9 *Authorised to make all decisions and take all action required in connection with and consequent upon applications made for High Hedge Notices in terms of the High Hedges (Scotland) Act 2013 including the signing and service of Notices.*
10. Authorised to determine applications for a planning certificate in terms of Section 50 of the Licensing (Scotland) Act 2005;
- 11 *Authorised to respond to operational consultations from the Scottish Government, other local authorities, key agencies such as Historic Environment Scotland, the Forestry Commission, SEPA and other parties that concern matters relating to land use planning and/or the use of land which are considered to impact on the Council area.*
- 12 Authorised to determine all Building Standards matters and related decisions within the scope of the Building (Scotland) Acts 1959 and 2003 in relation to:
- (a) Part 2 - all matters necessary in the assessment and approval of applications for Building Warrant Approval to secure the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings; further the conservation of fuel and power; and further the achievement of sustainable development;
  - (b) Part 2 - all matters necessary in the acceptance and rejection of completion certificate submissions including the requirement for statutory inspections in relation to reasonable enquiry for the above purpose;
  - (c) Part 3 - Compliance and Enforcement;
  - (d) Part 4 - Defective and Dangerous Buildings;
  - (e) Part 5 - General in respect of procedural regulations, reports and information under Section 34 to the Building Standards Division of the Directorate of the Built Environment of the Scottish Government;
  - (f) Part 6 - Supplementary and Miscellaneous Provisions;
- 13 Authorised to issue consents for and carry out inspections on the erection of raised structures in terms of Section 89 of the Civic Government (Scotland) Act 1982;
- 14 Authorised to act as an authorised person under Section 11 of the Safety of Sports Grounds Act 1975 (power to enter and inspect a sports ground);
- 15 Authorised to enter and inspect certified sports grounds for the purposes of the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 and all related and subordinate legislation;
- 16 Authorised to approve, in consultation with the Head of Legal & Property Services, the amendment of any certificate granted in terms of the safety at sports grounds legislation;
- 17 Authorised to issue prohibition notices in terms of Section 10 of the Safety of Sports Grounds Act 1975 where he/she is of the opinion that the admission to a certified sports ground or any part will involve a risk so serious that, until steps are taken to reduce capacity to a reasonable level, admission of spectators ought to be prohibited;
- 18 Authorised to approve the amendment of any certificate granted in terms of the safety at sports grounds legislation;
- 19 Authorised to approve the transfer of the certificate to another qualified person responsible for the management of a certified sports ground in terms of Section 4 of the Safety of Sports Grounds Act 1975;

- 20 Authorised to approve and record any deviation from the standards set out in the Guide to Safety at Sports Grounds setting out the justification for the deviation;
- 21 Authorised to maintain all records in relation to the annual and other inspections of certified sports grounds carried out by the Head of Regeneration & Planning, the Chief Constable and the Chief Officer, Strathclyde Fire and Rescue;
- 22 Authorised to fix the annual date for the inspection of any certified sports ground;
- 23 *Authorised to act as Lead Officer for the Council in all aspects of the Joint Management of Clyde Muirshiel Regional Park;*
- 24 *Authorised to approve the terms and conditions of and to sign missives of lease in respect of commercial and industrial properties in the ownership of the Council for not exceeding one year, subject to all such transactions being recorded in a Register kept for that purpose by him/her which shall be available for inspection by Elected Members of the Council;*
- 25 *Authorised to grant leases in respect of commercial and industrial properties in the ownership of the Council at market value for periods up to 5 years in respect of property with rentals of up to £25,000 per annum, subject to the condition that he/she maintains a Register of transactions so dealt with, which Register shall be available for inspection by Elected Members of the Council;*
- 26 *Authorised, where arrears of rent have arisen or any other term of the lease has been breached, to enter into and terminate the leases and to take any action necessary to secure possession of property and to recover rent arrears, subject to maintaining a Register of transactions so dealt with, which Register shall be available for inspection;*
- 27 *Authorised to terminate leases at ish in respect of all commercial and industrial properties and to agree commercial and industrial rental levels at review periods;*
- 28 *Authorised to conclude missives in respect of assignments of leases for commercial and industrial premises;*
- 29 *Authorised to proceed with repairs to commercial and industrial premises.*

**Exceptions:**

The above delegations are subject to the exception of the following categories of application, which are for decision by Elected Members, as follows:

**To be determined by the Council:**

- (a) national developments as specified in the National Planning Framework;
- (b) major developments which are significantly contrary to the local development plan;

**To be determined by a Committee or Board of the Council:**

- (a) which the Planning Authority decides to determine which would otherwise fall to be determined by a person appointed to do so under this scheme;
- (b) major developments as set out in the Schedule to the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009;
- (c) listed building consent for demolition of listed buildings and conservation area consent for demolition of a building in a conservation area where officers recommend approval contrary to Council policy;

- (d) advertisement consent where officers recommend approval contrary to Council policy;
- (e) the naming of new streets;
- (f) planning applications for planning permission within the category of local development and (b) applications for consent, agreement or approval required by condition imposed by a grant of planning permission for a development within that category under Section 43A of the Town and Country Planning (Scotland) Act 1997 when:-
  - (i) The approval of an application would be contrary to the approved Development Plan;
  - (ii) The approval of an application is the subject of letters of *objection* from 6 or more individuals and/or 2 community groups, including formally constituted groups comprising at least 10 members and community councils;
  - (iii) Applications are made by a Member of the planning authority;
  - (iv) Applications are made by employees of the Council's Regeneration and Planning Service.

**Directorate**     **Environment, Regeneration & Resources**

**Officer:**            **Head of Shared Services Roads (Strategic Lead Wider Shared Services)**

**Delegation:**

1.     *Authorised to have responsibility for the delivery of the integration of services and the strategic outcomes for the Partner Councils.*
2.     *Authorised to have lead responsibility to each Council for the strategic planning and delivery of roads and transportation services and the development of further integrated services.*
3.     *Authorised to make recommendations on strategic policy, recommend targets encompassing efficiencies and savings and to present service performance information to Partner Councils and the Shared Services Joint Committee.*
4.     *Authorised to have responsibility under the Council's Scheme of Delegation for service standards and performance relative to the Roads and Transportation functions to each Council.*

**ALTERNATE REPRESENTATION TO ACHIEVE NUMERICAL POLITICAL BALANCE  
STANDING COMMITTEES, GENERAL PURPOSES BOARD AND PLANNING BOARD**

<b>PARTY</b>	<b>POLICY &amp; RESOURCES COMMITTEE</b>	<b>ENVIRONMENT &amp; REGENERATION COMMITTEE</b>	<b>EDUCATION &amp; COMMUNITIES COMMITTEE</b>	<b>HEALTH &amp; SOCIAL CARE COMMITTEE</b>	<b>AUDIT COMMITTEE</b>	<b>GENERAL PURPOSES BOARD</b>	<b>PLANNING BOARD</b>
Labour	4	4	4	4	4	4	4
Independent	2	2	2	2	2	2	2
Conservative	1	1	1	1	1	1	1
Liberal Democrat	1	0	0	1	1	0	1
SNP	3	4	4	3	3	4	3
SNP/Lib Dem Balance	3/1	4/0	4/0	3/1	3/1	4/0	3/1

**POLITICAL BALANCE – POLICE AND FIRE SCRUTINY COMMITTEE**

<b>PARTY</b>	<b>NUMERICAL ENTITLEMENT: REPRESENTATION</b>	<b>SOLUTION TO ACHIEVE POLITICAL BALANCE GIVEN THE NUMERICAL REPRESENTATION</b>
Labour	4	4
Internal Independent Coalition	2	2
Conservative	1	1
Liberal Democrat	0.5	0
SNP	3.5	4
<b>TOTAL</b>	<b>11</b>	<b>11</b>

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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date:</b>	<b>7 June 2018</b>
<b>Report By:</b>	<b>Corporate Director Environment, Regeneration &amp; Resources</b>	<b>Report No:</b>	<b>SL/LP/053/18</b>
<b>Contact Officer:</b>	<b>Sharon Lang</b>	<b>Contact No:</b>	<b>01475 712112</b>
<b>Subject:</b>	<b>Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2019</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to set out for approval the schedule of Committee cycles for the period to June 2019.
- 1.2 The Policy & Resources Committee on 19 September 2017 agreed to a number of alterations being made to take account of school holidays and for those changes to be incorporated into the timetable for submission to this meeting (Appendix 1).

## 2.0 SUMMARY

- 2.1 The timetable is based on a cycle of five meetings of the Thematic Committees, Audit Committee and the Council. The Planning Board and the General Purposes Board, as Regulatory Committees, have dates set aside each month for the determination of applications and associated business.
- 2.2 The result is two cycles starting towards the end of August and concluding at the end of November, and three cycles beginning in early January and concluding with the Council meeting on 6 June 2019.
- 2.3 Additionally, as in previous years, it is proposed to hold a meeting of the Policy & Resources Committee on Tuesday 7 August 2018 to deal with any items of business requiring consideration during the summer recess period.
- 2.4 It is proposed that the Local Police & Fire Scrutiny Committee now meet each cycle and that the meetings continue to be held on the same day as Inverclyde Council but with an earlier start time of 2pm.
- 2.5 The timetable therefore runs as follows:
  - a) The Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday respectively of each month;
  - b) All ordinary meetings of the Thematic Committees (excepting the Education & Communities Committee), the Audit Committee, the Planning Board and the General Purposes Board will normally be held at 3pm;
  - c) The Local Police & Fire Scrutiny Committee will normally meet at 2pm; and
  - d) The ordinary meeting of the Council will take place at 4pm

- 2.6 The Inverclyde Integration Joint Board has agreed to convene six meetings of the Board and four meetings of the IJB Audit Committee in the period to June 2019 and the dates of these meetings, which were agreed by the Board on 15 May 2018, are included in the timetable.
- 2.7 The timetable again also includes proposes dates for the Petitions Committee established by the Council in October 2015 although these meetings will, of course, only be convened when there is relevant business to consider.
- 2.8 The timetable also incorporates the special meeting of the Audit Committee held each year at the end of June to review the draft Annual Report and Accounts.

### **3.0 RECOMMENDATION**

- 3.1 The Council is asked to approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2019 as set out in the report and appendix.

**Gerard Malone**  
**Head of Legal & Property Services**



## 4.0 IMPLICATIONS

### Finance

4.1 There are no financial implications.

#### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

##### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

### Legal

4.2 There are no legal implications arising from this report.

### Human Resources

4.3 There are no HR implications arising from this report.

### Equalities

4.4 There are no equalities implications arising from this report.

### Repopulation

4.5 There are no repopulation implications arising from this report.

## 5.0 CONSULTATIONS

5.1 This report has been considered by the Corporate Management Team.

## 6.0 BACKGROUND PAPERS

6.1 None.

# DRAFT

	August/September 2018				October/November/December 2018			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Policy & Resources Committee	13 July	Tues 24 July – 12 noon	27 July	7 Aug – 3pm	-	-	-	-
Audit Committee	27 July	Mon 6 Aug - 10am	10 Aug	21 Aug – 3pm	14 Sept	Mon 24 Sept – 10am	28 Sept	<u>9 Oct – 3pm *</u>
Health & Social Care Committee	27 July	Mon 6 Aug - 3pm	10 Aug	23 Aug – 3pm	14 Sept	<u>Mon 24 Sept – 3pm</u>	28 Sept	<u>11 Oct – 3pm *</u>
Environment & Regeneration Committee	3 Aug	Tues 14 Aug - 2pm	17 Aug	30 Aug – 3pm	28 Sept	Tues 9 Oct - 2pm	12 Oct	25 Oct – 3pm
Education & Communities Committee	10 Aug	Mon 20 Aug - 3pm	24 Aug	4 Sept – 2pm	5 Oct	Mon 15 Oct - 3pm	19 Oct	30 Oct – 2pm
IJB Audit Committee <b>(Dates agreed by IJB)</b>	17 Aug	Mon 27 Aug – 2.15pm	31 Aug	11 Sept – 2pm	NO MEETING			
Inverclyde Integration Joint Board <b>(Dates agreed by IJB)</b>	17 Aug	Mon 27 Aug – 3pm	31 Aug	11 Sept – 3pm	12 Oct	Mon 22 Oct – 3pm	26 Oct	6 Nov – 3pm
Petitions Committee	-	-	-	13 Sept – 3pm	-	-	-	8 Nov – 3pm
Policy & Resources Committee	24 Aug	Tues 4 Sept – 12 noon	7 Sept	18 Sept – 3pm	19 Oct	Tues 30 Oct – 12 noon	2 Nov	13 Nov – 3pm
Local Police & Fire Scrutiny Committee	6 Sept	n/a	20 Sept	27 Sept – 2pm	8 Nov	n/a	22 Nov	29 Nov – 2pm
Inverclyde Council	10 Sept	Mon 17 Sept - 4pm	20 Sept	27 Sept – 4pm	12 Nov	Mon 19 Nov - 4pm	22 Nov	29 Nov – 4pm

# DRAFT

Committee/Inverclyde Council	January/February 2019				February/March/April 2019			
	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	30 Nov	Mon 10 Dec - 10am	14 Dec	8 Jan – 3pm	1 Feb	Mon 11 Feb - 10am	15 Feb	26 Feb – 3pm
Health & Social Care Committee	30 Nov	Tues 11 Dec - 3pm	14 Dec	10 Jan – 3pm	1 Feb	Mon 11 Feb - 3pm	15 Feb	28 Feb – 3pm
Environment & Regeneration Committee	7 Dec	Tues 18 Dec - 2pm	4 Jan	17 Jan – 3pm	8 Feb	Tues 19 Feb - 2pm	22 Feb	7 Mar – 3pm
Education & Communities Committee	14 Dec	Mon 7 Jan – 3pm	11 Jan	22 Jan – 2pm	15 Feb	Mon 25 Feb - 3pm	1 Mar	12 Mar – 2pm
IJB Audit Committee <b>(Dates to be agreed by IJB)</b>	4 Jan	Mon 14 Jan – 2.15pm	18 Jan	29 Jan – 2pm	22 Feb	Mon 4 Mar – 2.15pm	8 Mar	19 Mar – 2pm
Inverclyde Integration Joint Board <b>(Dates to be agreed by IJB)</b>	4 Jan	Mon 14 Jan – 3pm	18 Jan	29 Jan – 3pm	22 Feb	Mon 4 Mar – 3pm	8 Mar	19 Mar – 3pm
Petitions Committee	-	-	-	31 Jan – 3pm	-	-	-	21 Mar – 3pm
Policy & Resources Committee	11 Jan	Tues 22 Jan – 12 noon	25 Jan	5 Feb – 3pm	1 Mar	Tues 12 Mar – 12 noon	15 Mar	26 Mar – 3pm
Local Police & Fire Scrutiny Committee	31 Jan	n/a	14 Feb	21 Feb – 2pm	28 Mar	n/a	11 Apr	<u>18 Apr – 2pm</u> *
Inverclyde Council	4 Feb	Mon 11 Feb - 4pm	14 Feb	21 Feb – 4pm	1 Apr	Mon 8 Apr – 4pm	11 Apr	<u>18 Apr – 4pm</u> *

**NB** As usual, the submission and pre-agenda dates for this cycle have been altered to avoid holding meetings in the week before Christmas and the week between Christmas and New Year.

\* Dates altered to take account of the school holidays.

# DRAFT

	April/May/June 2019			
Committee/Inverclyde Council	Submission Date - 9 am	Pre-Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	29 Mar	Mon 8 April – 10am	12 Apr	23 Apr – 3pm
Health & Social Care Committee	29 Mar	Mon 8 Apr – 3pm	12 Apr	25 Apr – 3pm
Environment & Regeneration Committee	5 Apr	<u>Mon</u> 15 Apr – 2pm	18 Apr	2 May – 3pm
Education & Communities Committee	12 Apr	<u>Tues</u> 23 Apr – 1pm	26 Apr	7 May – 2pm
IJB Audit Committee	NO MEETING			
Inverclyde Integration Joint Board (Dates agreed by IJB)	18 Apr	<u>Tues</u> 30 Apr – 3pm	3 May	14 May – 3pm
Petitions Committee	-	-	-	16 May – 3pm
Policy & Resources Committee	26 Apr	Tues 7 May – 12 noon	10 May	21 May – 3pm
Local Police & Fire Scrutiny Committee	16 May	n/a	30 May	6 June – 2pm
Inverclyde Council	20 May	Mon 27 May – 4pm	30 May	6 June – 4pm
Inverclyde Integration Joint Board Date agreed by IJB)	31 May	Mon 10 June – 3pm	14 June	25 June – 2pm
Audit Committee	31 May	Mon 10 June – 10am	14 June	27 June – 3pm

# DRAFT

<b>PLANNING BOARD</b>			
<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
19 July	n/a	24 July	<b>1 Aug – 3pm</b>
23 Aug	n/a	28 Aug	<b>5 Sept – 3pm</b>
20 Sept	n/a	25 Sept	<b>3 Oct – 3pm</b>
25 Oct	n/a	30 Oct	<b>7 Nov – 3pm</b>
22 Nov	n/a	27 Nov	<b>5 Dec – 3pm</b>
13 Dec	n/a	18 Dec	<b>9 Jan – 3pm</b>
24 Jan	n/a	29 Jan	<b>6 Feb – 3pm</b>
21 Feb	n/a	26 Feb	<b>6 Mar – 3pm</b>
21 Mar	n/a	26 Mar	<b>3 Apr – 3pm</b>
18 Apr	n/a	23 Apr	<b>1 May – 3pm</b>
23 May	n/a	28 May	<b>5 June – 3pm</b>

<b>GENERAL PURPOSES BOARD</b>			
<b>Submission Date - 9 am</b>	<b>Pre-Agenda Date</b>	<b>Issue Agenda</b>	<b>Date of Meeting</b>
20 July	n/a	26 July	<b>8 Aug – 3pm</b>
24 Aug	n/a	30 Aug	<b>12 Sept – 3pm</b>
21 Sept	n/a	27 Sept	<b>10 Oct – 3pm</b>
26 Oct	n/a	1 Nov	<b>14 Nov – 3pm</b>
23 Nov	n/a	29 Nov	<b>12 Dec – 3pm</b>
18 Dec	n/a	4 Jan	<b>16 Jan – 3pm</b>
25 Jan	n/a	31 Jan	<b>13 Feb – 3pm</b>
22 Feb	n/a	28 Feb	<b>13 Mar – 3pm</b>
22 Mar	n/a	28 Mar	<b>10 Apr – 3pm</b>
17 Apr	n/a	25 Apr	<b>8 May – 3pm</b>
24 May	n/a	30 May	<b>12 June – 3pm</b>

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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>7 June 2018</b>
<b>Report By:</b>	<b>Chief Executive</b>	<b>Report No:</b>	<b>IC/04/18/KM</b>
<b>Contact Officer:</b>	<b>Miriam McKenna, Corporate Policy, Performance and Partnership Manager</b>	<b>Contact No:</b>	<b>01475 712142</b>
<b>Subject:</b>	<b>Inverclyde Council Corporate Plan 2018/22</b>		

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## **1.0 PURPOSE**

1.1 The purpose of this report is to present to the Council the new Inverclyde Council Corporate Plan 2018/22.

## **2.0 SUMMARY**

2.1 The Corporate Plan 2018/22 sets out the ways in which Inverclyde Council hopes to deliver better outcomes for the people of Inverclyde.

2.2 The Plan retains the Nurturing Inverclyde Vision, 'Getting it right for every child, citizen and community' and the wellbeing outcomes (safe; healthy; achieving; nurtured; active; respected and responsible and included), that were established in the previous Corporate Statement 2013/18.

2.3 The Plan covers the four year period 2018 to 2022. This aligns it with the Inverclyde Outcomes Improvement Plan 2017/22, the local government elections which are due to take place in May 2022 and the development of the new Corporate Directorate Improvement Plans 2019/22.

2.4 The Corporate Plan establishes a number of organisational priorities for the Council that are linked to the delivery of our wellbeing outcomes. These have been developed following engagement with communities, Elected Members, the Extended Corporate Management Team and officers from across the Council. The priorities are:

- To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit;
- To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them;
- To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs;
- To reduce the prevalence of poverty and in particular, child poverty in our communities;
- To safeguard, support and meet the needs of our most vulnerable families and residents;
- To improve the health and wellbeing of residents so that people live well, and for longer;
- To protect and enhance our natural and built environment;
- To preserve, nurture and promote Inverclyde's unique culture and heritage;
- To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources;

- To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs.

2.5 The Council is a key partner of the Inverclyde Alliance and as such, this Corporate Plan will support the delivery of the Inverclyde Outcomes Improvement Plan, which sets out the high level partnership priorities for the area. The Plan also aims to ensure that as an organisation, the Council continues to strive for excellence in service delivery to deliver better outcomes for residents.

2.6 The detail of how the organisational priorities will be delivered will be set out in the Corporate Directorate Improvement Plans (CDIPs). The CDIPs are in the final year of their three year lifespan and will be refreshed over the summer and presented to the appropriate Committees for approval in the autumn.

2.7 An Annual Report, detailing the progress made in delivering the Corporate Plan, will be produced and presented to the Policy and Resources Committee in the autumn each year, with the first report due in 2019.

### **3.0 RECOMMENDATIONS**

3.1 It is recommended that the Council approves the Inverclyde Council Corporate Plan 2018/22.

**Aubrey Fawcett**  
**Chief Executive**

## **4.0 BACKGROUND**

4.1 The Corporate Plan is a key component of the Council's Strategic Planning and Performance Management framework. It articulates the Council's:

- Vision and our wellbeing outcomes
- Organisational priorities
- Performance measures
- Performance management arrangements

## **5.0 INVERCLYDE COUNCIL CORPORATE PLAN 2018/22**

5.1 The Corporate Plan 2018/22 retains the Nurturing Inverclyde Vision, 'Getting it right for every child, citizen and community' and the wellbeing outcomes (safe; healthy; achieving; nurtured; active; respected and responsible and included). The Vision and the wellbeing outcomes were established in the Corporate Statement 2013/18 and are firmly embedded in the Council's strategic planning framework. This was recognised in the Audit Scotland Best Value Assurance Report which praised the Council for having a clear vision that is clearly understood by both employees and community planning partners.

5.2 The Corporate Plan establishes a number of organisational priorities for the Council that are linked to the delivery of the wellbeing outcomes. These have been identified following engagement with our communities in the 'Our Place Our Future' Survey and the Citizens' Panel. Planning workshops have also taken place with Elected Members, the Extended Corporate Management Team and officers from across the Council. The priorities have also been informed by a review of local data which helped to identify the key issues for the area.

5.3 The Corporate Plan 2018/22 organisational priorities are:

- To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
- To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them
- To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
- To reduce the prevalence of poverty and in particular, child poverty in our communities
- To safeguard, support and meet the needs of our most vulnerable families and residents
- To improve the health and wellbeing of residents so that people live well, and for longer
- To protect and enhance our natural and built environment
- To preserve, nurture and promote Inverclyde's unique culture and heritage
- To deliver services that are responsive to community needs and underpinned by a culture of innovation, continuous improvement and effective management of resources
- To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs.

5.4 As a key partner within the Inverclyde Alliance, the Corporate Plan will support the delivery of the Inverclyde Outcomes Improvement Plan (IOIP), which establishes three high level partnership priorities for the area: Population, Inequalities and Environment, Culture and Heritage. The Plan also aims to ensure that the Council strives for excellence in service delivery to deliver better outcomes for residents.

5.5 The detail of how the organisational priorities will be delivered will be provided in the Council's Corporate Directorate Improvement Plans (CDIPs). The purpose of the CDIPs is to set out how each Directorate of the Council will improve its services and service delivery to achieve the Council's vision, outcomes and organisational priorities. The current CDIPs



2016/19 were approved by the relevant Committees in April and May 2016 and will come to an end in March 2019. A final refresh of the current plans will take place over the summer and be presented to the appropriate Committee for approval in the autumn. New, three year Corporate Directorate Improvement Plans will be presented to the respective Committee for approval in spring 2019 and cover the period 2019/22.

- 5.6 It is important that the Council can evidence progress in the delivering of its Corporate Plan and an Annual Report will be produced and presented to the Policy and Resources Committee in the autumn each year, with the first report due in 2019.

## 6.0 IMPLICATIONS

### 6.1 Financial Implications - One off Costs

Cost centre	Budget heading	Budget year	Proposed spend this report	Virement from	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

### Financial Implications - Annually Recurring Costs/(Savings)

Cost centre	Budget heading	With effect from	Annual net impact	Virement from (if applicable)	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

- 6.2 Human Resources: There are no direct human resources implications arising from this report.
- 6.3 Legal: There are no direct legal implications arising from this report.
- 6.4 Equalities: The Corporate Plan 2018/22 is a high level, strategic document therefore it is difficult to anticipate any negative impact it might have on protected characteristics.
- 6.5 Repopulation: The Corporate Plan 2018/22 has a specific organisational priority aimed at promoting repopulation and making the area an attractive place to live, work and visit. This is aimed at stabilising the population in the short term and potentially increasing the population in the longer term. The delivery of all the priorities in the Plan however will have a positive impact on the whole of Inverclyde which in turn will help to enhance the image of the area.

## 7.0 CONSULTATION

- 7.1 The development of the new Corporate Plan 2018/22 has been informed by engagement and consultation with communities, officers from across all Council services, the Extended Corporate Management Team and Elected Members.

## 8.0 LIST OF BACKGROUND PAPERS

- 8.1 None.

# Inverclyde Council

## Corporate Plan

2018/22



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## Foreword

### Welcome to Inverclyde Council's Corporate Plan 2018/22.

This Plan sets out our 'Nurturing Inverclyde' vision for the Council as a whole and the ways in which we hope to improve the lives of, and deliver better outcomes for, the people of Inverclyde. In striving to deliver this Corporate Plan, and by working with our Inverclyde Alliance partners, we aim to ensure that we are:

#### **'Getting it right for every Child, Citizen and Community'**

As a Council we have made significant progress over the last ten years. This was recognised by Audit Scotland in the Best Value Assurance Report on Inverclyde Council, published in June 2017. The Council was praised for having a positive working culture that supports innovation; a clear vision and stable, effective leadership.

We are proud of our achievements to date. We have proven we can deliver a challenging and complex improvement programme at a time of financial pressure on a scale that we have not experienced before, whilst at the same time, continuing to deliver a range of high quality services, many of which have been recognised as excellent, or a model of good practice, at a national level.

In developing our strategic priorities, we have engaged extensively with our communities. As a result, we are confident that the priorities contained within this Plan are those that are of the greatest importance to our residents. We have also looked at how, as a Council, we can support our partners in helping to deliver the key partnership priorities for the area that are set out in the Inverclyde Outcomes Improvement Plan and taken forward by the Inverclyde Alliance Community Planning Partnership.

Looking ahead, we remain highly ambitious in our plans for the future but we also recognise the many challenges we face in order to realise these ambitions. We need to ensure that our resources are appropriately targeted in order to make the greatest impact. We are committed to working with our partners and local communities to deliver a stronger, more responsive organisation. We will continue to engage, empower and listen to our communities, recognising that with their collective assets, knowledge, skills and experience, we can successfully achieve our vision together.



**Councillor Stephen McCabe**  
Leader of the Council



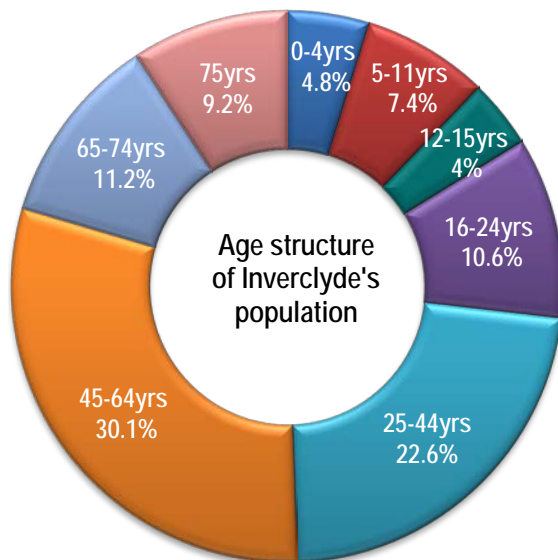
**Aubrey Fawcett**  
Chief Executive

## About your area



Inverclyde is located on the west coast of Scotland. It is one of the most attractive places in Scotland to live, work and visit, with breath-taking scenery, excellent transport links to Glasgow and Edinburgh, a wide range of sporting and leisure opportunities and one of the best school estates in Scotland.

Inverclyde's estimated population in 2017 was **78,760**, which is 1.5% of the total population of Scotland. 52% of the population are female and 48% male. 87% of the population live in the towns of Greenock, Port Glasgow and Gourock with the remainder of the population living in the villages of Inverkip, Wemyss Bay, Kilmacolm and Quarriers Village.



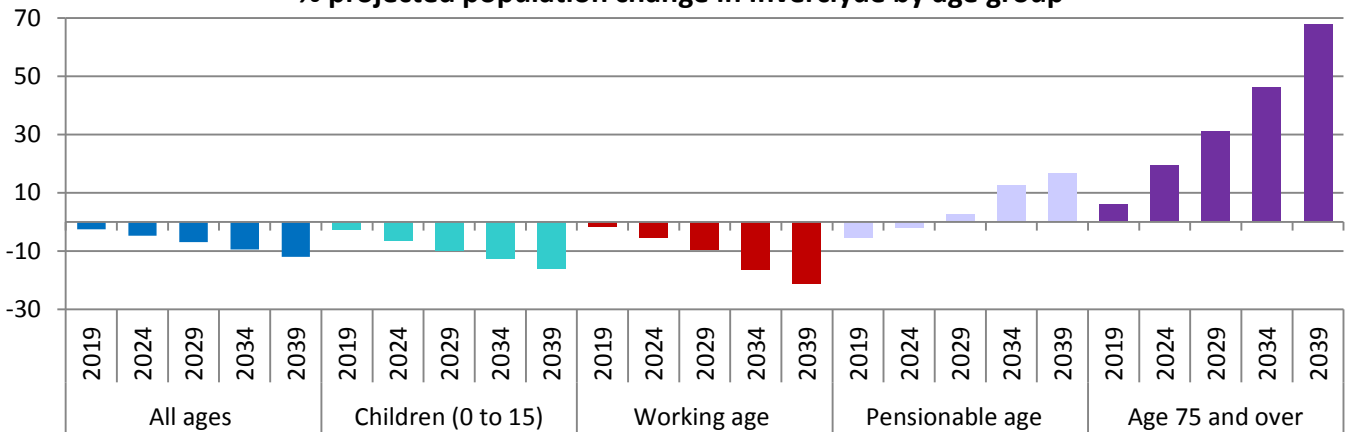
16.2% of Inverclyde's population is aged 16 years or younger, whilst 20% is aged 65 years or older. 63% of Inverclyde's population is aged between 16 and 64 years old.

National projections forecast a long term decline in Inverclyde's population over the next 25 years. This is because there is expected to be more deaths than births and more people are expected to leave than move into the area.



Within the projected decline in Inverclyde's population there is expected to be a 14% increase in the percentage of the population that is pensionable age and over, with a more substantial increase, 66%, in the number of people aged 75 years and older by 2041. A decline in the working age population will have implications for future skills provision and longer term economic growth locally whilst a substantial increase in the number of people aged 75 and over will clearly have a significant impact on the public sector services most frequently used by this section of the population. The implications of population decline for the long term future of the area means that tackling this is a key priority for the Council and our community planning partners.

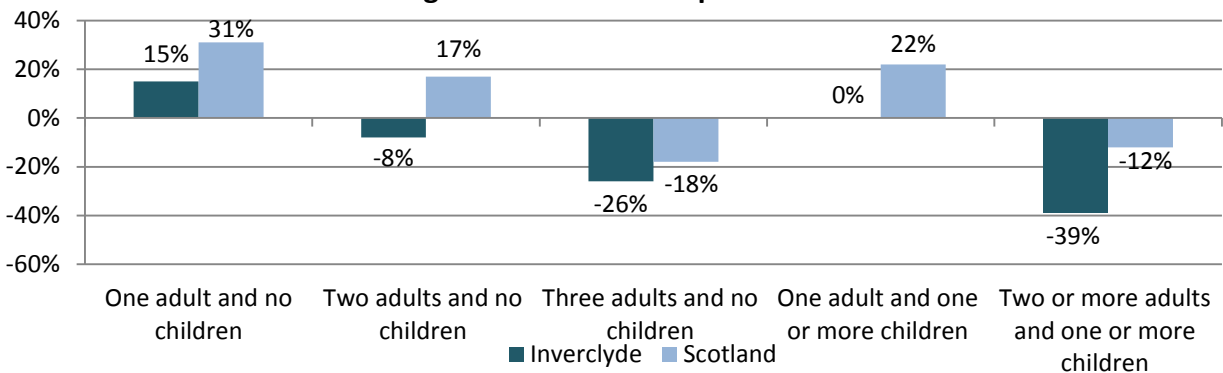
### % projected population change in Inverclyde by age group



It is estimated that by 2039 almost a quarter of households in Inverclyde will be headed by someone aged 75 and over.

The percentage of households with two or more adults and one or more children is projected to fall by 39% by 2039 compared to a 12% fall nationally.

### % change in household composition 2014 - 2039

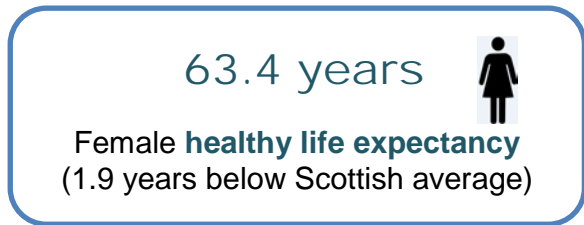


1 in 4 children in Inverclyde are living in poverty

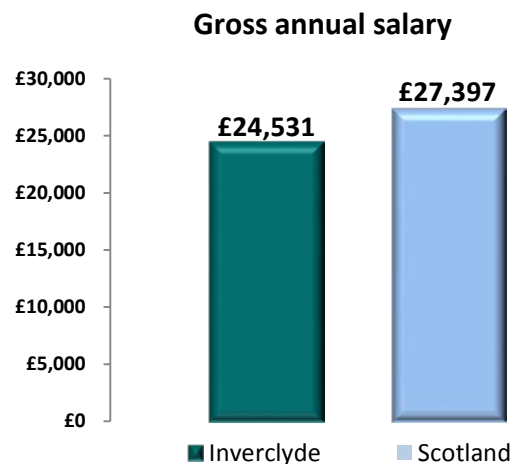
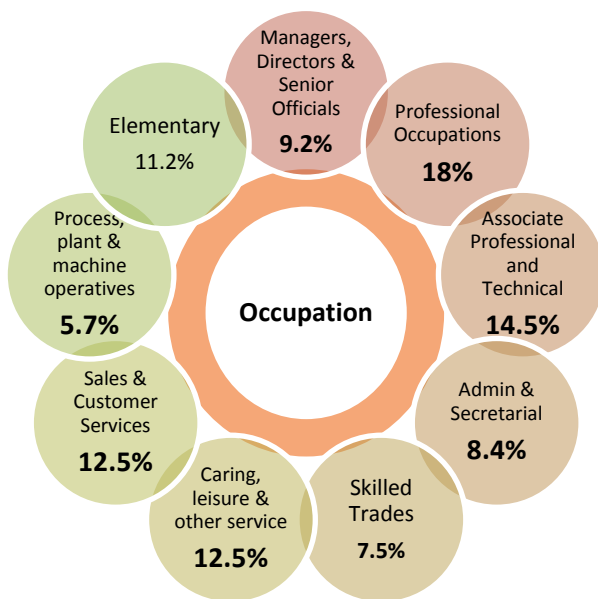
There are a number of communities in Inverclyde that continue to suffer from high levels of poverty and disadvantage. The areas suffering from the highest levels of deprivation include parts of Greenock and Port Glasgow. Within Greenock in particular, there are communities that have consistently been placed amongst the top 5% most deprived in Scotland since 2004. This has manifested itself in poorer health, lower levels of employment, higher levels of child poverty, lower levels of attainment and higher levels of drug and alcohol misuse in these areas.

Overall, lower levels of deprivation can be found in Wemyss Bay, Inverkip, Gourock and Kilmacollm and Quarriers Village. The differences in social and economic circumstances in communities across Inverclyde mean that tackling inequalities is key priority for the Council.

Overall life expectancy in Inverclyde has improved in the past decade but remains slightly below the Scottish average. Life expectancy also varies significantly depending on where you live and levels of deprivation, for example a male living in the centre of Greenock has a life expectancy of 70.2 years, compared to 84.2 years for a male living in the centre of Kilmacolm. Healthy life expectancy is also a concern, albeit generally improving overall, it remains lower than that for Scotland as a whole.

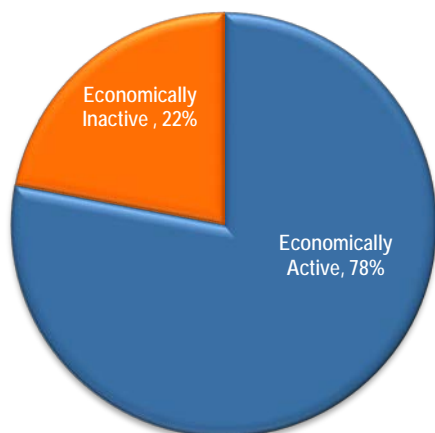


There has been a gradual improvement in Inverclyde's economy following the global recession, however the Inverclyde job market remains heavily reliant on the public sector. The fragility of the economy locally, along with higher levels of benefit dependency, means the economy and employability are a key focus of activity for the Council.



In 2017, the average gross annual salary was more than 10% below the Scottish average.

### Economic Activity



**78%** of Inverclyde's population is economically active.

**12.2%** of the population have no qualifications, compared to 8.7% in Scotland

**25.1%** of households in Inverclyde are workless, compared to 18.3% in Scotland



## About your council

Inverclyde Council is the democratically elected body for the area and delivers services aimed at providing a better quality of life for the people of Inverclyde. We are also the largest employer in the area with 4,133 employees.

We are responsible for providing a range of valuable public services to local communities such as:

- Education, including pre-school and school education, adult and community education
- Maintenance of the roads network, footpaths and street lighting
- Planning and Building Control
- Maintenance of parks, open spaces and cemeteries
- Council Tax / non- domestic rates billing and collection
- Economic Development
- Environmental Health
- Cultural services, including libraries and the McLean Museum and Art Gallery
- Waste Management including refuse disposal and recycling services
- Licensing, such as pubs, taxis and nightclubs
- Electoral registration

In addition to directly providing the services noted above, the Council has statutory responsibilities in relation to social work services, although the delivery of these functions has been integrated into the Inverclyde Health and Social Care Partnership.

Although no longer a provider of social rental housing since 2007, we maintain a strategic role in relation to housing locally and work with housing providers to deliver the Inverclyde Local Housing Strategy (LHS).

The Council also pays a management fee to Inverclyde Leisure, which is an arms length external organisation (ALEO), to manage sport and leisure facilities, community centres, swimming pools and parks and pitches on behalf of Inverclyde Council.

We also work closely with our community planning partners, known as the Inverclyde Alliance, to collectively improve local services to make a difference to the lives of our residents, particularly those that are most in need.

## Our achievements

- **Inverclyde Best Value Assurance Report**



In early 2017 Inverclyde Council was audited by Audit Scotland and a Best Value Assurance Report on the Council was published on 1 June 2017. The report was very positive, noting that Inverclyde Council has made significant improvements since 2005. In particular, the Council was praised for developing a positive improvement culture that encourages innovation and new ideas; having a clear vision; and stable, effective leadership.

The audit also found that the Council has good examples of actively seeking the views of the community and involving the community in decision making and we will look to build on these strengths going forward in our work with communities.



- **Awards**

Inverclyde Council has been recognised at a national level for delivering services that are sector leading. Some of our accolades include: winner of a COSLA Gold Award for our 'Nurturing Inverclyde' approach; winner of the Lifelong Learning Centre of the Year at the Scottish Qualifications Authority Star Awards 2015; winner of the APSE Most Improved Performer in Roads, Highways and Winter Maintenance in 2015 and 2016; winner of the COSLA Excellent People, Excellent Outcomes Award for our Waste Strategy team in 2016; winner of the Bloomberg Best Employer Awards 2016 in the Best Government Services Employer category; and winner of the SQA Star Awards for the Senior Phase Group in 2017.



- **Schools estate**

Inverclyde Council has invested more than £270 million in its school estate over the last 12 years. The continuing programme of new build and comprehensive refurbishment has seen a significant improvement in the condition of the school estate and delivered one of the best school estates in Scotland for the children of Inverclyde, ensuring that every pupil is taught in a modern education facility. A number of our schools have received recognition at a national and international level with awards for design innovation. By 2020, every child in Inverclyde will be educated in a brand new, or fully refurbished, educational establishment, helping to ensure the best start in life.

- **Roads asset management plan**

Inverclyde Council five year investment strategy to improve roads condition in the area over the period 2013/14 - 2017/18 was completed in March 2018. Our original £17 million capital investment approved in February 2013 was subsequently increased to £29 million in February 2015. We are now in the first year of our new 5 year Roads Asset Management Plan 2018/23. The RAMP / capital expenditure and core projects in 2018/19 amounts to £3.979 million, with a further £4.164million outline programme of expenditure identified for 2019/20. This investment is earmarked for improvements in carriageways, footways and lighting.

## **Our opportunities**

- **Glasgow City Region Deal**

The Glasgow City Region Deal offers huge opportunities and potential benefits for the people, communities and businesses of Inverclyde. Inverclyde Council is one of eight neighbouring authorities participating in the Glasgow City Region Deal which is an agreement with the UK Government and the Scottish Government. Our partners in the deal are East Dunbartonshire Council; East Renfrewshire Council; Glasgow City Council; North Lanarkshire Council; Renfrewshire Council; South Lanarkshire Council and West Dunbartonshire Council.

£1.13 billion funding has been secured to deliver improvement in Glasgow and the Clyde Valley across 20 projects. These projects are aimed at creating employment; improving the local transport network; delivering key regeneration and development projects; encouraging private sector investment into the area and ultimately, to provide an enormous boost to the city region's economy.

Inverclyde's projects that form part of the City Deal include a new Cruise Ship berth and a dedicated terminal at Greenock Ocean Terminal to grow the cruise ship market and provide a unique gateway to Inverclyde and Scotland. At Inverkip, new roads infrastructure will promote the development of the former power station site whilst investment at Inchgreen will unlock opportunities for marine focused engineering.

Our involvement in the City Deal offers huge potential benefits for the area, including improvements in local infrastructure and acting as a catalyst for new investment and development.

- **Shared Services**

Looking ahead, the financial pressures on the council combined with challenges around resilience mean that our previous approach to service delivery will not be sufficient. As a result, the way in which we deliver council services needs to be reviewed. The Council is looking at programmes to deliver options for shared services and the potential for community transfer. Following Council approval in Inverclyde and West Dunbartonshire, we are taking the lead role in a shared services Roads and Transportation service. Strategic business planning is also being carried out by the two Councils to expand this across wider front line services.

## **Our Finances**

The greatest challenge facing the council is the further real terms reduction in funding which will impact on the way in which we deliver our services. Public spending is expected to continue to reduce in real terms in the coming years, resulting in a reduction in the level of grant provided to Scottish councils. This will significantly impact on our ability to deliver vital services in the future and we will lobby directly and via COSLA for a better financial settlement for Inverclyde.

Inverclyde Council has a revenue budget of £190million which is allocated across our services. Based on a relatively positive forecast, the current estimated budget gap is over £17 million for the 4 year period 2019/20 to 2022/23.

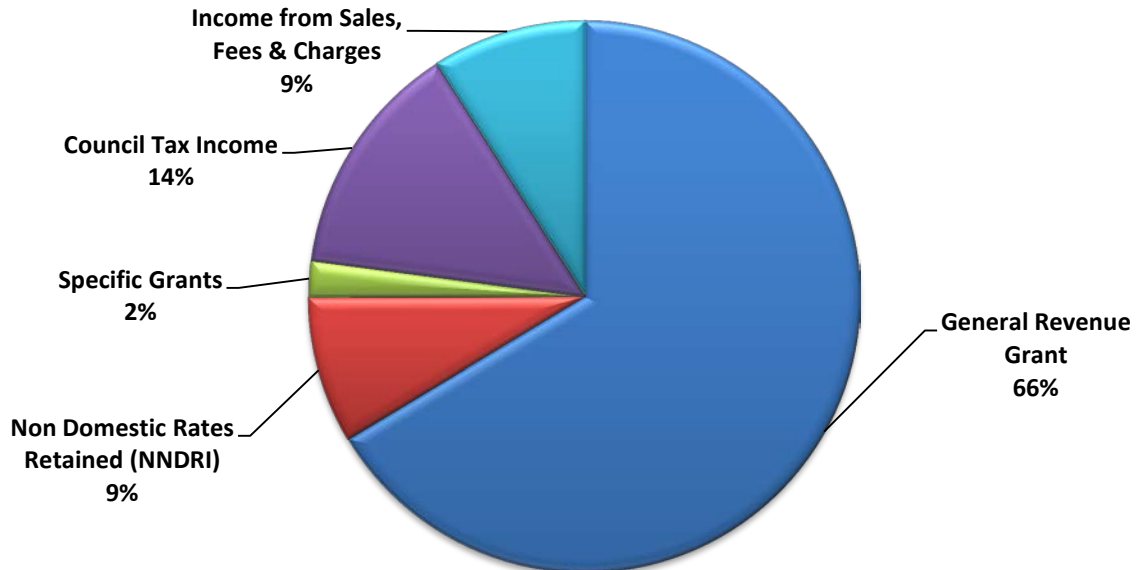
Over the 11 year period between 2008 and 2018/19 the Council has made savings of £53 million whilst at the same time facing a growing elderly population, increasing levels of poverty and meeting increasingly complex needs. This means that there is a rising demand for services which will place further pressure on the Council's resources.

To achieve savings on this scale we will have to continue to review the way in which we deliver services and ensure that our resources are targeted where they are needed the most. Over the period of the Corporate Plan we will continue with our Delivering Differently Programme which will examine all aspects of service delivery including greater use of technology, prioritisation and eligibility criteria, options for further shared services and the potential for community transfer.

We will also strengthen our engagement with our communities and involve community members directly in the decisions about how to spend part of our budget. As part of the Council's 2018/19 budget it was agreed to allocate £350,000 to a Community Fund, which will be used to pilot approaches to decision making that will give residents a real say in how money in their area is spent.

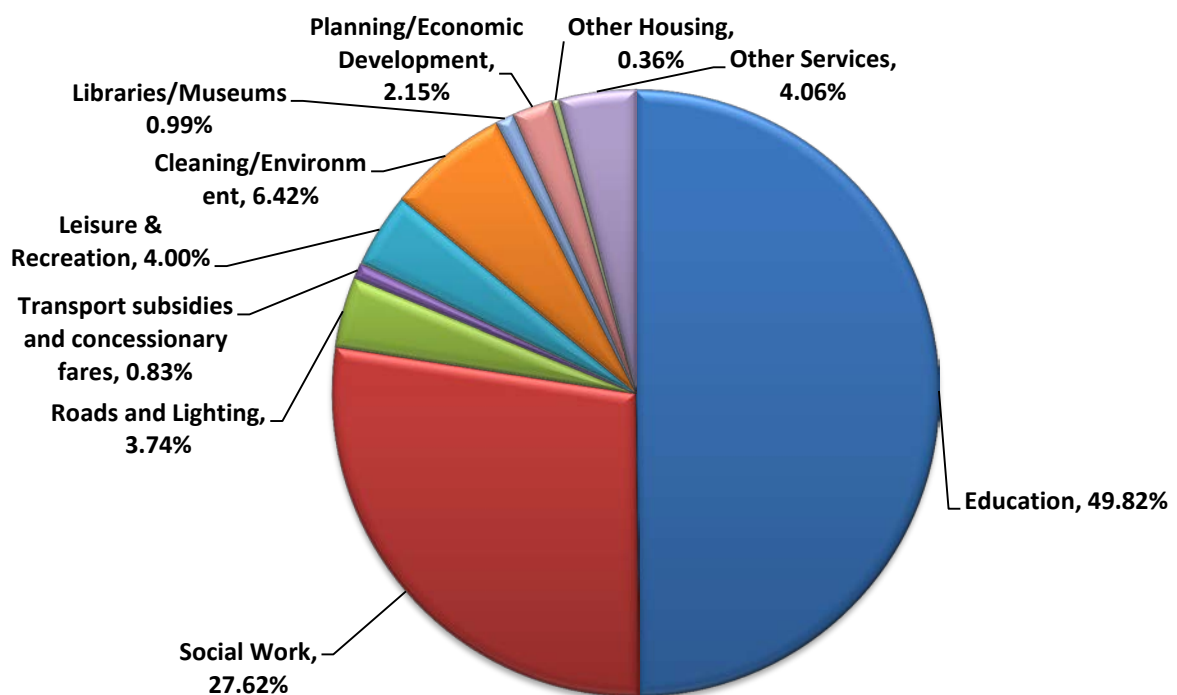
## Where our money comes from

In 2018/19 approximately 86% of our funding comes from Government grants / fees and charges with just over 14% from Council Tax.



## Where the money goes

The Council spends around half of its budget on Education Services to ensure that our children and young people have the best start in life. The next largest proportion of our budget is allocated to Social Work services, which supports the most vulnerable members of our communities.



## Our Vision

Inverclyde Council, in partnership with the Inverclyde Alliance, has taken The Scottish Government's *Getting it right for Every Child* framework a step further and has made a commitment to aim to also get it right for every citizen and community.



Our focus is on making Inverclyde a place which nurtures all its citizens, ensuring that everyone has the opportunity to have a good quality of life and good mental and physical wellbeing

## Our Outcomes

The delivery of the Council's vision will be achieved by improving outcomes for our residents and communities. These are the same outcomes that have been adopted by the Inverclyde Alliance and have the support of all our partners. We recognise that for you to have a good quality of life you need to feel:

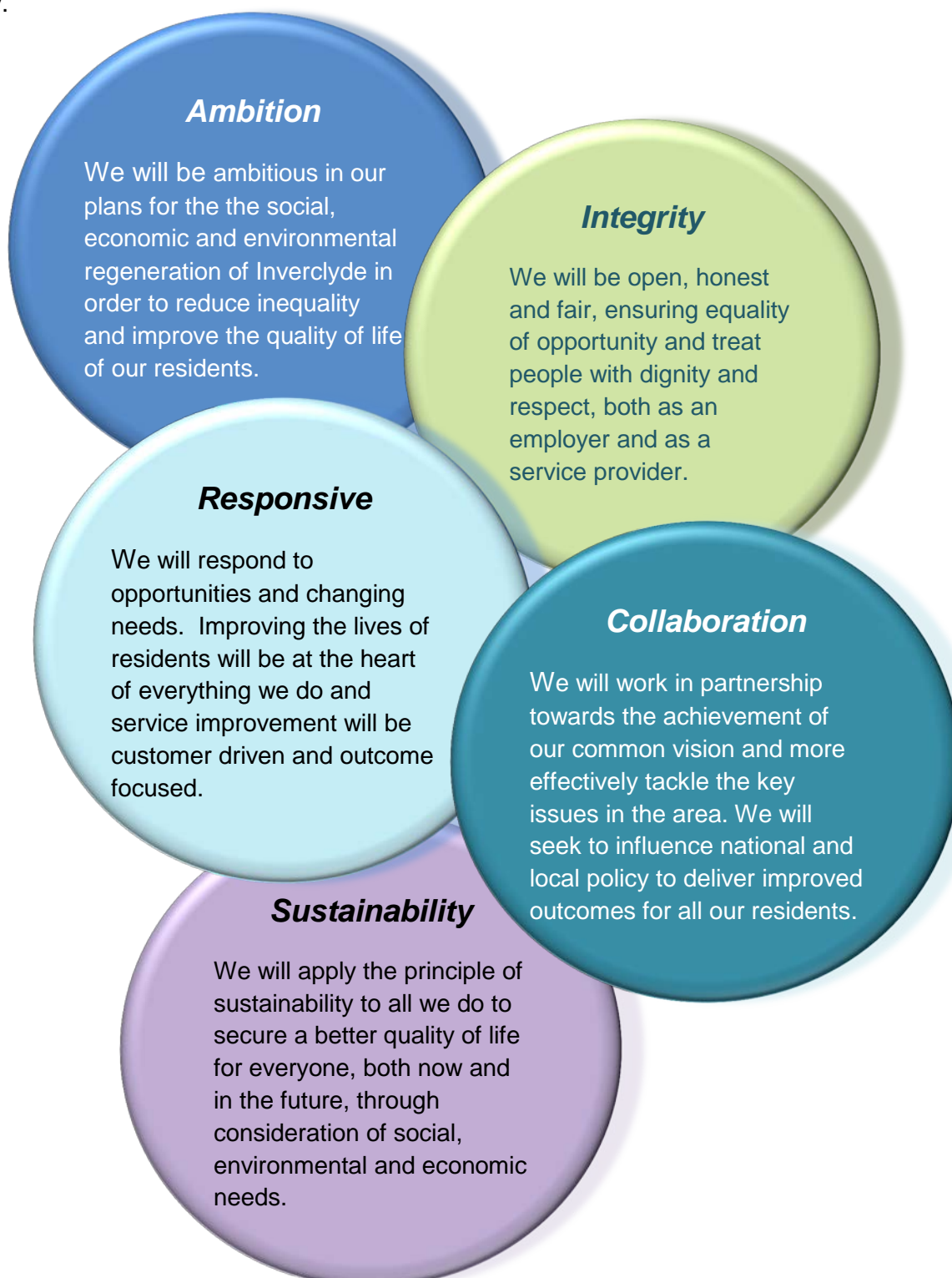


- Safe** You are protected from abuse, neglect or harm and supported when at risk. You are enabled to understand and take responsibility for your actions and choices and have access to a safe environment in which to live and learn.
- Healthy** You are assisted in achieving high standards of physical and mental health and have equality of access to suitable health care and protection, while being supported and encouraged to make healthy and safe choices.
- Achieving** You are supported and guided in lifelong learning and have opportunities for the development of skills and knowledge to gain the highest standards of achievement in educational establishments, work, leisure or the community.
- Nurtured** You have a nurturing place to live and learn, and the opportunity to build positive relationships within a supporting and supported community.
- Active** You have opportunities to take part in activities and experiences in educational establishments and the community, which contribute to a healthy life, growth and development.
- Respected & Responsible** You feel respected and share responsibilities, with the opportunity to be involved in decision making and play an active role in improving your community.
- Included** You are supported in overcoming any social, educational, health, employment and economic inequalities and feel valued as part of the community. You will have opportunities to participate and be included within a competitive and thriving local economy, which is a vibrant part of a strong city region, with sustainable communities.

We will monitor the progress that we make towards achieving these outcomes over the course of this Plan and where communities are not improving as we would expect, we will work with them on a locality basis to see what needs to improve.

## Our commitment to our communities

The council faces many challenges over the next few years including further reductions in resources, responding to changing needs as a result of demographic change and utilising new technology to transform the way in which we deliver services. In dealing with these challenges, we are committed to delivering high quality services to our residents and communities. Our commitment is that we will do this with **ambition** and **integrity**; in a way that is **responsive** to need; in **collaboration** with our partners and communities and with **sustainability** at the forefront of all we do. This commitment will form the core of our service delivery.





## Our Organisational Priorities

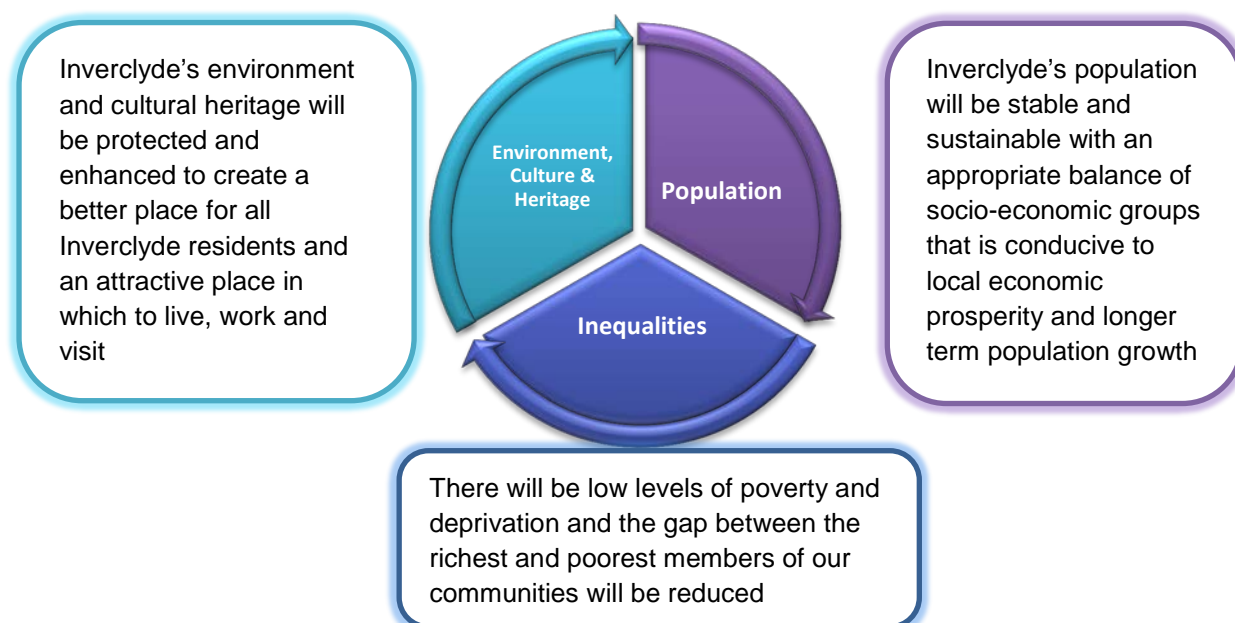
Our organisational priorities are aimed at delivering improved outcomes for all residents. These priorities are underpinned by the feedback we have received from our communities about the things that are most important to them. In 2017, with our community planning partners, we carried out an extensive public engagement exercise called 'Our Place Our Future'. Over the course of several months we engaged with 1,310 residents, approximately 1.7% of our population. In addition to this, we have sought the views of our Citizens' Panel, which consists of 1,000 Inverclyde residents, on their priorities for the area. Some of the common themes to emerge from this engagement include:

- Regeneration has produced many physical improvements over the last ten years
- Inverclyde's natural environment and greenspace are valuable assets
- There is great local pride in Inverclyde but the image of the area could be improved
- There are a lack of good quality job opportunities locally
- There are concerns around the quality of the physical environment

You can view the full survey results here: <https://www.inverclyde.gov.uk/council-and-government/community-planning-partnership/our-place-our-future> . We have also gathered and analysed performance data on a wide range of issues and this has helped us to identify particular areas we need to tackle locally.

Our priorities are ambitious and aspirational and reflect the range of challenges that face our area. We want to improve the lives of all the residents of Inverclyde however, as a Council we have a particular responsibility to our residents to tackle inequality and support those who are living in poverty and those who are vulnerable or disadvantaged.

As a key community planning partner, the Council has a central role to play in supporting the work and aspirations of the Inverclyde Alliance and this is reflected in a number of our organisational priorities. The Inverclyde Alliance has three strategic priorities, which are set out in the Inverclyde Outcomes Improvement Plan (IOIP). The IOIP is a high level, strategic Plan that describes how partners will work together to improve local outcomes and tackle inequalities. The three partnership priorities are shown below.



Our organisational priorities that support the delivery of the Inverclyde Outcomes Improvement Plan are:

- ❖ To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
- ❖ To work collaboratively to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them
- ❖ To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
- ❖ To reduce the prevalence of poverty and in particular, child poverty in our communities
- ❖ To safeguard, support and meet the needs of our most vulnerable families and residents
- ❖ To improve the health and wellbeing of our residents so that people live well, and for longer
- ❖ To protect and enhance our natural and built environment
- ❖ To preserve, nurture and promote Inverclyde's unique culture and heritage

We recognise that the way in which we work will have a significant bearing on how successful we are in making a positive difference. With this in mind, we have agreed two further priorities that focus on how, as an organisation, we aim to deliver our services. These priorities are organisational 'enablers' which will ensure the delivery of excellent services that will in turn, deliver improved outcomes for the communities of Inverclyde. As a Council, continuous improvement is at the core of all our planning and development and these enabling priorities will ensure we continually strive for excellence to become a stronger, more effective organisation.

Our organisational priorities for the Council are:

- ❖ To deliver services that are responsive to community needs and underpinned by a culture of innovation, continuous improvement and effective management of resources
- ❖ To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs



# OUR PLAN

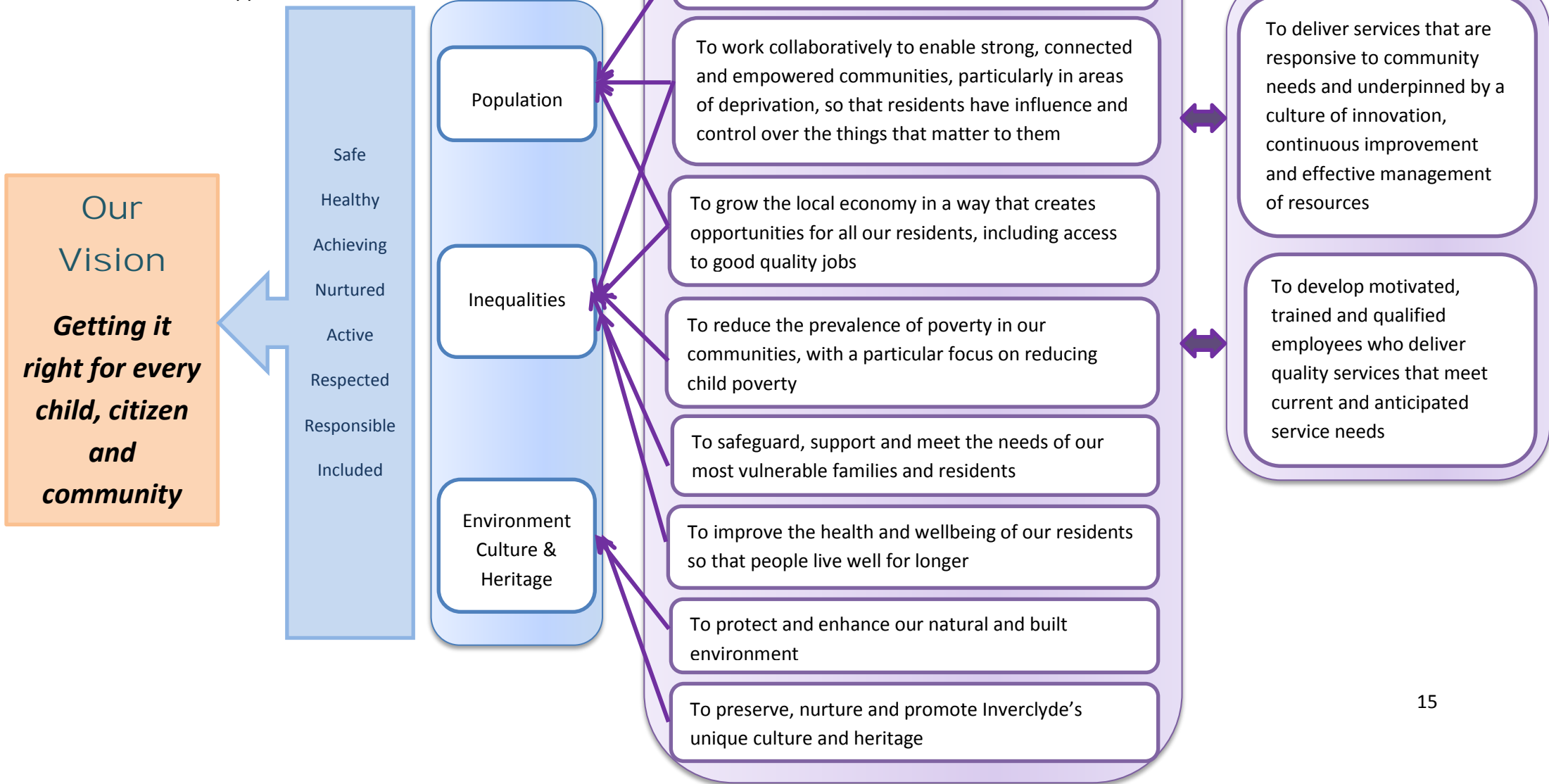
This diagram shows how the Inverclyde Alliance strategic priorities and Inverclyde Council priorities, which support the delivery of the Inverclyde Outcomes Improvement Plan link together, and how the Council's service delivery will enable this to happen.

## Inverclyde Alliance strategic priorities

*In support of the Inverclyde Outcomes Improvement Plan*

## Inverclyde Council organisational priorities

*Enablers*



## Organisational Priority

To promote Inverclyde to both residents and visitors alike, as a great place to live, work and visit

Population decline has been a key priority for both Inverclyde Council and the Inverclyde Alliance for a number of years. In 2013, Inverclyde Council identified £1 million to develop an action plan aimed at tackling this issue. This funding provided assistance to new homeowners and business relocating to Inverclyde, increased employment opportunities and business support as well as the development of tourism and marketing aimed at promoting the area. To demonstrate our ongoing commitment to addressing population decline, an additional £500,000 has been earmarked in our 2018/19 budget for repopulation work.

The rate of population decline in Inverclyde has been higher than in other Council areas in Scotland. Historically, this was due to a more people moving out of Inverclyde than moving in. In recent years however there has been a reduction in the number of residents moving out of the area and the recent decline in population has primarily been the result of negative natural change due to the number of deaths being significantly higher than the number of births.

There are encouraging signs that population decline is stabilising. In 2016 the number of in-migrants reached its highest ever level of recent years, whilst the number of people leaving the area has fallen year on year since 2013/14. In 2017, the number of people moving into the area was higher than the number of people moving out for the first time in many years. We recognise the opportunity to boost the population by encouraging more people to move into the area and we will work with partners to deliver this.

Ensuring a sustainable population also means that we need to encourage our young people to remain in the area after finishing their education. Key to achieving this will be the availability of good quality employment opportunities.

Inverclyde is an area with a huge amount of potential, including fantastic air, road and rail connections to Glasgow and the rest of Scotland. Our engagement with residents has highlighted that many people feel that the many positive attributes of the area could be better promoted to raise our profile and image in a positive way, both locally and nationally and again, we will work with partners to achieve this.

### What do we want to achieve?

- Inverclyde is regarded as a great place to invest, live, work and visit by both those who live here and those who live outwith the area
- To stabilise the population of Inverclyde
- To enhance the image and reputation of Inverclyde as an area
- To improve residents' satisfaction with living in the area
- To reduce the number of young people leaving the area by providing more opportunities locally
- To increase a sense of civic pride

# Organisational Priority

How will we measure our success?

Performance Indicator	Baseline	Target 2022
Increase the number of people moving into the area (Mid-Year Population Estimates, NRS)	<b>2017</b> 1,518	1,600
Reduce the number of people moving out of the area (Mid-Year Population Estimates, NRS)	<b>2017</b> 1,508	1,450
Increase the percentage of residents who rate Inverclyde as a good or very good place to live (Inverclyde Council Citizens' Panel)	<b>2016</b> 75%	80%
The percentage of residents who have considered leaving Inverclyde (Inverclyde Council Citizens' Panel, Spring 2018)	Baseline to be established 2018	To be set once baseline established
The percentage of residents who think their life is better than it was 5-10 years ago (Inverclyde Council Citizens' Panel, Spring 2018)	Baseline to be established 2018	To be set once baseline established
Gross weekly pay (full-time) for employees living in the area is on a par or better than the Scottish average (NOMIS)	<b>2017</b> <b>Inverclyde</b> £548.90 <b>Scotland</b> £547.70	Continue to match the Scottish average

Which outcomes does this priority contribute to?

- **Nurtured and Included**

Improving residents' satisfaction and pride in their area will help to deliver a caring, supporting environment in which to live. By providing more opportunities locally that are aimed at encouraging our young people to stay and others to move into the area, this will help to ensure the sustainability of our communities in the longer term.

## Organisational Priority

To work collaboratively to enable strong, connected, and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them

Community empowerment can deliver many positive benefits that help to nurture health and wellbeing. The Community Empowerment (Scotland) Act 2015 is aimed at giving people a sense of control over the things that affect their lives by providing opportunities to be involved in decision making at a local and national level and as a Council, we are committed to delivering this at a local level.

A relatively high proportion of Inverclyde's population experience negative outcomes because they live in an area suffering from multiple deprivation. Within these areas of deprivation however, the outcomes experienced by communities are not equal. The Our Place Our Future Survey highlighted that feelings of influence, identity and belonging; of feeling safe and of having a sense of control are lowest in the areas of highest deprivation. We want to build strong, resilient communities that have the opportunity to thrive, and have the capacity to respond to changing needs and challenges. We will encourage residents to participate and get involved in their local communities and to influence decision making; creating caring, supporting and compassionate communities that are able to take action to improve people's lives. As part of this commitment we have agreed a Community Fund to take this work forward over the life of this Plan. This in addition to core budget funding for community development, which includes grants available to local voluntary organisations.

To achieve the greatest possible impact and to ensure that inequalities are not widened further, we will provide targeted support and resources towards those who are most in need. We recognise that individuals and communities are part of the solution and that the right resources and support, combined with the skills, knowledge and assets that exist in our communities, will help identify the right priorities for action. In turn, this will help to foster a sense of influence and control which in the longer term will help to reduce inequalities.

### What do we want to achieve?

- With our partners and communities, establish locality partnerships and action plans which focus on giving communities a voice, building capacity and reducing deprivation
- Residents feel supported to become involved in local decision making and in shaping local priorities and services
- To increase the number of residents, particularly in areas of greatest deprivation, who feel that they have a sense of influence and control over their own future
- To increase lifelong learning opportunities for residents, helping individuals to develop the knowledge, skills and attributes to achieve their potential
- To increase levels of community participation, engagement and volunteering
- To increase the number of residents who feel safe

# Organisational Priority

How will we measure our success?

Performance Indicator	Baseline	Target 2022
Increase the percentage of residents who feel that they can influence decisions affecting the local area (Citizens' Panel)	<b>2016</b> 37%	45%
Increase the percentage of residents who are satisfied with the way the Council takes residents views into consideration when making decisions that affect the area (Citizens' Panel)	<b>2016</b> 40%	45%
Increase in the percentage of residents who are satisfied that they have an identity of place and feeling of belonging (Our Place, Our Future Survey)	<b>2017</b> 52.8%	58%
Increase the percentage of residents who agree that they feel safe in their neighbourhood after dark (Citizens' Panel)	<b>2016</b> 73%	75%
Increase the percentage of community organisations within disadvantaged neighbourhoods and excluded groups who have increased their capacity (Inverclyde Council KPI)	<b>2016/17</b> 79%	82%
Increase the number of volunteers	Baseline to be established	

Which outcomes does this priority contribute to?

- Safe, Healthy, Achieving, Nurtured, Respected and Responsible and Included

Our residents will feel involved, supported and more confident. Having a sense of control over the things that matter to an individual will enhance feelings of safety; enhanced self-esteem; health and wellbeing; access to job opportunities; social networks and the sense of belonging to a community. Involved and empowered residents will have an increased capacity to do things for themselves, be more resilient and take more responsibility for their lives, creating less dependency on services.

## Organisational Priority

To grow our local economy in a way that creates opportunities for all our residents, including access to good quality jobs

A strong local economy is integral to developing a vibrant Inverclyde and securing good quality employment has been identified by our communities as a top priority for the area.

A key driver of the Inverclyde economy in the coming years will be the Glasgow and Clyde Valley City Deal. To capitalise on the opportunities that this investment presents we must ensure that we have a workforce with the right skills and qualifications to meet the needs of prospective employers. Increasing access to opportunity is a priority for the Council and we need to ensure that this potential economic growth does not further widen inequality.

We recognise that we have a significant role to play in creating the right environment for business growth. Inverclyde's labour market remains highly dependent on the public sector and is therefore vulnerable to change and job losses due to reductions in public sector funding. Our shared ambition with Riverside Inverclyde is to create, attract and safeguard more and better jobs in Inverclyde, with an emphasis on the private sector.

Our commitment to ensuring that our residents have the skills to be successful in the employment market starts with our children and to support this, we have invested more than £270 million in our school estate so that all our children have the best learning environment possible and are ready for success when leaving school.

### What do we want to achieve?

- Maximise the opportunities arising from the Glasgow and Clyde Valley City Deal for the benefit of local residents and businesses
- Inverclyde's workforce has the required skills and knowledge to adapt to the demands of a changing economy and meet the needs of employers
- To increase the number of unemployed people who move into jobs, training or further education
- To increase the number of young people participating in education, training or employment
- To provide targeted support for those people who are furthest from the labour market
- To increase business density and survival rate
- To reduce the percentage of the population with no qualifications

# Organisational Priority

## How will we measure our success?

Performance Indicator	Baseline	Target 2022
Increase the employment rate of 16-24 years olds (Scottish Government Labour Market Statistics: Local authority tables 2016)	<b>2016</b> 58.6%	59.2%
Maintain the percentage of unemployed people assisted into work from Council operated / funded employability programmes (LGBF)	<b>2016/17</b> 16.95%	16.95%
Increase the percentage of the population who are satisfied with work and the local economy (Our Place Our Future Survey)	<b>2017</b> 36.4%	40%
Increase the percentage of young people participating in education, training or employment (Skills Development Scotland)	<b>2017</b> 91.1%	95%

## Which outcomes does this priority contribute to?

- Achieving, Respected and Responsible and Included

A thriving, inclusive local economy has the potential to deliver benefits for the whole of Inverclyde. Our residents will be supported to develop skills and knowledge and increase their learning, whilst targeted action plans to help reduce entrenched levels of benefit dependency will help to overcome social, employment and economic inequalities and encourage an individual to have an active role in improving their own wellbeing. A more diverse business base and skilled workforce will make the Inverclyde economy more competitive, helping to promote the regeneration of the area and in turn creating sustainable communities.

# Organisational Priority

## To reduce the prevalence of poverty in our communities, with a particular focus on reducing child poverty

We want everyone to have access to the same opportunities and quality of life, regardless of their personal circumstances or where they live, however the rise in poverty and inequality in recent years makes this a very challenging aspiration to achieve. There are a number of communities in Inverclyde with experience of long standing poverty and disadvantage, which has resulted in poorer life outcomes than those that are less deprived. The drivers of poverty are complex but can be categorised by low pay and employment; costs of daily living and entitlement to social security benefits.

Within our overall approach to tackling poverty, we are committed to reducing child poverty and have worked hard for many years to achieve this. In 2017 we established an anti-poverty fund and earmarked £1million to fund a range of initiatives to support individuals and families living in poverty. An additional £200,000 was added to this fund in our 2018/19 budget and is in addition to existing anti-poverty measures such as school clothing grants and targeted funding to reduce the poverty related attainment gap.

The challenge ahead is significant; more than 1 in 4 of Inverclyde's children are estimated to be living in poverty, rising to 1 in 3 in some areas. The pressure on public sector budgets makes it vital that the causes of disadvantage are tackled at the earliest possible stage, rather than dealing with the adverse outcomes it creates.

We welcome the introduction of the Child Poverty (Scotland) Act 2017, which is driving change by setting national child poverty targets to be met by April 2030. With our NHS colleagues we will publish a Local Child Poverty Action Plan which will set out the work undertaken in the previous year to reduce the causes of child poverty and how we plan reduce poverty in the coming year. Poverty is a multi-dimensional issue and as such, the successful delivery of the other priorities within this Corporate Plan, will also be integral to reducing poverty locally.

## What do we want to achieve?

- To develop a targeted approach to tackling poverty and inequality, delivered with partners and communities, through the establishment of locality partnerships
- To reduce the percentage of children living in poverty
- To reduce overall levels of multiple deprivation
- To close the poverty related attainment gap for children and young people
- To support families to maximise their income
- To decrease the proportion of workless households



# Organisational Priority

## How will we measure our success?

Performance Indicator	Baseline	Target 2022
Reduce the percentage of children and young people living in relative poverty (CPAG )	<b>2016</b> 25.7%	23.5%
Reduce the percentage of children and young people experiencing combined low incomes and material deprivation	Baseline to be established	8% (national target)
Reduce the percentage of children and young people living in persistent poverty	Baseline to be established	8% (national target)
Increase the average total tariff score for pupils living in SIMD 1 and 2 (KPI)	<b>2016/17</b> 695	728
Reduce the percentage of households that are workless in Inverclyde compared to Scotland (NOMIS)	<b>2016</b> 25.1%	To be closer to the Scottish average
Reduce the percentage of the local share of datazones in most deprived 20% as measured by SIMD16	<b>2016</b> 44%	40%
Reduce the percentage of the population in fuel poverty (Scottish Government, Scottish House Condition Survey)	<b>2014/16</b> 38%	35%

## Which outcomes does this priority contribute to?

- Healthy , Achieving, Nurtured and Included

Poverty is both a cause and a consequence of poor health and poor health in turn makes it extremely difficult for an individual to find a way out of poverty. Consequently reducing poverty levels will have a positive impact on an individual's health and wellbeing. Child poverty is associated with a wide range of health damaging impacts, including poorer educational outcomes and adverse long term social and psychological outcomes which impact on a child's life chances and their capacity to achieve in adulthood. By providing targeted approaches which support our children in ways that are suited to their needs, we aim to reduce the poverty related attainment gap, improve levels of attainment and achievement and help our children find a route out of poverty.

# Organisational Priority

## To safeguard, support and meet the needs of our most vulnerable families and residents

The most important role that we have as a Council is to keep our residents safe and if we are to achieve our vision of 'Getting it right for every child, citizen and community' we must respond to the needs of all our residents and in particular, the needs of those who are most vulnerable. This includes children, young people and adults who are at risk of harm, abuse and exploitation. It also includes those coping with a range of issues including poor health, disabilities and those that are vulnerable due to social circumstances. We work very closely with the Inverclyde Health and Social Care Partnership and other key partners in safeguarding and promoting the welfare of vulnerable children, families and adults.

Children growing up in a vulnerable household have been found to have a slower rate of development and a significantly higher chance of having at least one psychiatric diagnosis by the age of 17. It is therefore vital therefore that families get the help they need when they need it. For those children who cannot stay with their families, as a Corporate Parent it is our responsibility to ensure that we improve the lives and outcomes of our looked after children and care leavers.

We want to ensure that the most vulnerable members of our society are cared for and protected and that this is provided in a way that maximises choice and promotes independence. Vulnerability is not necessarily permanent and therefore a range of support services are required, regardless of age. We must be responsive to individual needs and choices and we will work closely with partners to achieve this.

### What do we want to achieve?

- To prioritise and invest in early intervention and prevention approaches
- To continue to develop inter-agency approaches to improve safety and wellbeing
- To protect all our vulnerable children, young people and adults from all forms of abuse, harm and neglect
- To improve opportunities and outcomes for our looked after children and young people so that they achieve their full potential
- To assist our most vulnerable adults to live as safely and independently as possible in their community and have influence and control over their care and support
- To ensure that our carers feel that their needs are supported

# Organisational Priority

How will we measure our success?

Performance Indicator	Baseline	Target 2022
Increase the percentage of looked after children who are cared for in a community rather than a residential setting (LGBF)	<b>2016/17</b> 87.61%	90%
Maintain at, or be better than the target of 13% for the percentage of looked after children with more than 1 placement in the last year (August – July) (LGBF)	<b>2016/17</b> 13.3%	13%
Percentage of adults receiving care and support who rate it as excellent or good (LGBF)	<b>2015/16</b> 83.7%	88%
Percentage of adults supported at home who agree that their services and support had an impact in improving or maintaining their quality of life (LGBF)	<b>2015/16</b> 88.4%	90%
Increase the percentage of carers that feel supported in their role (Citizens' Panel)	<b>2016</b> 46%	56%

Which outcomes does this priority contribute to?

- Safe, Healthy, Nurtured and Included

Our residents will be safe and protected from abuse, neglect and harm. Supporting vulnerable families will help them to become stronger, happier and healthier which in turn, will help our children to have the best possible start in life. Services will be delivered in a nurturing environment that puts the individual at the centre of the care and support being delivered.

## Organisational Priority

To improve the health and wellbeing of our residents so that people live well for longer

Poor health in Inverclyde is largely attributable to poverty, deprivation and inequality. While improvements have been made in recent years in life expectancy and healthy life expectancy, Inverclyde still falls below the Scottish average and the gap in both life expectancy and healthy life expectancy is even greater in our most deprived communities. People in Inverclyde are living longer but not necessarily healthier lives and rates of alcohol and drug misuse, mental health issues and hospital admissions are all higher than the national average. This has produced an increased demand for services at a time where health and social care budgets have reduced in real terms.

Against a backdrop of an overall population decline, the proportion of Inverclyde's population of pensionable age is projected to increase by almost 17% by 2039. Promoting healthy, active aging will be a key element of our approach to help people live well and for longer. We need to focus on ensuring that our older residents remain healthy and maintain their independence by keeping fit and active. Social isolation is more common in older people and is an important factor in undermining health status. Our Citizens' Panel named social isolation and loneliness as their top concern for older people locally. An ageing population is also likely to lead to increased prevalence of dementia amongst Inverclyde residents and we need to support residents to have the best possible quality of life and support their families.

A successful approach to tackling health inequalities needs to focus on addressing the fundamental causes of health inequalities and we will work with the Inverclyde Health and Social Care Partnership and other partners to focus on prevention and early intervention in the provision of joined up services for the health, social and emotional needs of the residents of Inverclyde.

### What do we want to achieve?

- Our residents have improved health outcomes
- Health inequalities between our most and least deprived communities are reduced
- Our residents are supported to lead active, independent and healthier lives and be more self-reliant for their own health and wellbeing
- Our residents have access to the right treatment, care and support services when they need them, in ways that are effective and personalised
- To further embed our Dementia Friendly Inverclyde approach
- To reduce the percentage of older residents who feel that they are socially isolated

# Organisational Priority

How will we measure our success?

Performance Indicator	Baseline	Target 2022
Reduce the gap in life expectancy (LE) between Inverclyde and Scotland (NRS, Inverclyde Profile)	<b>2014/16</b> <b>Males</b> <b>Females</b> 1.5 years      1 year	To reduce gap in LE closer to Scottish average
Reduce alcohol relate mortality (rate per 100,000 population) (ADP)	<b>2015</b> 38.7	34.8%
Reduce drug related hospital stays (rate per 100,000 population) (ADP)	<b>2016</b> 309	297
Reduce the proportion of older residents who reported social isolation (Health indicators in Inverclyde Health and Social Care Partnership, NHS GG&C)	<b>2014</b> 8.1%	5%
Increase self-directed support spend on adults (18+) as a percentage of total SW spend (LGBF)	<b>2016/17</b> 4.86%	9%

Which outcomes does this priority contribute to?

- Healthy, Active, Respected and Responsible and Included

Our residents are supported to be more active, improve their physical and mental health and have access to health care that meets their needs. Involving residents in decisions about their care will enhance feelings of influence and control and feelings of being respected and included which will have a positive impact on mental health.

# Organisational Priority

## To protect and enhance our natural and built environment

The quality of the physical environment and infrastructure that surrounds a person can have a significant impact on their quality of life. As such, the environment has a key contribution to make to delivering improved outcomes for our residents - a good built and natural environment supports a sense of community and belonging, provides opportunities for social interaction and promotes good physical and mental health.

Inverclyde is fortunate to benefit from outstanding natural greenspace, spectacular views and very beautiful historic buildings. Regeneration locally in recent years has helped to transform the area; along the waterfront, old industrial sites have been cleared, new residential developments have been built, new leisure and retail facilities have been created and new housing has been constructed.

The 'Our Place, Our Future' survey highlighted the importance of the environment to our communities. 'Access to natural space' had the highest level of satisfaction across all 14 elements of the survey and the Waterfront, Greenock Cut, Lunderston Bay, the Esplanade and local parks are all valued highly by residents.

### What do we want to achieve?

- With partners, continue the transformation of Inverclyde's physical environment through ongoing regeneration
- To support the sustainable residential and commercial development of the local area through our Local Development Plan
- Our public spaces are high quality, attractive and well maintained and meet the needs of our community
- Inverclyde's transport and roads network support the needs of our residents
- The housing needs and aspirations of our current and future residents are met in a planned manner
- To reduce our carbon footprint, maximise recycling and minimise waste
- To protect our environment through a range of regulatory and enforcement activities that ensure the health, wellbeing and safety of the residents of Inverclyde

## Organisational Priority

How will we measure our success?

Performance Indicator	Baseline	Target 2022
Reduction in carbon and greenhouse gas produced (tonnes per capita) (Department of Energy and Climate Change)	2014/15 4.9t	4.3t
Increase satisfaction levels with nearest greenspace (SHS)	2016 73%	75%
Increase the street cleanliness score (LGBF)	2016/17 94.3%	96%
Increase the percentage of total household waste that is recycled (LGBF)	2016/17 53.44%	55%
Decrease the percentage of the overall road network needing maintenance treatment (LGBF )	2016/18 37.9%	36%
Increase customer satisfaction with parks and open spaces (LGBF)	2014/17 87.7%	89%

Which outcomes does this priority contribute to?

- Nurtured, Active, Healthy and Respected and Responsible

Improving the natural and built environment in which our residents live will help to build a sense of community and pride in an area. Having access to good quality greenspace provides our residents with more opportunity to be active, leading to improved physical and mental health. Encouraging communities to take a more active role caring for their environment will help to promote a sense of responsibility which in turn, will lead to more attractive public spaces and increased satisfaction levels.

## Organisational Priority

### To preserve, nurture and promote Inverclyde's unique culture and heritage

Inverclyde has a rich cultural, industrial and built heritage and the area is steeped in centuries of maritime and industrial history which can be explored in various local places of interest, including Newark Castle, Greenock Cut and the McLean Museum and Art Gallery and Watt Library. The McLean Museum is widely considered to be one of the best municipal museums in Scotland for its outstanding collections of art, world culture, natural history and local heritage.

Modern day Inverclyde is a place where creativity flourishes. The area is home to the Beacon Arts Centre, a state of the art theatre and arts venue, and a talented spectrum of professional and amateur artists. There are also a number of independent and emerging arts organisations who are respected by and engaged in their communities. In addition, there are active library and creative learning services, providing cultural opportunities across the communities of Inverclyde.

A thriving arts, culture and heritage offer can have a positive impact on the physical, mental and social wellbeing of residents of all ages, as well as contributing to social and economic regeneration, promoting tourism, developing local talent and innovation, and making the Inverclyde area a more attractive place to live, work and visit.

### What do we want to achieve?

- Celebrate and promote Inverclyde's unique cultural and creative identity, past, present and future
- Develop a strong sense of place and increase civic pride through cultural and heritage activity
- Increase the number, and diversity of, local residents engaging with culture and heritage
- Promote the positive impact cultural and heritage participation can have on health and wellbeing
- Support economic development and regeneration using local culture and heritage activity as a catalyst
- Continue to secure ongoing investment from national funders into our cultural and heritage assets
- Empower communities to establish sustainable cultural and heritage activities
- Contribute to the delivery of Inverclyde Cultural Partnership's Arts and Creativity Strategy and Heritage Strategy



# Organisational Priority

How will we measure our success?

Performance Indicator	Baseline	Target 2022
Increase the percentage of adults satisfied with libraries (Source: LGBF 2014/17)	79.3%	81.3%
Increase the percentage of adults satisfied with museums and galleries (Source: LGBF 2014/17)	79.7%	81.7%
Increase the percentage of adults attending cultural events/visiting places of culture (Source: SHS 2016)	84%	86%
Increase the percentage of adults attending cultural events/visiting places of culture: 20% most deprived (Source: SHS 2016)	76%	78%
Increase the percentage of adults participating in any cultural activity (Source: SHS 2016)	77%	79%
Increase the percentage of adults participating in any cultural activity: 20% most deprived (Source: SHS 2016)	68%	70%

Which outcomes does this priority contribute to?

- Nurtured, Healthy, Respected and Responsible and Included

Our residents have access to a range of culture opportunities that help to provide a nurturing environment in which to live. Participation in culture is significantly associated with good health and improved satisfaction rates with quality of life and can also contribute to community cohesion, reduce social exclusion and help to make communities safer and stronger.

## Organisational Priority

To deliver services that are responsive to community needs and underpinned by a culture of innovation, continuous improvement and effective management of resources

Placing our residents at the heart of what we do is fundamental to shaping high quality, effective, and sustainable public services. We recognise that our services must be provided for, and with people, rather than to them. In this way, we can better understand the needs and experiences of local communities and improve service delivery together. We also need to ensure that we are able to evidence the ways in which we are improving outcomes for our residents.

In the Audit Scotland Best Value Assurance Report published in June 2017, Inverclyde Council was praised for delivering innovative services and this will be even more important in the future as budgets reduce further and we need to achieve more with less.

The way in which we deliver services needs to continue to evolve, reflecting the fact that the ways in which customers interact with services and their preferred method of contact has changed beyond recognition in recent years. As a Council, if we are to meet or exceed the expectations of our customers we must be open to new and different ways of delivering public services. Innovation in service delivery will be central to making the best use of our resources and making a positive difference.

### What do we want to achieve?

- The principles of Best Value are applied to everything that we do
- Our residents and communities feel actively involved in how services are designed and delivered
- We have modernised the way in which we work via the implementation of our 'Delivering Differently' programme
- Our services are provided in a variety of ways that meet the needs of our service users and offers flexibility
- We use data more effectively for the benefit of residents and to plan for the future of services
- We maximise our income stream by working more efficiently and where it is appropriate collaboratively, in the delivery of services
- To modernise and rationalise our property estate
- To strengthen partnership working to deliver the best possible outcomes for our residents

# Organisational Priority

How will we measure our success?

Performance Indicator	Baseline	Target 2022
Increase the percentage of residents who agree that the Council is responsive to customer needs (Citizens' Panel)	<b>2015</b> 50%	55%
Increase the percentage of residents who are satisfied with Council services (Citizens' Panel)	<b>2016</b> 68%	70%
Increase the percentage of residents who feel Council services are good value for money (Citizens' Panel)	<b>2016</b> 60%	65%
Increase the percentage of residents who agree that the Council's reputation is good (Citizens' Panel)	<b>2015</b> 44%	50%
Increase the percentage of operational accommodation that is suitable for its current use (LGBF)	<b>2017</b> 90.2%	92%
Percentage of interactions with the Customer Service Centre using online and other automated services (KPI)	<b>2017</b>	
- Face to face	20.84%	12.5%
- Phone calls	77.44%	67.5%
- Mobile / website other	1.7%	20%

Which outcomes does this priority contribute to?

- Achieving, Included and Respected and Responsible

As a high performing Council that delivers services that are shaped by its communities, we will achieve greater impact and more effective use of resources. By supporting communities to help tackle the issues that are important to them we will help promote a shared sense of belonging and ownership as well as developing assets and expertise in the local community.

## Organisational Priority

To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs

Our employees are our greatest asset and the measure of our success as an organisation depends on our employees and the service that they provide. We recognise that in order to deliver the organisational priorities contained within this plan, we need a workforce that is experienced, engaged, motivated and appropriately developed. We are committed to investing in planning and supporting staff, listening to what they say and acting on their feedback.

We recognise that the next few years will be extremely challenging for the Council and it is therefore more important than ever to ensure that we have a strategy and workforce plans in place which will drive and deliver change across services while ensuring our employees continue to be motivated, sufficiently trained and qualified to deliver quality services which meet current and anticipated service needs.

Added to this, our employees are delivering services in an environment dominated by a public sector reform agenda, involving anticipated changes in legislation and policy which will directly affect the way that Council services are delivered in the future and will place new demands on the skills and capabilities of our workforce. We recognise the importance of supporting employees through periods of sustained change and this will be managed through our People and Organisational Development Strategy 2017-2020. The success in achieving this priority will primarily be measured via our Employee Survey, which is due to take place in late 2018.

### What do we want to achieve?

- Our workforce size and the skills set of our employees meet the needs of the organisation
- We have an employee driven culture of high performance, improvement and innovation
- Our workforce feels valued and highly motivated
- Our employees understand how their role contributes to the Council's vision
- Inverclyde Council is viewed as an employer of choice
- The health and wellbeing of our employees is supported through a range of health, safety and wellbeing opportunities
- Employees are digitally skilled to deliver the best service to meet customer needs

# Organisational Priority

How will we measure our success?

Performance Indicator	Baseline	Target 2022
At least 70% of employees agree that are satisfied in their job (Employee Survey, 2018)	2018	70%
At least 70% of employees understand how their work contributes to the Council's aims (Employee Survey, 2018)	2018	70%
At least 70% of employees agree that they feel motivated to do the best job they can (Employee Survey, 2018)	2018	70%
At least 70% of employees agree that Inverclyde Council is a caring and supportive employer (Employee Survey, 2018)	2018	70%
Reduce employee sickness absence (days lost per full-time equivalent employees) (KPI)	2016/17 9.4 days	9 days

Which outcomes does this priority contribute to?

- **Achieving and Healthy**

Our employees are supported and guided in their jobs, with access to appropriate training opportunities to develop their knowledge and skills and have access to services and initiatives designed to promote their overall health and wellbeing.

## Delivering our organisational priorities

The Council's strategic planning and performance management framework is shown in the diagram below. This is the delivery framework for the priorities contained within this Corporate Plan.

- The overarching strategic plan for Inverclyde is the Inverclyde Outcomes Improvement Plan, which sets out the priorities that all partners within the Community Planning Partnership will seek to deliver to improve the wellbeing and quality of life of the residents of Inverclyde, with a particular focus on reducing inequality and poverty. This Corporate Plan directly contributes to the achievement of these partner priorities.
- The Financial Strategy establishes the policy framework for resource allocation within the Council over the medium term and is designed to support the delivery of the priorities contained within the Corporate Plan and the Inverclyde Outcomes Improvement Plan.
- The improvement activities that will help us to achieve the priorities contained within this Corporate Plan are set out in our Corporate Directorate Improvement Plans. These are three year Plans which are refreshed on an annual basis.
- The People and Organisational Development Strategy sets out how we will meet the challenges that the Council will face over the next 3 years to ensure that our workforce is positive, motivated and well managed.
- Our Service Statement and Standards focus on the day to day work of each service and set out the standards of service that the public can expect to receive.
- Underpinning all aspects of the strategic planning and performance management framework is the aim to deliver improved outcomes for our communities and the achievement of our vision 'Getting it right for every child, citizen and community'.



The principal vehicle for the delivery of the organisational priorities contained within this Corporate Plan will be the Council's Corporate Directorate Improvement Plans (CDIPs). Each CDIP will contain an improvement plan which will set out the actions that will be taken by the Directorate to deliver the priorities within this Corporate Plan. The CDIP will also contain information on the lead officer(s) and timescale for the delivery of each of the improvement actions. Progress reports on the delivery of the CDIPs are reported to every second meeting of the relevant Council committee.

This Plan contains a range of specific performance measures in support of each priority, each with a set target to help measure progress. Many of the targets we have set however can only be achieved through effective partnership working as the complexity of the issues means that the Council alone cannot achieve the desired level of change. Similarly, the nature of the priorities means that change will not be achieved in the short term and therefore it is more appropriate to review progress against the performance measures on an annual basis.

As part of our commitment to public performance reporting, we also publish a wide range of information relating to how well we are performing, which is available to view on the Council's website. These indicators provide an additional measure of our progress in delivering the priorities in this Plan and in turn, the achievement of our wellbeing outcomes. You can view all our performance information here:

<https://www.inverclyde.gov.uk/council-and-government/performance/statutory-performance-indicators>

Progress towards the achievement of targets will be managed using the Council's performance management system, Inverclyde Performs and a Corporate Plan Annual Report will be produced each year for the Corporate Management Team and reported to the Council's Policy and Resources Committee. The Annual Report will be published on Inverclyde Council's website.

## Contact Us

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This document is available in other formats. Please contact us to request this.



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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>7 June 2018</b>
<b>Report By:</b>	<b>Chief Financial Officer</b>	<b>Report No:</b>	<b>FIN/63/18/AP</b>
<b>Contact Officer:</b>	<b>Alan Puckrin</b>	<b>Contact No:</b>	<b>01475 712223</b>
<b>Subject:</b>	<b>Financial Strategy 2018/2025 - Update</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to present the updated Financial Strategy to the Council for review and approval.

## 2.0 SUMMARY

- 2.1 The six monthly review of the Financial Strategy has been undertaken and takes into account the initial position of the 2018/19 Budget, a review of all funding models included in the Appendix and the latest economic forecasts plus any developments in respect of the Scottish Government Budget.
- 2.2 The figures contained reflect economic forecasts announced by the Chancellor in March, 2018 which reported a slow down in economic growth, a projected increase in interest rates and confirmed that the annual budget deficit will remain for some time yet.
- 2.3 It can be seen from table 3 in paragraph 7.8 that the 2019/20 funding gap is £4.263million prior to the application of any further savings/ adjustments or any decision on whether to increase Council Tax.
- 2.4 Table 4a shows that based on the latest information including forecasts from the Fraser of Allander Institute, Fiscal Affairs Scotland and the local assessment of certain figures by the Chief Financial Officer, the mid-range scenario shows that the Council faces a potential funding gap of £15.0 million over the 2019/22 period prior to any decision around Council Tax levels. In line with Best Practice, Tables 4b and 4c illustrate scenarios for the 2019/22 Revenue funding gap based on different assumptions around Government Grant, income, inflation and budget pressures. These Tables show potential funding shortfalls of £2.8 million to £31.0 million.
- 2.5 Table 5 in paragraph 7.13 shows that overall, the Council has a £2.20 million funding shortfall on the 2017/21 Capital Programme. The Capital Programme allows for 5% over programming and this funding shortfall is within that limit. The outlook for capital is more positive than for revenue and the Council will need to examine how it can best use capital to reduce pressure on the Revenue Budget.
- 2.6 All the other appendices and tables have been updated as follows:

Appendix 4 – Riverside Inverclyde – this reflects the latest Single Operating Plan plus recent allocations to Town & Village Centres. The Council will have fully met its original commitment to Riverside Inverclyde by 31 March 2019 and it would be intended to no longer report this Appendix after that date.

Appendix 5 – School Estate Management Plan – this reflects the latest phasings and decisions. It remains financially balanced based on the assumptions made and recent savings applied. The final projects are scheduled for completion in 2020.

Appendix 6 – General Fund Reserves – this reflects the May, 2018 Policy & Resources Committee information and shows a projected £4.051 million of unallocated reserves at 31

March, 2018.

Appendix 7 – Capital Fund – this reflects the latest review of receipts and £3.0 million allocated for Loans Charges (See Appendix 12).

Appendix 8 – Repairs and Renewals Fund – this reflects the latest projections for the refurbishment of 3G Pitches over 2017/25 and following a decision taken as part of the 2018/19 Budget to allocate an annual allowance from the Capital Programme, the maintenance model is now funded.

The appendix also shows that the fund set aside for maintenance around the retail development in Port Glasgow will be exhausted by 2020/21 and approval was given in December 2017 to combine the maintenance funds for the Port Glasgow Retail Development, Reservoirs above the Cut and Inverkip Railway Bridge into a single fund to provide longer term sustainability and reduce pressure on the Revenue Budget.

Appendix 9 – AMP – this reflects the latest projected figures taking into account write backs to the General Fund Reserves. The programme is coming to an end and remains affordable.

Appendix 10 – Vehicle Replacement Programme – reflects latest information and budget savings and remains affordable.

Appendix 11 – RAMP – shows the approved investment for the period to 31st March 2021 plus proposals for the period to 31st March 2023 included in the Roads Asset Strategy.

Appendix 12 – This Appendix illustrates how the Council intends to smooth the significant fluctuations in loans charges over the period to 2024/25. In addition the figures reflect the £2.0 million saving in Loans Charges agreed by the Policy & Resources Committee as part of the 2016/18 budget and the annual further £300,000 year on year reduction in budget agreed as part of the March 2018 Budget.

Appendix 13 – This Appendix provides a projection of the City Deal programme for the first 10 years of operation from both a revenue and capital perspective. It should be noted that this model will be refined as Business Case approvals are achieved and is currently affordable.

- 2.7 Section 11 of the Strategy reflects the identified risks to the Financial Strategy and mitigating actions whilst Appendices 1 to 3 highlights the major short / medium / long term issues the Council needs to be aware of which could materially impact on the figures presented.
- 2.8 Overall the Financial Strategy confirms the significant challenges facing the Council in coming years but that all models remain affordable, based on the latest information.
- 2.9 The Corporate Management Team has contributed to and approved the content of the revised Financial Strategy.

### **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Council approves the latest revision of the Financial Strategy.

**Alan Puckrin**  
**Chief Financial Officer**

## 4.0 BACKGROUND

- 4.1 The Financial Strategy requires to be reviewed twice per year and reported to the Full Council. This is done in June and December each year.

## 5.0 CURRENT POSITION

- 5.1 The Strategy has been updated to reflect latest information as detailed in Section 2 of this report and confirms that the Council has an estimated recurring funding gap of £4.263 million over 2019/20 and a mid-range funding gap of £15.0million by 31 March 2022 based on latest assessments.
- 5.2 It should be noted that within the movement in Block Grant assumptions there is no differentiation between whether any funding increases are ring fenced or linked to national policy priorities eg Early Years increase in hours or implementation of the Carers Act. Therefore, whilst the funding gap in the optimistic scenario is only £2.8million, the savings required over this period in this scenario are likely to be far greater.
- 5.3 All models in the Appendices have been reviewed and all remain affordable in the short / medium term.
- 5.4 Appendices 1-3 outline the short, medium and long term challenges which the Council requires to consider when agreeing future budgets.
- 5.5 The key messages are that unless there are improvements in the Local Government settlement compared to recent years, then the Council faces some very difficult choices in order to balance the Budget. The new fiscal framework within which Scotland now operates and the ongoing Brexit negotiations bring a further layer of uncertainty and therefore it is important that the Council's Financial Strategy provides a range of scenarios and that Members plan accordingly.

## 6.0 IMPLICATIONS

### Finance

- 6.1 The Financial Strategy is the key document for the Council's financial planning and links into other strategies and plans such as the Corporate Plan and Corporate Directorate Improvement Plans. Given the financial challenges which lie ahead then the importance of regular reviews of the document increases.

#### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

##### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments

### Legal

- 6.2 There are no specific Legal issues arising from the report.

## **Human Resources**

6.3 There are no specific Human Resources issues arising from the report

## **Equalities**

6.4 There are no specific equalities issues arising from the report

## **Repopulation**

6.5 Having medium term financial plans which realistically reflect the pressures and opportunities faced by the Council and the communities it serves will help build confidence in the area and contribute to the Repopulation agenda.

## **7.0 CONSULTATIONS**

7.1 The Financial Strategy has been produced after consultation with and input from the CMT and other relevant Officers.

## **8.0 LIST OF BACKGROUND PAPERS**

8.1 None



## Financial Strategy

2018/19 – 2024/25

June 2018

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## **Appendices**

Appendix 1 - Short-Term Issues

Appendix 2 - Medium-Term Issues

Appendix 3 - Long-Term Issues

Appendix 4 - Riverside Inverclyde Funding Details

Appendix 5 - School Estate Management Plan Funding Details

Appendix 6 - General Fund Reserves

Appendix 7 - Capital Fund

Appendix 8 - Repairs & Renewals Fund

Appendix 9 - Office & Depot AMP Funding Details

Appendix 10 - Vehicle Replacement Programme

Appendix 11 --Roads AMP

Appendix 12 – Loan Charges

Appendix 13 – City Deal

## 1.1 Foreword

This latest revision of the Council's Financial Strategy has been undertaken at a time of continued pressure on the Public Finances plus political and constitutional uncertainty.

Given the challenging economic situation, and the significant financial issues we will face over future years, it is essential that the Council updates its Financial Strategy regularly to ensure it provides a practical framework within which policy choices can be identified, debated and approved.

The approval of this revised Financial Strategy demonstrates that we are clear both about the outcomes we want to achieve for our communities and the financial challenges that need to be addressed if we are to successfully deliver on these outcomes.

To provide a clear, consistent strategic direction for the Council the following outcomes were agreed for the Financial Strategy – it will ensure that:

- **the Council has a comprehensive, sustainable, balanced budget;**
- **the Council reviews the level of Council Tax annually in the context of the Financial Strategy, to determine an appropriate level in the best interests of the people of Inverclyde;**
- **resources are allocated and deployed to facilitate delivery of the outcomes in the Corporate Plan/Local Outcome Improvement Plan and Corporate Directorate Improvement Plans;**
- **all key strategic decisions on the allocation and deployment of resources are made within the appropriate financial context;**
- **Members can take full account of the impact of decisions on the overall financial resources of the Council in the short, medium and long term;**
- **there is a high level of confidence in the financial management of the Council;**
- **the Council has flexibility to address new policy requirements, or significant changes to existing policies, within overall available financial resources;**
- **resources are invested effectively, efficiently and on a sustainable basis;**
- **there is continued improvement in the delivery of major projects;**
- **there remains a focus on securing efficiencies across the organisation;**
- **a significant proportion of efficiencies secured are invested in improving service quality, delivering new infrastructure, enhancing service levels and upgrading existing assets;**
- **there is an increased level of understanding on behalf of the wider community with regard to the finances of the Council.**



The primary financial challenge facing the Council over the coming period, given the impact of the economic downturn on public sector budgets, will be to stay within the approved revenue budget and deliver a capital programme that continues to maintain a high level of investment in key infrastructure.

There is no doubt that setting the 2018/19 budget generated options which required difficult decisions. This position is expected to be magnified over the next period. One of the main challenges faced by the Council is therefore forward planning, preparatory investment and a sufficient lead in period prior to implementation of both savings and investment for the period beyond the current budget.

Given the difficult position the Council faces on capital expenditure, it is essential that future capital expenditure proposals are largely self-financing through the release of other capital assets, as well as delivering efficiencies which will secure ongoing revenue savings.

The Council has also approved corporate policies to charging and income generation – including maximising external funding from sources such as the various Lottery Funds to supplement existing resources and support service delivery. The Council increased the level of income generated by charging as part of the overall 2018/20 Budget.

The Financial Strategy also ensures that strategic initiatives which require long term revenue and capital commitments such as The City Deal, Asset Management Strategy and the School Estates Management Plan are locked down.

We also need to ensure that the Financial Strategy continues to support the Corporate Plan directly, the Local Outcome Improvement Plan and effectively link this Strategy to our Corporate Directorate Improvement Plans.

The Financial Strategy is a dynamic document and will be monitored on an ongoing basis by the Corporate Management Team and the Policy & Resources Committee. It will continue to be formally reviewed by the Council twice yearly, in June and in December.

This Financial Strategy is key to the future success of the Council – it is about making sure we have sufficient resources in place when required to deliver the outcomes we realistically can achieve for the communities of Inverclyde.

**Councillor Stephen McCabe**  
**Leader of the Council**

**Aubrey Fawcett**  
**Chief Executive**

## 2.0 Why have a Financial Strategy?

- 2.1 The purpose of our Financial Strategy is to provide clear direction, supported by a practical framework and explicitly defined parameters, on how the Council will structure and manage financial resources in the medium to long term to ensure they are deployed effectively to achieve corporate objectives.
- 2.2 This is not just another financial process – the Financial Strategy is integral to our Strategic Planning and Performance Management Framework which underpins the achievement of the outcomes identified in the Corporate Plan, and is an integral part of the Corporate Directorate Improvement Plans.
- 2.3 The requirement to develop a medium to long term financial strategy covering the next three to eight years (and in some areas longer) is a vital component of decision making.
- 2.4 The Council has taken into account guidance from CIPFA when developing the Financial Strategy as well as best practice from other local authorities.
- 2.5 Our ambition is to maintain a single, coherent Financial Strategy that brings together the corporate objectives of the Council along with all the relevant financial information in a clear, accessible document.
- 2.6 The value of such a Strategy is that it enables the Council to develop a better understanding of the wider policy and financial environment within which it operates, identify and respond flexibly to opportunities and threats, manage and mitigate risks and ensure that financial resources are contributing to achieving corporate objectives.
- 2.7 The Strategy will also provide information to a range of stakeholders:

**Table 1 – Stakeholder Information**

For the Council and Elected Members	to decide how available financial resources will be used
For Chief Officers, managers and employees	To help optimise the available resources and reinforce their roles in financial management arrangements
For residents	to show how the Council's Financial Strategy impacts upon service provision
For Council Tax payers	to demonstrate how the Council looks after public resources
For partners	to share the Council's vision and help identify opportunities for joint working and resource deployment.

- 2.8 Inevitably some of the information of the Financial Strategy will be based on forecasts and these will change over time - the Strategy is reviewed regularly so that the Council can respond proactively to any such changes.
- 2.9 The inclusion of information in the Financial Strategy does not infer approval and all financial projections and issues will have to be subject to approval through the budget process.
- 2.10 The Strategic Planning and Performance Management Framework continues to develop links between the strategic planning and budgeting processes. This allows services to plan ahead, taking into account the resources available and proactively identify opportunities to achieve efficiencies or secure alternative funding sources. This process also encourages the development of joint resourcing opportunities within the Inverclyde Alliance.

### 3.0 Financial Summary

- 3.1 On 15 March 2018 the Council agreed the 2018/19 Revenue Budget which did not include any use of Reserves to balance the Budget. As part of the Budget Strategy the Council also agreed to progress a medium term Budget Strategy covering 2018/23, the life of the current Council.
- 3.2 The same meeting also agreed the 2018/21 Capital Programme which took into account the latest Government Grant settlement information.

**Table 2 – Short Term Summary – Approved Revenue and Capital Budgets (March 2018)**

	2018/19 £million
<u>General Fund Revenue</u>	190.379
<u>Budget Financed by</u>	
Government Grant (Including NDR)	(160.553)
Council Tax	(29.826)
Approved Contribution from General Reserve	0
<u>Capital Programme (2018/19)</u>	
Approved Spend	27.71
<u>Financed by</u>	
Government Grants	8.28
Capital Receipts	0.14
Other Grants/CFCR etc	6.20
Prudential Borrowing	12.44
Resources Carried Forward from prior year	15.49
Surplus in Resources in 2018/19	14.84

## 4.0 Overall Economic Position

### *UK Context*

4.1 The March 2018 Spring Statement by the UK Government revised a number of the key projections. These showed a reduction in growth since the previous statement and higher projected interest rates. Some of the March 2018 figures are shown below.

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
GDP (real % change)	1.6	1.5	1.2	1.3	1.4
CPI (% change)	2.9	2.2	1.8	2.0	2.0
Interest Rate	0.4	0.9	1.3	1.5	1.7
Borrowing (£Billion)	45	37	34	29	26

4.2 The UK Government will not meet its target of a balanced budget by 2021/22. This suggests some more difficult decisions are still to come. All the above forecasts are highly uncertain given the significant pressures on the Public Finances and the on-going Brexit negotiations.

4.3 Despite the fluid situation it appears clear that there will be no material rises in tax rates or increased use of borrowing and as such considerable pressure will remain on the Public Finances.

### *The Scottish Context*

4.4 The current Scottish Government plans contain a number of commitments which are expected to impact on Local Government finances in the next few years. The main areas are as follows:

- NHS Budget to increase by £500m more than inflation by the end of the Parliament
- Additional £1.3 billion in Health & Social Care Partnerships
- To almost double the free early years provision by 2020
- Increase Scottish Attainment Fund by £750 million with more allocated to Head Teachers
- Extend payment of the Living Wage to all Social Care and Early Years workers.
- Abolish the “Bedroom Tax”
- Council Tax increases to be capped at +3%
- Assignment of some income tax to Councils
- Reform of Council Tax

Progress has been made on a number of these commitments but the longer term funding for some areas remains uncertain and this issue has been highlighted in various reports by the Accounts Commission/Auditor General.

4.5 In addition a number of other initiatives which will impact on Local Government are planned as follows:

- A review of the roles and responsibilities of local authorities and between local authorities and health boards
- Introduction of a Bill that will decentralise local authority functions, budgets and democratic oversight to local communities
- 1% of local authority budgets to be allocated to local communities under Community Choice arrangements
- Consideration of a system of penalties for local authorities which have not settled equal pay claims

- 4.6 The following table shows the projected movement in the Scottish Budget over the period 2017/21 based on information produced by the Fraser of Allander Institute (FAI) in September 2017.

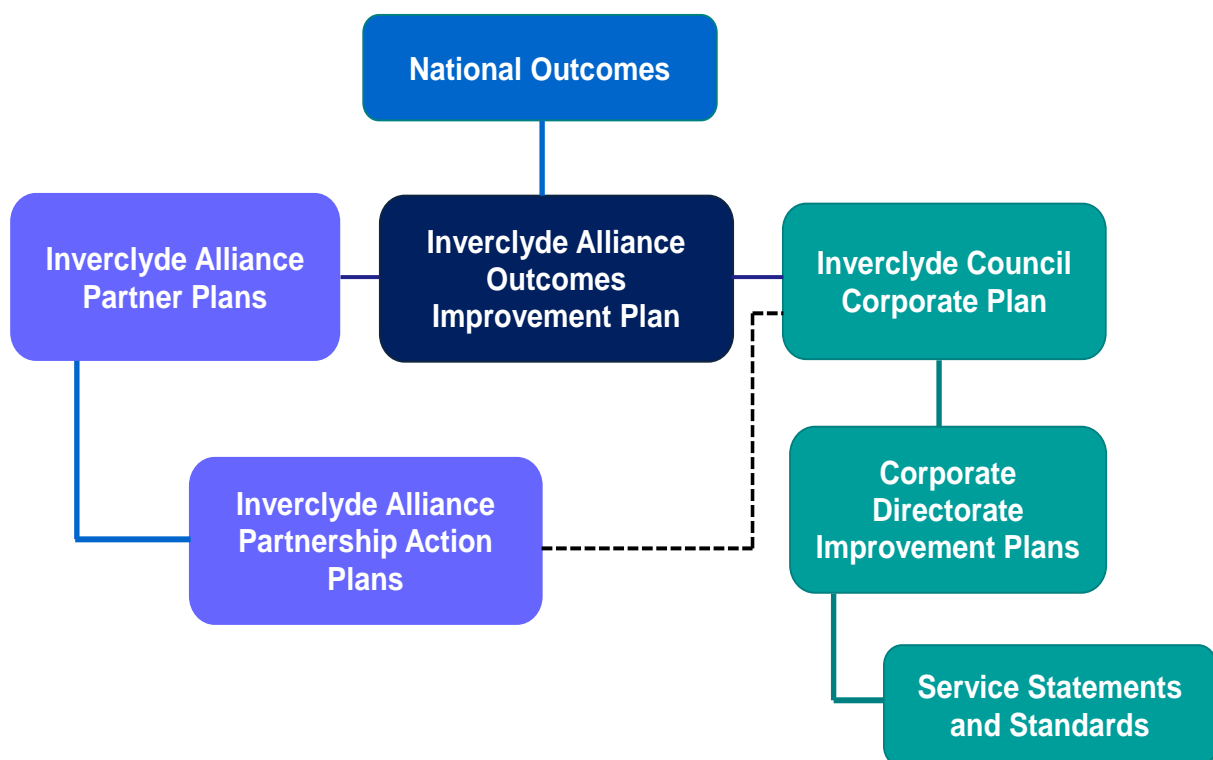
	<u>2017/18</u> %	<u>2018/19</u> %	<u>2019/20</u> %	<u>2020/21</u> %	<u>Cumulative</u>
<u>Scottish Block – Cash</u>	+0.5	-	+0.3	+1.2	+2.0
<u>Scottish Block – Real</u>	+0.2	-1.5	-1.3	-0.6	-3.2

The above figures are before the impact of potential lower growth in Scotland's economy and how this feeds into the new fiscal arrangements.

- 4.7 The Scottish Parliament agreed to vary income tax rates compared to the rest of the UK as part of the March 2018 Budget. Some of the extra funding funded an improved settlement for Local Government albeit at this time there is no guarantee that the funding increase will be baselined for 2019/20.
- 4.8 The outlook for capital is relatively positive but for revenue is less so with 2018/20 particularly challenging. Based on the FAI figures the unprotected portfolios, of which Councils are largely part of, face real term cuts of 9.3% over 2018/20 (6.2% cash cuts).
- 4.9 Based on the above it is clear that Local Government faces a continued squeeze on resources for the foreseeable future which will require clear prioritisation and inevitably a review of some of the universal service provision policies at both a national and local level.

## 5.0 Local Context

- 5.1 The local environment within which the Council operates has changed significantly in recent years and will alter further in future years due to the impact of national legislation and policy, further economic turbulence, societal changes and developing customer expectations.
- 5.2 The overall strategic framework within which the Council operates is outlined in the Strategic Planning and Performance Management Framework. The Framework includes the Local Outcome Improvement Plan, the Corporate Plan, Corporate Directorate Improvement Plans and the Financial Strategy.
- 5.3 The Strategic Planning and Performance Management Framework is shown in the Diagram below.



- **National Outcomes** are set by the Scottish Government and sit within a National Performance Framework. These outcomes are an overarching guide for the local community planning partnership document, the Inverclyde Outcomes Improvement Plan.
- The Inverclyde Alliance Outcomes Improvement Plan (OIP) is a high level strategic partnership document setting out the vision and direction for the Inverclyde area, as agreed by all the Inverclyde Alliance partner organisations and communities. The outcomes are based on evidence of the key issues and challenges for the Inverclyde area and through community engagement. They set out what we want to achieve for all the communities of Inverclyde.
- The **Partnership Action Plans** set out the Partnership actions and projects which will contribute to the achievement of the OIP priorities and are expressed through the wellbeing indicators (see below in 5.4) to help better understand their impact on a crosscutting basis.

The Council is in the process of developing a new **Corporate Plan 2018/22**. **The Corporate Plan** is a public facing document setting out the Council's vision and priorities. The Plan will reflect the wellbeing outcomes from the Outcomes Improvement Plan and set out, at a high level, what the Council will do to help deliver the partnership priorities. The Plan will also set out the high level budget by key services. At the time of writing, the Council's Corporate Plan priorities have still to be finalised. The Plan itself will be presented for approval to The Inverclyde Council on 7 June 2018 and the Council's key priorities will be reflected in the next Financial Strategy.

- **Corporate Directorate Improvement Plans** set out the vision for each Directorate. The Plan covers two broad areas, the first being corporate cross cutting improvement actions and the second Directorate Improvement actions. These improvement actions are based on robust self-evaluation and referenced to community outcomes and wellbeing outcomes. In addition the HSCP has a 3 year Strategic Plan which supports the IJB.
- **Service Statement and Standards** set out what services do on a day to day basis and will not change significantly year on year, but will be refreshed to reflect any structural or legislative changes. It is a public facing document which also sets out a summary of the financial and employee resources allocated to run the service. Service standards are also reflected in the Service Statements, setting out what quality standards the service follows and what customers can expect.

#### *Outcomes for Inverclyde*

The focus of the Strategic Planning and Performance Management Framework is on addressing the main challenges facing the area. The new Inverclyde Outcomes Improvement Plan will build on the achievements of the SOA. The OIP contains three strategic priorities:

- **Population:** Inverclyde's population will be stable and sustainable with an appropriate balance of socio-economic groups that is conducive to local economic prosperity and longer term population growth
  - **Inequalities:** There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced
  - **Environment Culture and Heritage:** Inverclyde's environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit
- 5.4 The OIP continues to focus on the **wellbeing outcomes**, which the Inverclyde Alliance, including the Council, has adopted. These wellbeing outcomes have been adapted and expanded from 'Getting it Right for Every Child', to help us work towards a Nurturing Inverclyde, 'Getting it Right for Every Child, Citizen and Community'. The wellbeing outcomes cover the core areas of Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.
- 5.5 A key challenge for the Inverclyde Alliance, and the public agencies, operating in Inverclyde, over the next five years will be to ensure better alignment between available resources, across all agencies, and the outcomes and priorities identified in the Inverclyde Outcomes Improvement Plan.
- 5.6 The Council is working to establish a picture of resource deployment in the context of the OIP and will work with partners to try to capture the picture across all involved agencies.

#### *Demographics and Population*

- 5.7 The most significant challenge facing Inverclyde is depopulation and associated demographic change – this has been recognised by the Council and our Partners as a priority in the Inverclyde Outcomes Improvement Plan and will also be reflected in the Council's new Corporate Plan 2018/22.



- 5.8 The fundamental issue for the Council is that at some point if the decline in population continues at the current pace then the area could become no longer sustainable as a unit of administration which would have an associated impact on other services such as health, police and fire.
- 5.9 In the 2011 Census the population for Inverclyde was 81,485, a decrease of 3.2% from 84,200 in the 2001 census. The most recent population estimates set out Inverclyde's population for 2017 at 78,760, a decrease of -0.51% from 79,160 in 2016. The population of Inverclyde accounts for 1.5% of the total population of Scotland.
- 5.10 In Inverclyde 17% of the population is estimated to be aged 0 – 15 years, which is slightly less than the percentage for Scotland, 17%. 63% of the population is aged 16 – 64 years, compared to 64% in Scotland. 21% of Inverclyde's population is aged 65 years and older compared to 19% in Scotland.
- 5.11 Since 1985, Inverclyde's total population has fallen overall, Scotland's population has risen over this period.
- 5.12 By 2041 the population of Inverclyde is projected to be 70,550, a decrease of 10.9% compared to the population in 2016. The population of Scotland is projected to increase by 5.3% per cent between 2016 and 2041.
- 5.13 Over the 25 year period the age group that is projected to increase the most in size in Inverclyde is the pensionable and over age group with a 14.1% increase. In Scotland, it is estimated that there will be a projected 25.1% increase in the pensionable age population by 2041.
- 5.14 The population aged under 16 in Inverclyde is projected to decline by 14.9% over the 25 year period, compared to a 1.5% decrease nationally.
- 5.15 In the [SIMD](#) 2004, Inverclyde, locally, had 32.7% of data zones in the most deprived 15% of all data zones. In 2012, the percentage of data zones in the most deprived 15% increased to 40.0% but reduced to 36% in SIMD16. Between SIMD12 and SIMD16, the number of Inverclyde data zones in the 5% most deprived in Scotland fell by 3 from 14 to 11. This equates to 9.6% of all 114 Inverclyde data zones in the 5% most deprived category.

Inverclyde has the second highest concentration of deprivation in Scotland, sitting behind Glasgow.

- 5.16 Demographic change will have significant impact on services as funding allocated from the Scottish Government is partly based on the population of an area. Even with additional allocations to take account of deprivation the budget is expected to reduce in real terms over the next five years.
- 5.17 In terms of indicators of deprivation the profile for Inverclyde differs significantly from the national picture, these include:
- Of the 9,200 working age key benefit claimants in Inverclyde 5,850 (11.7% of the working age population) are claiming Employment Support Allowance and Incapacity Benefits. This is higher than the Scottish figure of 7.8%. (As at November 2016).
  - 5.2% of working age benefit claimants are claiming unemployment benefits. Of this, a higher proportion of 18 – 24 year olds (7.2%) are claiming than 25 – 49 year olds (6.0 %) or 50+year olds (3.7%). (As at February 2018).
  - 18.4% of the working age (16-64yrs) population of Inverclyde are out-of-work benefit claimants, compared to 13% of the Scottish population as a whole. (As at November 2016).
  - Approximately 81.5% of working age adults in Inverclyde have NVQ1 and above, or other formal qualifications. 84.1% of the Scottish population have NVQ1 and above or other formal qualifications (Jan 2016 – Dec 2016).

- Median earnings for full time workers living in the area (Gross Weekly Pay) in 2017 were £548.90 which has increased significantly from the 2007 rate of £382.10 per week, which was a gap of 13%. This is approximately 0.2% higher than those for Scotland as a whole (£547.70). This is the first time that gross median earnings for workers living in Inverclyde has been higher than the Scottish average.
- Working age people account for 63% of all people in Inverclyde (2016 mid year population estimates). This is 2% lower than for Scotland as a whole.

5.18 The projected population changes will have an impact on all service areas, particularly Education and Social Care, where there will be a need to actively manage the transition from current service delivery arrangements to new models that are built around the needs of the future population.

5.19 The deprivation profile will have major implications for services as research indicates that those most vulnerable to poverty are more likely to require greater interventions and experience greater levels of health inequalities and a targeted focus to move individuals out of poverty will come at a significant cost to public agencies.

5.20 The predicted demographic changes also have other implications. A decline in younger economically active people and a growth in the older, more vulnerable age group can mean there will be fewer informal carers which could result in a higher dependency on the services provided by the Health & Social Care Partnership.

#### *The changing public sector landscape in Inverclyde*

5.21 The public sector landscape has changed significantly over the last decade in Inverclyde with the creation of Riverside Inverclyde, River Clyde Homes and the Integrated Joint Board – these organisations join Inverclyde Leisure and the wider voluntary sector as part of a mixed economy of public service provision.

5.22 The development of this mixed economy of public service provision presents new challenges for the Council as it seeks to ensure that outcomes are achieved and that resources are being deployed effectively and efficiently. This is particularly relevant in the context of the LOIP where there will need to be a robust appraisal of whether existing service delivery arrangements across all partner agencies can effectively deliver on the agreed outcomes.

5.23 Whilst the Council has to tackle the problems associated with poverty, health inequalities and deprivation now, it also has to look to the future, and ensure that effective intervention is put into place now, to prevent further problems from developing, which will ultimately require expensive interventions. Investment in the lives of our children and young people early on in their lives will result in a better outcomes and quality of life for them as they grow up in the Inverclyde area.

5.24 The Community Empowerment (Scotland) Bill received royal assent on 24 July 2015. The Act places new duties on the Council and its partners to provide new rights for community bodies. The Act came into effect in July 2016 and will have a significant impact on the way the Council interacts with the Community.

#### 5.25 *Riverside Inverclyde*

Riverside Inverclyde is a joint initiative between the Council and Scottish Enterprise to regenerate 330 acres of the Clyde Waterfront scheduled to run from 2006/7 until 2017/18.

The Council's contribution towards Riverside Inverclyde was originally to be £24 million over the ten year period. In addition the Council has made contributions in kind by transferring specific assets to the Urban Regeneration Company which will count towards the £24 million contribution and a further £6.1 million financial support to specific major Regeneration projects led by Riverside Inverclyde.

Following the mid-term review in 2013 a new Single Operating Plan covering the period 2014/17 was approved. The Single Operating Plan reviewed objectives, outcomes and financing. A further review in 2015/16 resulted in a decision to extend Riverside Inverclyde to March 2019. Officers are currently progressing a further review which is due to be concluded later in 2018.

#### 5.26 *River Clyde Homes*

River Clyde Homes is a not-for-profit housing organisation, which is run by a Board of Tenants, Council nominees and community members. It is regulated by the Government to ensure that it manages housing in the best interests of the tenants of Inverclyde, and the community as a whole.

The transfer to River Clyde Homes of all the Council housing stock was based on significantly more money being available to invest in homes and neighbourhoods and give tenants a real say in the decisions that are made about their housing, with tenants on the Board influencing policies and investment decisions.

#### 5.27 *Inverclyde Leisure*

Inverclyde Leisure is a 'company limited by guarantee', not having share capital and recognised by HMRC and OSCR as having charitable status. In October 2001, the Trust was asked to take responsibility for the management and delivery of Inverclyde Council's sport and recreational services.

The Leisure Trust works in close partnership with Inverclyde Council and other internal and external agencies in order to develop the optimum service for residents and visitors to Inverclyde and so to ensure the Trust's Mission Statement is implemented.

The Council's Community Facilities transferred to Inverclyde Leisure in April 2010 and the transfer of the management of Outdoor Leisure Facilities to Inverclyde Leisure took place in April 2015. Inverclyde Leisure has revised its Business Planning process and a new Business Plan is reviewed annually by the Council.

The Council's percentage contribution to the Leisure Trust has reduced considerably and is currently under 30% of the Leisure Trust turnover.

#### 5.28 *Inverclyde Health and Social Care Partnership (HSCP)*

The Council and Greater Glasgow and Clyde Health Board established an integrated Community Health and Care Partnership (CHCP) in October 2010. This has resulted in greater partnership working and efficiencies in line with the Government's stated objective of integrating aspects of Health & Social Care.

The Public Bodies (Joint Working) Act 2014 resulted in the creation of a HSCP Integrated Joint Board (IJB) during 2015/16 and required a revised Governance and Financial framework. The IJB is a separate legal entity and will receive resources from and delegate resources to the Council and Health Board. The Council was well placed to meet this challenge given the 4 successful years of CHCP operation.

The financial integration became live in April 2016 at a time of continued increasing demands on Council Budgets as the Partnership focuses on building community resources to support the delivery of health and social care services, including the acute sector.

## **6.0 Financial Management**

### *Corporate Governance*

- 6.1 The Council positively promotes the principles of sound corporate governance within all aspects of its activities.
- 6.2 Corporate governance is about the structures and processes for decision-making, accountability, controls and behaviour throughout the Council. It is based around key principles of openness, equality, integrity and accountability.
- 6.3 The fundamental principles of corporate governance should be reflected in the various dimensions of Council business, including;
- Ensuring a community focus underpins the Council's vision and priorities;
  - Ensuring the effective delivery of local services on a sustainable basis;
  - Establishing effective management structures and processes which include clearly defined roles and responsibilities for officers;
  - Developing and maintaining effective risk management systems that form part of the Council's strategic decision making process;
  - Ensuring high standards of propriety and probity in the stewardship of the Council's funds and the management of the Council's affairs;
  - A commitment to openness in the Council's affairs and the provision of full, accurate and clear information to all stakeholders.
- 6.4 The Chief Financial Officer has been designated as "the proper officer" and is responsible for advising the Council on all financial matters.
- 6.5 The Financial Regulations were refreshed and approved in September 2016 and are an essential component of the corporate governance of the Council.
- 6.6 The Financial Regulations are designed to facilitate the smooth running of the Council, protect its interests and the interests of members and officers, and ensure the proper administration of all the Council's financial affairs, including, Partnerships, The Common Good and Sundry Accounts.
- 6.7 Head Teachers must also comply with the Financial Regulations, with the exception of virement which is defined in the Devolved Management of Resources Scheme.

### *Roles and Responsibilities*

- 6.8 It is important to set out clearly the roles and responsibilities of the key parties involved in the Financial Strategy and the management of overall financial resources of the Council.

### *Elected Members*

- 6.9 Elected Members, through Full Council and Committees are responsible for considering and approving budgets and the Financial Strategy for the Council. Approved budgets must be financially balanced and demonstrate value for money and sustainability.

- 6.10 Throughout the year Committees receive reports which allow progress against approved budgets to be scrutinised. All members receive appropriate training in the areas of Financial Strategy, Local Government Finance and key specialist areas such as Treasury and Risk Management.

*Corporate Management Team*

- 6.11 The Chief Executive, Corporate Directors, Chief Financial Officer, Head of Legal & Property and Head of Organisational Development, Communications & Policy form the CMT, chaired by the Chief Executive, who are responsible, individually and collectively, for ensuring effective financial management across the organisation.
- 6.12 As Budget Holders the Corporate Directors are responsible for the budgets delegated to deliver the services within their Directorate in line with the priorities of the Council. Whilst they may delegate this responsibility within their Directorate they remain accountable in exercising overall financial control.
- 6.13 The CMT have a specific meeting each reporting cycle to consider corporate financial matters including employee costs, key budget lines, earmarked reserves and savings delivery progress.

*Chief Financial Officer*

- 6.14 The Chief Financial Officer has a statutory role to ensure appropriate arrangements are in place for the proper administration of the financial affairs of the Council. He has the authority to comment and advise CMT, Chief Executive and Elected Members on all financial matters.

*Heads of Service*

- 6.15 Heads of Service are individually responsible for ensuring that the services within their remit are delivered in line with the agreed policy, and support the strategic direction of the Council. As Budget Holders they are responsible for the budgets delegated to them to deliver their service in a manner which demonstrates value for money in line with the priorities in the Corporate Directorate Improvement Plans.

*Budget Managers*

- 6.16 Responsibility for budgetary control lies with the Corporate Directors and as delegated budget holders, their Heads of Service and Service Managers. In recognition of the need to ensure budget holders are appropriately supported and trained, Finance Services delivers training to all Heads of Service and Managers on Financial Governance and budgetary control issues.

*Financial Support to Services*

- 6.17 Each Directorate has a dedicated Finance Manager and Principal Accountant who prepare and monitor the Directorate budget as well as providing a full range of financial advice to the Directorate.

*Internal Audit*

- 6.18 Internal Audit provide assurance to Elected Members, the Chief Executive and management that the internal processes of the Council are being managed appropriately in line with the overarching policies and outcomes are being delivered in an efficient and effective manner.

### *External Audit*

- 6.19 The role of External Audit is to provide assurance to the Auditor General and the Accounts Commission that the Council has spent public money properly to deliver outcomes in an efficient and effective manner. They also provide assurance to the Elected Members, the CMT and general public that the Council's performance is reported in accordance with the financial standards and presents a fair account of the Council's activities.

### *Managing the Budget*

- 6.20 Committees receive five budget monitoring reports throughout the year. These are jointly prepared by the Chief Financial Officer and the relevant Corporate Director.
- 6.21 The Corporate Management Team receive and discuss a budget overview every budget monitoring cycle covering key budget lines, employee costs, earmarked reserves, progress on the approved savings and key projects with financial implications.
- 6.22 All Services receive detailed budget information five times per year and in addition are sent FMS budget reports in intervening months plus having access to real time information held on the Council's Finance Management System.
- 6.23 The Council operates a risk based approach to budget monitoring ensuring that focus is given to larger and more volatile budgets. The identification of key budgets is agreed annually between Directorates and Finance.

## **7.0 Financial Outlook**

- 7.1 Key financial issues are known or anticipated events and activities that have to be addressed within overall financial resources in the short-term (within 3 years), medium-term (within 5 years) or long-term (over 5 years).
- 7.2 Events and activities include efficiencies, planned savings, changes to service priorities and delivery, and known potential pressures. The financial impact of an event or activity may be one-off, recurring or time-limited.
- 7.3 The Council is due to receive Revenue Grant/Non-Domestic Rates Income of 160.553m in 2018/19.
- 7.4 When the Council's own projection of Council Tax Income based on 96.8% collection rate is added (£29.826m) then the income for the Council in 2018/19 is projected to be £190.379.
- 7.5 The Financial Strategy runs up to 2024/25 and beyond in terms of identifying potential issues, but the revenue forecasts are limited to the period which can be reasonably forecast.
- 7.6 The level of resources available to the authority to fund its revenue expenditure is also dependent on Council Tax and the approved budget included a 3% increase in Band D Council Tax in 2018/19.
- 7.7 The Council has agreed a Reserve Strategy which requires a minimum unallocated General Fund Reserve of 2% of turnover. Based on the 2018/19 Budget this equates to £3.8 million. The overall position of the Reserves shown in Appendix 6 and has been updated to reflect the latest projections. The Reserve Strategy was reviewed and approved by the Policy & Resources Committee in September 2016. Following the 2017 Best Value Audit a review of Earmarked Reserves was undertaken as part of the 2018/20 Budget Process.
- 7.8 The projected budget position in the short to medium term, is set out in the following tables and notes for both revenue and capital. Details of the short, medium and long-term issues identified in consultation with Services are contained at Appendices 1, 2 and 3.

Finance Strategy - June 2018

Table 3

	<u>2018/19</u> <u>£m</u>	<u>2019/20</u> <u>£m</u>
Base Budget for Prior Year	187.713	190.379
 <u>UPLIFTS FROM PRIOR YEAR</u>		
<u>Inflation (Note 1)</u>		
Pay Inflation	3.100	2.700
Other Inflation	1.000	1.000
	4.100	3.700
 <u>Budget Increases (Note 2)</u>		
Auto Enrolment	0.600	0.000
General Pressures	1.100	0.400
	1.700	0.400
 <u>Adjustments (Note 3)</u>		
Other Adjustments Applied	0.175	-0.030
Carers Act Funding	1.140	0.000
Teachers Pay Additional Funding	0.347	0.000
	195.175	194.449
 <u>Funded by: (Note 4)</u>		
Revenue Grant/NDR Income	160.553	157.753
Council Tax Income (Net of CTR)	29.826	29.826
	190.379	187.579
Annual Budget Before Savings (Surplus)/Deficit	4.796	6.870
Cumulative Budget Gap before Savings	10.109	16.979
 <u>Savings Applied (Cumulative)</u>		
Efficiencies & Adjustments Nov 2015 / Feb 2016	-0.365	-0.365
Loans Charges Savings - September 2015	-2.220	-2.220
Savings Agreed February 2016	-0.492	-0.492
Savings Approved September 2016	-0.600	-0.600
Adjustments Approved February 2017	-0.679	-0.679
Adjustments Approved September 2017	-0.903	-1.203
Efficiencies Approved November 2017	-0.951	-1.148
Adjustments Approved December 2017	-0.724	-0.965
Policy Decisions Approved March 2018	-0.114	-0.114
Service Committee Reports Approved March 2018	-1.903	-3.359
Public Consultation Savings Approved March 2018	-1.158	-1.571
	0.000	4.263



## **Finance Strategy Notes – June 2018**

### **Note 1 Inflation**

- a) Pay – The allowance for pay inflation is an allowance available over the 2 year period to fund all pay related pressures including the annual pay award, impacts of living wage, increases in employers national insurance/pension costs, 0.5% apprenticeship levy and movement in service bottom up employee budgets.
- b) Other Inflation – Inflation had been at a low rate in recent times and as such the allowances have been greatly reduced. However, over the last 12 months inflation has gradually increased and the allowance will come under pressure in future. Figures for 2018/20 reflect budget decisions taken on 28 September 2017.

### **Note 2 Budget Increases**

- a) Unavoidable Pressures – Reflects the estimated full year impact of Auto Enrolment.
- b) General Pressures – Reflects pressures approved as part of the 2018/19 Budget.

### **Note 3 Adjustments**

- a) Other Adjustments – Adjustments relate to additional funding received in the Scottish Government settlement 2018/19. Additional GRG received for Carers Act, Temporary Accommodation, Teachers Pay Increase and other minor funding streams.

### **Note 4 Funded By**

- a) Reflects 2018/19 Finance Settlement included in Scottish Government Circular 4/2018. The 2019/20 figures are estimated based on continuing grant loss due to the Council's reducing share of the Scottish budget and estimated cash reductions per estimates by Fiscal Affairs Scotland. Figures have been updated to reflect decision taken 15 March 2018.
- b) Council Tax Income is shown net of Council Tax Reduction (CTR) Scheme. Grant is included within Council General Revenue Grant for CTR. Figures reflect decision to increase Council Tax by 3% on 21 February 2018.

## 7.9 *Other Short Term Revenue Issues*

The main remaining risks associated with the 2018/20 budget position will be around Pay Awards, non-pay inflation allowances and the 2019/20 Grant settlement. Regular reporting to Committee will ensure officers report any significant variances at the earliest opportunity.

## 7.10 *Medium to Long Term Revenue Issues*

Looking beyond 2018/20 becomes increasingly difficult with uncertainty around the level of funding likely to be available, the impact of the Scotland Act and the use the Scottish Government will make of its new powers.

The incremental impact of current major initiatives including Riverside Inverclyde, Schools Estate Strategy, City Deal, and Asset Management Plans will have been fully incorporated the overall Budget.

Post 2018/19 the main issues impacting on the revenue budget will be:

- **Funding will be impacted by future population change/demographic shifts and any changes to the way local government in Scotland is funded.**
- **Decisions of the new Scottish Government regarding any protection afforded to Local Government or other parts of the Budget plus the use that is made available tax raising powers.**
- **Welfare Reform changes and associated budget cuts will continue to impact on Council Services from both a demand and funding perspective.**
- **Health/Social Care integration will become embedded but the fundamental fact is that there is not enough money in current budgets to meet increasing demand.**
- **Pension costs influenced by the impact of auto-enrolment, the changes to LGPS and Teachers Pensions, plus costs associated with the Council resizing its workforce in order to balance its budgets and potential changes to Pension Tax Relief.**
- **Costs associated with sustainability including waste disposal and recycling, energy and fuel costs and general procurement inflation due to increased global demand for raw materials.**
- **As Loans Charges become a larger proportion of the Revenue Budget due to funding reductions and the Council's ambitious Capital Investment Programme then the impact of increases in interest rates will become greater.**
- **Overall global economic situation and in particular the Brexit vote resulting in uncertainty around investment returns, inflation levels and further reductions in public sector funding.**

The fundamental issue for the Council is that at some point if the squeeze on public sector finances and the decline in population continues then the area could become unviable as a unit of administration and this will have an associated impact on other local services such as health, police and fire.

7.11 Table 4 shows the high level estimate of the 2018/22 budget gap based on the above.

**Table 4a****2019/22 Budget Gap - Mid Range Estimate**

	2019/20	2020/21	2021/22	2019/22
	£m	£m	£m	£m
1/ Estimated Block Grant Reduction	0.0	0.0	0.0	0.0
2/ Continuing cash cut due to Depopulation	1.0	1.0	1.0	3.0
3/ Inflation - Pay	2.4	2.4	2.4	7.2
- Non-Pay	1.0	1.5	1.5	4.0
4/ Pressures				
-Pay & Grading	1.0	0.0	0.0	1.0
- General Pressures	1.0	1.0	1.0	3.0
5/ Savings Approved during 2018/19 Budget	(2.3)	-		(2.3)
Approved Loans Charges Adjustment	(0.3)	(0.3)	(0.3)	(0.9)
	<u>3.8</u>	<u>5.6</u>	<u>5.6</u>	<u>15.0</u>

a/ Assumes no new Prudential Borrowing above that already approved unless linked to "Spend to Save".

b/ Assumes no Council Tax increase. (3% annual increase would raise £0.86 million per year)

	2019/20	2020/21	2021/22
c/ <u>Key Assumptions</u>	<u>%</u>	<u>%</u>	<u>%</u>
GRG/NDRI	0	0	0
Pay Inflation	2.0	2.0	2.0

In line with good practice tables 4b and 4c provide two further scenarios based on different assumptions. Table 4b represents an "optimistic" scenario with a 2018/21 funding gap of £15.7 million before any Council Tax increase and Table 4c representing a "pessimistic" scenario with a pre-Council Tax increase funding gap of £34.5 million.

**Table 4b****2019/22 Budget Gap - Optimistic Scenario**

	2019/20 £m	2020/21 £m	2021/22 £m	2019/22 £m
Block Grant Reduction	(2.4)	(2.4)	(2.4)	(7.2)
Continuing Impact of Depopulation	1.0	1.0	1.0	3.0
Inflation - Pay	1.8	1.8	1.8	5.4
- Non-Pay	0.5	1.0	1.0	2.5
Pressures				
- Pay & Grading	0.5	-	-	0.5
- General Pressures	0.6	0.6	0.6	1.8
Savings Approved during 2018/19 Budget	(2.3)	-	-	(2.3)
Approved Loans Charges Adjustment	(0.3)	(0.3)	(0.3)	(0.9)
Funding Gap	<u>(0.6)</u>	<u>1.7</u>	<u>1.7</u>	<u>2.8</u>

a/ Assumes increased pension contributions change does not occur or is funded by UK/Scottish Governments.

b/ Assumes no new Prudential Borrowing above that already approved unless linked to "spend to save".

c/ Assumes no Council Tax increase (3% annual increase would raise £0.86million per year)

d/ The increase in Block Grant does not differentiate between hypothecated funding increases (Early Years, Social Care Fund etc) and unhypothecated. As a result the savings required in this scenario will be understated.

<u>e/ Key Assumptions</u>	<u>2019/20</u> %	<u>2020/21</u> %	<u>2021/22</u> %
GRG/NDRI	1.5	1.5	1.5
Pay Inflation	1.5	1.5	1.5

**Table 4c****2019/22 Budget Gap - Pessimistic Scenario**

	2019/20	2020/21	2021/22	2019/22
	£m	£m	£m	£m
Block Grant Reduction	4.0	3.2	2.4	9.6
Continuing Impact of Depopulation	1.0	1.0	1.0	3.0
Inflation - Pay	3.6	3.0	3.0	9.6
- Non-Pay	2.0	2.0	2.0	6.0
Pressures				
-Pay & Grading Model	1.5	0	0	1.5
- General Pressures	1.5	1.5	1.5	4.5
Savings Approved during 2018/19 Budget	(2.3)	-		(2.3)
Approved Loans Charges Adjustment	(0.3)	(0.3)	(0.3)	(0.9)
Funding Gap	11.0	10.4	9.6	31.0

a/ Assumes no new Prudential Borrowing above that already approved unless linked to "Spend to Save"

b/ Assumes no Council Tax increase. (3% increase would raise £0.86 million per year)

a/ Key Assumptions	2019/20	2020/21	2021/22
	%	%	%
GRG/NDRI	-2.5	-2.0	-1.5
Pay Inflation	3.0	2.5	2.5

**The clear message from these three tables is that the Council will require to make large cost savings unless there is a significant improvement in the funding of Local Government in the forthcoming Spending Review.**

## 7.12 Short to Medium Term Capital Projections

The Council agreed a 3 year Capital Programme covering 2018/21 in March 2018. A 5% overprovision was built in to allow for increased resources/project cost reductions.

## 7.13 Long-Term Capital Projections

There is greater certainty around capital spend for the post 2020/21 period due to the fact that the School Estate Strategy will use around 40% of projected capital grant in the medium term with the balance being fully utilised to maintain the Council's existing infrastructure asset base i.e. Operational Properties, Roads, Lighting, Open Spaces and ICT.

Given the difficult position the Council faces on revenue expenditure, it is essential that future capital expenditure proposals are largely self-financing through the release of other capital assets, as well as delivering efficiencies which will secure ongoing revenue savings.

Indications are that Local Government Capital Grants may increase in the medium term. Given the major revenue financial pressures the Council needs to seriously consider using any increase in grant to reduce prudential borrowing/use of reserves rather than identifying new projects.

**Table 5 - Capital Programme 2017/2021 (Medium Term Capital Projections)**

Table 5

<u>Expenditure/Projects by Committee</u>	<u>2017/18</u> <u>£m</u>	<u>2018/19</u> <u>£m</u>	<u>2019/20</u> <u>£m</u>	<u>2020/21</u> <u>£m</u>	<u>Totals</u> <u>£m</u>
Policy & Resources	0.28	0.41	0.57	0.36	1.62
Environment & Regeneration	11.13	13.63	17.55	8.95	51.26
Education & Communities (Exc School Estate)	2.09	2.67	4.02	1.73	10.51
School Estate	17.38	9.81	9.04	2.19	38.42
CHCP	0.98	1.19	0.72	0.00	2.89
	31.86	27.71	31.90	13.23	104.70
<u>Financed By</u>					
Government Grant	9.94	8.28	9.50	8.50	36.22
Sales/Contributions	0.44	0.14	0.33	0.54	1.45
Other Income	0.79	1.71	0.00	0.00	2.50
Revenue	7.32	4.49	0.36	0.41	12.58
Prudential Borrowing	19.81	12.44	6.73	1.63	40.61
Resources Carried Forward	9.05				9.05
	47.35	27.06	16.92	11.08	102.41
Shortfall in Resources					2.29
Planned Cashflow funding - SEMP					-0.09
Actual Funding Gap					<u>2.20</u>

### Notes

1 As per May 2018 P&R Committee

## 8.0 Treasury Management

- 8.1 Inverclyde Council has adopted the CIPFA “Treasury Management in the Public Services – Code of Practice” which sets out good practice for treasury management governance. The Council complies with legal and regulatory requirements in relation to its Treasury Management activities and has appointed consultants to provide advice on Treasury Management issues, including technical issues and the formulation of views on interest rates.
- 8.2 In complying with the Code of Practice, the Council produces a Treasury Management Practices document which sets out how the Council will manage and control its Treasury Management activities. This document is submitted to Committee for approval every three years with approval also being sought for any amendments in the intervening period.
- 8.3 Some significant changes were made to the requirements for Treasury Management reporting following the implementation of the revised CIPFA Treasury Management Code of Practice in April 2010. This has resulted in the following:
- An annual Treasury Management Strategy submitted at the start of the financial year and which includes the Council’s Prudential Indicators and covers issues such as the economic situation, the prospects for interest rates, and the Council’s borrowing and investment strategy for the coming year.
  - A mid-year review of the Strategy which include details of the Council’s debt and investment position, activity undertaken during the quarter, and performance to date against the Council’s Prudential Indicators and agreed policy limits.
  - An Annual Report for Treasury Management which is submitted to Members before the end of September each year and which advises Members of the Treasury Management activities during the previous financial year.

It should be noted that whilst all the above reports will go to the Policy & Resources Committee for initial scrutiny, all now require to go before the Full Council for approval.

- 8.4 Table 6 below shows the Council’s debt and investments position as at 30/4/18.

**Table 6 – Council’s Debt and Investment Position – 30/4/18**

The Council’s treasury portfolio position at 30/4/18 comprised:

		Principal		Average Rate
		<u>£000</u>	<u>£000</u>	
Fixed rate funding	PWLB	104,669		4.04%
	Market	71,000	175,669	
Variable rate funding	PWLB	0		4.36%
	Market	36,687	36,687	
<b>TOTAL DEBT</b>			<b>212,356</b>	<b>4.09%</b>
<b>TOTAL INVESTMENTS</b>			<b>34,421</b>	<b>0.68%</b>

## 9.0 Reserves

- 9.1 A key aspect of the consideration of the Financial Strategy is the position of the General Fund Reserves. The Reserves Strategy was last reviewed and approved by Council in September 2016.
- 9.2 Reserves can be held for three main purposes:-
- A working balance to help cushion the impact of uneven cash flows - this forms part of General Reserves.
  - A contingency to cushion the impact of unexpected events or emergencies which also forms part of General Reserves.
  - A means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.
- 9.3 The Reserves Strategy is based on the core General Fund Reserve being maintained at a level of 2% of turnover. A turnover of approximately £190 million results in a core General Fund Reserve of £3.8 million. In the event that the Reserves are projected to fall below this level then Members must have a clear route for bringing Reserves back up to the level over the subsequent three financial years.
- 9.4 The Reserves Strategy also assumes the continued use of earmarked reserves. In this way, earmarked reserves can be separated from the core General Fund Reserve which should allow Members to more transparently track the underlying reserves position. A full review of existing Earmarked Reserves was undertaken following the recent Best Value Audit.
- 9.5 Within Inverclyde Council the main Reserves/Funds comprise; General Fund Reserve, Insurance Fund, Capital Fund and Repairs & Renewals Fund. The latest projected position is shown below.
- 9.6 (a) General Fund “Free” Reserves – This Reserve represents the Council’s contingency for unforeseen/unquantifiable events. The level of the Reserve is determined by the Reserve Strategy whilst the projected balance is reported to each Policy and Resources Committee. See Appendix 6.

Projected Balance 31/3/18 = £4.051 million

- (b) Insurance Fund – The Insurance Fund balance is required to meet Insurance Liabilities not covered by external Insurance Policies. The balance on the Fund is reviewed every 3 years by an independent actuary who comments upon not only the balance of the Fund but also the on-going internal contributions to the Fund.

Balance 31/3/18 = £4.291 million

- (c) Capital Fund – The Capital Fund is a Fund into which Capital Receipt income can be paid and used to fund either capital investment or repay the Principal element of debt repayments. The balance and planned usage of the Capital Fund is incorporated into the Financial Strategy. See Appendix 7.

Balance 31/3/18 = £3.248 million

- (d) Repairs & Renewals Fund – The Repairs & Renewals Fund consists of sums received from external parties or allocated directly from Council resources which are thereafter released on a phased basis to maintain specific assets. Use of specific allocations to the Fund are agreed by Policy & Resources Committee and the overall position will be reported as part of the Financial Strategy. See Appendix 8.

Balance 31/3/18 = £3.216 million



## **10.0 Monitoring, Reporting and Review Processes**

- 10.1 The Financial Strategy should be a dynamic, relevant document and will be monitored on an ongoing basis by Finance - it will also be formally reviewed twice yearly, in May and then in November.
- 10.2 The formal review of the Financial Strategy will be reported to CMT and Full Council on a six monthly basis – there will also be capacity to review the Strategy as and when required, particularly when a new issue arises or the impact of major policy or initiative becomes clearer.
- 10.3 The Financial Strategy will only be revised if there are material changes to estimates, projections or policy which will have a financial impact however issues which may impact will be flagged up in the regular General Fund Budget reports to Policy & Resources Committee.
- 10.4 The deminimus level for a major impact requiring immediate review is 50% of the core General Fund reserves, £1.9 million, subject to the opinion of the Chief Financial Officer.
- 10.5 The financial management principles and expectations have been communicated and are understood by all Chief Officers and budget holders.

The Financial Strategy has been drawn up with the full involvement of the CMT and, will be communicated throughout the organisation.

## 11.0 Risk Management

- 11.1 The Council has developed a Corporate Risk Register, Directorate Risk Registers and individual service risk registers where appropriate.
- 11.2 Further work has also been undertaken to develop a Risk Register for the Financial Strategy and the required actions to mitigate risks – these are set out in the table below.
- 11.3 The risk assessment below considers the risks to our financial position arising out of matters considered in this Financial Strategy and utilises the same methodology used for the Corporate, Directorate and Service Risk Registers.

Risk	Management of Risk
<p>The Financial Strategy does not reflect in financial terms the objectives set out in other strategic plans of the Council.</p>	<p>The Financial Strategy provides a high level overview of the various strategic plans the Council has signed up to – it acknowledges that there will inevitably be financial implications arising from the Corporate Plan but it is not possible to quantify all of these at present.</p> <p>The Financial Strategy is updated as further information becomes available regarding these strategic plans.</p>
<p>The directorate planning process will identify a range of additional budget pressures over and above those currently considered in this Financial Strategy.</p>	<p>The Directorate Planning Guidance identifies that Corporate Directorate Improvement Plans (CDIP) should reflect the resources allocated – the need for additional resources to achieve a particular priority should be specifically identified via the Financial Strategy prior to the preparation of the CDIP.</p>
<p>Forecasts within the Financial Strategy are not accurately determined or reviewed on a regular basis.</p>	<p>The Budget and Financial Strategy set out the expected levels of expenditure and income for the future. The forecasts are arrived at through careful consideration of historic trends and actual expenditure levels and any factors which may have an impact in the future.</p> <p>Three scenarios are included in the Strategy based on Pessimistic, Mid-Range and Optimistic. This provided a broad range of potential outcomes.</p> <p>Throughout the financial year, the Council regularly monitors its financial performance against its budgets and will revise them where necessary, subject to remaining within the agreed overall budget for the Council.</p>
<p>There is a continuing need to deliver significant cuts and efficiencies over the medium to long term. Robust and detailed plans will be required on an operational level to ensure that this risk is mitigated and savings are duly delivered.</p>	<p>The risks relating to the delivery of savings will be mitigated by robust monitoring and financial control through the budget monitoring process, with action plans being required to find compensating savings for any overspends identified.</p> <p>Individual savings are reviewed by lead officers on a regular basis and material issues reported to the CMT and if required, Committee.</p>

<p>Income budgets not achieved or become unsustainable.</p>	<p>Chief Officers are consulted on proposed increases in income budgets/fees and charges and have the opportunity determine the levels of individual charges to achieve the budgeted income target.</p> <p>Equally, income budgets are monitored throughout the financial year and where a shortfall in income is anticipated, this is highlighted in reports to Committee.</p> <p>Proposals to increase fees and charges are reviewed in line with the Council's Charging Policy prior to reporting to Committee.</p>
<p>The Council has insufficient capital resources to sustain capital commitments.</p>	<p>The Council has already identified through the Financial Strategy a reduced reliance on capital receipts and Government Grants in the medium term.</p> <p>The combination of reduced funding and the economic position mean that the Council has to focus on maintaining key infrastructure whilst utilising prudential borrowing for specific capital projects.</p> <p>The Council has identified the need to complete Asset Management Plans for all it's assets with the Open Space AMP the latest area completed.</p>
<p>Bankruptcy of a major supplier or customer which could result in the Council having to pay twice for the same service or see artificially inflated prices if a replacement service needs to be obtained at very short notice.</p>	<p>The Council has reviewed its procurement process and a procurement manual has been developed which includes supplier financial appraisal at PQQ stage. This will ensure that the financial position of new contractors is vetted prior to ITT stage and entering into any large contracts.</p> <p>Regular reviews of financial position are undertaken for key suppliers on an ongoing basis.</p>
<p>Legislative changes are not anticipated and the financial impact is not addressed through the budget process of Financial Strategy.</p>	<p>Chief Officers are required to highlight the impact of legislative changes through the strategic planning and budgeting process and the likely resource requirement.</p> <p>In addition COSLA has a key role in assessing the financial impact of changes in legislation and lobbying for Councils to be funded appropriately.</p>

<p>Interest rates on borrowing may be higher than forecast.</p>	<p>Regular review of treasury management decisions. Prudent assumptions on likely interest rates have been incorporated into Financial Strategy. Borrowing is spread to reduce impact of short-term changes.</p>
<p>Reserves are required to cashflow unanticipated budget shortfalls and fall below minimum recommended level.</p>	<p>Reserve Strategy is in place which clearly states that there must be a clear route to bring reserves back up to the minimum level over the subsequent 3 financial years.</p>
<p>Large contracts are due to be re-tendered where costs are likely to be higher due to the current economic climate.</p>	<p>Assumptions have been built into the budget for increase in price of goods and services.</p>
<p>Revenue implications of capital programme/projects are not fully anticipated.</p>	<p>All capital projects identify revenue implications and link into Council priorities. All capital projects are subject to a robust approval process which includes a review of revenue implications.</p>
<p>The recent decision to leave the European Union will provide impacts which are not fully reflected in the Financial Strategy.</p>	<p>There is currently little hard information regarding impacts and their timing however, regular monitoring of the situation and the use of scenario planning when more information is available will help manage the uncertainty.</p>

**Short-Term Issues (2018/20)**

The tables in Appendices 1, 2 and 3 have been developed through ongoing consultation with the CMT by the Chief Financial Officer to develop detailed knowledge of the issues to inform the Financial Strategy and future budget setting.

<u>Service</u>	<u>Issues Identified</u>	<u>Issues &amp; Potential Impacts</u>	<u>Action Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Corporate	Equal Pay	Provision for outstanding claims may not be sufficient.	Offers issued and payments made to address the vast majority of outstanding claims. Provision will continue to be monitored and reviewed taking account of relevant legal judgements and advice from the Council's legal advisors.	Steven McNab	Ongoing
	Inflation	Uncertainty over pay awards and other inflation pressures are not fully clear over the 2018/20 period.	Inflation allowances are regularly reviewed. Regular monitoring and reporting to CMT/Members.	Alan Puckrin	Ongoing
	Welfare Reform	Impact of Welfare Reform and increase in demand for Services can only be estimated.	Update reports going to Committee each cycle.	Alan Puckrin	Ongoing
	Auto-enrolment	Amount set aside for auto-enrolment is an estimate and full cost may be greater than estimated.	Close monitoring of impact from November 2017. Will largely be known by December 2018.	Steven McNab	February 2019
	Impact of Living Wage on the Pay & Grading Model.	The implementation of the Living Wage requires a significant review of the Pay & Grading Model with resultant cost implications.	Develop a revised local Pay & Grading Model as part of the 2019/20 Budget.	Steven McNab	September 2018

Social Care	Health/Social Care Integration	Impacts on Governance/Funding could be significant.	Monitor developments and report to relevant Committees. Increased Government Funding will help offset some pressures.	Louise Long	Ongoing
	Self Directed Support	Implement robust Resource Allocation System, possible pressure from new clients, who may otherwise not engage with Service.	As above	Louise Long	On Going
	Relationship with Service Providers.	Managing provider expectations whilst in a period of uncertainty over the future of the National Care Home Contract along with expectations from those providers out with this contract to fund inflation/impact of pensions/living wage.	As above	Louise Long	Ongoing
Education & Communities	Teacher Numbers	The Government threat of sanctions if teacher numbers are reduced limits options to balance the budget.	Continue to lobby for flexibility and monitor developments.	Ruth Binks	December 2018
Environment & Regeneration					

Appendix 2

**Medium-Term Issues (2020/23)**

<u>Service</u>	<u>Issues Identified</u>	<u>Issues &amp; Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report back</u>
Corporate	Reductions in other public sector partner's funding streams	As Public Sector funding reductions continue, partners are reducing their contributions to key Council priorities such as Riverside Inverclyde, IJB, River Clyde Homes etc.	Continue dialogue with partners.	Corporate Directors	Ongoing
	Reduction in Council Funding	Funding over 2020/23 likely to be further reduced in real terms in line with UK Fiscal Policy and Scottish Government priorities.	Await next Scottish Government Spending Review figures and factor into revised Financial Strategy.	Alan Puckrin	December 2018
	Government needs to reduce Public Sector Borrowing	Prudential Borrowing Capping would require revision of capital plans.	Rolling 3 Year Capital Programme developed annually and longer term loan charges projections undertaken.	Alan Puckrin	On Going
	Removal of key services from Council control.	Scottish Government could review Public Sector landscape which could result in loss of large parts of the Council remit and resultant impact on corporate viability.	Keep track of developments and report to Committee as required.	Aubrey Fawcett	Ongoing
	Increased cost for externally provided contracts and services due to the Living Wage.	There is a clear desire to ensure suppliers of Council Services pay the Living Wage. This could add significant costs to the Council if passed on by suppliers.	Monitor developments and report to Committee when required.	Corporate Management Team	Ongoing
	Potential changes to funding of Local Government	Scottish Government continues to cap Council Tax. In addition Barclay review of NDR has significant potential impacts.	Monitor National developments and report as required.	Alan Puckrin	Ongoing
	Further increase in Pension Costs	Potential changes to Pension Tax Relief and/or discount rate would add costs to both to Council and employees.	Monitor development and report to Committee when required.	Steven McNab	Ongoing

<u>Service</u>	<u>Issues Identified</u>	<u>Issues &amp; Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report</u>
Social Care	Ongoing Demographic demand pressures across many Social Care areas and ongoing drive towards Self-Directed Support and Independent Living	Continuing increased demand will put considerable pressure on “flat cash” budgets.	IJB contained pressures in 2017/18. Await detail of future settlements and model potential scenarios.	Louise Long	January 2019
	Impact of inclusion of elements of the Acute Health Services within the IJB Budget.	Potential for the Council to have to meet a proportion of any overspend caused by increasing pressure on Health Budgets.	Regular monitoring of the IJB Strategic Plan and financial projections added to supporting robust financial scrutiny by the IJB.	Louise Long	On Going
Environment & Regeneration	Biodegradable Waste diversion from Landfill.	From January 2021 all biodegradable waste is to be diverted from landfill. The financial implications could be significant.	Monitor and develop options and report to Committee via CMT during 2019.	Scott Allan	2019
Education & Communities	School Estate Management Plan	Reduced Capital resources and corporate cost pressures may make current planned investment in SEMP post 2020 unsustainable.	Six monthly review off all aspects of SEMP to continue. Recent review reflects approved acceleration programme which is still affordable in line with plan for completion but resources getting tighter.	Ruth Binks/ Alan Puckrin	On Going
	Early Years – Increase to 1140 hours.	Current funding is not sufficient to meet all the requirements in the legislation.	Funding now known to 2022. Council Costs to be contained within this sum.	Ruth Binks	September 2018



**Long-Term Issues (Post 2023)**

<u>Service</u>	<u>Issues Identified</u>	<u>Issues &amp; Potential Impacts</u>	<u>Action to be Taken</u>	<u>Responsible Officer</u>	<u>Timescale to report</u>
Corporate	Depopulation and Change of Demographics	Continued loss of grant income, over provision of infrastructure. Viability of area under threat.	Population/Demographic trends to be monitored and reported to the Alliance on a regular basis.	Steven McNab	Ongoing
Social Care	Increase in number of Elderly and Adults with Learning Difficulties and resource implications of policy direction of Independent Living and Self Directed Support.	Significant costs associated with reshaping, expanding delivery models.	Develop as part of HSCP Strategic Plan.	Louise Long	Ongoing
Environment & Regeneration	Regeneration of Greenock and Port Glasgow Town Centres.	Reports to Committee have identified significant investment needs within the Greenock and Port Glasgow Town Centre areas. Whilst contributions will be sought from Partners and the Private Sector the Council will require to provide a large amount of the funding.	Develop a funding model with clear outputs and funding sources.	Scott Allan	Ongoing
	Global Warming/Climate Change leading to rising sea levels	Significant impact on Council area with increased flooding and expenditure on sea defences.	6 year SEPA Flood Plan includes funding for a number of Council projects approved in Summer 2016.	Scott Allan	Ongoing
	Closure of major local employer	Could further increase rate of depopulation and would significantly impact of areas regeneration efforts.	Regular review of the approved r/Council Single Operating Plan.	Scott Allan/Stuart Jamieson	As required

Riverside Inverclyde  
Funding Profile  
2006/7 → 2018/19

<u>Year</u>	<u>Revenue</u> <u>£000</u>	<u>Capital</u> <u>£000</u>	<u>Other</u> <u>£000</u>	<u>Total</u> <u>£000</u>
To 31/03/08	1,772	700	1,878	4,350
2008/9	1,840	85	1,112	3,037
2009/10	1,513	-	-	1,513
2010/11	2,100	-	-	2,100
2011/12	2,100	-	-	2,100
2012/13	1,900	-	-	1,900
2013/14	1,600	-	-	1,600
2014/15	1,500	-	-	1,500
2015/16	1,300	-	-	1,300
2016/17	1,175	-	-	1,175
2017/18	298	-	-	298
2018/19	77	-	-	77
Gourock Redevelopment	-	-	1,100	1,100
PG Town Centre	-	-	500	500
Gourock - 1 way system	-	-	1,000	1,000
Area Renewal Fund	-	-	200	200
Reserves Substitute Funding	-	-	250	250
	<b>17,175</b>	<b>785</b>	<b>6,040</b>	<b>24,000</b>

- a In addition to the £24 million the Council has provided an additional £4.05 million towards the two major projects at Gourock (£3.55 million) and Port Glasgow Town Centre (£0.5 million) over 2012/16.
- b In January 2016 Environment & Regeneration Committee allocated the residual Regeneration funding for 2018/19 (£0.298m) to Riverside Inverclyde as part of the Single Operating Plan covering the period to March 2019, £0.077m of which is included in the table above. In March 2018 Inverclyde Council reduced the ongoing Riverside Inverclyde funding to £0.148m (2018/19) and to £0.098m from 2019/20 onwards.
- c Further investments being delivered through Riverside Inverclyde include:
- |  |        |
|--|--------|
| Gourock Municipal Buildings            | £0.3m  |
| Broomhill Regeneration                 | £0.86m |
| Lower Port Glasgow                     | £0.5m  |
| Bakers Brae Re-alignment               | £1m    |
| Kilmacolm Self Build                   | £0.25m |
| Tourism                                | £0.15m |
| Regeneration of Town & Village Centres | £3.0m  |
- d Reduction between 2016/17 & 2017/18 is £400,000 for Depot AMP and £400,000 for City Deal and £77,000 rephased to 2018/19.

School Estate - Earmarked Reserves

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Earmarked Reserve b/fwd	3,511	2,866	1,583	899	490	705	857	871	984	1,076	1,146	1,193	1,213
Available Savings added (a)	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682
Extra Financing (b)	3,045	2,745	2,745	2,745	3,395	3,395	3,395	3,395	3,395	3,395	3,395	3,395	3,395
Prudential Schools Loan Charges (c)	-4,293	-4,628	-4,732	-4,878	-4,977	-5,030	-5,039	-5,050	-5,060	-5,072	-5,084	-5,097	-5,111
Unitary Charge Payment (d)	-8,772	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742	-8,742
Unitary Charge Inflation Element (e)	-850	-1,106	-1,371	-1,643	-1,923	-2,210	-2,505	-2,807	-3,118	-3,537	-3,864	-4,200	-4,545
Unitary Charge Funding from Inflation Contingency	850	1,106	1,371	1,643	1,923	2,210	2,505	2,807	3,118	3,537	3,864	4,200	4,545
One Off Costs (f)	-1,165	-1,209	-512	-82	0	0	-120	0	0	0	0	0	0
Extra Revenue Repairs (g)	-238	-227	-221	-230	-239	-249	-258	-268	-279	-289	-300	-314	-326
Unitary Charge RSG	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096
Written Back to / from General Reserves (h)	0	0	0	0	0	0	0	0	0	0	0	0	0
Earmarked Reserve c/fwd	<u>2,866</u>	<u>1,583</u>	<u>899</u>	<u>490</u>	<u>705</u>	<u>857</u>	<u>871</u>	<u>984</u>	<u>1,076</u>	<u>1,146</u>	<u>1,193</u>	<u>1,213</u>	<u>1,207</u>

(a) Savings now complete as Sacred Heart building will remain in use as Nursery.

(b) £300k saving taken from 18/19 (£200k approved Sept 17 - £100k Loans Charges and £100k UC , £100k UC approved Mar 18)

(c) Uses a pool fund rate of 3.60% for 2017/18, 3.55% for 2018/19, 3.65% for 2019/20, 3.80% for 2020/21, 3.90% for 2021/22 & 4.20% from 2022/23 onwards. No contingency. Reflects costs of acceleration of programme.

(d) Based on Actual Unitary Charge at Jan 2011 RPI of £8.842 million. One off £70k saving in 2017/18 and £100k saving from 2018/19

(e) Base at Jan 2018 RPI. Assumes 2.7% annual inflation (4% RPI discounted by factor of 1.5).

(f) Includes cost of QIO up to end of July 2018, full NDR for St Stephen's decant building to June 18, £45k per year rent 2017/18 and £12k 2018/19 for St Stephen's land, £246k added for additional school buses up to Aug 20. £111k added 2018/19 for PPP Contract Review. School Wi-Fi contribution included in 2018/19 b/f figure. After 2023/24 all one-off costs cease.

(g) Extra revenue repairs budget set aside for School buildings life cycle works as per Property Services schedule.

(h) Last write back to general reserves was 16/17. None planned at present for future years.

Finance Strategy  
General Fund "Free" Reserves  
June 2018

	£000
Reserves Balance at 31st March 2017	5,750
<b>Budgeted Contribution to Reserves: Note 1</b> 2016/17 Outturn Earmarked for 2017/18	19,485
	<u>19,485</u>
Planned Use of Reserves 2017/20 <b>Note 2</b>	(29,463)
Projected Surplus (Defecit) <b>Note 3</b>	8,279
Free Reserves Balance 31st March 2018	<span style="border: 1px solid black; padding: 2px;">4,051</span>

GRG/NDR/Council Tax will be £190 million from 2018/19. Recommended minimum level of reserves is 2% / £3.8 million.

Notes:

- 1/ 2017/18 figures reflect a budgeted deficit set at the 2017/18 budget setting process.
- 2/ Represents decisions taken between February 2015 and March 2018 and based on latest phasings.

<u>Approved Use of Reserves</u>	2017/18 £000	2018/19 £000	2019/20 £000	Total £000
February 2015 - £5.305m	(1,148)	(1,250)	0	(2,398)
February 2015 - £0.670m (MBWG Proposals)	(288)	(100)	0	(388)
September 2015 - £3.503m	(2,230)	(22)	0	(2,252)
November 2015 - Temp Use of Reserves £2m	(2,000)	0	0	(2,000)
November 2015 - Former Tied Houses	0	0	0	0
March 2016 - £4.966m	(2,369)	(1,648)	0	(4,017)
September 2016 - I-Zones to 31/03/18	(180)	0	0	(180)
September 2016 - Bridging Finance	(800)	(4,300)	0	(5,100)
November 2016 - Local Elections Funding	(120)	0	0	(120)
February 2017 - Reduction to one off use of reserves	1,660	810	0	2,470
February 2017 - £5.500m	(515)	(2,750)	(2,235)	(5,500)
November 2017 - LED Lighting	0	(620)	0	(620)
December 2017 - Continuing Care	0	(200)	(300)	(500)
March 2018 - £8.858m	0	(4,812)	(4,046)	(8,858)
	<u>(7,990)</u>	<u>(14,892)</u>	<u>(6,581)</u>	<u>(29,463)</u>

- 3/ Figure reflects projected surplus reported to Policy & Resources Committee May 2018:

	2017/18 £000	2018/19 £000	2019/20 £000	Total £000
Projected Surplus (May 2018 P&R)	1,355	0	0	1,355
Reduction to Use of Reserves 2017/19	1,140	3,490	0	4,630
Approved write back Earmarked Reserves	2,294	0	0	2,294
	<u>4,789</u>	<u>3,490</u>	<u>0</u>	<u>8,279</u>

AP/AE  
02/05/2018

**Finance Strategy**  
**Capital Fund**

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Balance B/fwd</b>	(2,260)	(3,248)	(1,704)	(3,245)	(2,312)	(2,101)	(1,887)	(1,671)
Additions (Estimate)	a (1,220)	325	(2,766)	(270)				
Interest (Estimate)	(8)	(21)	(15)	(37)	(29)	(26)	(24)	(21)
Principal Repayments	b 240	240	240	240	240	240	240	240
Other Payments	c	1,000	1,000	1,000				
<b>Balance at Year End</b>	<b>(3,248)</b>	<b>(1,704)</b>	<b>(3,245)</b>	<b>(2,312)</b>	<b>(2,101)</b>	<b>(1,887)</b>	<b>(1,671)</b>	<b>(1,452)</b>

Notes

- a Estimated Receipts:
- 2017/18 SEMP Receipts, £0.615m, part of Greenock Academy Site & Sacred Heart Sites  
SEMP Receipts, return of £0.198m, St Gabriels, due to site abnormalities.  
Other Receipts, £0.803m, Upper Bow, Shore Street, Coronation Park & Former Tied House, Kilmacolm Primary
  - 2018/19 SEMP Receipts, return of £0.700m, St Stephens & Kings Glen, due to site abnormalities.  
Other Receipts, £0.375m, Bow Road, Business Store
  - 2019/20 SEMP Receipts, £1.285m, remainder of Greenock Academy Site  
AMP Receipts, £0.400m, West Stewart Street, Glenbrae  
Other Receipts, £0.350m, Upper Kirn Drive, Gourrock  
Recovery of Scottish Enterprise Clawback, £0.731m
  - 2020/21 SEMP Receipts, £0.500m, remainder of Sacred Heart Site  
Other Receipts, £0.070m, Wateryetts Drive, Kilmacolm  
Other Receipts, return of £0.300m, Upper Bow, due to site abnormalities.
- b £240k SEMP from 2015/16.
- c Other Payments:
- 2018/21 £3.0m payment to fund Loan Charges smoothing exercise.

**Finance Strategy**  
**Repairs & Renewals Fund**

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Balance B/fwd</b>	(3,162)	(3,216)	(3,190)	(3,177)	(3,171)	(3,143)	(2,392)	(2,411)
<b>Additions:</b>								
Leisure Strategy	a (221)	(124)						
Central Energy Efficiency Fund	(1)	(8)	(9)	(9)		(9)	(9)	(9)
<b>Maintenance Payments:</b>								
Greenock Cut	14	14	14	14	14	14	14	14
Gallaghers/Port Glasgow Development	d 36	36	36	36				
Inverkip Footbridge	6	2	2	2	37	2	7	2
Leisure Strategy	b 77	121			15	783		115
Contribution to Energy Efficiency Administration	c 47	4						
<b>Interest</b>								
Greenock Cut	(1)	(1)	(3)	(3)	(3)	(3)	(3)	(3)
Gallaghers/Port Glasgow Development	(1)	(1)	(1)	0	0	0	0	0
Inverkip Footbridge	(1)	(2)	(3)	(4)	(4)	(3)	(3)	(3)
Leisure Strategy	(4)	(7)	(10)	(13)	(14)	(15)	(6)	(6)
Former Housing Repairs & Renewals Fund	(4)	(7)	(10)	(14)	(15)	(15)	(16)	(16)
Affordable Housing Fund	0	0	(1)	(2)	(1)	(1)	(1)	(1)
Central Energy Efficiency Fund	(1)	(1)	(2)	(1)	(1)	(2)	(2)	(2)
<b>Balance:</b>								
Greenock Cut	(274)	(261)	(250)	(239)	(228)	(217)	(206)	(195)
Gallaghers/Port Glasgow Development	(106)	(71)	(36)	0	0	0	0	0
Inverkip Footbridge	(300)	(300)	(301)	(303)	(270)	(271)	(267)	(268)
Leisure Strategy	(1,198)	(1,208)	(1,218)	(1,231)	(1,230)	(462)	(468)	(359)
Former Housing Repairs & Renewals Fund	(1,183)	(1,190)	(1,200)	(1,214)	(1,229)	(1,244)	(1,260)	(1,276)
Affordable Housing Fund	(66)	(66)	(67)	(69)	(70)	(71)	(72)	(73)
Central Energy Efficiency Fund	(89)	(94)	(105)	(115)	(116)	(127)	(138)	(149)
<b>Balance at Year End</b>	<b>(3,216)</b>	<b>(3,190)</b>	<b>(3,177)</b>	<b>(3,171)</b>	<b>(3,143)</b>	<b>(2,392)</b>	<b>(2,411)</b>	<b>(2,320)</b>

**Finance Strategy**  
**Repairs & Renewals Fund**

Notes

- a Future contribution to Leisure Strategy subject to confirmation of available funds.
- b Leisure Strategy commitments:
  - 2017-23 Pitches/MUGA's Lifecycle costs in excess of recurring £120k Leisure Strategy AMP budget.
- c Central Energy Efficiency Fund commitments:
  - 2017/18 £17k LED Lighting, Ingleton MRF
  - 2017/18 £30k contribution to Spend to Save Earmarked Reserve
  - 2018/19 £4k LED Lighting, GMB Carraigeway
- d Gallaghers/Port Glasgow Development fund fully utilised by 2020/21 creating Revenue budget pressure of £36k per annum.

**Finance Strategy**  
**Asset Management Plan - Offices**

<b>Earmarked Reserve Offices</b>	<b><u>2017/18</u> £000's</b>	<b><u>2018/19</u> £000's</b>	<b><u>2019/20</u> £000's</b>
Earmarked Reserve b/fwd	776	502	301
Additional Funding (Note d)	409	375	375
Available Savings/(Cost) Added (Note a)	329	326	326
Loan Charges (Note b)	(564)	(605)	(606)
Further One Off Costs (Note c)	(448)	(297)	0
Net Saving/(cost) for year	<u>(274)</u>	<u>(201)</u>	<u>95</u>
Earmarked Reserve c/fwd	<u>502</u>	<u>301</u>	<u>396</u>

Notes

- a Net Revenue Savings & Costs Excluding Loan Charges
- b Assumes an interest rate of 4%
- c Further One Off costs relate to the temporary appointment of an Asset Manager and costs for various decants, demolitions and rental of storage area as well as an allowance for dilapidations of leased properties and a £300k contribution towards William St refurb.
- d Additional funding consists of original funding allocation of £1m adjusted for:
  - £200k Workstream Saving from 2011/12
  - £30k Topslice saving from 2012/13
  - £60k Workstream Saving from 2013/14
  - £100k Workstream Saving from 2014/15
  - £45k BPRA scheme saving from 2015/16
  - £65k Revenue saving from 2015/16
  - £125k further Revenue saving from 2016/17
  - £34k balance of BPRA scheme added to Reserve 2017/18



**Finance Strategy**  
**Asset Management Plan - Depots**

<b>Earmarked Reserve Depots</b>	<b>2017/18 £000's</b>	<b>2018/19 £000's</b>	<b>2019/20 £000's</b>
Earmarked Reserve b/fwd	311	276	507
Additional Funding (Note d)	550	800	800
Available Savings/(Cost) Added (Note a)	111	97	97
Loan Charges (Note b)	(636)	(666)	(786)
Further One Off Costs (Note c)	(60)	0	(250)
Net Saving/(cost) for year	(35)	231	(139)
Earmarked Reserve c/fwd	276	507	368

Notes

- a Net Revenue Savings & Costs Excluding Loan Charges  
b Assumes an interest rate of 4%  
c Further One Off costs relate to the temporary appointment of an Asset Manager and cost of decants etc as well as a £250k allowance for demolitions of obsolete Depots.  
d Additional funding made up of:
- |                                      |         |  |
|--------------------------------------|---------|--|
| Contribution from Zero Waste Fund    | £200k   | From 2010/11   |
| Contribution from Revenue Budget     | £300k   | From 2012/13, original £500k allocation reduced by £200k Workstream Saving from 2016/17 & as a result of reduction in capital spend of £1.5m |
| Reduction in funding                 | £(100)k | From 2017/18, diversion of Riverside Inverclyde budget.  |
| Additional Contribution from Revenue | £400k   | 2017/18  |
| Write back to Free Reserves          | £(250)k |  |

**Finance Strategy**  
**Vehicle Replacement Programme**

<b>Earmarked Reserve</b>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Capital Requirements:</b>								
Vehicle Purchases	860	1,821	1,104	2,176	570	367	1,080	1,571
Residual Value	(281)	(426)	(248)	(543)	(148)	(138)	(356)	(355)
Net Capital Requirement	<u>579</u>	<u>1,395</u>	<u>856</u>	<u>1,633</u>	<u>422</u>	<u>229</u>	<u>724</u>	<u>1,216</u>
Earmarked Reserve b/fwd	229	237	309	1,379	1,397	1,454	1,492	1,508
Loan Charges	(1,104)	(970)	(1,078)	(1,024)	(985)	(1,004)	(1,026)	(1,049)
Additional Revenue Costs, Tracking System	(28)	(28)	(28)	(28)	(28)	(28)	(28)	(28)
	<u>(1,132)</u>	<u>(998)</u>		<u>(1,052)</u>	<u>(1,013)</u>	<u>(1,032)</u>	<u>(1,054)</u>	<u>(1,077)</u>
Funding Available								
Loan Charges	1,140	1,070	1,070	1,070	1,070	1,070	1,070	1,070
Other Adjustments	0	0	0	0	0	0	0	0
Total Funding Available	<u>1,140</u>	<u>1,070</u>	<u>1,070</u>	<u>1,070</u>	<u>1,070</u>	<u>1,070</u>	<u>1,070</u>	<u>1,070</u>
Annual Funding Surplus/(Shortfall)	<u>8</u>	<u>72</u>	<u>1,070</u>	<u>18</u>	<u>57</u>	<u>38</u>	<u>16</u>	<u>(7)</u>
Earmarked Reserve c/fwd	<u>237</u>	<u>309</u>	<u>1,379</u>	<u>1,397</u>	<u>1,454</u>	<u>1,492</u>	<u>1,508</u>	<u>1,501</u>

It should be noted that the model:

- a Assumes continuation of Food Waste collection and includes replacement of Food Waste Vehicles, 2018/19.
- b Includes Low Carbon Vehicles, 2016/17 funded from a combination of Government grant and reductions in Service Revenue budgets.
- c Includes Glass Recycling Vehicles purchased in 2014/15 using a combination of grants and prudential borrowing.  
Funding Available has been increased by £35k from 2015/16 to reflect the initial purchase.  
Kerbside Glass discontinued as budget saving from 2018/19, vehicle costs and funding removed.
- d Further £35k funding removed from 2018/19 to reflect lower than anticipated interest rates.

**Finance Strategy**  
**Roads Asset Management Plan**

**Appendix 11**

		<u>2012/17</u> Actual £000's	<u>2017/18</u> Approved £000's	<u>2018/19</u> Approved £000's	<u>2019/20</u> Approved £000's	<u>2020/21</u> Approved £000's	<u>2021/22</u> Proposed £000's	<u>2022/23</u> Proposed £000's	<u>2013/18</u> 5 Year £000's	<u>2018/23</u> 5 Year £000's	<u>2013/23</u> 10 Year £000's
<b>Funding Available</b>											
Core/Supported Borrowing	a	5,300	1,400	2,683	2,819	2,959	3,107	3,262	6,700	14,830	21,530
Prudential Borrowing		8,800	4,600						13,400		13,400
CFCR:											
Early Allocation (Feb 2012)	b	3,000							3,000		3,000
Further Allocation (Feb 2013)	c	5,900							5,900		5,900
Further Allocation (March 2018)	d				620					620	620
<b>Total Funding Available</b>		<b>23,000</b>	<b>6,000</b>	<b>2,683</b>	<b>3,439</b>	<b>2,959</b>	<b>3,107</b>	<b>3,262</b>	<b>29,000</b>	<b>15,450</b>	<b>44,450</b>
<b>Allocation of Expenditure</b>											
Carraigeways		15,231	1,875	1,717	1,713	1,717	1,807	1,901	17,106	8,855	25,961
Footways		2,158	1,046	220	423	326	343	361	3,204	1,673	4,877
Lighting		2,112	1,255	1,315	648	411	433	456	3,367	3,263	6,630
Drainage		325		171	180	200	211	222	325	984	1,309
Structures		778	240	305	709	175	183	192	1,018	1,564	2,582
Fees & Staffing Costs	e	1,496	398	397	410	130	130	130	1,894	1,197	3,091
<b>Total Allocation of Expenditure</b>		<b>22,100</b>	<b>4,814</b>	<b>4,125</b>	<b>4,083</b>	<b>2,959</b>	<b>3,107</b>	<b>3,262</b>	<b>26,914</b>	<b>17,536</b>	<b>44,450</b>
<b>Over/(Under) Allocation</b>		<b>(900)</b>	<b>(1,186)</b>	<b>1,442</b>	<b>644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,086)</b>	<b>2,086</b>	<b>0</b>

Notes

- a 2016/18 funding approved February 2015.
- b Funds were set aside during February 2012 budget process prior to the formal approval of the RAMP model.
- c CFCR part funded from underspends due to reduced requirement for Loan Charges in early years.
- d Additional CFCR allocation to fund final phase of lighting programme.
- e Staffing requirements from 2018 onwards still to be determined, any staffing requirements over & above the £130k Fees element will be funded from within the annual RAMP allocation

**Finance Strategy**  
**Loan Charges**

		2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
<b>Balance B/fwd</b>		2,152	6,104	6,494	6,126	4,714	1,875	1,240	688	377
Projected Loan Charges	a	13,677	13,790	13,803	14,517	15,714	11,560	11,177	10,636	10,185
Available Budget	b	14,413	12,896	12,435	12,105	11,875	10,925	10,625	10,325	10,025
Loan Charge Surplus/(Deficit)		736	(894)	(1,368)	(2,412)	(3,839)	(635)	(552)	(311)	(160)
Additional Funding:										
Contribution from Reserves	c	3,216	1,284							
Contribution from Capital Fund	d			1,000	1,000	1,000				
<b>Balance at Year End</b>		<b>6,104</b>	<b>6,494</b>	<b>6,126</b>	<b>4,714</b>	<b>1,875</b>	<b>1,240</b>	<b>688</b>	<b>377</b>	<b>217</b>

- Notes
- a Revised projections as at April 2018 and excludes Loan Charges relating to funded models (SEMP, AMP, VRP, City Deal, Birkmyre Trust). Includes the effect of decisions on SEMF acceleration taken in March 2016 including the £650k annual budget transferred to SEMF from 2021/22. From 2018/19 onwards, general capital grant is applied to core allocations only and not to individually funded models (e.g. VRP). No longer includes £1 million per year from 2018/19 for increased core Property investment. Includes £4.5m extra Prudential Borrowing in 2017/18.
- b Adjustments to Available Budget:
- For 2016/17  
£400k added to ongoing budget for loan charges on Additional Capital Expenditure, as agreed November 2014  
£30k removed for ICT saving agreed February 2015 (additional sum removed each year until last year 2020/21)  
£12k removed for ICT saving agreed February 2013 (additional sum removed each year until last year 2018/19)  
£120k added to ongoing budget for loan charges for Neil Street Children's Home (in place of £140k previously added from 2017/18)
- For 2017/18  
Further £400k added to ongoing budget for loan charges on Additional Capital Expenditure, as agreed November 2014  
Saving of £2.025m applied from 2017/18 in lieu of major saving from 2021/22  
£97k added to ongoing budget for loan charges for Crosshill Children's Home (see note on Neil St for 2016/17)  
£25k added to ongoing budget for loan charges for IL CHP  
£29k added to ongoing budget for loan charges for CCTV (Option 3)  
£2k removed from ongoing budget for loan charges due to closure of Kirn Drive Depot
- For 2018/19  
Budget from 2018/19 onwards reduced by a further £300k annually to reflect reduction in Scottish Government grant support resulting from repayment of historic debt  
£54k removed from ongoing budget due to Cremator Replacement being funded from reserves (agreed March 2018)  
£35k transferred from Vehicle Replacement Programme budget from 2018/19 due to lower funding requirement  
£100k removed in 2018/19 and 2019/20 due to increased CFCR and then replaced by increased Prudential Borrowing 2020/21 onwards
- For 2021/22  
£650k removed from ongoing budget and transferred to SEMF relating to SEMF acceleration, as agreed in March 2016
- c Allocation of £4.5million over 2016/18 to address medium term Loan Charges funding issue.
- d Allocation from Capital Fund. It should be noted that this contribution is dependent on receipts from property disposals and as such cannot be guaranteed.

**City Deal - First 10 Years**

<b>Capital</b>	<u>£m</u> 15/17	<u>£m</u> 17/18	<u>£m</u> 18/19	<u>£m</u> 19/20	<u>£m</u> 20/21	<u>£m</u> 21/22	<u>£m</u> 22/23	<u>£m</u> 23/24	<u>£m</u> 24/25	<u>£m</u> Total
Overall Grant	60	30	30	30	30	30	70	60	60	400
Regional Projects	1.2	0.683	1.843	3.8	15	30	34	45	33	164.526
Grant Available	58.8	29.317	28.157	26.2	15	0	36	15	27	235.474
<b>Inverclyde's Grant Share</b>	<b>1.705</b>	<b>0.850</b>	<b>0.817</b>	<b>0.760</b>	<b>0.435</b>	<b>0.000</b>	<b>1.044</b>	<b>0.435</b>	<b>0.783</b>	<b>6.829</b>
<b>Project Spend</b>										
Ocean Terminal	0.032	0.224	2.576	5.500	1.368	0	0	0	0	9.700
Inverkip	0.008	0.000	2.300	0.942	0	0	0	0	0	3.250
Inchgreen	0	0	0	0	0	4.714	4.713	0	0	9.427
<b>Total Cost</b>	<b>0.040</b>	<b>0.224</b>	<b>4.876</b>	<b>6.442</b>	<b>1.368</b>	<b>4.714</b>	<b>4.713</b>	<b>0</b>	<b>0</b>	<b>22.377</b>
Annual Grant (Shortfall)/Surplus	1.665	0.626	-4.059	-5.682	-0.933	-4.714	-3.669	0.435	0.783	-15.548
Cumulative (Shortfall)/Surplus	1.665	2.291	-1.768	-7.450	-8.383	-13.097	-16.766	-16.331	-15.548	
<b>Revenue</b>	<u>£m</u> 15/17	<u>£m</u> 17/18	<u>£m</u> 18/19	<u>£m</u> 19/20	<u>£m</u> 20/21	<u>£m</u> 21/22	<u>£m</u> 22/23	<u>£m</u> 23/24	<u>£m</u> 24/25	
Revenue Budget	0	340	340	340	340	340	340	340	340	
Interest Charge	0	0	(11)	(63)	(126)	(196)	(335)	(327)	(311)	
<b>Balance at Year End</b>	<b>0</b>	<b>340</b>	<b>669</b>	<b>946</b>	<b>1,160</b>	<b>1,304</b>	<b>1,309</b>	<b>1,322</b>	<b>1,351</b>	

Notes

- 1/ The project spend profiles reflect the OBC figures for Inverkip and Greenock Ocean Terminal and initial high level estimates for Inchgreen. These will be firmed up as part of the detailed Business Case preparation. Figures do not include any partner contributions. Phasings per March 2018 update.
- 2/ The Council will require to finance the interest costs associated with the grant shortfall and has set aside up to £400,000 per year for this purpose of which £60,000 is currently set aside for the Programme Management Office.
- 3/ Assumes that the City Deal will pass the first 2 milestones (2019 & 2024) and as such the UK and Scottish Government will honour their grant commitments.
- 4/ Regional projects have first call on the grant and total £174.3million. Phasing 2019/20 and beyond is indicative at this stage. Spend beyond 2024/25 is not shown above.
- 5/ The Interest Charge is based on the investment return foregone by the Council on the assumption the capital investment will be funded from cash balances and fully repaid by 20. Interst rates used 18/19 (0.6%), 19/20(0.85%), 20/22(1.5%) and 22/23 onwards (2.0%)

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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date:</b>	<b>7 June 2018</b>
<b>Report By:</b>	<b>The Head of Legal and Property Services</b>	<b>Report No:</b>	<b>LP/066/18</b>
<b>Contact Officer:</b>	<b>Gerard Malone</b>	<b>Contact No:</b>	<b>01475 712618</b>
<b>Subject:</b>	<b>Community Empowerment (Scotland) Act 2015 - Asset Transfer Report</b>		

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to seek the Council's approval of the Asset Transfer Report at Appendix 1.

## **2.0 SUMMARY**

- 2.1 The Community Empowerment (Scotland) Act 2015 ("the Act") gives rights to community bodies (community transfer bodies) to formally request to purchase, lease, manage or use land and buildings belonging to various public bodies (including the Council).
- 2.2 Section 95 of the Act requires such public bodies to annually publish an Asset Transfer Report of the type included at Appendix 1, and this is the first occasion where such publication has been required.
- 2.3 An Asset Transfer Report for the period to 31/3/18 is included at Appendix 1 for the Council's approval.

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Council approves the terms of the Asset Transfer Report at Appendix 1.

**Gerard Malone**  
**Head of Legal and Property Services**

## **BACKGROUND**

- 4.1 Part 5 of the Community Empowerment (Scotland) Act 2015 (“the Act”) provides community bodies (community transfer bodies) with a right to submit a formal Asset Transfer Request, being request to purchase, lease, manage or use land and buildings belonging to local authorities (including the Council), Scottish Ministers or certain other Scottish public bodies. There will be a presumption of agreement to requests, unless there are reasonable grounds for refusal. Reducing inequalities will be a factor for the relevant authorities to consider when making a decision. This part of the Act came into force on 23 January 2017.
- 4.2 Section 95 of the Act places a requirement on all such authorities to publish an annual Asset Transfer Report, in which the authority must set out for that year:
- a) the number of asset transfer requests received;
  - b) the number decided upon;
  - c) the number that have resulted in transfer, lease or grant of rights;
  - d) the number of decided appeals or reviews in relation to such requests; and
  - e) any action it has taken to promote the use of asset transfer requests or to support a community transfer body in the making of such a request.
- 4.3 The relevant commencement order provided that the first of such reports is to cover the period from 23 January 2017 (coming into force of Part 5 of the Act) to 31 March 2018. Subsequent reports will cover a 12 month period to 31 March in a given year. In terms of the Act, such reports require to be published by no later than 30 June following the end of the reporting year in question.
- 4.4 No formal asset transfer requests have been received, as can be seen from the report. As a consequence of this, various other questions to be covered in the report that arise from a submitted request, or from a decision on a request, are also nil responses.
- 4.5 The relevant provisions of the Act only recently came into force, and consequently practice is developing as to its implementation both by relevant authorities and by community transfer bodies. In the context of this, and the extent of the Council’s administrative area, officers would not have anticipated significant numbers of asset transfer requests to have been submitted by this stage.
- 4.6 Although this statutory mechanism is now in place, there is nothing to prevent Councils to enter discussions with community groups and when appropriate complete asset transfers (or indeed grant leases or confer rights) by agreement, without the need for a formal Asset Transfer Request under the Act, as was the case prior to the commencement of the Act. As the members will note from the Asset Transfer Report at Appendix 1, officers have been involved with extensive discussions with a variety of community bodies, to enter into such voluntary arrangements. This demonstrates the Council’s engagement with and support for community asset transfer and minimises the need for groups to resort to a formal asset transfer request.
- 4.7 The publication of this report is a statutory requirement on the Council; it is appropriate that it be brought before the Council for approval in this instance as it is the first time such a report will be published. A proposed revisal of the Scheme of Delegation is being reported on separately and the revised scheme, if approved, will include a delegated authority to the Head of Legal and Property Services to publish this report in future years.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There are no financial implications from this report.

### **Legal**

- 6.2 Part 5 of the Community Empowerment (Scotland) Act 2015 (“the Act”) provides certain

community bodies with a right to request to purchase, lease, manage or use land and buildings belonging to certain public bodies, including the Council. Section 95 of the Act requires those bodies to annually produce an Asset Transfer Report of the type shown at Appendix 1.

### **Human Resources**

6.3 None.

### **Equalities**

6.4 None.

### **Repopulation**

6.5 There are no repopulation implications.

## **7.0 CONSULTATIONS**

7.1 The Head of Environmental and Public Protection has been consulted on the terms of this report.

## **8.0 LIST OF BACKGROUND PAPERS**

8.1 None.



# The Inverclyde Council

## Community Empowerment (Scotland) Act 2015

### Asset Transfer Report - 2017 to 2018

This is an Asset Transfer Report by the Inverclyde Council (“**the Council**”) in terms of Section 95 of the Community Empowerment (Scotland) Act 2015 (“**the Act**”) for the period from 23/1/2017 to 31/3/2018 (“**the Reporting Period**”) in relation to asset transfer requests under Part 5 of the Act (a “**Request**” or “**Requests**”) from community transfer bodies (a “**CTB**” or “**CTBs**”).

- (a). During the Reporting Period, the Council published detailed guidance for CTBs on Community Asset Transfer process and on how to submit requests, which both promotes the use of Requests and assists CTBs in the making of a Request. This guidance includes a style of Request form, detail of what should be included with a Request, and who should be contacted in the Council to discuss making a Request. This is published on the Council website at [www.inverclyde.gov.uk/assettransfer](http://www.inverclyde.gov.uk/assettransfer).
- (b). During the Reporting Period, Council officers have pursued discussions with a number of community groups with a view to progressing asset transfers. These are detailed in Part 1 of the Schedule to this report. Whilst in many cases, the use of a formal Request in terms of the Act is not expected as it is anticipated the transfer will be completed by agreement, the end goal remains the transfer of an asset to community body. This reflects the Council’s support for the principle of community asset transfer in appropriate circumstances, without the need for a formal Request.
- (c). During the Reporting Period, the Council has received no Requests. As this covers the period from commencement of the Act, a number of the additional items this report is required to cover in terms of Section 95 of the Act are also nil responses. These are dealt with more fully in Part 2 of the Schedule.

## SCHEDULE PART 1 - ASSET TRANSFER UPDATE

	Community Body	Land/Property	Date Interest Received	Comments
1	Details not yet in public domain.	Community Centre	Ongoing project	<p>A group who have been in occupation of their present site for a number of years (under a short term lease on going year to year on tacit relocation) have intimated their desire to acquire their building and surrounding ground and have appointed a project manager to drive this project forward.</p> <p>The project would involve demolition of the present building and construction of a new facility on a larger footprint with external space. The group will require substantial funding and they have confirmed their intention to submit an application to the external funders currently open to applications.</p> <p>The Environment &amp; Regeneration Committee granted authority in 2014 for the issue of a Letter of Intent to the group confirming the Council's commitment to the project and confirming that the site will be made available to CRC subject to a number of a variety of conditions being fulfilled.</p> <p>This letter was updated in March 2018 and provided the various conditions in that letter are purified to the satisfaction of Inverclyde Council then officers will progress discussions with the group and seek the necessary further Committee Authority to proceed with the transfer of the site discussed.</p>
2	Inverkip Community Initiative	Kip Park Main Street Inverkip	Ongoing project	<p>The original community centre at Inverkip suffered severe storm damage in 2010 and was subsequently demolished. Following which it was agreed to build a new community facility at Kip Park Inverkip and the local community group, the Inverkip Community Initiative (ICI) would manage and run the facility on the basis of a 25year lease. It was also agreed that ICI would then sub-lease part of the new facility back to the Council for the Inverkip library, following its departure from the Inverkip Primary School.</p> <p>The building work was completed in Dec 2016 at which time ICI took occupation on the basis of a short term missive of let. This was done to give</p>

## SCHEDULE PART 1 - ASSET TRANSFER UPDATE

				early access and discussions are ongoing between the group and Council Officers to deal with snagging issues and to complete a longer term lease.
3	Auchmountain Volunteer Group	Auchmountain Glen	Sept 2017	<p>The Auchmountain Glen path travels from the start at Kilmacolm Road and follows the Glen to culminate at the Whinhill Golf Course. It was once a spectacular civic walkway with public architecture but is now neglected and suffers from vandalism.</p> <p>The Auchmountain Volunteer Group (AVG) has been active in clearing debris from the Burn and generally tidying the paths at the bottom of the Glen. They have expressed interest in exploring options for community transfer. At the Education and Communities Committee on 5<sup>th</sup> September 2017 approval was given for an allocation of £15,000 from the Grants to Voluntary Organisation budget to fund a feasibility study to establish the ownership position and the extent of work required in order to provide a 'vision' for the Glen with the potential to attract external funding.</p> <p>This study is presently ongoing.</p>
4	Inverclyde Pollinator Corridor	Site of the former Hector McNeil swimming pool, Brachelston St Greenock	Sept 2017	<p>The Inverclyde Pollinator Corridor Group (IPC) approached Inverclyde Council with a view to including the site of the former Hector McNeil baths in their portfolio. The group has been active in the Inverclyde area over recent years, notably on derelict sites. The group wish to promote biodiversity of the sites which they obtain access to, along with improving the visual amenity, providing training for local people in techniques such as dry stone walling and other countryside skills and educating Inverclyde residents about the importance of pollinators and biodiversity.</p> <p>The site itself is inalienable common good and has lain been unused for a considerable number of years. It is thought that the group could help bring the site back into some kind of beneficial use until such time as a more definite decision on the site's future is taken.</p>

## SCHEDULE PART 1 - ASSET TRANSFER UPDATE

				<p>Committee approval to enter into a management agreement with the group was received from the Environment and Regeneration Committee in Jan 2018 and this is being progressed.</p> <p>In the meantime council officers have instructed trial pits to be dug to assess ground conditions to ensure it is free from contaminants. Repairs are also due to be carried out to the brick pillars at the Inverkip Road entrance to the site and to the metal railings as necessary.</p>
5	<p>(a)Gourock Schools &amp; Churches Together</p> <p>(b)Cardwell Bay Association of Small Boat Owners</p> <p>(c) Group wishing to develop a maritime educational establishment, in conjunction with local college – no formal constitution.</p>	<p>McLeans Yard, Cove Road Gourock</p>	<p>August 2017</p>	<p>These three groups have all expressed their interest in acquiring this site and have provided details of their constitution and accounts, where appropriate. Various reports on the merits of each group have been discussed at Committee although no decision has yet been taken regarding the preferred use. The Committee is seeking the views of the Gourock Regeneration Forum on the proposals, and will consider the proposals further after the next meeting of the Forum.</p> <p>The site is alienable common good and whilst it is possible to sell, it is more likely that any future use will be via a lease but details of this have yet to be investigated.</p>
6	<p>Details not yet in public domain.</p>	<p>Bowling Club</p>	<p>Ongoing project.</p>	<p>Officers have pursued discussion with a local bowling club around their future occupation of the club building and plans for improvements. There are various improvement works that the group wish to undertake to the facility and which they have investigated external funding for. A requirement of such funding is that a lease with security of tenure is granted.</p> <p>There are legal complexities to this process because of the nature of the site.</p> <p>Funding was approved at the Education and Communities Committee on the 23 January 2018, a) to cover any costs incurred in relation to the complexities round the lease, and b) as a contribution to funding works to</p>

## SCHEDULE PART 1 - ASSET TRANSFER UPDATE

				<p>the club building.</p> <p>The intention is if the grant of a new lease with the required security of tenure is completed, the Club will be in a position to match fund any Council contribution to improvements through external funders.</p> <p>Officers are at present discussing outline heads of terms with the club for a lease renewal. Further reports to the Council's committees and a public consultation process will be required once the terms of a proposed lease are agreed.</p> <p>Whilst neither the bowling club nor the Council officers involved envisage a formal Asset Transfer Request being submitted, this is an example of the Council and a community group together working towards such a transfer</p>
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## SCHEDULE PART 2 – ADDITIONAL ITEMS.

**The Reporting Period of this report covers the period from the Act coming into force to 31/3/18, and as no Requests were received in that period, the responses below are all nil responses.**

- I. During the Reporting Period, the Council has neither refused nor agreed to any Requests.
- II. During the Reporting Period, there have been no transfers of ownership of land, grants of leases of land or grants of rights in respect of land, by the Council to a CTB resulting from a Request.
- III. During the Reporting Period, in relation to appeals under Section 88 of the Act there have been no appeals allowed, dismissed or which have resulted in any part of a decision of the Council being varied or reversed.

**Appeals under Section 88 of the Act may be brought by a CTB to the Scottish Ministers under Section 86 of the Act on the outcome of a review by the Council of a decision in respect of to a Request made by that CTB. As the Council is a local authority, it is not competent for an appeal to be brought under Section 85.**

- IV. During the Reporting Period, as a result of review under Section 86 of the Act by the Council of decisions on Requests, there have been no decisions which have been confirmed, modified or which have been substituted by a different decision.

**A CTB may under Section 86 of the Act seek a review by the Council of a decision made on a Request submitted by that CTB. As the Council is a local authority, it is not competent for such a review to be sought under Section 87.**

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<b>Report To:</b>	<b>The Inverclyde Council</b>	<b>Date:</b> 7 June 2018
<b>Report By:</b>	<b>Corporate Director, Environment, Regeneration and Resources</b>	<b>Report No:</b> LP/056/18
<b>Contact Officer:</b>	<b>Caroline Shaw</b>	<b>Contact No:</b> 712115
<b>Subject:</b>	<b>Proposed Traffic Regulation Order – The Inverclyde Council, Disabled Persons’ Parking Places (On Street) Order No. 4 2017</b>	

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment & Regeneration Committee.

## 2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee held on 3 May 2018 after consideration of a report by the Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – The Inverclyde Council, Disabled Persons’ Parking Places (On Street) Order No. 4 2017 recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and to remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

## 3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council, Disabled Persons’ Parking Places (On Street) Order No. 4 2017, all as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix

**Gerard Malone**  
**Head of Legal and Property Services**

## **4.0 BACKGROUND**

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Delegation the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 The provision of on-street parking places for use by disabled drivers, who are the holders of a Disabled Person's Badge, is regulated by the Disabled Persons' Parking Places (Scotland) Act 2009. Inverclyde Council is required to promote a Traffic Regulation Order to regulate the use of such parking places.
- 4.3 The Council is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wishes a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There are no financial implications arising from this report.

### **Legal**

- 5.2 There are no legal implications arising from this report.

### **Human Resources**

- 5.3 There are no HR implications arising from this report.

### **Equalities**

- 5.4 There are no equalities implications arising from this report.

### **Repopulation**

- 5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Customer Service Centre, and at Central, Gourock, Kilmacollm and Port Glasgow Libraries.
- 6.2 Three written objections were received to the proposed Order. One was outwith the time limit for objections to be lodged; one did not have valid grounds for objection and the other objection was uplifted. There are, therefore, no valid objections to this Order.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None



**THE INVERCLYDE COUNCIL**  
**DISABLED PERSONS' PARKING PLACES**  
**(ON-STREET) ORDER NO. 4 2017**

**TRAFFIC REGULATION ORDER**

**THE INVERCLYDE COUNCIL**  
**DISABLED PERSONS' PARKING PLACES (ON-STREET)**  
**ORDER NO. 4 2017**

The Inverclyde Council in exercise of the powers conferred on them by Section 32(1) of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act hereby make the following Order.

1. This Order may be cited as "The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order No. 4 2017" and shall come into operation on #####
2. In this Order the following expressions have the meanings hereby assigned to them:-
  - "Council" means The Inverclyde Council or its successors as Roads Authority;
  - "disabled person's badge" means:
    - (a) a badge issued under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (as amended);
    - (b) a badge issued under a provision of the law of Northern Ireland corresponding to that section; or
    - (c) a badge issued by any member State other than the United Kingdom for purposes corresponding to the purposes for which badges under that section are issued;and which has not ceased to be in force;
  - "disabled person's vehicle" means a vehicle lawfully displaying a disabled person's badge;
  - "parking attendant" means a person employed in accordance with Section 63A of the Act to carry out the functions therein;
  - "parking place" means an area of land specified by number and name in Columns 1 and 2 in the Schedule to this Order;
  - "traffic sign" means a sign prescribed or authorised under Section 64 of the Act; and
  - "vehicle" unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power.
3. The Schedule titled "Disabled Persons' Parking Places (On Street) Order No. 4 2017" forms the Schedule to this Order.
4. Each area of road which is described in the Schedule to this Order and the plans relative to this Order is hereby designated as a parking place.
5. The parking places shall only be used for the leaving of disabled persons' vehicles displaying a valid disabled person's badge.

6. The limits of each parking place shall be indicated on the carriageway as prescribed by The Traffic Signs Regulations and General Directions 2016.
7. Every vehicle left in any parking place shall stand such that no parking place is occupied by more than one vehicle and that every part of the vehicle is within the limits of the parking place provided that, where the length of a vehicle precludes compliance with this paragraph, such vehicle shall be deemed to be within the limits of a parking place if:-
  - the extreme front portion or, as the case may be, the extreme rear portion of the vehicle is within 300mm of an indication on the carriageway provided under this Order in relation to the parking place; and
  - the vehicle, or any part thereof, is not within the limits of any adjoining parking place.
8. Any person duly authorised by the Council or a police officer in uniform or a traffic warden or parking attendant may move or cause to be moved in case of any emergency, to any place they think fit, vehicles left in a parking place.
9. Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever such suspension is considered reasonably necessary:-
  - for the purpose of facilitating the movement of traffic or promoting its safety;
  - for the purpose of any building operation, demolition, or excavation in or adjacent to the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe, apparatus for the supply of gas, water electricity or of any telecommunications apparatus, traffic sign or parking meter;
  - for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwellinghouse to another or the removal of furniture from such premises to a depository or to such premises from a depository;
  - on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
  - for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions.
10. A police officer in uniform may suspend for not longer than twenty four hours the use of a parking place or part thereof whenever such suspension is considered reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.

Sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by #####, Proper Officer, on the ##### day of #####, Two Thousand and Eighteen.

**THE INVERCLYDE COUNCIL**  
**DISABLED PERSONS' PARKING PLACES**  
**(ON-STREET) ORDER NO. 4 2017**

**Statement of Reasons for Proposing to Make  
the above Order**

It is considered necessary in order to comply with The Disabled Persons' Parking Places (Scotland) Act 2009, Section 5, to make the above Order to provide assistance for disabled persons who hold a badge under the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 as amended and by revoking those parking places no longer required to maximise street parking capacity.

**Willie Rennie**  
**Head of Environmental & Commercial Services**  
**1 Ingleston Park**  
**Cartsburn Street**  
**GREENOCK**  
**PA15 4UE**

# INVERCLYDE COUNCIL

## DISABLED PERSONS' PARKING PLACES (ON-STREET) ORDER No.4 2017

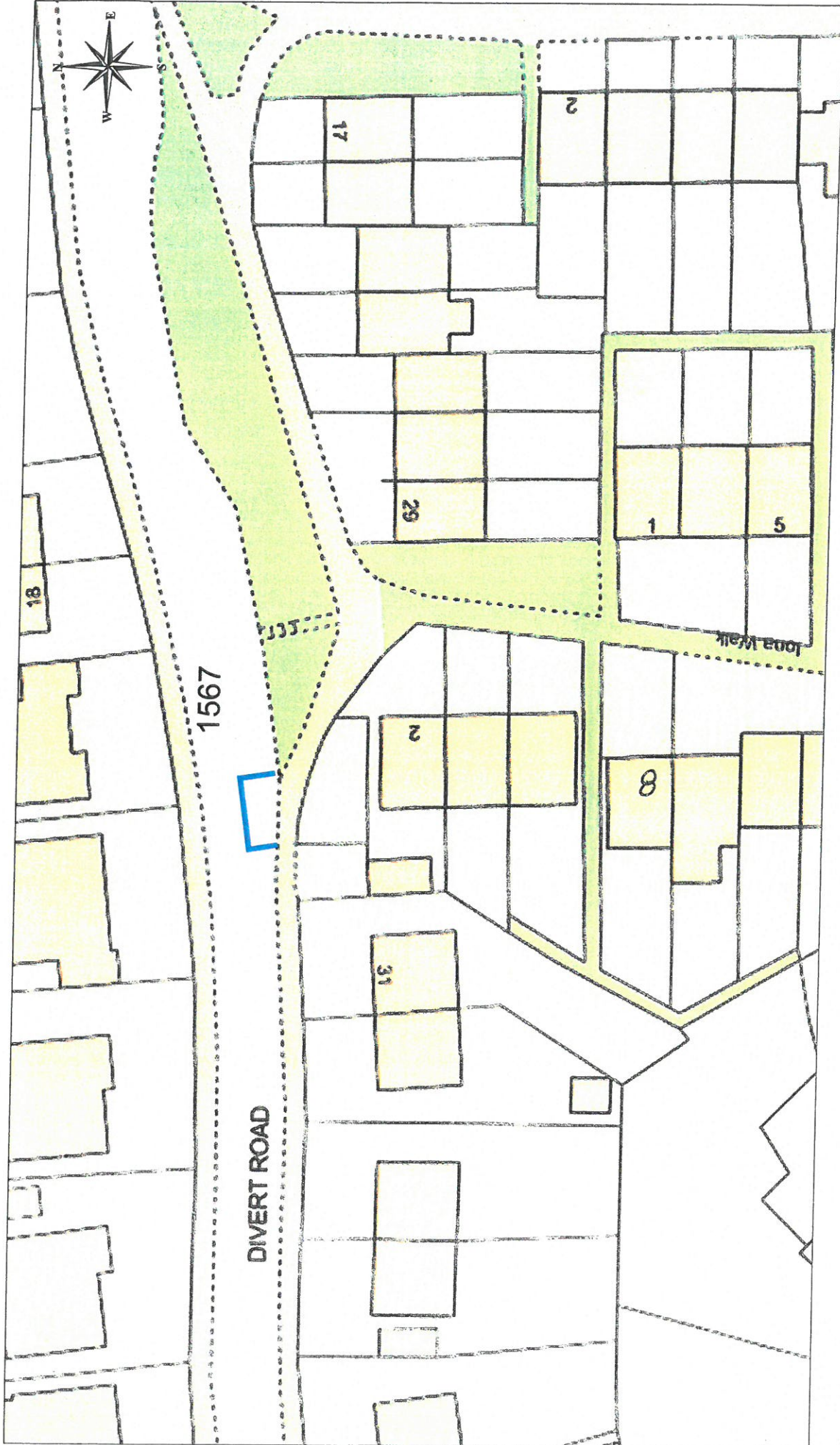
### SCHEDULE

Rev A

All and whole that area of ground as described in Column 2 in the table below:

Column 1	Column 2
<u>Ref No.</u>	<u>Address of Disabled Person's Parking Place to be created or revoked @ "ex-adverso"</u>
1567	Divert Road, Gourock
1724	39 South Road, Port Glasgow
1725	55 Cardwell Road, Gourock
1728	22 Victoria Road, Gourock
1730	44 North Road, Port Glasgow
1731	28 Leperstone Avenue, Kilmacolm
1732	59 Albert Road, Gourock
1733	120 Leven Road, Greenock
1736	55 Bawhirley Road, Greenock
1738	6 Shaw Place, Greenock
1739	89 Kilmacolm Road, Greenock
1740	42 Balloch Road, Greenock
1744	2 Levanne Place, Gourock
1745	28 Pembroke Road, Greenock
1746	2 Prospecthill View, Greenock
1747	14 Gordon Street, Greenock
1748	4 Alderbrae Road, Port Glasgow
1266	Glenbrae Road, Port Glasgow





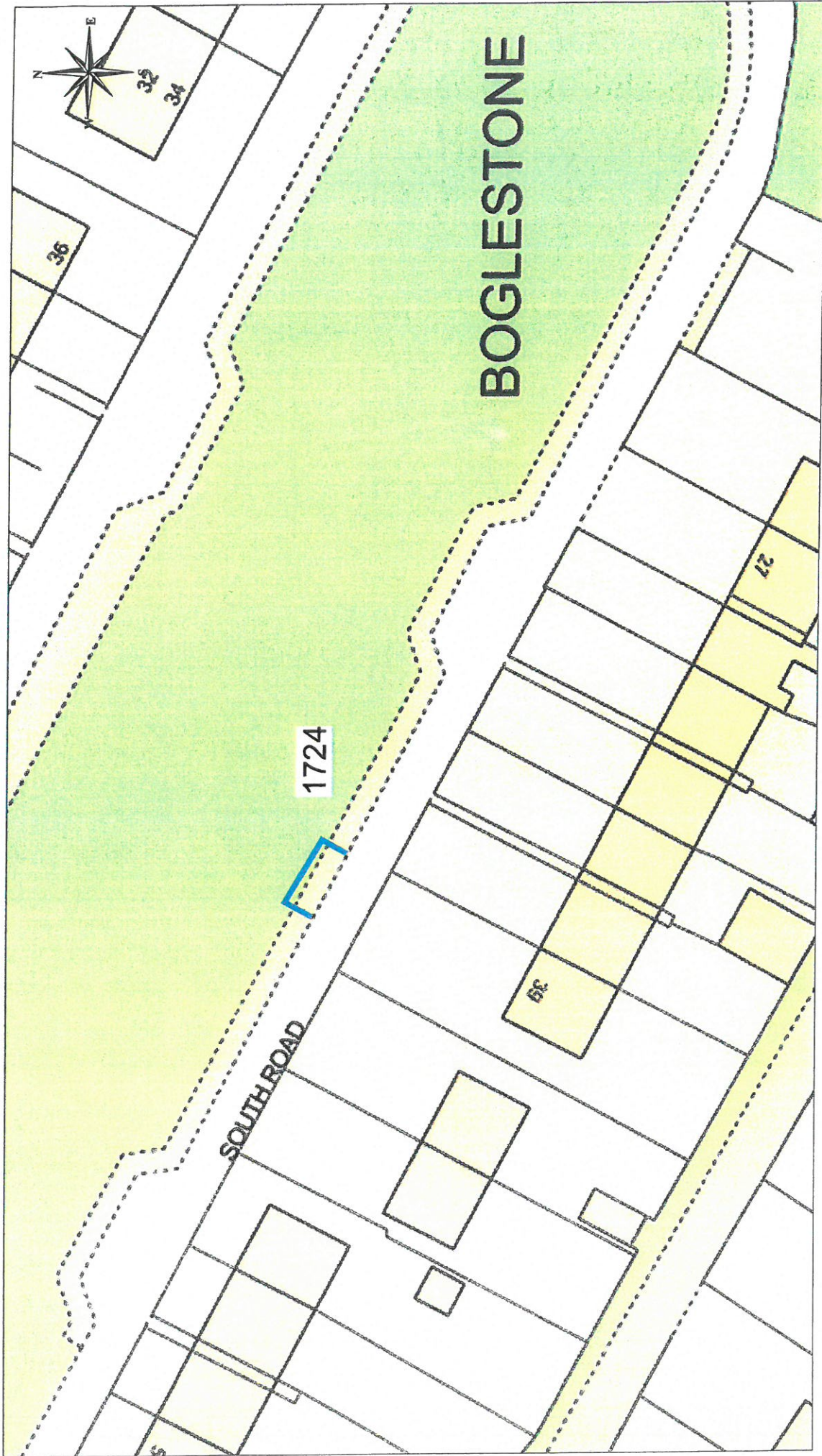
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**DISABLED PERSONS' PARKING PLACE**  
**DIVERT ROAD, GREENOCK**  
**PLACE No. 1567**

**Inverclyde**  
 council  
**Environmental Services**

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY  
 Tel: 01475 712712  
 Fax: 01475 712731  
 aubrey.fawcett@inverclyde.nv.uk





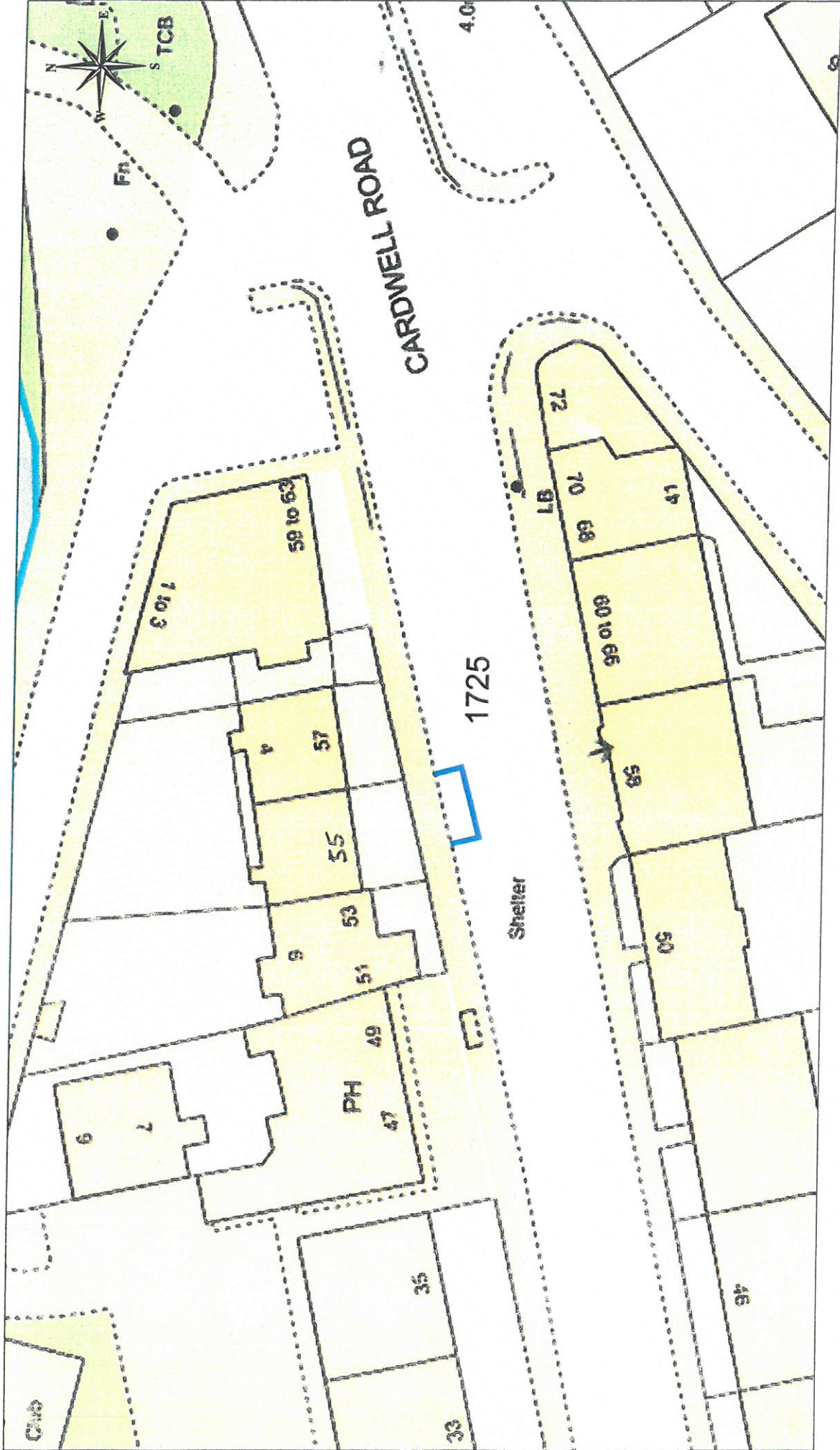
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DISABLED PERSONS' PARKING PLACE  
 39 SOUTH ROAD, PORT GLASGOW  
 PLACE No. 1724

**Inverclyde** council  
 Environmental Services

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY  
 Tel: 01475 712712  
 Fax: 01475 712731  
 aubr@inverclyde.gov.uk





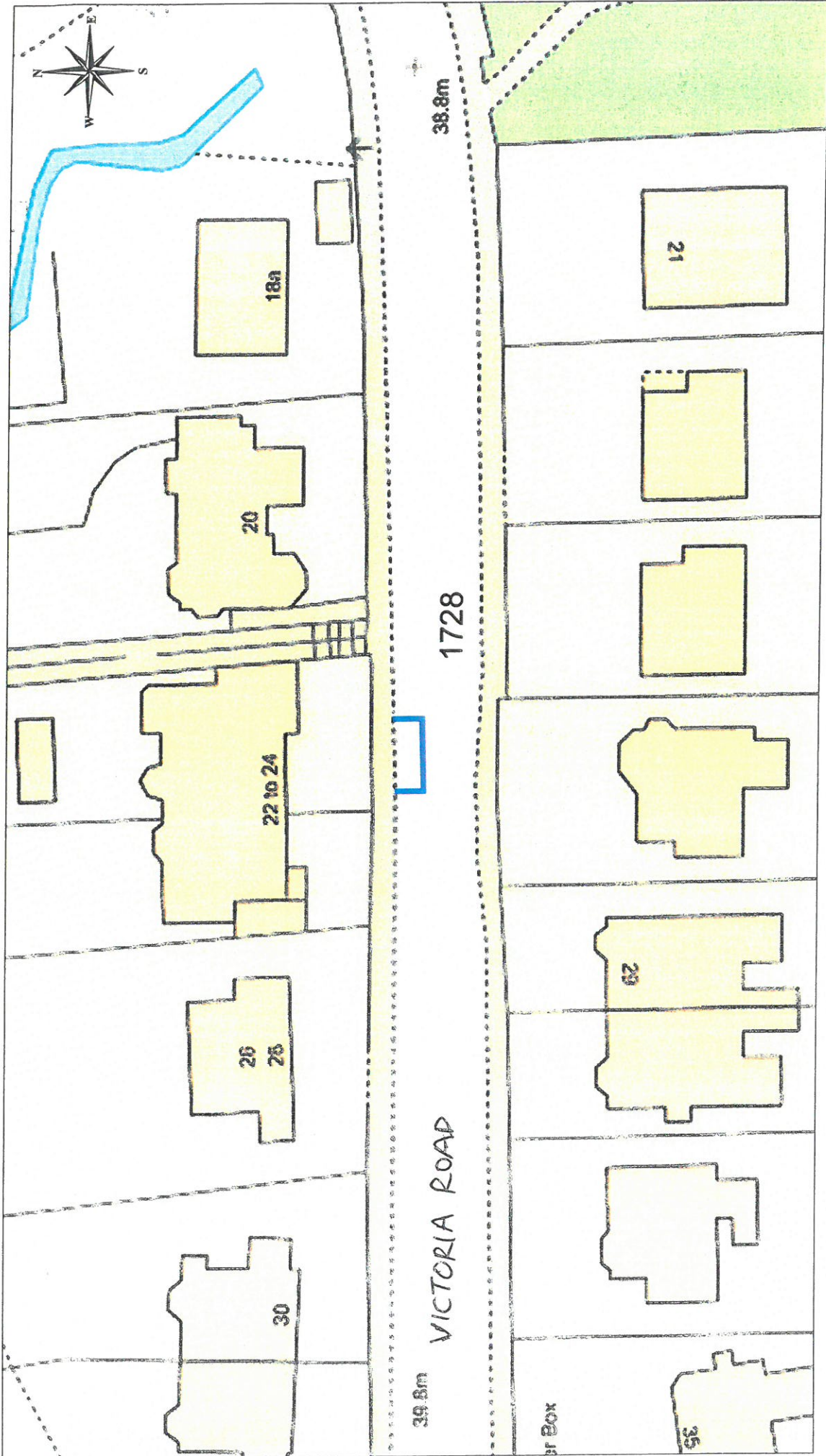
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**DISABLED PERSONS' PARKING PLACE**  
**55 CARDWELL ROAD, GOUROCK**  
**PLACE No. 1725**

**Inverclyde** council  
**Environmental Services**

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
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 Fax: 01475 712731  
 Address: @environment.inverclyde.nyu.uk





**Inverclyde**  
council  
**Environmental Services**

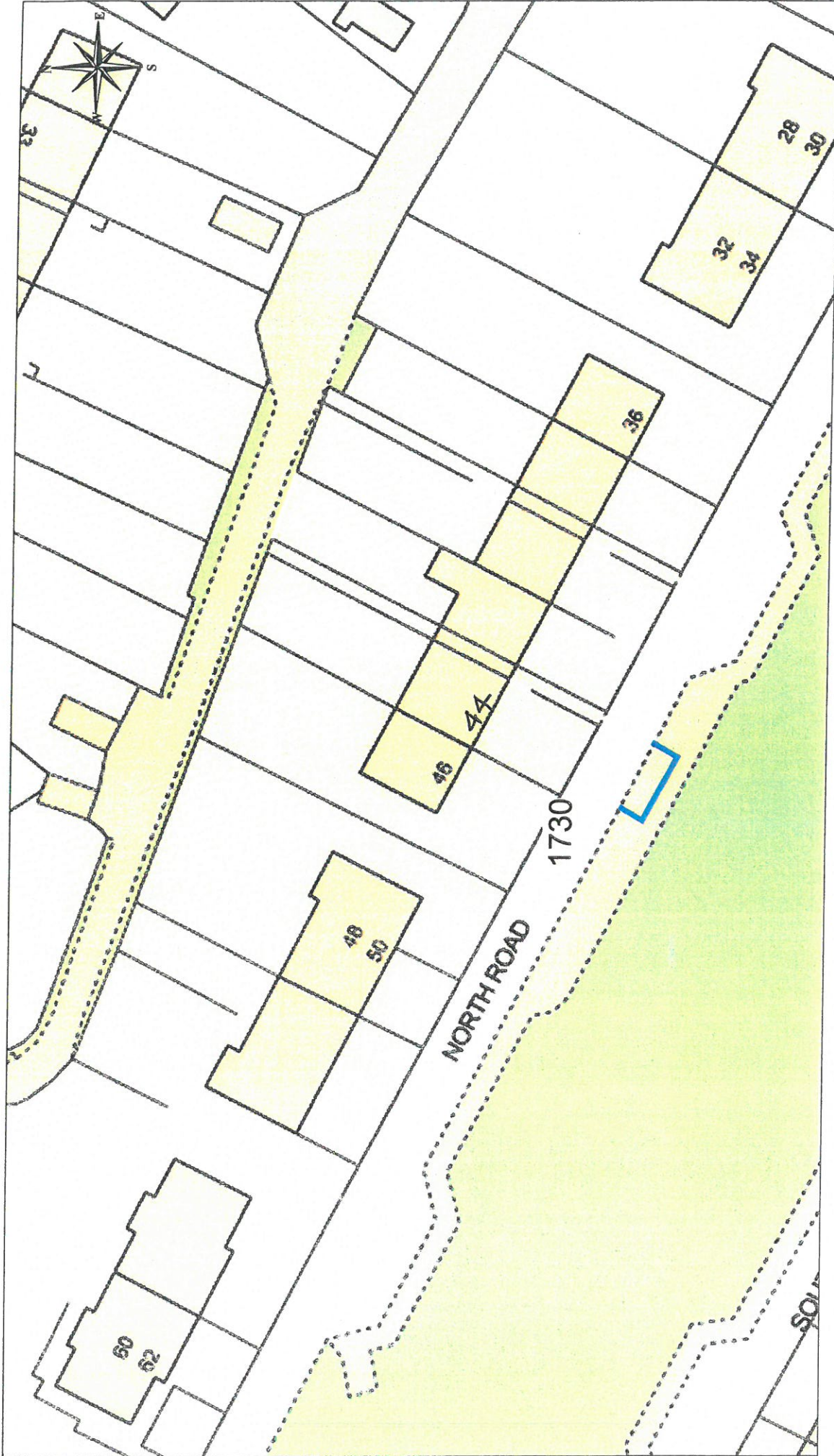
Regeneration & Environment  
Corporate Director: Aubrey Fawcett  
Municipal Buildings  
Clyde Square  
Greenock  
PA15 1LY  
Tel: 01475 712712  
Fax: 01475 712731  
aubrey.fawcett@inverclyde.nv.gov.uk

DISABLED PERSONS' PARKING PLACE  
22 VICTORIA ROAD, GOUROCK  
PLACE No. 1728



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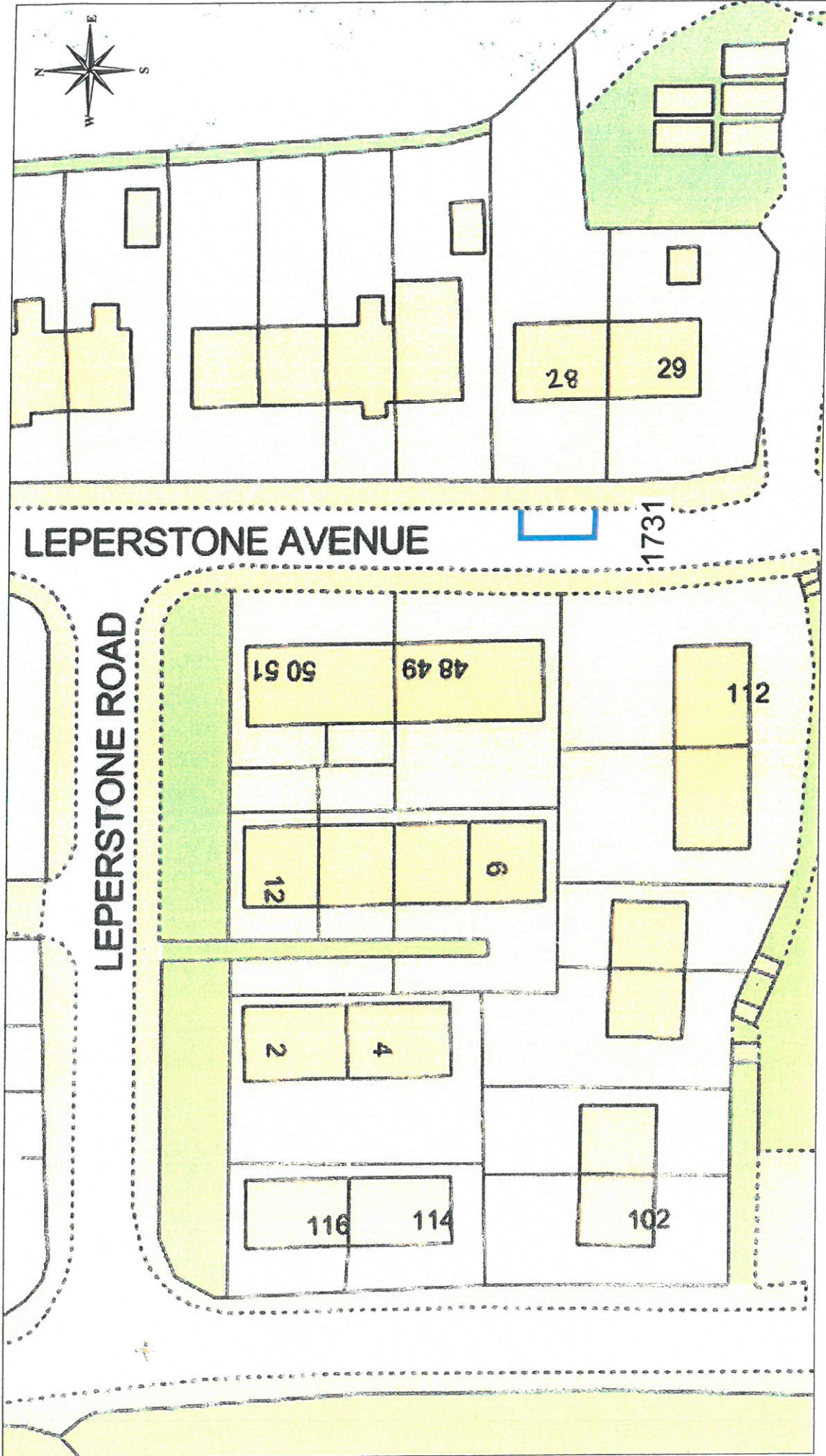
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DISABLED PERSONS' PARKING PLACE  
44 NORTH ROAD, PORT GLASGOW  
PLACE No. 1730

**Inverclyde** council  
**Environmental Services**

Regeneration & Environment  
Corporate Director: Aubrey Fawcett  
Municipal Buildings  
Clyde Square  
Glasgow  
PA15 1LY  
Tel: 01475 712712  
Fax: 01475 712731  
aubrey.fawcett@inverclyde.nv.gov.uk





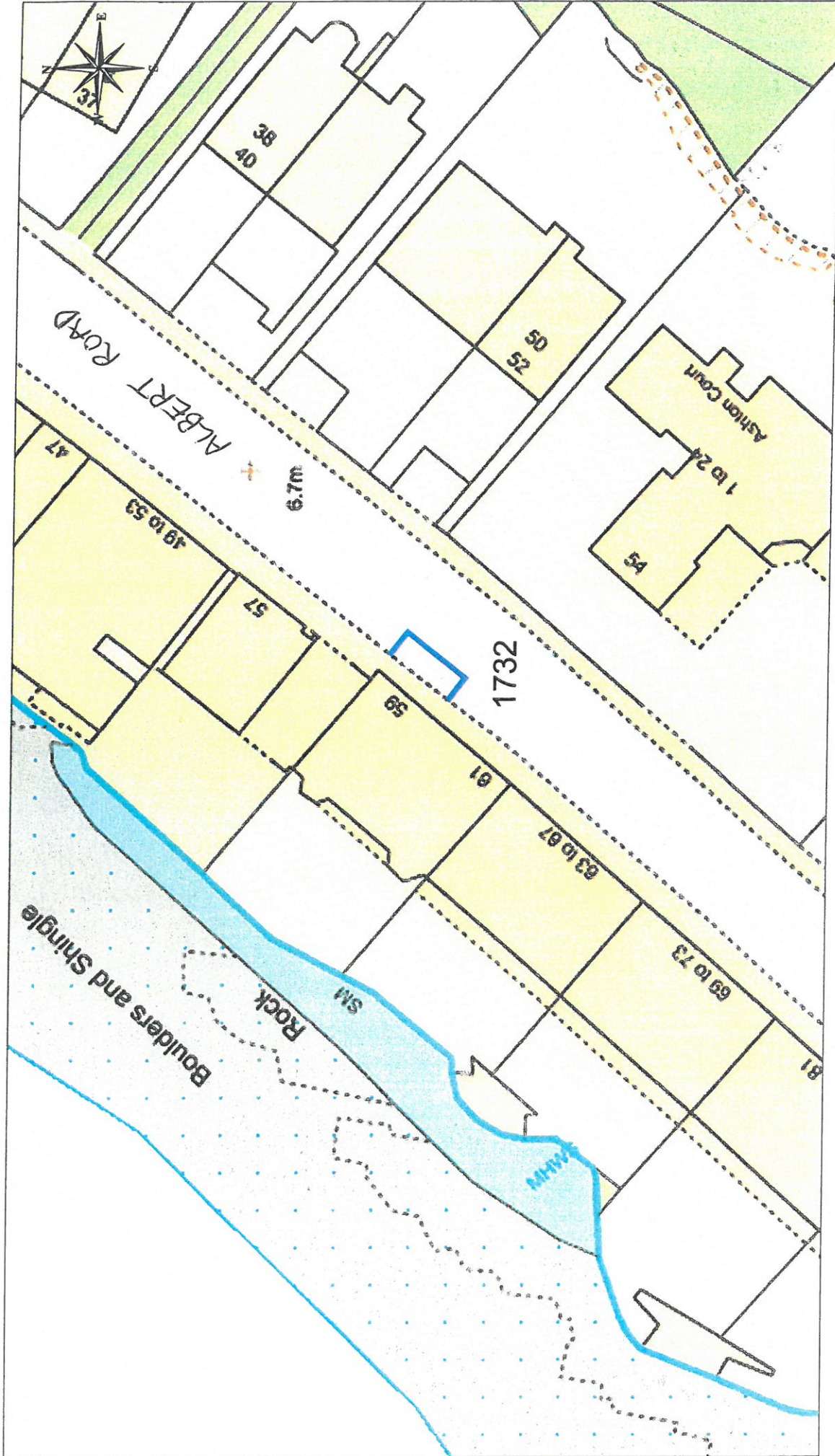
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DISABLED PERSONS' PARKING PLACE  
 28 LEPERSTONE AVENUE, KILMACOLM  
 PLACE No. 1731

**Inverclyde**  
 council  
**Environmental Services**

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY  
 Tel: 01475 712712  
 Fax: 01475 712731  
 aubrey.fawcett@inverclyde.nv.uk





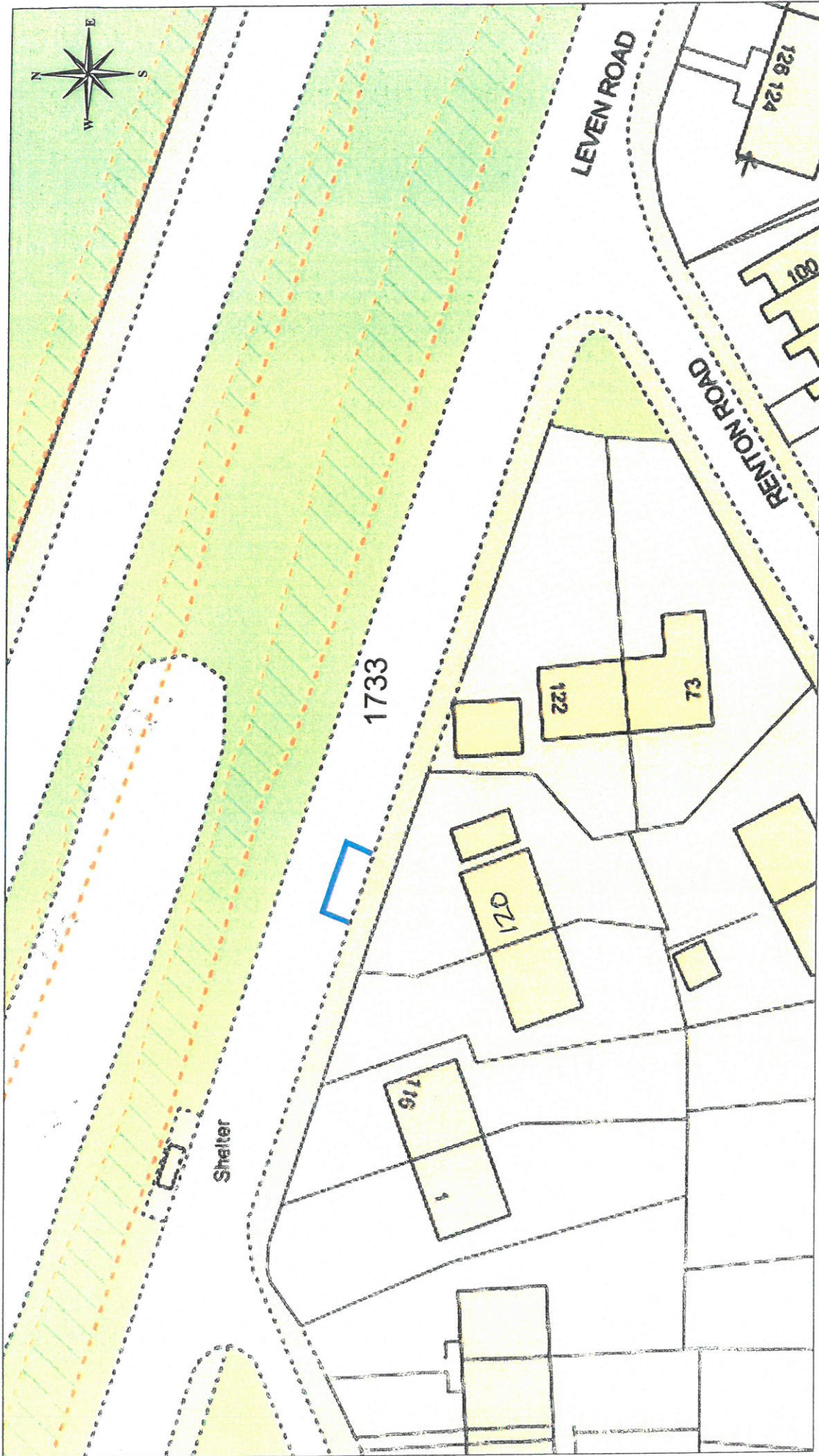
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DISABLED PERSONS' PARKING PLACE  
59 ALBERT ROAD, GOUROCK  
PLACE No. 1732

**Inverclyde**  
Council  
**Environmental Services**

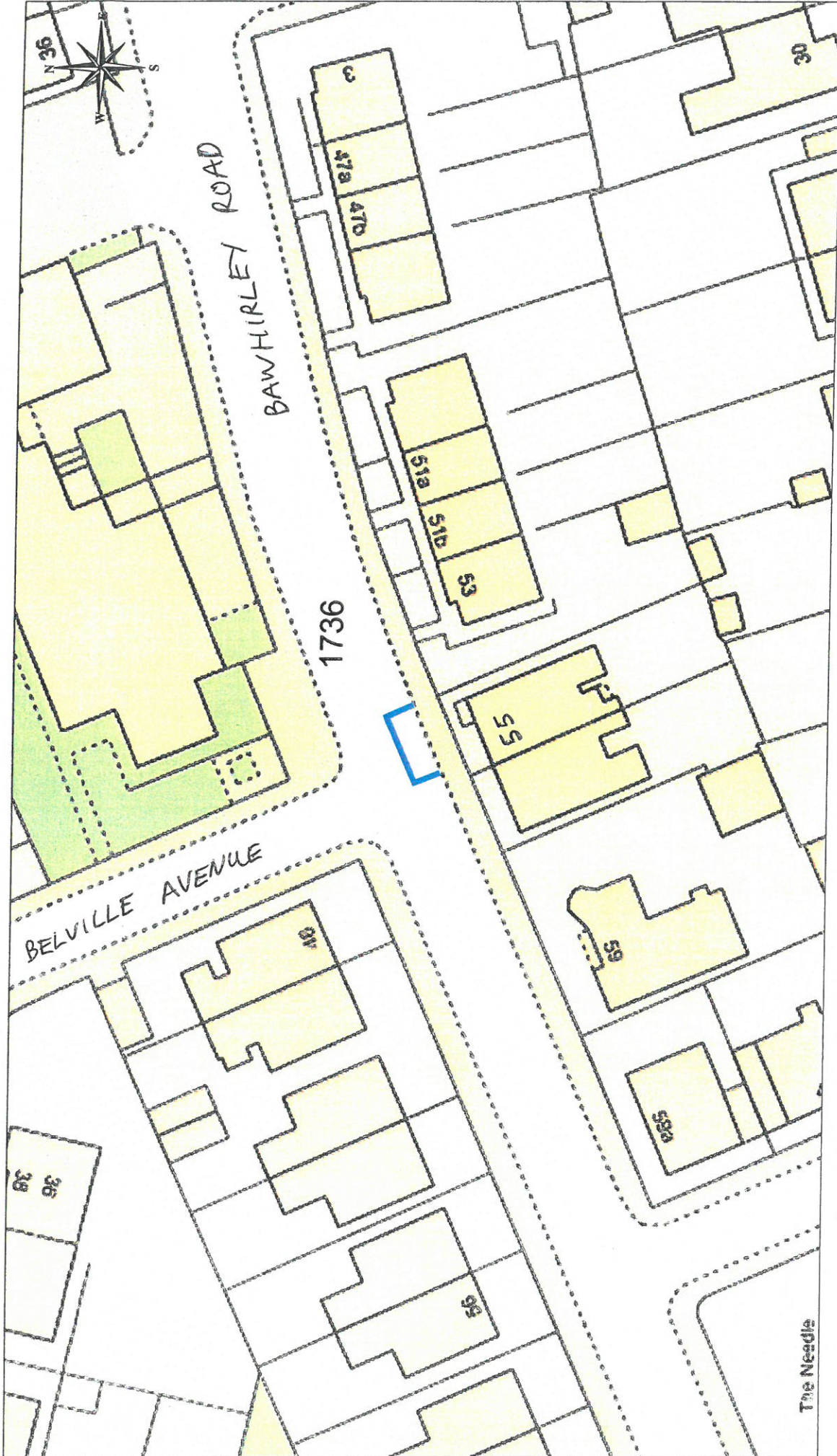
Regeneration & Environment  
Corporate Director: Aubrey Fawcett  
Municipal Buildings  
Clyde Square  
Greenock  
PA15 1LY  
Tel: 01475 712712  
Fax: 01475 712731





**DISABLED PERSONS' PARKING PLACE**  
**120 LEVEN ROAD, GREENOCK**  
**PLACE No. 1733**





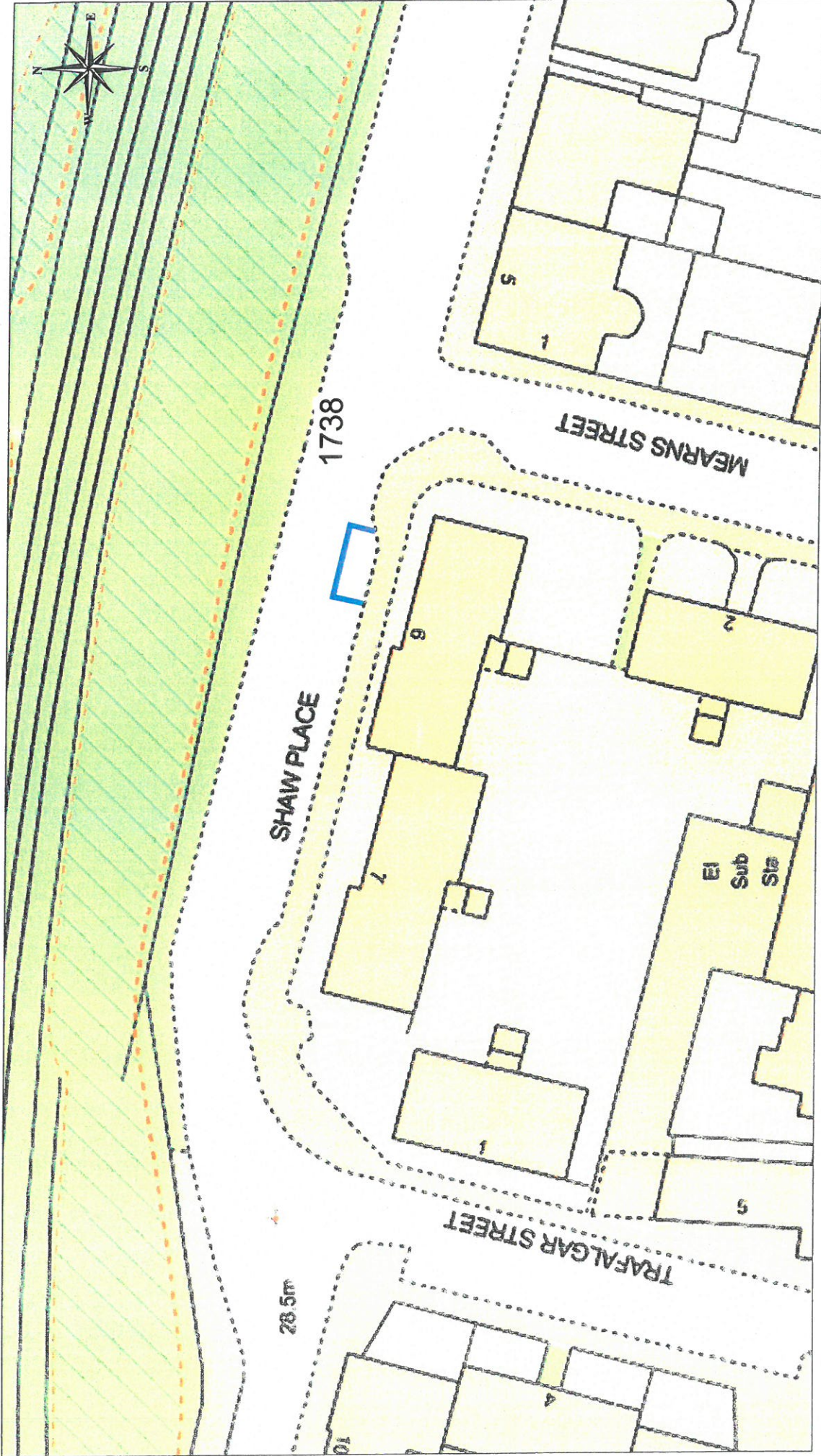
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**55 BAWHIRLEY ROAD, GREENOCK**  
**PLACE No. 1736**

The Needle

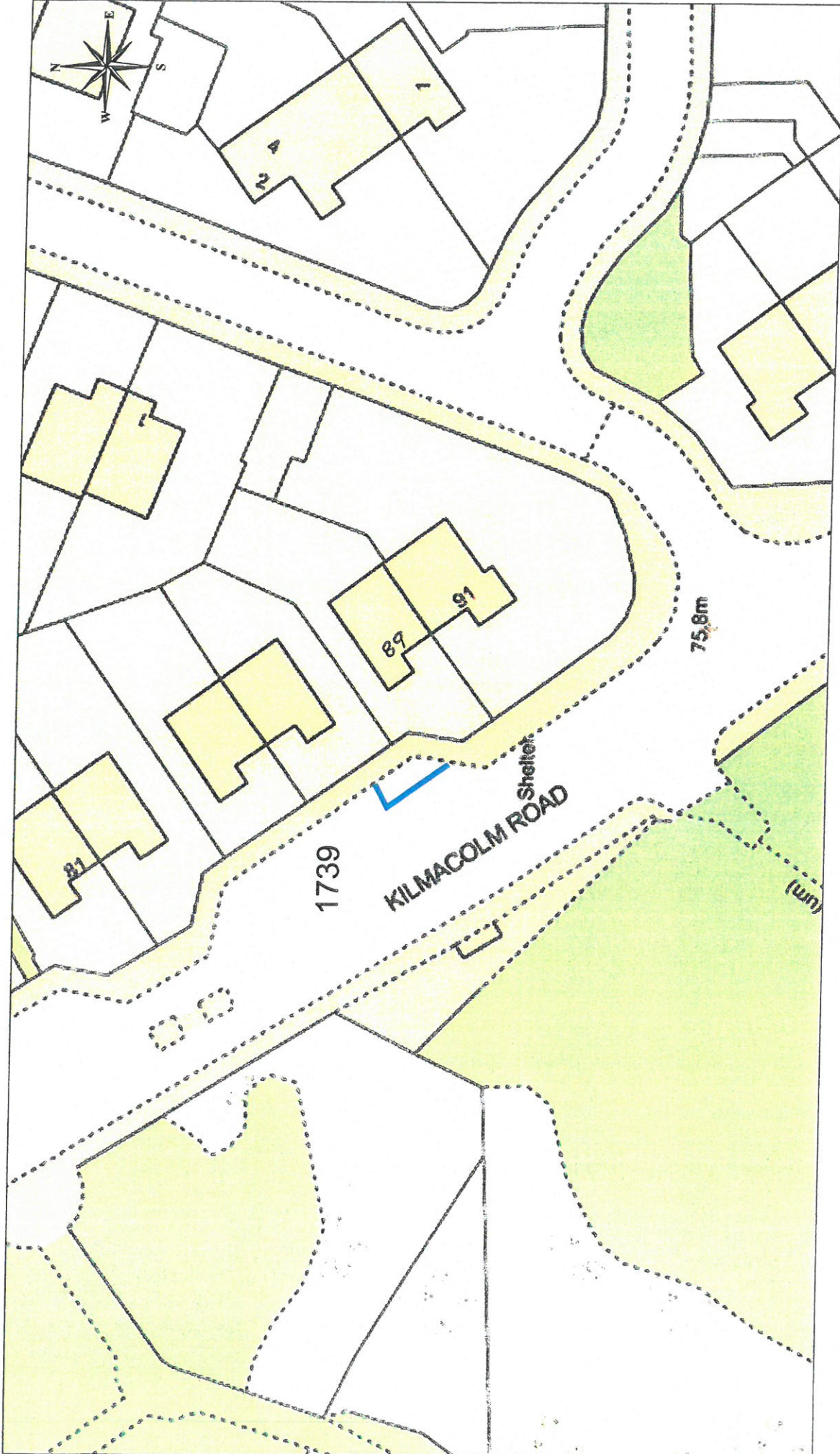
**Inverclyde** council  
**Environmental Services**

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY  
 Tel: 01475 712712  
 Fax: 01475 712731









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DISABLED PERSONS' PARKING PLACE  
 89 KILMACOLM ROAD, GREENOCK  
 PLACE No. 1739

**Inverclyde**  
 council  
**Environmental Services**

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY  
 Tel: 01475 712712  
 Fax: 01475 712731  
 aubrey.fawcett@inverclyde.nsw.nhs.uk





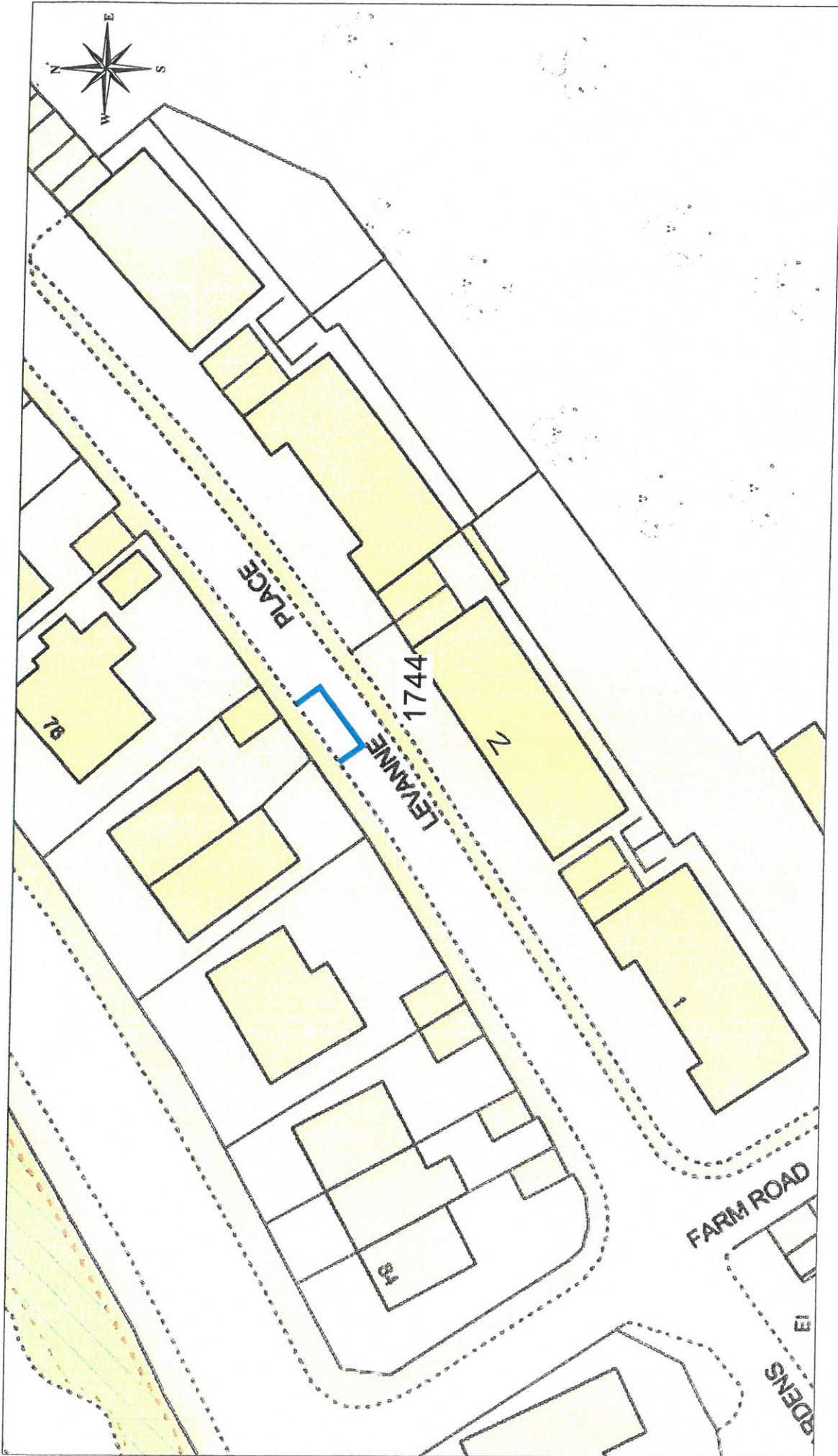
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DISABLED PERSONS' PARKING PLACE  
 42 BALLOCH ROAD, GREENOCK  
 PLACE No. 1740

**Inverclyde** council  
**Environmental Services**

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY  
 Tel: 01475 712712  
 Fax: 01475 712731  
 email: a.fawcett@inverclyde.nhs.uk





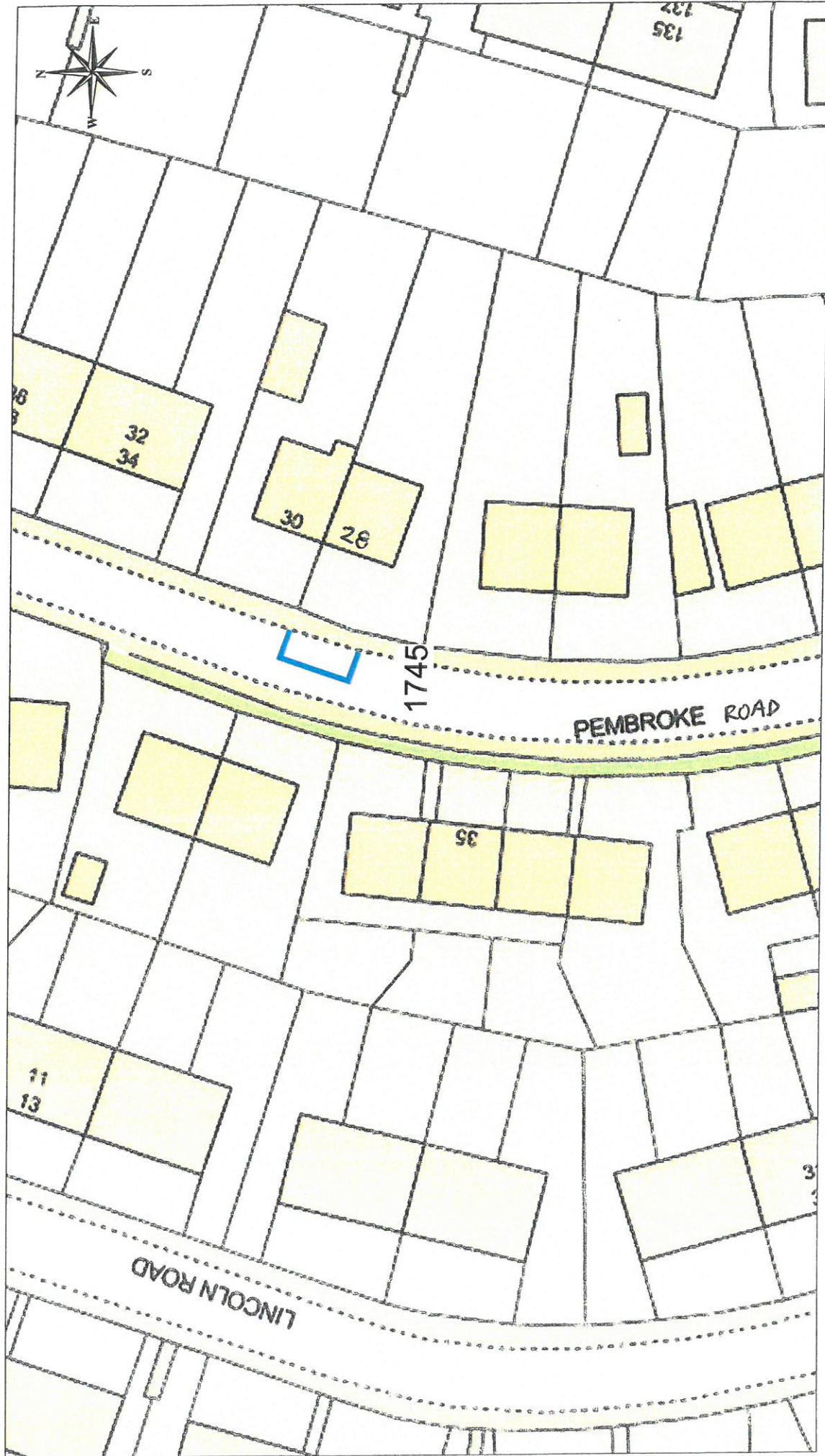
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DISABLED PERSONS' PARKING PLACE  
 2 LEVANNE PLACE, GOUROCK  
 PLACE No. 1744

**Inverclyde**  
 council  
**Environmental Services**

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY  
 Tel: 01475 712712  
 Fax: 01475 712731  
 aubrey.fawcett@inverclyde.mv.gov.uk





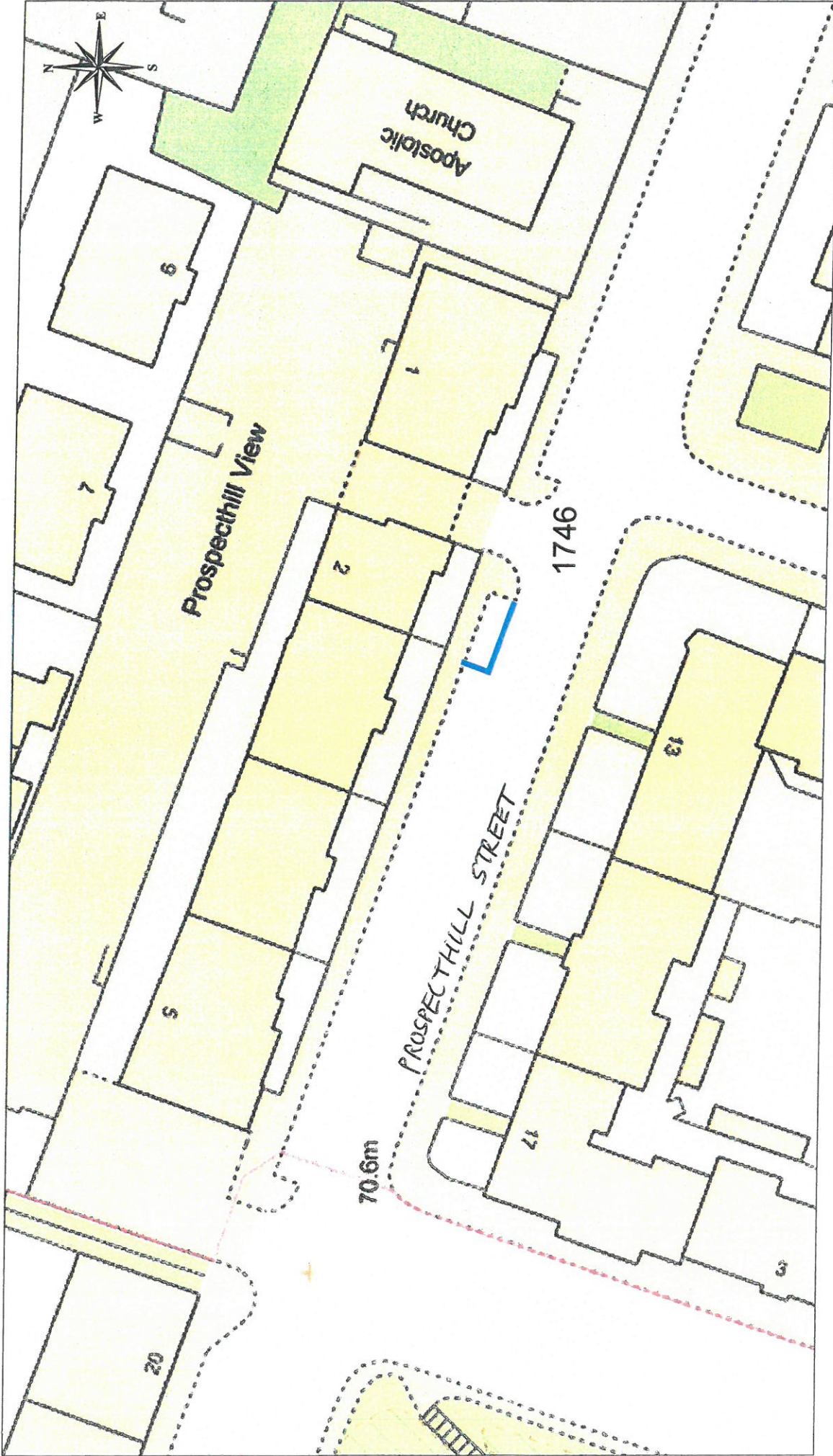
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DISABLED PERSONS' PARKING PLACE  
28 PEMBROKE ROAD, GREENOCK  
PLACE No. 1745

**Inverclyde**  
council  
**Environmental Services**

Regeneration & Environment  
Corporate Director: Aubrey Fawcett  
Municipal Buildings  
Clyde Square  
Greenock  
PA36 5JY  
Tel: 01475 712713  
Fax: 01475 713731  
Email: [faucett@inverclyde.nsw.nhs.uk](mailto:faucett@inverclyde.nsw.nhs.uk)





**DISABLED PERSONS' PARKING PLACE**  
**2 PROSPECTHILL VIEW, GREENOCK**  
**PLACE No. 1746**





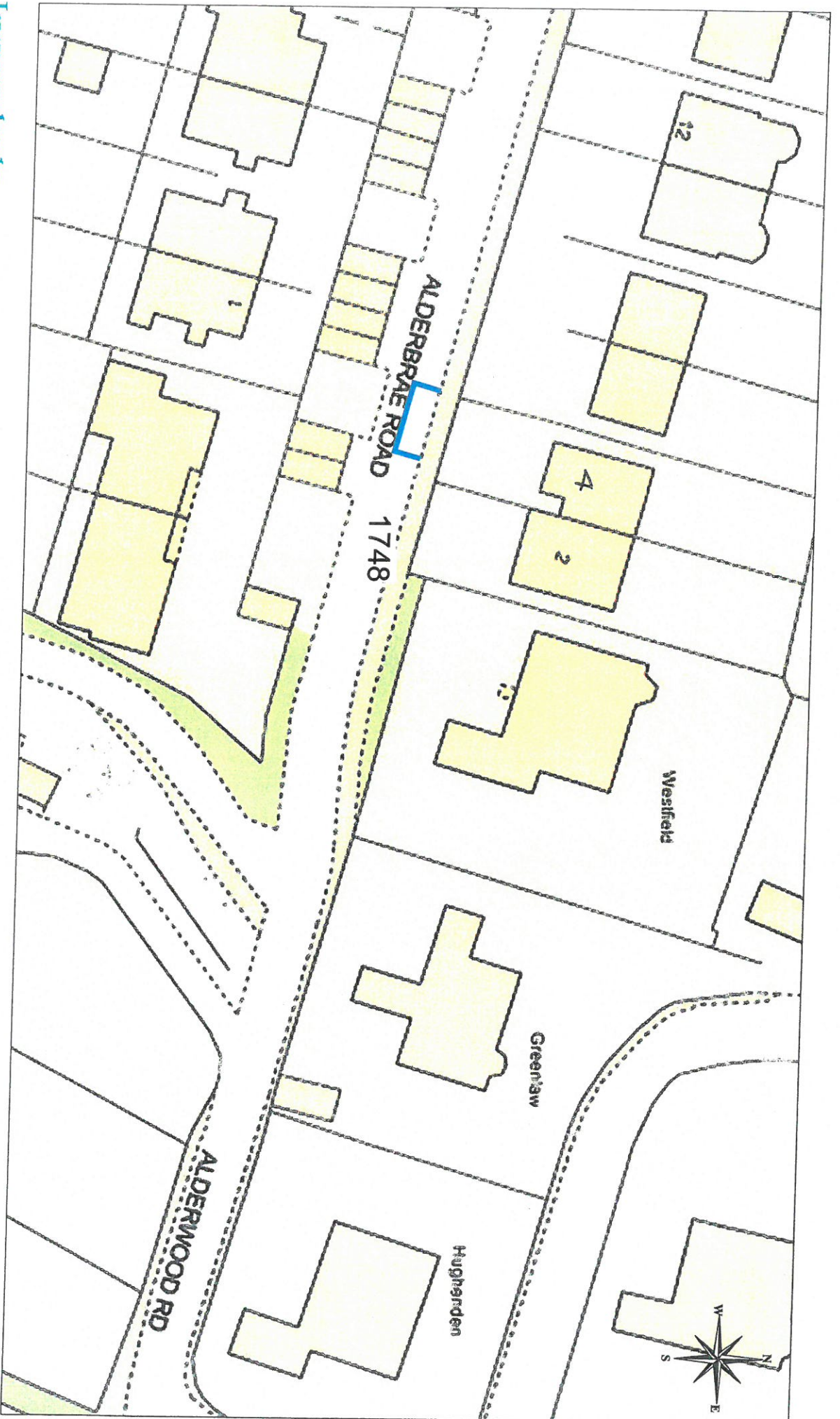
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DISABLED PERSONS' PARKING PLACE  
 14 GORDON STREET, GREENOCK  
 PLACE No. 1747

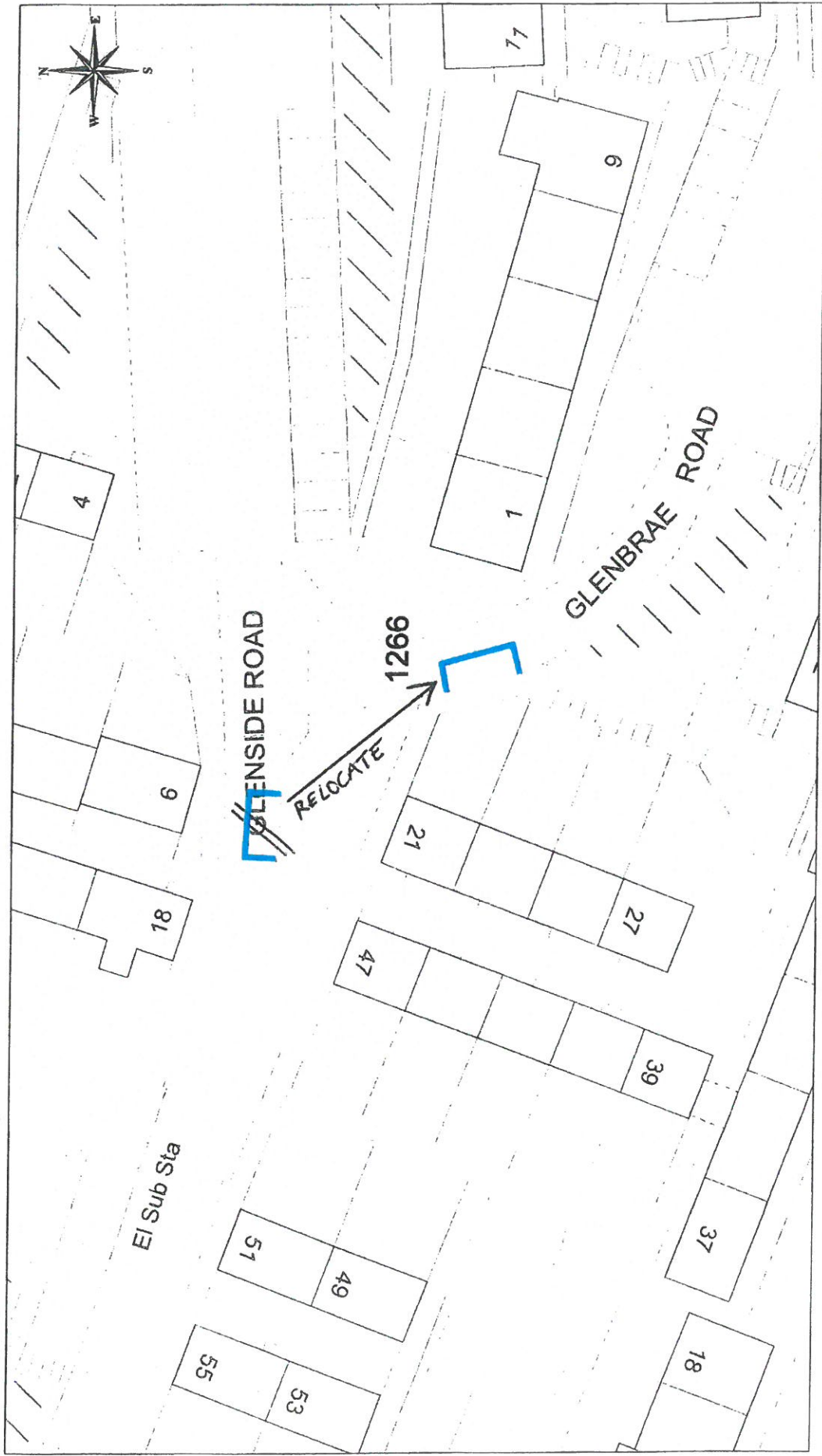
**Inverclyde**  
 council  
**Environmental Services**

Regeneration & Environment  
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 Municipal Buildings  
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 Greenock  
 PA15 1LY  
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 Fax: 01475 712731  
 aubrey.fawcett@inverclyde.nv.uk





DISABLED PERSONS' PARKING PLACE  
4 ALDERBRAE ROAD, PORT GLASGOW  
PLACE NO. 1748




  
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**DISABLED PERSONS' PARKING PLACE**  
**GLENBROOK ROAD, PORT GLASGOW**  
**PLACE No. 1266 RELOCATION**

**Inverclyde**  
 council  
 Environmental Services

Regeneration & Environment  
 Corporate Director: Aubrey Fawcett  
 Municipal Buildings  
 Clyde Square  
 Greenock  
 PA15 1LY  
 Tel: 01475 712712  
 Fax: 01475 712731  
 aubrey.fawcett@inverclyde.gov.uk

**Report To:** THE INVERCLYDE COUNCIL                      **Date:** 7 June 2018

**Report By:** CORPORATE DIRECTOR                      **Report No:** LP/077/18  
ENVIRONMENT, REGENERATION  
AND RESOURCES

**Contact Officer:** JIM KERR                                      **Contact No:** 01475 712617

**Subject:** PROPOSED TRAFFIC REGULATION ORDER – THE  
INVERCLYDE COUNCIL (VARIOUS ROADS) (PORT GLASGOW,  
KILMACOLM & QUARRIERS VILLAGE) (WAITING  
RESTRICTIONS) (VARIATION NO. 5) ORDER 2018

---

### 1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment and Regeneration Committee.

### 2.0 SUMMARY

- 2.1 The Environment and Regeneration Committee held on 3 May 2018, after consideration of a report by the Corporate Director Environment, Regeneration and Resources on the proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm & Quarriers Village) (Waiting Restrictions) (Variation No. 5) Order 2018, recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and to remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

### 3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm & Quarriers Village) (Waiting Restrictions) (Variation No. 5) Order 2018, all as detailed in the copy of the proposed Order forming Appendix 1, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix 1

**Gerard Malone**  
**Head of Legal and Property Services**



## **4.0 BACKGROUND**

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and, under the Council's Scheme of Delegation, the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 The Committee is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

## **5.0 IMPLICATIONS**

### **Finance**

- 5.1 There are no financial implications arising from this report.

### **Legal**

- 5.2 There are no legal implications arising from this report.

### **Human Resources**

- 5.3 There are no HR implications arising from this report.

### **Equalities**

- 5.4 There are no equalities implications arising from this report.

### **Repopulation**

- 5.5 There are no repopulation implications arising from this report.

## **6.0 CONSULTATIONS**

- 6.1 The proposed Order has been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Inverclyde Council Customer Service Centre, at Central Library and at Port Glasgow Library.
- 6.2 No objections were received to the Order.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1 None.

**THE INVERCLYDE COUNCIL**  
**(VARIOUS ROADS) (PORT GLASGOW,**  
**KILMACOLM & QUARRIERS VILLAGE)**  
**(WAITING RESTRICTIONS)**  
**(VARIATION NO. 5) ORDER 2018**  
**TRAFFIC REGULATION ORDER**

**THE INVERCLYDE COUNCIL (VARIOUS ROADS) (PORT GLASGOW,  
KILMACOLM & QUARRIERS VILLAGE) (WAITING RESTRICTIONS)  
(VARIATION NO. 5) ORDER 2018**

We, The Inverclyde Council in exercise of the powers conferred on us by Sections 1(1), 2(1) to (3), 4(2), 32(1), 35(1), 45, 46, 49, 53, 101 and 102 of the Road Traffic Regulation Act 1984 (as amended) ("the Act") and of Part IV of Schedule 9 to the Act and of all other enabling powers and after consulting the Chief Constable of the Police Service of Scotland (Seirbheis Phoilis na h-Alba) in accordance with Part III of Schedule 9 to the Act hereby make the following Order:

**1.0 Commencement and citation**

1.1 This Order shall come into operation on the ## day of ##, Two Thousand and ## and may be cited as "The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm & Quarriers Village) (Waiting Restrictions) (Variation No. 5) Order 2018".

**2.0 Interpretation**

2.1 In this Order except where the context otherwise requires, the following expression has the meaning hereby respectively assigned to them:

"No Return" in relation to a Limited Waiting Parking Place, where waiting is limited by time and day of the week, means no return within the stated time and day of the week to a Limited Waiting Parking Place in the same road as the Limited Waiting Parking Place vacated.

2.2 Except where otherwise stated, any reference in this Order to a numbered Article or Schedule is a reference to the Article or Schedule bearing that number in this Order.

2.3 Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, modified, re-enacted, replaced or supplemented by any subsequent enactment.

2.4 The prohibitions and restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any regulation made or having effect as if made under the Act or by or under any other enactment provided that where a prohibition or restriction which is imposed, varied or revoked by this Order is in conflict with a prohibition or restriction imposed by a previous Order, then the provision of this Order shall prevail.

2.5 The On-Street Plans forming Schedule 1 to this Order and titled "The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm & Quarriers Village) (Waiting Restrictions) (Variation No. 5) Order 2018 On-Street Plans" are hereby incorporated into "The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm & Quarriers Village) (Waiting Restrictions) Order 2013" ("the Principal Order") and recorded in the "Plan Index" to the Principal Order.

2.6 The Plan Index forms Schedule 2.

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ECO1493 The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm & Quarriers Village) (Waiting Restrictions) (Variation No. 5) Order 2018

2.7 The Interpretation Act 1978 (as amended) shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

3.0 **Revocation and substitution of Article contained within existing Traffic Regulation Order**

Article 5.1 of the Principal Order is hereby revoked and the following Article (which is incorporated into the Principal Order) substituted therefor:-

5.0 Limited waiting

5.1 Where, in relation to any part of a Road shown on the On-Street Plans, a period of 'limited waiting' is indicated then, subject to the provisions of Article 5.2, no person shall, except upon the direction of a police constable in uniform, a Parking Attendant or an Authorised Person, cause or permit any Motor Vehicle to wait during that period in that part of the Road:

- (a) for longer than the maximum period of waiting specified for that part of the Road; or
- (b) if a period of less than the No Return interval specified for that part of the Road has elapsed since the termination of the last period of waiting of the Motor Vehicle in that part of the Road.

*This Order and the two Schedules annexed hereto are sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by ##*

**SCHEDULE 1**

**The Inverclyde Council (Various Roads) (Port Glasgow, Kilmacolm & Quarriers Village) (Waiting Restrictions)  
(Variation No. 5) Order 2018 On-Street Plans**

**Key**

No waiting at any time  
No loading at any time  
Loading bay  
Electric Vehicle Parking Space

**Table 1: Road Markings**

Marking	Description
(Symbol)	No waiting at any time
(Symbol)	No loading at any time
(Symbol)	Loading bay
(Symbol)	Electric Vehicle Parking Space

**Table 2: Road Signs**

Sign	Description
(Symbol)	No waiting at any time
(Symbol)	No loading at any time
(Symbol)	Loading bay
(Symbol)	Electric Vehicle Parking Space

**Table 3: Road Markings Legend**

Marking	Description
(Symbol)	No waiting at any time
(Symbol)	No loading at any time
(Symbol)	Loading bay
(Symbol)	Electric Vehicle Parking Space

**Table 4: Road Signs Legend**

Sign	Description
(Symbol)	No waiting at any time
(Symbol)	No loading at any time
(Symbol)	Loading bay
(Symbol)	Electric Vehicle Parking Space

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Ref	Location	Start Date	End Date	Day	Time	Notes
1	ARBOUGHAN ST & BELMONT ST NWMLANT	EP	JAN 18	EP	QL	
1	GERBARR ST & LOWER MARY ST NWMLANT	EP	JAN 18	EP	QL	
1	ULVER AVE & ULVER RD NWMLANT	EP	JAN 18	EP	QL	

**INVERCLYDE COUNCIL**  
 Vehicle Maintenance Facility  
 8 Portglen Street  
 Inverclyde PA15 2JH  
 Tel: 01475 717171  
 Email: roads@inverclyde.gov.uk  
 www.inverclyde.gov.uk

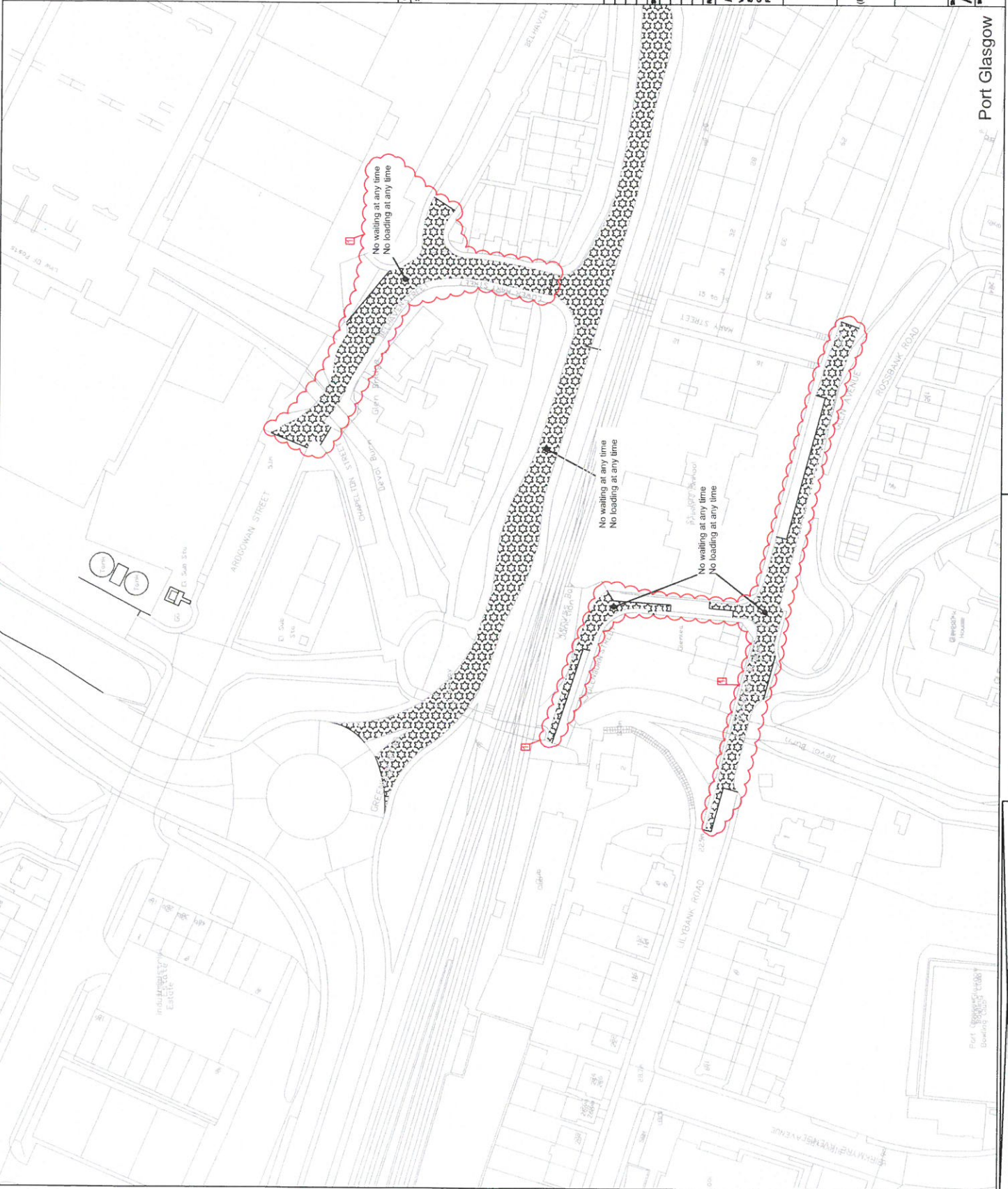
**Inverclyde council**

THE INVERCLYDE COUNCIL (VARIOUS ROADS)  
 (PORT GLASGOW BELMONT & GUARRERS VILLAGE)  
 (WAITING RESTRICTIONS) ORDER 2018  
 (VARIATION 0)

EFFECTIVE DATE:

Drawn	Original Date	Drawn/Checked	Drawn/Checked	Author	Author
A3	1:1250				

Sheet: P  
 Drawing Number: TR/TR0/C132-001  
 Rev: 1





**Key**

- No waiting at any time
- No loading at any time
- No waiting at times shown
- No loading at times shown
- No waiting at any time
- No loading at times shown
- No waiting except taxis
- Limited waiting
- Limited waiting - persons who wish to use services only
- Disabled person's parking place
- Loading bay
- No waiting at times shown and
- Limited waiting (persons to be served or served)
- Remove Police parking place
- Electric Vehicle Parking Space

**Limited Waiting**

Type A: Motorist, 20 mins, No return within 30 mins

Type B: Motorist, 30 mins, No return within 30 mins

Type C: Motorist, 45 mins, No return within 30 mins

Type D: Motorist, 1 hour, No return within 30 mins

Type E: Motorist, 2 hours, No return within 30 mins

Type F: Motorist, 3 hours, No return within 30 mins

Type G: Motorist, 4 hours, No return within 30 mins

Type H: Motorist, 5 hours, No return within 30 mins

Type I: Motorist, 6 hours, No return within 30 mins

Type J: Motorist, 7 hours, No return within 30 mins

Type K: Motorist, 8 hours, No return within 30 mins

Type L: Motorist, 9 hours, No return within 30 mins

Type M: Motorist, 10 hours, No return within 30 mins

Type N: Motorist, 11 hours, No return within 30 mins

Type O: Motorist, 12 hours, No return within 30 mins

Type P: Motorist, 13 hours, No return within 30 mins

Type Q: Motorist, 14 hours, No return within 30 mins

Type R: Motorist, 15 hours, No return within 30 mins

Type S: Motorist, 16 hours, No return within 30 mins

Type T: Motorist, 17 hours, No return within 30 mins

Type U: Motorist, 18 hours, No return within 30 mins

Type V: Motorist, 19 hours, No return within 30 mins

Type W: Motorist, 20 hours, No return within 30 mins

Type X: Motorist, 21 hours, No return within 30 mins

Type Y: Motorist, 22 hours, No return within 30 mins

Type Z: Motorist, 23 hours, No return within 30 mins

Type AA: Motorist, 24 hours, No return within 30 mins

Type AB: Motorist, 25 hours, No return within 30 mins

Type AC: Motorist, 26 hours, No return within 30 mins

Type AD: Motorist, 27 hours, No return within 30 mins

Type AE: Motorist, 28 hours, No return within 30 mins

Type AF: Motorist, 29 hours, No return within 30 mins

Type AG: Motorist, 30 hours, No return within 30 mins

Type AH: Motorist, 31 hours, No return within 30 mins

Type AI: Motorist, 32 hours, No return within 30 mins

Type AJ: Motorist, 33 hours, No return within 30 mins

Type AK: Motorist, 34 hours, No return within 30 mins

Type AL: Motorist, 35 hours, No return within 30 mins

Type AM: Motorist, 36 hours, No return within 30 mins

Type AN: Motorist, 37 hours, No return within 30 mins

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Type AQ: Motorist, 40 hours, No return within 30 mins

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Type BH: Motorist, 57 hours, No return within 30 mins

Type BI: Motorist, 58 hours, No return within 30 mins

Type BJ: Motorist, 59 hours, No return within 30 mins

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Type BL: Motorist, 61 hours, No return within 30 mins

Type BM: Motorist, 62 hours, No return within 30 mins

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Type BO: Motorist, 64 hours, No return within 30 mins

Type BP: Motorist, 65 hours, No return within 30 mins

Type BQ: Motorist, 66 hours, No return within 30 mins

Type BR: Motorist, 67 hours, No return within 30 mins

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Type BV: Motorist, 99 hours, No return within 30 mins

Type BV: Motorist, 100 hours, No return within 30 mins

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Sheet	Purpose of Issue	Date	Auth
2	COURT ROAD ROAD	EP	JAN 18 EP
2	JON WOOD ST DOUBLED BAY	EP	JAN 18 EP
2	PRINCESS STREET WIDENING	EP	JAN 18 EP
1	CHANNES KING ST/STATION ST BAY ST	EP	JAN 15 EP

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 8 Princes Street  
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 PA15 2JH  
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[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

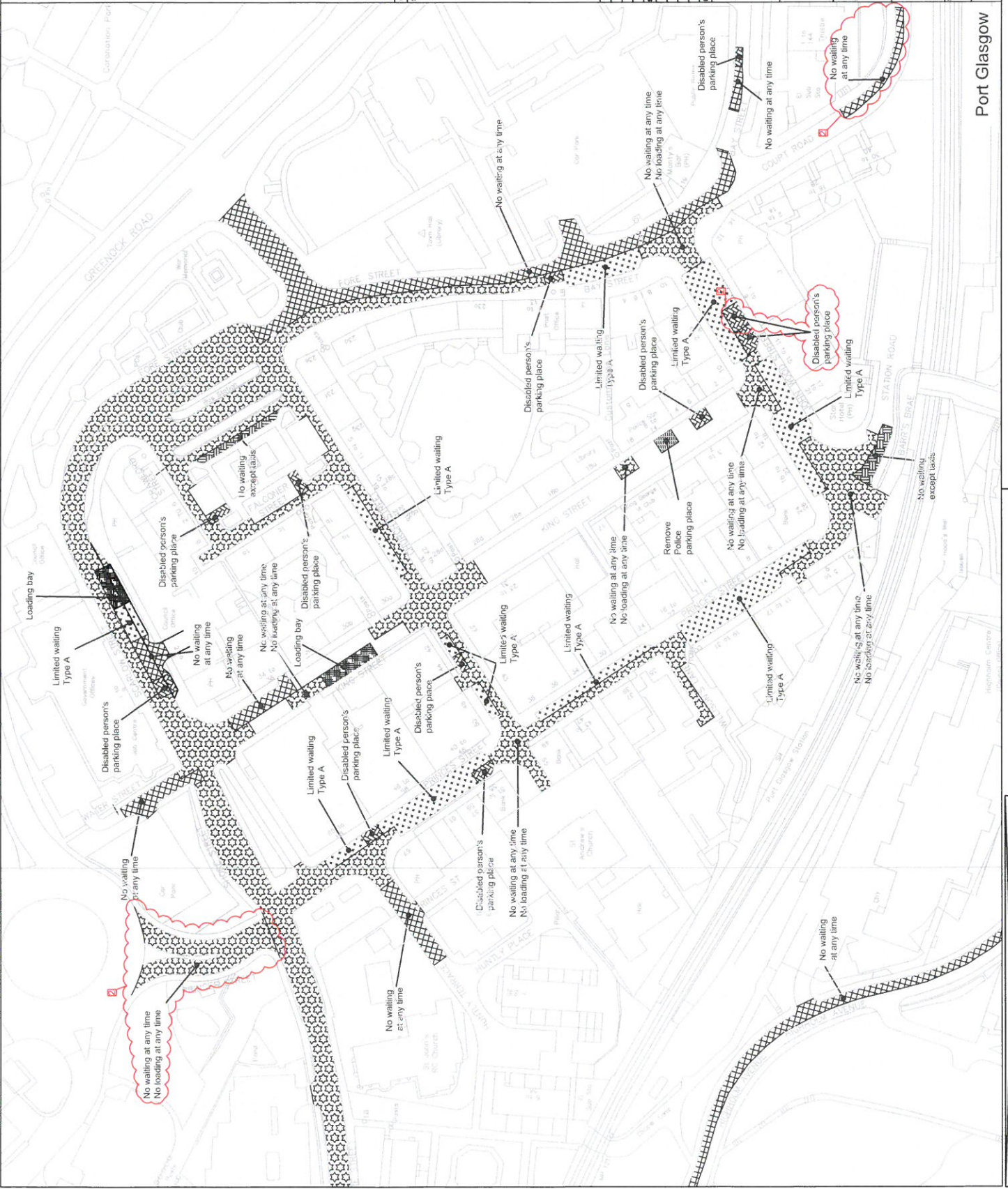
**Inverclyde council**

THE INVERCLYDE COUNCIL (VARIOUS ROADS)  
 (PORT GLASSGOW, KILMACOLL & QUARRIES VILLAGE)  
 (WAITING RESTRICTIONS) (VARIATION No. 5)  
 ORDER 2018

EFFECTIVE DATE:

Sheet	Original Issue	Revised Issue	Revised Issue	Revised Issue
A3	1:1250	DATE FEB 13	DATE FEB 13	DATE FEB 13

Order Number: TR/TR/C/132-003  
 Revision: P  
 Page: 2











SCHEDULE 2

SCHEDULE 3

THE INVERCLYDE COUNCIL (VARIOUS ROADS) (PORT GLASGOW, KILMACOLM & QUARRIERS VILLAGE) (WAITING RESTRICTIONS) ORDER 2013 PLAN INDEX

Plan Reference	Effective date of original plan	Effective date of Plan Revision												
		1	2	3	4	5	6	7	8	9	10	11		
TR/TRO/C132-001	06/10/2014	#####												
TR/TRO/C132-002	06/10/2014	11/04/2016												
TR/TRO/C132-003	06/10/2014	11/04/2016	#####											
TR/TRO/C132-004	06/10/2014													
TR/TRO/C132-005	06/10/2014													
TR/TRO/C132-006	06/10/2014	#####												
TR/TRO/C132-007	06/10/2014													
TR/TRO/C132-008	06/10/2014													
TR/TRO/C132-009	06/10/2014													
TR/TRO/C132-010	06/10/2014	11/04/2016	15/01/2018											
TR/TRO/C132-011	06/10/2014													
TR/TRO/C132-012	11/04/2016													
TR/TRO/C132-013	30/09/2017													
TR/TRO/C132-014	#####													