

A meeting of the Inverclyde Council will be held on Thursday 29 November 2018 at 4pm within the Municipal Buildings, Greenock.

GERARD MALONE
Head of Legal and Property Services

BUSINESS

****Copy to follow**

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NEW BUSINESS	
2. Chief Social Work Officer Annual Report 2017/18 Report by Chief Social Work Officer for Inverclyde	
3. Minutes of Meetings of The Inverclyde Council, Committees, Sub-Committees and Boards Appointment Panel Head of Education (p 273) Appointment Panel Head of Education (p 274) Local Police & Fire Scrutiny Committee (pp 275 – 277) Inverclyde Council (pp 278 – 285) Audit Committee (p 286) General Purposes Board (p 287) Health & Social Care Committee (pp 288 – 291) Environment & Regeneration Committee (pp 292 – 300) Education & Communities Committee (pp 301 – 306) Local Review Body (pp 307 – 310) Policy & Resources Committee (pp 311 – 318) General Purposes Board (p 319) ** Environment & Regeneration Committee (Special) ()	
4. Humanity & Inclusion’s Stop Bombing Civilians Campaign – Request by Councillor MacLeod Report by Corporate Director Environment, Regeneration & Resources	p
5. Financial Strategy 2018/2026 - Update Report by Chief Financial Officer	p
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7.	Standard Commission's Hearing: Councillor Rebecchi Report by Head of Legal & Property Services	p
8.	Response to Local Government Review Report by Head of Organisational Development, Policy & Communications	p
REMITTS FROM COMMITTEES		
9.	Proposed Traffic Regulation Order – The Inverclyde Council, Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018: Remit from Environment & Regeneration Committee Report by Corporate Director Environment, Regeneration & Resources	p
10.	Treasury Management – Mid-Year Report 2018/19: Remit from Policy & Resources Committee Report by Corporate Director Environment, Regeneration & Resources	p
TRUST BUSINESS		
11.	Watt Complex – Remit from Education & Communities Committee Report by Corporate Director Environment, Regeneration & Resources	p
12.	Trust Funds Annual Accounts 2017-18 Report by Honorary Treasurer	p
NEW BUSINESS		
13.	Business in the Appendix (Exempt)	

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

Report To:	Inverclyde Council	Date:	29 November 2018
Report By:	Sharon McAlees Chief Social Work Officer for Inverclyde Council	Report No:	SW/54/2018/SM
Contact Officer:	Sharon McAlees Chief Social Work Officer	Contact No:	01475 715282
Subject:	CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2017/18		

1.0 PURPOSE

- 1.1 The purpose of the report is to advise the Council of the content of the Inverclyde Chief Social Work Officer (CSWO) report for 2017/18 and seek approval for its submission to the office of the Chief Social Work Advisor to the Scottish Government.

2.0 SUMMARY

- 2.1 There is a requirement on each Local Authority to submit an annual Chief Social Work Officer Report to the Chief Social Work Advisor to the Scottish Government.
- 2.2 The collation of Chief Social Work Officer reports from across Scotland by the Chief Social Work Advisor allows for the development of a picture of social work and social care practice across the country. This is important in benchmarking evaluations of performance in terms of implementation of legislation, development of innovative practice and addressing common challenges in delivering social work services across Scotland.
- 2.3 At a Local Authority level the report provides an opportunity to ensure members are fully sighted on the issues affecting the most vulnerable members of our communities and the action taken by social work services to address these vulnerabilities. A key theme of the Inverclyde CSWO report for the year 2017/18 highlights the ongoing challenges to our most vulnerable service users arising from welfare reform balanced however by the interventions of our advice and information services
- 2.4 The report also highlights the process of continuous improvement in social work services and the very positive outcomes of audit and scrutiny which identify Inverclyde Social Work Services as among the strongest in the country.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Council notes the content of the Inverclyde Chief Social Work Officer Report for 2017/18 and approves its submission to the Office of the Chief Social Work Advisor in Scottish Government.

**Sharon McAlees
Chief Social Work Officer
Inverclyde HSCP**

4.0 BACKGROUND

- 4.1 The Social Work (Scotland) Act 1968 sets out a requirement for all Scottish local authorities to submit reports on an annual basis from their Chief Social Work Officer (CSWO).
- 4.2 Revised guidance for Chief Social Work Officers and a new template for the production of the report were developed in March and May 2016 respectively by the office of the Chief Social Work Advisor to the Scottish Government. Both were subsequently endorsed by COSLA.

Each CSWO report is required to set out the local context within which social work services are delivered and give consideration to the following specific areas:

- opportunities and challenges
 - governance arrangements
 - partnerships
 - service quality and performance
 - resourcing
 - workforce planning
- 4.3 Local Authorities are democratically accountable for the role and functions of the CSWO. It was recognised by the Scottish Government that there was a need to support HSCP Committees and IJBs to be clear about the CSWO role in general and in particular in relation to the context of implementing the integration of health and social care and the Public Bodies (Joint Working) (Scotland) Act 2014. This is particularly the case given the diversity of organisational structures and the range of organisations and partnerships with an interest and role in the delivery of social work services across Scotland.
 - 4.4 As Inverclyde HSCP goes forward as a fully mature integrated partnership, the report reinforces the achievements of the collaborative relationship established over the past 8 years in which social work practice and values have had a significant impact. Social Work has a vital role to play in the continued development of the partnership into the future.
 - 4.5 At a Local Authority level the CSWO report should serve to provide members with a broad understanding of the range of needs and challenges faced by Inverclyde citizens. The report should also contribute to ensuring a clear line of sight for members as to how social work services are contributing to improving outcomes for the most vulnerable citizens of Inverclyde.
 - 4.6 The Inverclyde Chief Social Work Officer's report for 2017/18 provides an outline of our current demographic profile, notes the key challenges that are evident in Inverclyde along with a review of our performance and description of improvements we have made during the past year. Partnership Governance structures and links to the Council and Health Board reporting processes are highlighted. Key public protection functions and performance are outlined. The report seeks to highlight the important contribution of social work and social care services on supporting the most vulnerable in our community.
 - 4.7 The report draws attention to areas of particular strength across the range of social work functions and specifically highlights areas of sector leading practice.
 - 4.8 The full CSWO report for 2017/18 is attached.

5.0 PROPOSALS

- 5.1 It is proposed that the Council endorses the attached report and agrees its submission to the Office of the Chief Social Work Officer for Scotland.

6.0 IMPLICATIONS

Finance

6.1 There are no financial implications from this report.

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
N/A					

Legal

6.2 There are no legal implications from this report

Human Resources

6.3 There are no Human Resources implications from this report.

Equalities

6.4 Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
√	NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore no Equality Impact Assessment is required.

Repopulation

6.5 No implications

7.0 CONSULTATIONS

7.1 No consultations have taken place in the production of this report.

8.0 LIST OF BACKGROUND PAPERS

8.1 The role of the Chief Social Work Officer, Guidance issued by Scottish Ministers pursuant to Section 5(1) of the Social Work (Scotland) Act 1968, revised version - March 2016.

8.2 Annual Report by the Inverclyde Chief Social Work Officer for the year 2017/18.

**INVERCLYDE
CHIEF SOCIAL WORK OFFICER
ANNUAL REPORT
2017/18**



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1. Introduction

This year marks 50 years since the creation of the Social Work Scotland Act 1968. The Act was established following the publication of the Kilbrandon Report and is essentially the legislation that led to the formation of modern day social work services, at that time in the form of Social Work Departments and cemented social work as a profession.

Social work and social care has continued to develop and evolve since that time however, of its time, the 68 Act was a forward looking piece of legislation. This legislation placed the promotion of social welfare in statute in Scotland and provided the profession with duties and powers to protect and support the most vulnerable in our communities. Much legislation has been passed since, however the legacy of the Act is the way in which it has shaped how the social work profession has developed in Scotland.

That legacy is exercised every day in Inverclyde as our social work and social care staff anticipate and meet the needs of the most vulnerable in our own community, often in the most difficult of circumstances. Our collective efforts save lives, protect people from harm, help people to live more fulfilled lives and even in the most challenging of circumstances extends respect and restores individual dignity.

I would like to take this opportunity to extend my thanks to our service users, our staff and our partners for their collective contribution to achieving social justice in our community.

2. Achievements

Developments, improvements and key challenges

The strong drive to develop and improve social work services has continued throughout the last year. There is a continuous cycle of self-evaluation, audit and external review that takes place across all service areas that informs our programme for improvement and development.

The programme of external scrutiny of our services informs us that service delivery across the range of our services is of a consistently high standard and indeed ranks among some of the best in the country. Recent inspection of our children's residential services describes them as sector leading and all inspection activity in our children's houses this year has resulted in a grade of excellent in all areas inspected. Our fostering and adoption services have been graded as very good and excellent. Our adoption services were winners in the "thought leadership" category by the Scottish Social Services Council for their innovative work in working with all service users affected by adoption. This work and the work of our Children's Rights and Participation Service will be featured at this year's Social Services Expo event in September.

Hillend Day Service were selected by the Care inspectorate to be filmed and service users interviewed regarding their participation with UK research to capture increased wellbeing outcomes to users of this service. The film will be used at the national conference for CAPA (Care About Physical Activity) which sits at the heart of all health and social care services promoting healthy life's and individuals levels of independence.

Inverclyde HSCP's performance against the Delayed Discharge target has been extremely positive and we are a leading HSCP when compared to other Partnerships across NHSGGC and Scotland. In the financial year 2017/18 Inverclyde has led other Partnerships across Scotland in terms of individuals recorded as delays (over 72 hours) at census point. This sustained reduction in the number of individuals delayed and the length of time they wait for discharge has resulted in a corresponding reduction in 'Bed Days Lost'. Achieving these targets has been made possible by transformation in service ethos and culture as we have developed our model of service based on the concept of home first which is detailed later in this report.

We are seeing continued improvements in outcomes for service users across many of our functions and this allied with strengthened partnerships across our area.

Poverty, deprivation and inequality continue to be defining characteristics for the Inverclyde area. Our advice services however are a powerful resource that works to mitigate the impact of poverty on our vulnerable population.

The intergenerational impact of inequality is only too evident in our community however. The prevalence of childhood neglect and domestic violence is a stubborn challenge. We have partnered with the Centre for Excellence for Looked after Children in Scotland (CELCIS) and have embarked on a five year programme that seeks to "address neglect and emotional wellbeing for children". This is a multi-agency project funded by the HSCP that will focus on strengthening our delivery of the GIRFEC agenda based on the use of implementation science.

We have been successful in obtaining a substantial grant from Big Lottery that will enable us to commence a five year programme of reform in our services for women involved in the criminal justice system. Led by criminal justice service this is however a whole systems approach that will be driven by service users, will reach across the services of the HSCP and have strong connections with the recovery movement.

Across Scotland we are seeing increasing incidences of drug related deaths and we are experiencing particular challenges here in Inverclyde. The HSCP has commissioned full reviews of services for those affected by addictions and of our provision of services for people affected by homelessness. The detail of these reviews are outlined later in the report but collectively they will result in transformed services for some of the most vulnerable and stigmatised individuals that social work services has a duty to.

Our learning disability services have been involved in a wide ranging service review. Engagement of service users, carers and family have been central to the review which is again driving forward fundamental and transformational change to the shape, structure and model of our services to this service user group. The review has been concluded and the direction of travel agreed by the council. A phased approach to implementation has been adopted and again this is being driven by service users.

Sitting across all of the improvement and development work in Inverclyde is the continued focus on organisational culture. This emphasises the importance of services that are driven by core values that are deeply respectful of individual dignity and actively promotes behaviours throughout the organisation that supports relationship based practice. Compassionate Inverclyde is a powerful illustration of this in practice and is detailed later in the report.

3. The Inverclyde context

The Inverclyde area stretches along the south bank of the river Clyde estuary and covers 61 square miles. It is one of the smallest local authority areas in Scotland with a population of approximately 78,760. As a small, post-industrial authority, Inverclyde is characterised by a strong sense of community identity. The past decade has seen a sustained focus on regeneration of the area with many positive outcomes for the population as a whole. However the impact of persistent socio-economic inequalities continues to be felt by a significant portion of the citizens of Inverclyde. These effects contribute to an array of challenges for our population as evidenced through national statistics, emphasising the important role of social work services working with partners to provide support to those feeling the worst effects of inequality including some of the most vulnerable and excluded in our community.

INVERCLYDE ALLIANCE

The Inverclyde Alliance (Community Planning Partnership) Vision for Inverclyde is **‘Getting it right for every Child, Citizen and Community’** and has developed the award-winning **“Nurturing Inverclyde”** approach. The intention of this approach is to make Inverclyde a place that nurtures all of our citizens, ensuring that everyone has the opportunity to have a good quality of life, and good mental and physical wellbeing.

The HSCP sits within the Alliance structure and has overall responsibility for the delivery of social work and social care services in Inverclyde with the core aim of “Improving Lives”. As a result of the challenges faced by our community a focus for the HSCP in changing poor outcomes is identifying, preventing and taking action to mitigate our high levels of inequality.

INEQUALITIES IN INVERCLYDE

Inequalities are a significant issue for people living in Inverclyde. A key priority for the HSCP is protecting and promoting the health and wellbeing of our most vulnerable children, citizens and communities as well as supporting the work of the community planning partnership in its fundamental approach to reducing inequality and improving the health and wellbeing of the whole population. Health and social inequalities start early in life and persist not only into old age but impact on subsequent generations. We recognise that some of our communities experience higher levels of these poorer outcomes, and we are committed to working to find ways to respond by improving lives; preventing ill-health and social exclusion; protecting good health and wellbeing and promoting healthier living.

LOCAL OUTCOMES IMPROVEMENT PLAN (LOIP)

Inverclyde’s Outcomes Improvement Plan 2017/22 sets out the outcomes that the community planning partners in Inverclyde are seeking to improve with a particular focus on reducing inequality and poverty that dominates our area.

The LOIP will run on a five year rolling basis, while being subject to annual review. The LOIP has been, and will continue to be, developed in consultation and through engagement with all relevant stakeholders and the communities of Inverclyde. We want to get it right for every child, citizen and community in Inverclyde, but recognise that there are particular communities that require targeted attention. Those areas which are identified as being subject to multiple deprivation and experiencing the greatest inequalities will receive targeted interventions in regard to housing, health, community safety, environmental improvements and community capacity building etc. We have developed Locality Plans for those areas in Inverclyde which experience the greatest level of inequality and deprivation.

The HSCP, as a key Community Planning Partner, has aligned its locality planning to the Inverclyde Alliance Local Outcomes Improvement Plan (LOIP). The HSCP is recognised as a key vehicle through

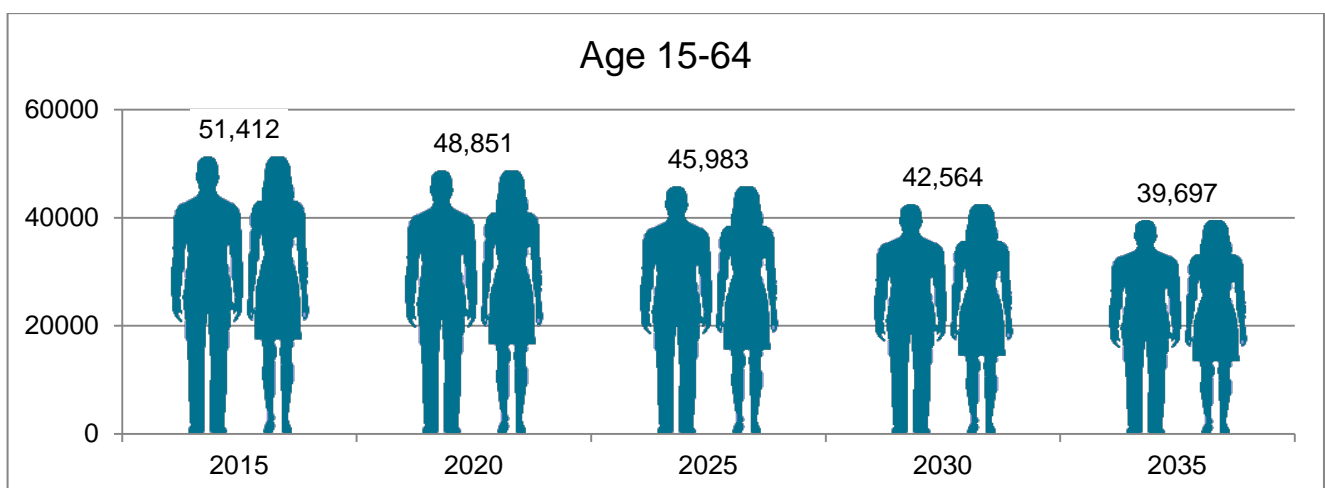
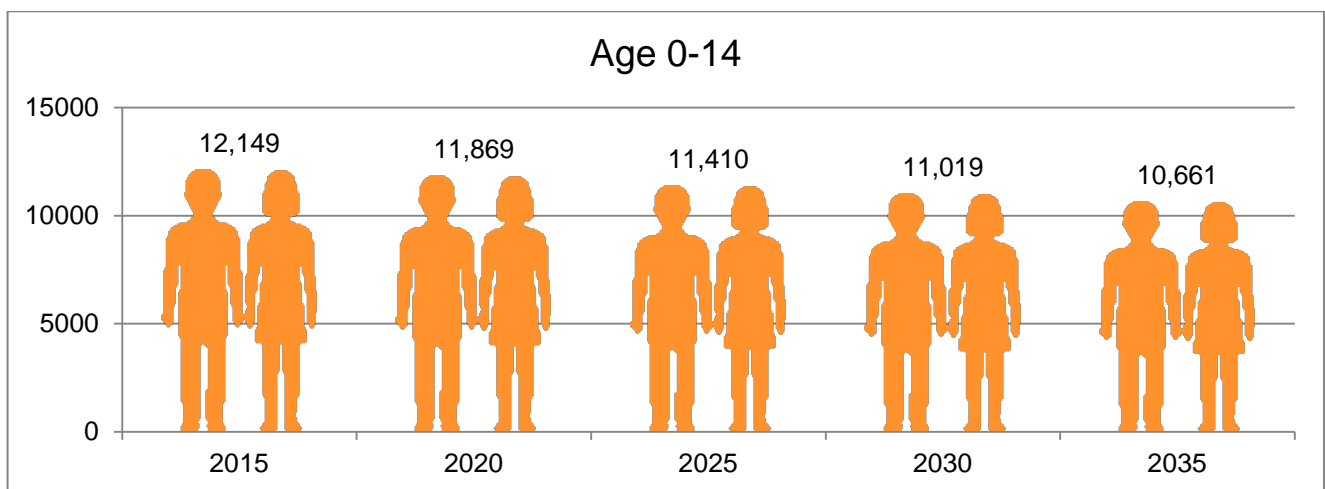
which community planning partners can maintain a clear line of sight to the most vulnerable and the most excluded citizens in our community.

WHAT WE KNOW ABOUT OUR CHILDREN, OUR CITIZENS, OUR COMMUNITIES AND THEIR NEEDS

Our most recent information estimates Inverclyde's population at approximately 78,760 people, of whom 16.1% are children under 16 years and a further 3.3% are young people aged 16-18 years. By 2039, our population is projected to be 70,271 - a decrease of 12% from 2014. This decrease is a significant improvement on previous population estimates and reflects the success of the Alliance's commitment to repopulation and regeneration, within its Nurturing Inverclyde programme. While our under 16s population is projected to decline by 16% over the next 25 years, we are aware that national projections predict an increase in the percentage of children who are deemed vulnerable.

A declining and aging population presents challenges for how future services within Inverclyde should be delivered. In particular, the projected decline in the numbers of young people and working age population, coupled with the substantial increase in the numbers of over 60s will place additional pressures on those services required by an ageing population. Social work services has an important role in supporting partners build the social capital that will contribute to Inverclyde being an area that is attractive to live in.

POPULATION PROJECTIONS (2015 TO 2035)



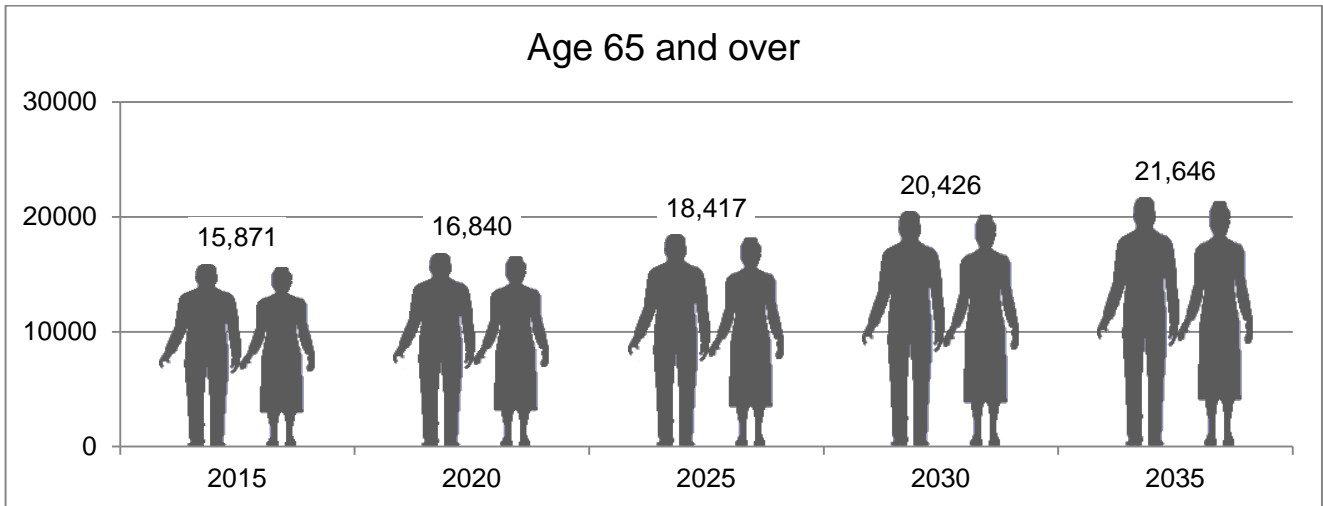


Figure 01: Population Projections (Source: NRS)

There are more females than males in every age group except for those aged 0-15 and 16-29. Inverclyde's population is an increasingly elderly population with the percentage of the population in older age groups higher in Inverclyde compared to the rest of Scotland.

DEPRIVATION, POVERTY AND CHILD POVERTY

A major consideration in everything we do includes tackling the effects of our high levels of poverty and deprivation.

The Scottish Index of Multiple Deprivation (SIMD) is a tool for identifying areas of poverty and inequality across Scotland and can help organisations invest in those areas that need it most.

The SIMD identifies concentrations of multiple deprivations across all of Scotland in a consistent way. The SIMD ranks small areas (data zones) from most deprived to least deprived. Inverclyde HSCP has 114 data zones, 50 of which are in the 20% most deprived areas in Scotland. 'Deprived' does not just mean 'poor' or 'low income'. It can also mean that people have fewer resources and opportunities. The 2016 SIMD rankings combine 38 indicators across 7 domains, namely:

- Income
- Employment
- Education
- Health
- Access to Services
- Crime
- Housing

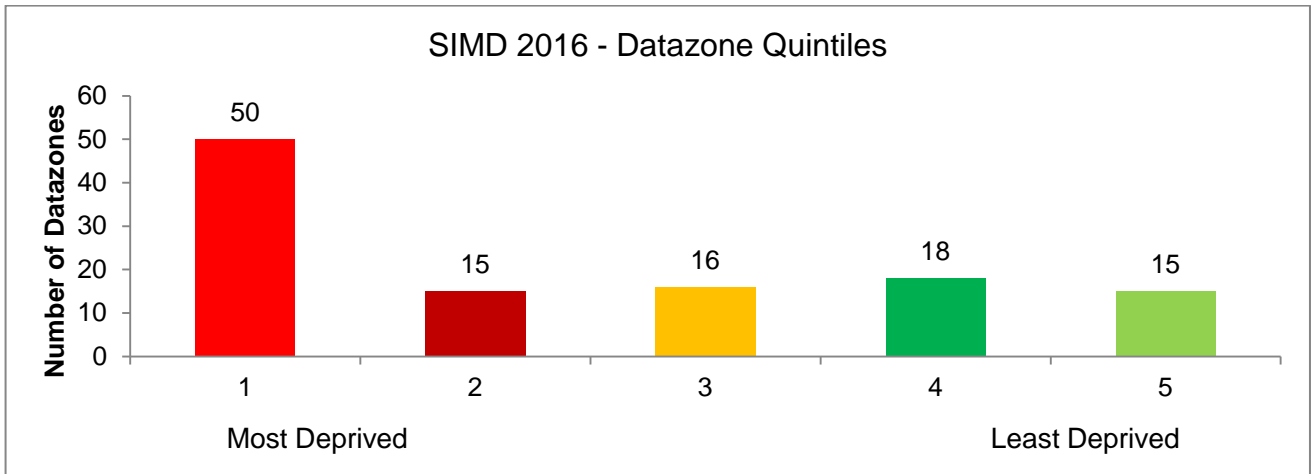


Figure 02: Inverclyde Data zones (Source: SIMD 2016)

- Income, employment and health deprivation, as measured by the SIMD16, remain a significant issue for a large number of people living in Inverclyde. Deprivation levels vary significantly across communities in Inverclyde with the most deprived area being Greenock Town Centre
- Child poverty in Inverclyde has increased in recent years, with more than 1 in 4 children now estimated to be living in poverty
- Fuel poverty is growing and those in our most deprived areas are spending a higher proportion of their income on fuel

Economy

Employment for the people of Inverclyde remains heavily reliant on the public sector. With public sector budgets reducing resulting in a shrinking workforce in this sector, this will put additional pressure on the local employment market. Taken together with the reduction in the working age population of Inverclyde tackling entrenched rates of dependency on Employment Support Allowance and Universal Credit remain a stubborn challenge for Inverclyde

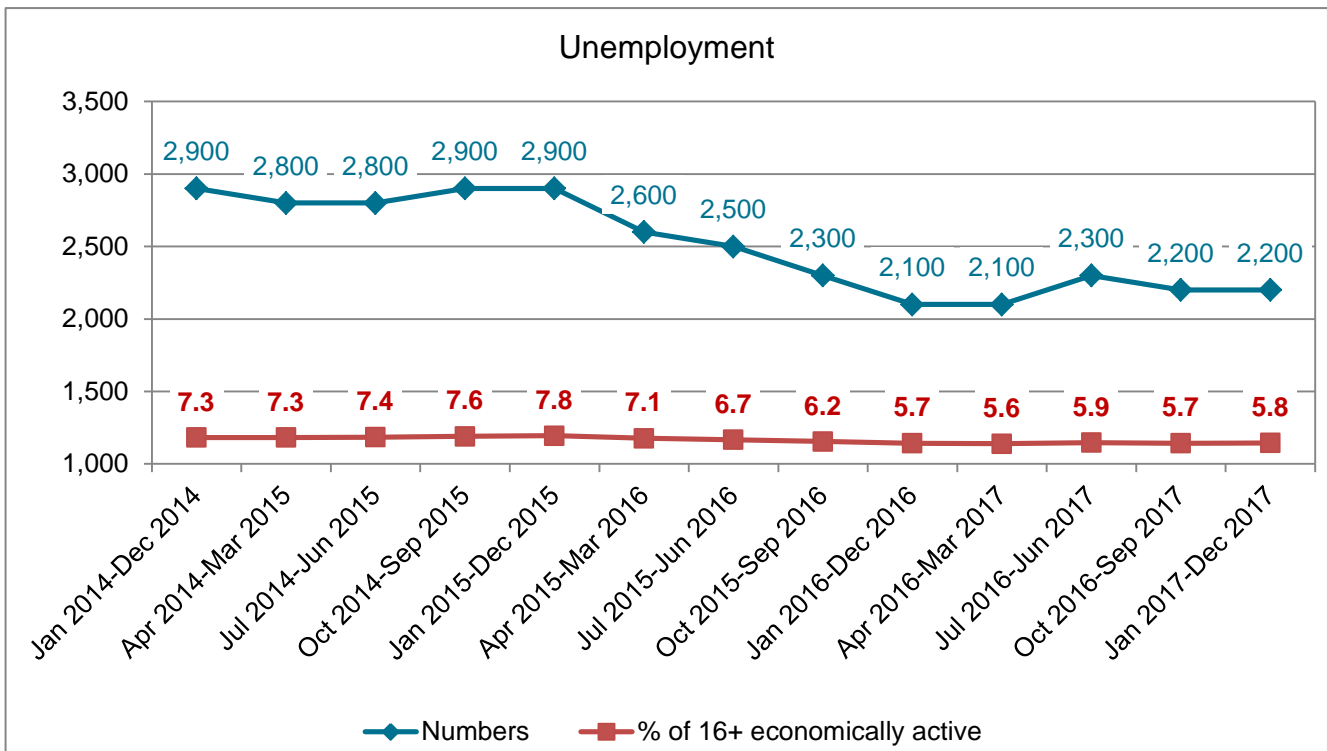


Figure 03: Unemployment (Source: Office for National Statistics)

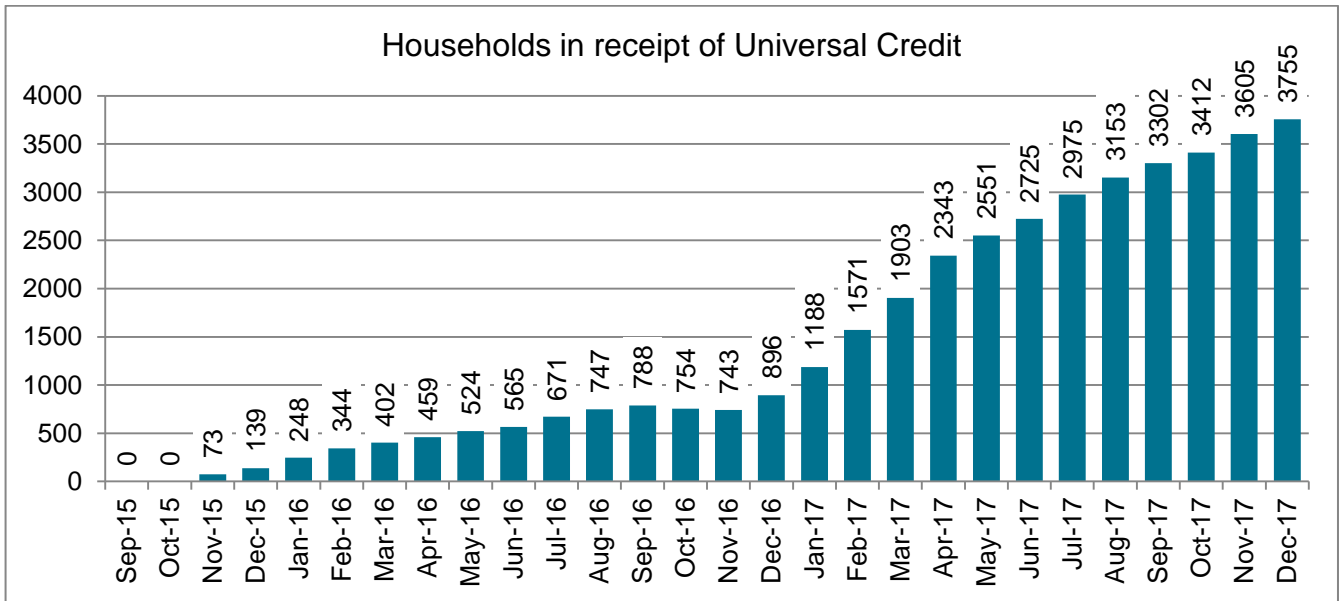


Figure 04: Universal Credit (Source: Department for Work and Pensions)

Health

There is a welcome improvement in life expectancy for both males and females in Inverclyde, although longer life expectancy does not always translate to healthy life expectancy. Stark health inequalities continue to exist in life expectancy and other health outcomes across communities in Inverclyde.

Based on current trends, an ageing population will result in a continued increase in the number of hospital admissions as well as increased demand for home care services. It is anticipated that as the population ages, growing numbers of Inverclyde residents will be at risk of developing dementia.

Alcohol and drug misuse continues to be higher than the national levels and targeted approaches through the work of the Alcohol and Drug Partnership will continue to be important.

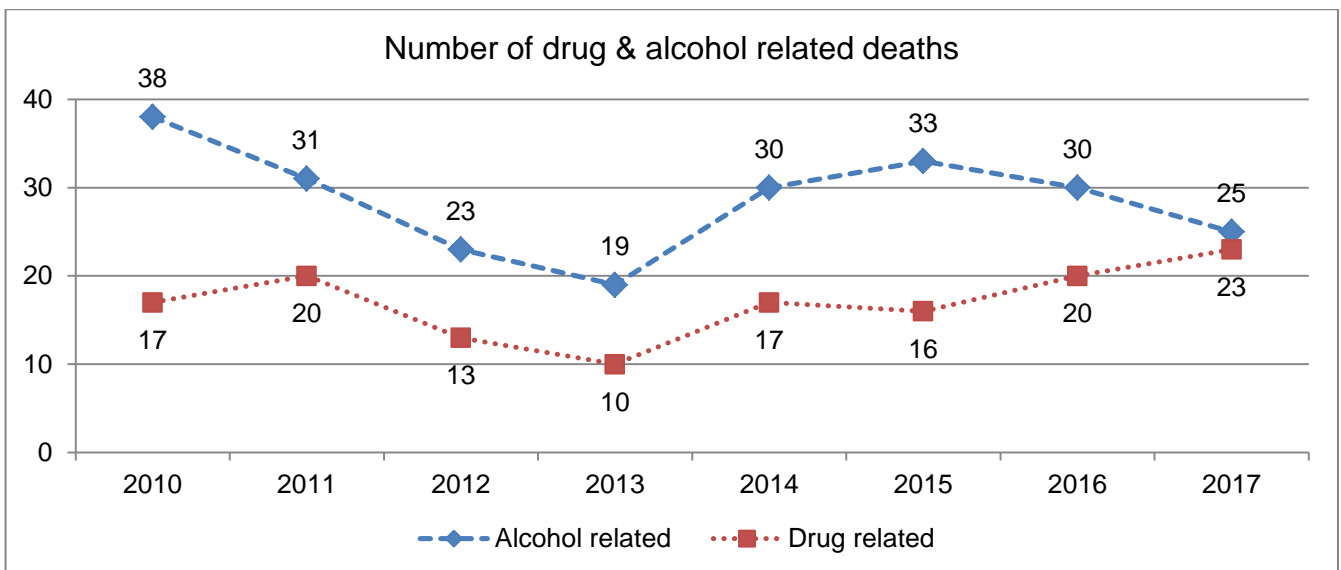


Figure 05: Inverclyde drug and alcohol related deaths (Source: NRS)

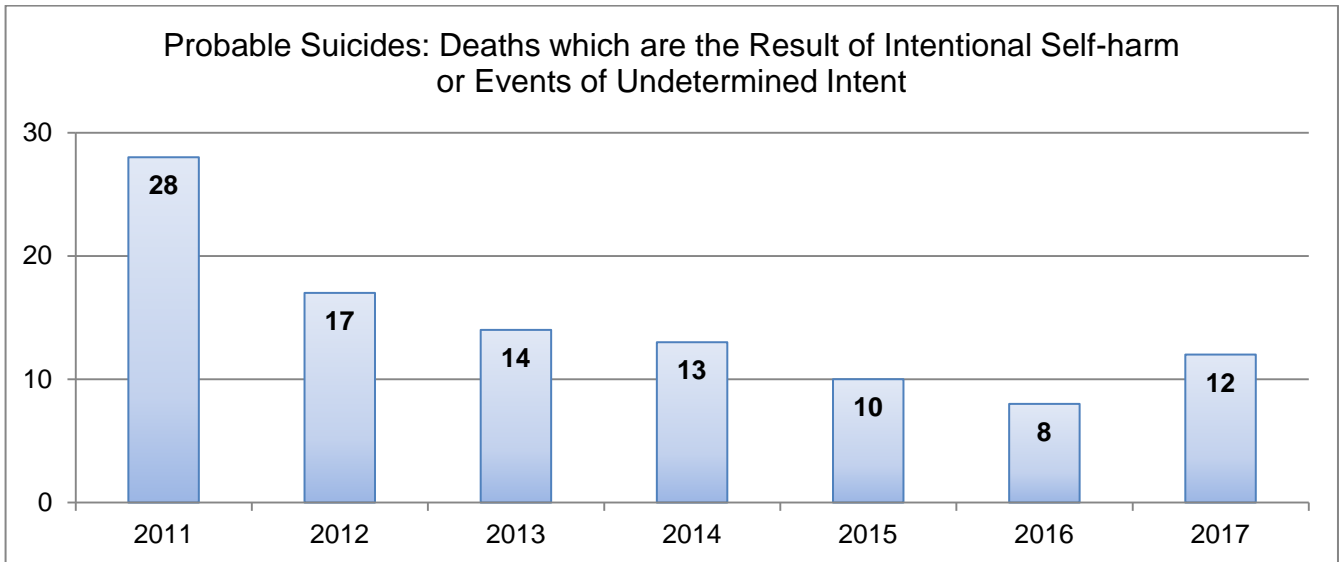


Figure 06: Inverclyde probable suicides (Source: NRS)

Within this challenging delivery landscape Inverclyde HSCP has made strong progress in moving from a position of being data rich to becoming data informed. Each service area in the HSCP has been involved in developing a specific needs analysis relative to service user needs. These have informed our global needs analysis, our strategic plan and our strategic commissioning themes. As a consequence of this work we are in a better position than ever before to target our activity to our service user needs and the improved outcomes we are seeking to achieve.

The HSCP is in the process of reviewing our strategic plan and this plan will set out the unique contribution of the HSCP in supporting the ambitions of the Inverclyde alliance in taking forward a plan to fundamentally change the intergenerational patterns of inequality that has affected the Inverclyde area and its citizens.

4. Governance

In Inverclyde social work services fully integrated with health services in October 2010, initially as a CHCP. This has meant that the integrated arrangements in Inverclyde were at an advanced stage of maturity before transferring to the HSCP model and the full establishment of the Integration Joint Board (IJB). From the diagram below it can be seen that in Inverclyde formal reporting structures to council have been retained in the form of the Health and Social Care Committee reflecting elected members concern to continue to exercise strong governance of statutory social work matters and especially those relating to the public protection agenda.

In order to assure elected members on matters relating to the governance process for externally commissioned social care services a governance report providing a strategic overview of performance, quality and contract compliance of services provided by external independent, third sector and voluntary organisations is presented to the HSCP Committee. The governance arrangements ensure that contracted services maintain quality service provision, meet financial governance requirements and are an active partner in the strategic commissioning cycle.

The CSWO meets at regular intervals with the Chief Executive of the council in respect of matters relating to the delivery of social work and social care, is a non-voting member of the IJB and a member of the strategic planning group.

In representing the unique contribution of social work services in the delivery of public protection the CSWO is a member of the Inverclyde Chief Officers Group, Chair of the Inverclyde Child Protection Committee and the Public Protection Forum and sits on the adult protection committee.

One very positive aspect of integration has been the strengthening of governance arrangements overall as a consequence of the development of the HSCP-wide clinical and care governance structure. The social work practice and care governance group is an integral part of this governance structure. To assist the CSWO in supporting the development of social work practice across the HSCP the terms of reference and membership of this group has been refreshed ensuring reach across all service user groups and importantly includes representatives from the third and independent sector so that the CSWO can provide support and guidance to organisations that deliver social care services under these organisational arrangements.

The Groups terms of reference is based on three priority themes:

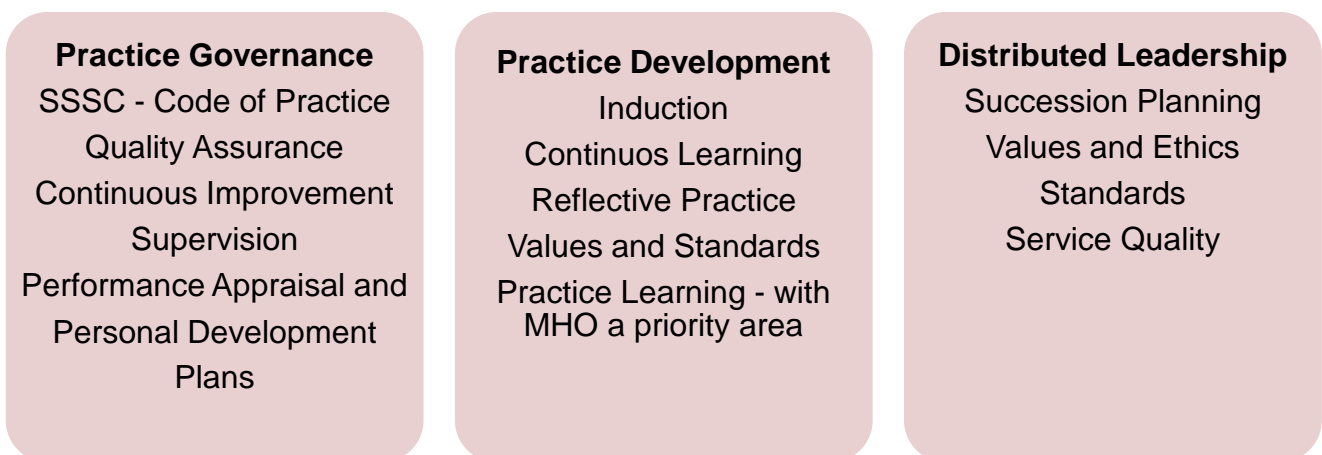


Figure 07: Governance

Work streams, led by Group members deliver on the priority themes. In 2017/2018 this has been the development of a local SSSC Code of Practice Protocol to be assured that there is compliance with the registration requirements and the Health and Social Care Standards (2018).

Another area of development has been training for Team Leads and Service Managers to be assured that the principles of our Supervision Policy for Social Work and Social Care Staff is being delivered. This will be discussed further in section 5, but at its centre is the exploration of how coaching skills can be used to support strengths based practice.

The HSCP Practitioner Forum is being developed to lead on practice areas; a model that has been established through Inverclyde's Child Protection Committee.

Inverclyde has a strong tradition of active participation and engagement of service users and carers. We work closely with a local Third Sector organisation – Your Voice – which leads on many aspects of our engagement work, and fulfils a role of critical friend in advising us about how to improve our service-led engagement. In 2018 practice locally was been commended as sector leading in relation to children and families by the Care Inspectorate.

5. Partnerships

A defining characteristic of social work is that it recognises, promotes and supports the central importance of working in partnership in order to bring about improved outcomes. Inverclyde HSCP works in a broad range of partnership arrangements: internal and external, independent and third sector, national and government body's, to deliver services. Some of these partnership arrangements are highlighted here.

PUBLIC PROTECTION

In Inverclyde the Chief Officers Group (COG) is the mechanism through which all public protection matters are governed. Chaired by the Chief Executive of the Council the COG has oversight of the work of the Adult protection Committee, the Child Protection Committee and the MAPPA. The work of these partnerships is outlined in more detail below.

The CSWO is a member the COG and has a role in ensuring oversight and connectivity between and across the range of public protection functions. To support this important function the CSWO has established a Public Protection Forum which brings together the lead officers from the various strands of public protection. Indeed the Public Protection Forum has developed to include representation from other important agendas, specifically the Violence against Women Partnership, the Alcohol and Drugs Partnership, the New Community Justice Partnership and Prevent. To ensure that these areas of public protection are properly reflected in other fora, the CSWO is a member of both the Clinical and Care Governance Group and the wider Community Safety Partnership.

ADULT PROTECTION

Adult Protection Committee

The Inverclyde Adult Protection Committee has been meeting for eight years with representation from all relevant public agencies. Additionally the committee has service user and carer representatives with one being a member of the HSCP Integrated Joint Board. The work of the Committee is progressed through a number of working groups and is reported through a Biennial Report and business plan. The Independent Chair is also a core member of the Chief Officers' Public Protection Group. The Committee is supported by the Coordinator and administrative staff hosted by HSCP. The CSWO is a member of the APC.

Adult Support and Protection

The Adult Support and Protection (Scotland) Act 2007 aims to protect people from being harmed. There are people who might find it more difficult to stop harm happening to them and the Act calls people in this situation 'adults at risk'.

'Adults at risk' include people over the age of 16 whom:

- find it difficult to keep themselves, their money or property safe
- might be being harmed by other people or who are harming themselves
- are more vulnerable because of illness, disability or mental disorder (this could mean people with mental health problems, people with dementia and people with a learning disability)

This does not mean that all people with an illness, a disability or mental disorder are always at risk. Some people in this situation at some point in their life can find it more difficult to keep themselves safe and need help to do so.

Where it is known or believed that an adult may be an 'adult at risk' of harm the legislation provides measures to identify and support individuals who are more vulnerable to being harmed as a result of their own or someone else's conduct.

Quality Assurance

Audit

Two single agency adult protection case file audits have been undertaken in respect of 53 cases. One in respect of Mental and Addiction Services and the other in respect of Assessment and Care Management and Learning Disability Services.

Continuing to build on a case learning exercise and audit with Scottish Fire and Rescue, work is ongoing to steam line Adult Protection and Adult in Need referral pathways.

Self-Evaluation

A key strategic priority of the Inverclyde Adult Protection Committee is to ensure people are safer as a result of our activity. In order to support continuous improvement towards this aim the APC held a Multi-Agency Self-Evaluation Day.

The aim of the day was to create an opportunity for staff across agencies and organisations to engage together as representatives involved in the support and protection of adults at risk of harm.

- To give a national and local perspective of current adult support and protection issues and to consider the issues and potential implications for Inverclyde
- To critically reflect on work undertaken in Inverclyde in respect of adult support and protection
- To identify gaps, actions and priorities for the Inverclyde Adult Protection Committee for 2018-2020

This event evaluated extremely well and provided very useful feedback.

The APC Business Plan 2018 – 2020 has been reviewed to incorporate actions required based on this feedback and the audit findings noted above. Service areas are using the audit findings to inform improvement plans.

Communication and Engagement

All adult support and protection professional and public information developed in conjunction with service users and carers and published by the Adult Protection Committee has been reviewed and reissued. The adult support and protection website pages have also been refreshed. This is to ensure that information is current, relevant and as accessible as possible.

Learning Events and Workshops

In addition to training there is continued commitment to creating other learning opportunities for staff on a multi-agency basis. During this period there has been a focus on consideration of the learning from Significant Case Reviews and the implications and impact in an Inverclyde context.

ICR/SCRs

The Adult Protection Committee has commissioned one SCR and has two ICRs under consideration. A key priority will be to take forward the learning from these. Given this the Adult Protection Committee in conjunction with the Child Protection Committee has developed an ICR/SCR Communication Plan. The aim of the plan is to ensure a collective ownership of the issues by all the agencies and an individual responsibility to implement the outcomes in the immediate and on an ongoing basis. The plan identifies:

- the key messages and learning themes
- audience and stakeholders
- communication channels
- roles and responsibilities of key agency reps

- debriefing and support for staff
- debriefing and support to families and relevant others
- arrangements for wider staff group
- improvement plans ,actions and review mechanisms
- proactive media plan where required

Priorities

In addition to taking forward the learning from ICR/SCRs and in line with functions of the Adult Protection Committee as laid out in statute the key priorities are:

- ongoing programme of single, joint and multi-agency audit and in addition a service user and carer evaluation of their experience of adult protection
- implementation of the Multi-Agency Learning and Development Strategy, Standards and Programme 2018-2020
- ongoing review of single agency procedures and joint protocols, guidance and good practice agreements

Child Protection Committee

The Inverclyde Child Protection Committee has been effectively progressing the strategic partnership and planning to improve our services for Inverclyde's most vulnerable children. The committee is chaired by the CSWO.

The work of the committee has been advanced significantly in 2017 by an increased focus on self-evaluation which was aided by the process of Joint Inspection of Children's Services in 2017 and the Joint Strategic Needs Assessment commissioned by Inverclyde Alliance. This intelligence is now an integral part of all planning and delivery of Inverclyde's Children Services and the focus of all improvement activity by the Child Protection Committee. We have achieved an in-depth knowledge of the health and wellbeing needs of the children residing in the Inverclyde area and we continue to develop our performance management information to allow us to understand the difference we are making.

As a result of this use of data and evidence the Child Protection Committee has re-organised its focus to create a more dynamic and need responsive approach to meeting its core functions of strategic planning, continuous improvement, public information and communication and participation. The CPC has developed an outcome focused plan that targets priority areas of need through the focused work of task groups.

The Committees current priorities include improving the early response to risk by improving multiagency Initial Referral Discussions, to improve multi-agency assessment of risk and need, particularly identifying accumulating concerns relating to domestic abuse and neglect, and to continuing to improve our use of data and evidence.

The Child Protection Committee itself has a development plan to ensure the strategic partnership continues to maximise its effectiveness and this has resulted in the production of an induction and annual self-evaluation process. In conjunction with the chair and with the support of the lead officer each member considers their skills, experience and contribution to the strategic partnership and identifies areas for individual and collective development.

The Committee held their 10th Annual Conference in May 2018 focusing on Getting it right for every child in Inverclyde which involved feedback from the Care Inspectorate on the strengths and areas of development for Inverclyde. The conference engaged the attendees in gathering their views on areas for improvement in their agencies and also consolidated practice skills within 4 workshops.

The Child Protection Committee produces an annual report and within this summarises the achievements of the previous year and sets out its aims and priorities for the year ahead. The plan for 2017/18 and Outcomes Plan for 2018/19 can be viewed at <http://www.inverclydechildprotection.org/>.

The priorities for the Child Protection Committee for the year ahead are to continue to improve services to address the children most at risk and to continue to strengthen the committee's strategic partnerships and governance arrangements. This will be informed by the work emerging from the national review of child protection.

MULTI AGENCY PUBLIC PROTECTION ARRANGEMENTS (MAPPA)

Multi Agency Public Protection Arrangements (MAPPA) was established under Sections 10 and 11 of the Management of Offenders (Scotland) Act 2005. It is a process by which key partnership agencies coproduce a risk management plan for individuals representing a risk of sexual or violent harm towards others. Agencies have a duty to cooperate and share information to inform risk management. Risk management is an ongoing process and risk management plans are reviewed on an ongoing basis. MAPPA is a key public protection mechanism.

The North Strathclyde MAPPA operates a governance structure which consists of the MAPPA Operational Group (MOG) which reports to the MAPPA Strategic Oversight Group (SOG). The CSWO is a member of the SOG which is the key strategic mechanism through which oversight of this area of public protection is exercised. These Groups meet 3 times a year respectively and are attended by partners from the Responsible Authorities (Councils, Police, Health and Scottish Prison Service) and in the case of the MOG Victim Support is also represented. The MAPPA Unit itself is hosted by Inverclyde HSCP.

Where issues or concerns are identified by partner agencies the MOG will create a Short Life Working Group (SLWG) to progress the matter. Membership of such groups will be drawn from representatives of the MOG and attention is given to ensuring all Responsible Authorities are represented.

In addition there are also established sub-groups which include the Quality Assurance subgroup and the Training subgroup.

The Quality Assurance subgroup has been engaged in a range of activities to support the effectiveness and efficiency of the MAPPA process. This has included reviewing and refreshing the document set used at MAPPA meetings; annual case audits; and surveys of both staff and individuals managed by MAPPA. The activities of this subgroup have also led to the establishment of a MAPPA Chairs Forum to provide peer support for those engaged in this critical role.

Significantly, the Quality Assurance subgroup have also been engaging with individuals whose convictions would require them to be managed through MAPPA to ask if they would voluntarily agree to take part in a service user survey. The purpose is to gain an understanding of their knowledge of the MAPPA process and to identify from their perspective any issues or areas for improvement. This work which commenced in February 2018 is on-going. To date feedback has been generally positive.

The Training subgroup plans, co-ordinates and reviews all MAPPA training events, including MAPPA Development Day, Awareness Raising Events and Chair training. They have conducted a number of awareness raising events which provide an insight into the MAPPA process, the role of the MAPPA unit and also includes an interactive exercise framed to meet the needs of the particular audience at any given event. This training helps to dispel any myths around what MAPPA is and is not, identifies the roles of key staff and aims to facilitate the exchange of information to support public protection. Training has been provided to a range of partner agencies including: Registered Social Landlords', Library, Education and Community Payback Unpaid Work staff. In total 16 Awareness events have taken place.

Serious Incident Reports (SIR's) are also an important learning resource. Inverclyde HSCP has a duty to notify the Scottish Government of any harmful behaviour likely to result in trauma enacted by individuals currently subject to statutory Court Orders. Since 2015 a total of 6 SIR's have been undertaken. There has been a wealth of good practice identified from these investigations within the

Criminal Justice Service including evidence of evidence informed practice, use of regular risk assessment and use of accredited risk assessment tools to inform decision making, collaborative partnership working and detailed case note recording. The Criminal Justice Service is committed to addressing violence in the local community.

Recently the North Strathclyde Multi Agency Public Protection (MAPPA) Unit successfully facilitated a multi-agency workshop within Inverclyde to explore learning from a Serious Case Review (SCR). The SCR had been the result of further sexualised offending by an individual in central Scotland. The workshop was attended by a number of professionals from a health and social care background, including those from neighbouring local authorities.

INVERCLYDE COMMUNITY JUSTICE PARTNERSHIP

Following a shadow year, the Inverclyde Community Justice Partnership was established on 1st April 2017. The definition of community justice is:

“The collection of individuals, agencies and services that work together to support, manage and supervise people who have committed offences, from the point of arrest, through prosecution, community disposal or custody and alternatives to these, until they are reintegrated into the community. Local communities and the Third Sector are a vital part of this process which aims to prevent and reduce further offending and the harm that it causes, to promote desistance, social inclusion, and citizenship.”

The first annual report of the newly established partnership has been drafted and is on schedule to be submitted to Scottish government in October. The report notes the successful establishment of the partnership with commitment from a wide range of stakeholders. A strong governance structure and identification of local priorities specifically informed by those affected by the community justice agenda have been developed. In addition a range of awareness raising and community engagement activities have taken place raising the profile of the needs of service users and strengthening working partnerships across agencies.

Two specific areas of progress made over the last year include:

Success in securing funding from Big Lottery Early Systems Change for Women Involved in the Criminal Justice System. The funding will support a five year project of firstly undertaking research to understand the system with the second phase being implementing changes to the system and tests of change.

Success in securing the Scottish Government Employability Innovation and Integration Fund to pilot an “Inverclyde Resilience Project”. This will target employability support to people involved in the criminal justice system who may also have homelessness / housing issues and / or an addiction problem.

While being a new partnership; it is evident that there is a strong commitment from all partners to work together in tackling key local priorities. The community justice agenda is embedded into strategic community planning, recognising the ripple effect of crime involves not only the person committing the offence; but extends to the impact on their families; victims and their families and the impact on wider communities. In adopting whole-system thinking to the community justice journey; there are crucial transition points that offer opportunities for prevention and early intervention that will be progressed further over the coming year.

THE ALCOHOL AND DRUG PARTNERSHIP

The ADP delivery plan outlines how we support healthy lifestyle choices raising awareness across the community of risk associated with substance misuse. The ADP adopts a whole population approach to prevention through alcohol and drug education being provided throughout the primary and secondary school system, to the wider population and to the “alcohol and drug” workforce providing a better understanding of their role in supporting needs associated with alcohol and drug misuse. The ADP

considers harm reduction strategies as an important part of preventing and reducing alcohol and drug related harm - this includes working to reduce drug related deaths, and alcohol related deaths.

The ADP is a strong partnership within Inverclyde with well-defined governance routes within the HSCP and with strong links to the community planning partnership. Key developments during this last year include work with the Scottish Drugs Forum who are providing assistance with the development of our recovery oriented system of care (ROSC) and associated workforce development. Recognising the role of ROSC in providing the range of supports and interventions people in recovery may require, this work is not restricted to alcohol/drugs-badged services but includes a wide variety of partners representing different services and supports. This will continue over the forthcoming year.

MENTAL HEALTH IN PARTNERSHIP WITH SERVICE USERS

Recovery Inverclyde brought together service-users, carers, service providers and community members to celebrate and discuss mental health recovery in Inverclyde and was funded by the Health and Social Care Partnership (HSCP).

A key aim of the event was to highlight the importance of consultation: Talking Together and collaboration: Working Together; with people interested in mental health from across Inverclyde coming together to share their knowledge, experience and ideas for building recovery focused services. The event was co-produced with a dynamic steering group of service users, third sector agencies and the HSCP, designing, planning, implementing and analysing the event and importantly working together to produce the outcome report.

During Recovery Inverclyde many important themes which affect mental health recovery emerged: the role of communication, the importance of self-management, the promotion of mental health awareness and early intervention, the need for an increase in mental health education and training, the impact of stigma, the provision of out of hours/emergency support, the role of medication and access to high quality in-patient treatment.

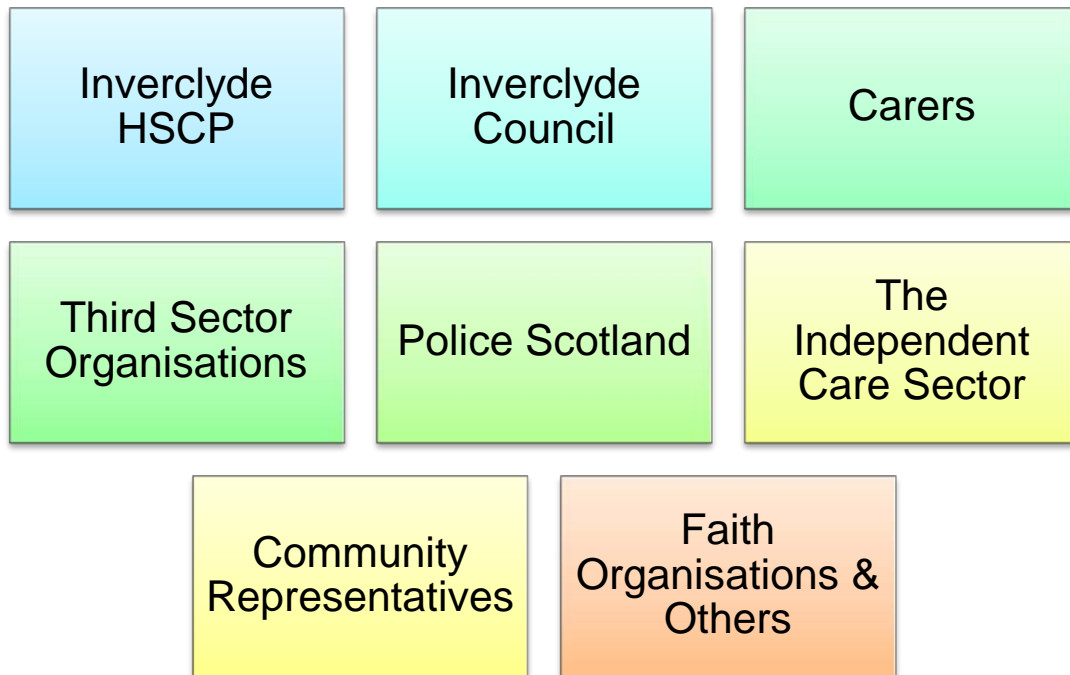
The prevalence of these themes in our recovery conversations mirrors many recently published policy documents, legislation and research.

We intend to build on this approach within the service development work around recovery both within mental health, and for people recovering from alcohol and drug problems.

COMPASSIONATE INVERCLYDE

Compassionate Inverclyde is an innovative, multi-agency, community wide initiative which aims to build a compassionate community in Inverclyde. Based on the basic tenants of compassion and kindness by encouraging an ethos that end-of-life care is the responsibility of the whole community and not just one part of it (such as the NHS). A number of agencies are signed up to Compassionate Inverclyde, including:





There are many strands to the initiative, including No One Dies Alone (NODA) and Absent Friends which focus on deploying and training volunteers to develop community led responses to palliative care.

COMMUNITY CONNECTORS PROJECT

The purpose of the Community Connectors funded by Inverclyde Health and Social Care Partnership (HSCP) is to provide information, support and advice about local activities, facilities, resources and connections for local people, patients, service users and carers. The aim is to encourage and support people to make local connections and participate in local activities to support their health and wellbeing, reduce their social exclusion and live as full an independent life as possible.

The connectors followed a community development approach by sourcing out what was available in the community building on the assets available in communities across Inverclyde. This is key to the overall success of the work to ensure that there are strong and sustainable organisations, networks and activities in place so that individuals can access the support and activities to meet their needs.

The project by December 2017 had made contact with over 500 people and assisted them in making over 967 connections to a range of groups and activities.

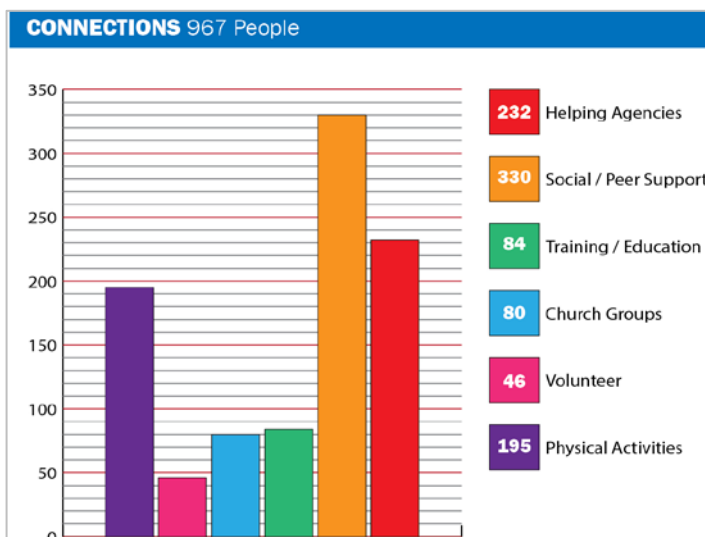


Figure 08: Community Connections

PARTNERSHIP WITH CARERS

The Carers (Scotland) Act 2016 commenced from 01 April 2018. The aim of the Act is to ensure better, more consistent support for carers so that they can continue to care, if they so wish, in better health and to have a fulfilled life alongside caring. For young carers the intention is to ensure that they are supported to ensure that they have a childhood similar to their non-carer peers.

Inverclyde has established collaborative approaches between services, carers and carer organisations. To support the implementation of the Act an Officer was appointed. Scottish Government Carer Information Strategy funding has been used in collaboration with partners to:

- support Your Voice to develop a range of carer engagement opportunities on various duties within the Act until full implementation
- support Inverclyde Carers Centre to develop Equal Partners in Care Training (EPIc) to promote the rights of carers across the workforce as we move towards full implementation
- fund a Carer Privilege Card to support increased identification of carers, linking to a “Carer Friendly Inverclyde” by encouraging local organisations to offer community/commercial discounts for carers
- raise awareness of young carers and issues, and increase capacity of Young Carers support from Barnardo’s Thrive Project
- support Financial Fitness to provide an outreach advice service for Carers engaging with Inverclyde Carers Centre
- support Inverclyde Carers Centre to provide emotional support to carers

HOUSING PARTNERSHIP GROUP

Recognising the importance of good quality and affordable housing for the wellbeing of the local population, Inverclyde HSCP included a Housing Contribution Statement within the Strategic Plan. This was a summary of what housing providers could do to improve outcomes for individuals and families.

Subsequently a Housing Partnership Forum was established to take responsibility for the implementation, monitoring and review of the Housing Contribution Statement by producing and agreeing on a specific plan with detailed activity to achieve desired outcomes.

The Housing Partnership Group (HPG) is chaired by a senior manager from within the HSCP with membership from Inverclyde Council and representatives from each of the local and national (who have a presence in Inverclyde) Registered Social Landlords (RSLs).

The Housing Partnership Group (HPG) reports into the HSCP Strategic Planning Group (SPG) and also feeds into the Strategic Housing Investment Plan (SHIP) and the Local Housing Strategy (LHS) processes. Examples of related activity are to:

- Exploring models of support and intervention to prevent Multiple Exclusion Homelessness (MEH)
- Using telehealth/telecare to enable older people to remain independent at home for longer
- Increase the suitability of existing housing stock in meeting disabled people’s needs through provision of adaptations across tenures
- Strengthen existing partnerships to ensure people are pro-actively supported to enable them to maintain their accommodation
- Improving housing outcomes across a range of measures for young people, young people in pregnancy and young parents, including care leavers
- Include Health and Social Care Partners in the planning processes for the Affordable Housing Supply Programme

The ultimate aim being to work in partnership to develop housing options for every Inverclyde citizen.


6. Service Quality and Performance


How social work services are contributing to better outcomes for the most vulnerable in our community

Social Work Services in Inverclyde are progressing steadily along a continuum of integration firstly as an HSCP but also as part of the wider community planning partnership. This recognises that the task of improving outcomes for our most vulnerable citizens is a partnership one and it is only when agencies and services come together as a whole system that we are likely to have optimum impact. The section above outlined some of the key partnership forums that social work services either lead, commission or are core members of. In this section of the report, consideration is given to the important contribution of social work and social care. This section of the report outlines how social work services are delivering services to the Inverclyde community both in terms of performance and quality and contributing to better outcomes. Information in relation to how statutory services are being delivered is also contained here.

How social work services are contributing to better outcomes by tackling poverty and inequality in our community

Our **Advice First Service** handles a vast range of enquiries including debt advice, benefits advice, welfare rights appeals and debt resolution. Over the last 3 years we have provided:

	Advice First Calls Handled	Face to Face Appointments Scheduled	Home Visits
2015/16	10,945	2776	214
2016/17	12,435	3414	222
2017/18	11,209	3390	166

	Vulnerable Groups New Clients (e.g. homeless, Mental Health)	MacMillan Clients	Welfare Rights appeals scheduled	Welfare Rights Cases with final outcome decision in favour of the appellant
2015/16	315	370	698	74%
2016/17	444	384	591	70%
2017/18	278*	329*	1033	75%


	Money/debt interventions carried out with clients	Amount of multiple debt managed by Money Advice Team	Total verified financial gain
2015/16	258	£1,393,712	£4,782,663
2016/17	824	£2,098,655	£7,480,660
2017/18	1021	£2,178,052	£3,963,931

Figure 09: Advice statistics

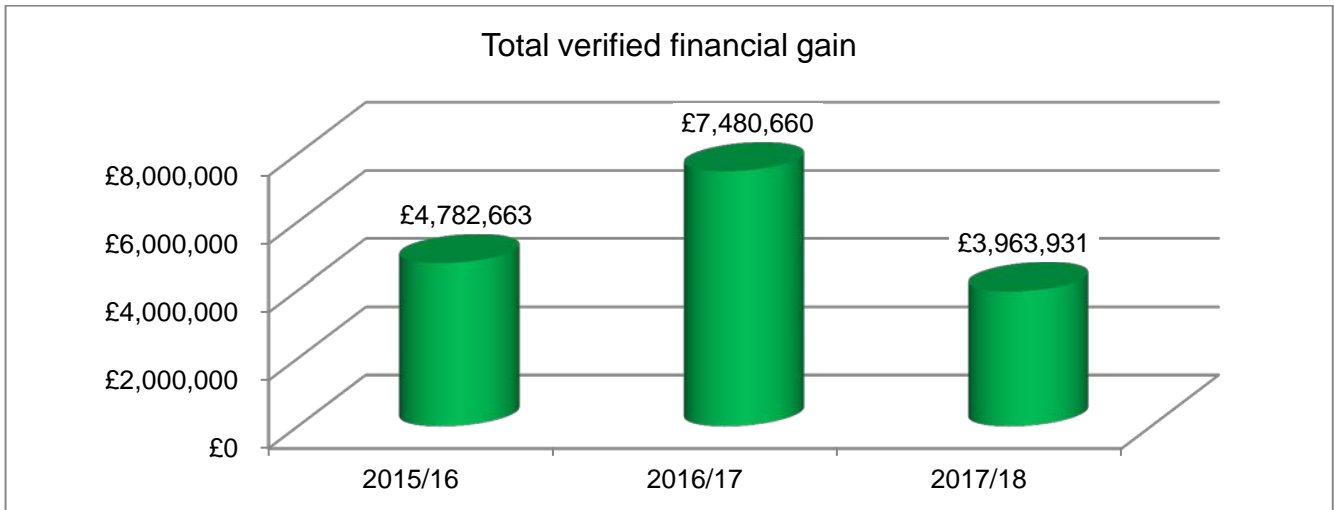


Figure 10: Financial gain

Working with local people and other organisations we gained significant amounts for Inverclyde Residents. This constitutes an important part of our work to prevent or mitigate the impact of inequality. The Advice Service is predicated on a rights-based approach that contributes to the alleviation of poverty and effects of debt in the community, and aims to have a transformative effect on the lives of those it works with. It plays a vital role in working to protect the well-being of vulnerable claimants and consumers; and also supports the wider Inverclyde economy by ensuring residents receive the support they require during these times of change and uncertainty.

The challenges facing Inverclyde residents are diverse and vary from the effects of continuing austerity, growing reliance on personal debt and continued welfare reform.

The provision of an effective one stop, holistic advice service is an effective method of delivering advice and is relevant to the statutory duty of Inverclyde Council to deliver advice and assistance to promote the social welfare of Inverclyde residents.

The Child Poverty (Scotland) Act requires local authorities in conjunction with the relevant Health Board to prepare and publish a local poverty action report. The Report 'must in particular describe income maximisation measures taken to provide pregnant women and families with children with information and advice as to eligibility for financial assistance to apply for that support. Inverclyde HSCP will take this as an opportunity to revisit our Healthier Wealthier Children income maximisation model currently operating to explore how we can strengthen and improve referral pathways and extend the reach and effectiveness of our current model of income maximisation for this client group. Universal Credit Full service roll out commenced in Inverclyde on 23 November 2016 with a case load as at July 2018 of approximately 5,000. This will increase significantly with the planned managed migration of existing legacy benefit claimants to Universal Credit from 2019.

The introduction of Universal Credit has changed the nature of advice interventions from one off to ongoing intensive support to clients over many months to make, manage and establish a settled claim to Universal Credit. Claiming Universal Credit and dealing with the social security system in general can be a challenging process. Having the support of an Advice Worker who understands DWP terminology and complexities of the system can be pivotal in securing timely and fair outcomes for service users and is a vital service for the most vulnerable in our community.

How Social Work Services are improving outcomes for Children and Families

GETTING IT RIGHT FOR EVERY CHILD IN INVERCLYDE

The Children and young people Act 2014 put the Scottish Government flagship policy for children's service on a statutory footing. Despite the challenges to the statutory basis of some aspects of the legislation from the Supreme Court, Inverclyde social work services with strategic partners have been making steady progress in realising the ambitions of the principles of GIRFEC.

In October 2016, from work commissioned by the Scottish government, Inverclyde was selected as one of three local areas to partner CELCIS, in developing new approaches aimed at reducing childhood neglect and enhancing children's wellbeing. The partnership agreed to be guided by CELCIS in the use of Active Implementation science for up to five years. Implementation science is at the centre of this work. Following a period of exploration it became clear that the focus of this work would include support to significantly enhance key aspects of our GIRFEC pathway and especially our offer of early help.

Creation of a Request for Assistance Team

Associated with our work with CELCIS, our self-evaluation, case file auditing, data analysis and feedback from children's services inspection, it became apparent that the front door of Children and Family services, where referrals are received and the risk of harm is assessed, was in need of review.

Following a process of consultation and review involving service users and staff the establishment of a request for assistance team was agreed. This team has been established and standard operating procedures developed. The team are responsible for receiving and responding to all new requests for assistance to social work services. The emphasis for this team is on ensuring robust initial assessment of need and risk and timeously identify pathways for children to meet those needs.

As part of the establishment of this team we have developed rigorous data capture processes that are intended to assist us in deepening our analysis of the patterns of need of our service users and at the same time support us in evaluating the quality of service we are providing.

From the table below it can be seen that the volume of referrals to children's services have remained relatively constant over the past three years. At the time of writing our data capture is not sufficiently robust to allow us to interrogate this data in a way that helps us to understand the trends and patterns that sit behind this.

The subsequent table however tells us that the number of children who are subject to compulsory measures of care is declining year on year. This is consistent with the national picture.

A central finding for Scotland of a new study funded by the Nuffield foundation (2015-2017) is that there is a strong association between the level of deprivation and proportion of children likely to be looked after or subject to the child protection register. It is crucially important for areas like Inverclyde where we have the second highest levels of deprivation in the country, to better understand the complex relationship that are reflected in this and to establish the strategic and practice implications that this presents.

Figures for referrals to children and families:

	2015/16	2016/17	2017/18
Contacts to Children & Families	4721	5006	4570
Domestic Abuse	589	668	741
Total	5310	5674	5311

Referrals to the Reporter:

	2014/15	2015/16	2016/17
CSO continued	136	114	99
CSO made	47	42	56
CSO terminated	48	50	36
CSO varied	124	113	67
Interim CSO	24	20	15
Interim variation CSO	1	1	0
TOTAL REFERRALS	380	340	273
Number of Unique Children	235	221	193

Child protection

Our data tells us that the most common child protection concerns in the area of Inverclyde are Domestic Abuse, Parental Mental Health, Parental Substance Misuse and Neglect. In most families involved with Children and Families Social Work a combination of these concerns are present when concerns are raised about children. Parental substance misuse continues to contribute to significant harm causing neglect. Child protection concern related to parental alcohol use remains prevalent but has fallen consistently since 2014 while concern over parental drug misuse has risen.

Addiction services have an increasing trend of women accessing services. Inverclyde has high and increasing levels of children living in poverty impacting on family stress and child development opportunities.

In recognition of the complexity of the casework and based on feedback from the care inspectorate relating to the need to further improve our assessment of need and risk we are increasing our support to Children and Families Social Workers to enhance their skill set in assessment and analysis of need and risk.

In 2016/17 221 Children, from 140 families, were referred to the Children and Families Social Work Team due to Child Protection Concerns. 88% of these Child Protection referrals received resulted in an Initial Referral Discussion between Social Work, Health and Police and 90% of these Initial Referral Discussions resulted in a Child Protection Investigation.

34 Children were on the Child Protection Register in Inverclyde on the 31st March 2017. 50% of children on the Child Protection Register in this reporting period were under 5 years of age.

Over the last twelve months it has been noted that while the numbers of children on the Child Protection Register remain fairly static the number of investigations conducted and case conferences held has decreased. It is considered that our targeted improvement activity to enhance practice around early effective assessment of risk through the IRD process is reducing unnecessary interventions into the lives of children and families which in turn results in Social Workers being able to focus on those most at risk. The families not requiring a Child Protection response are re-directed to supports to promote the child's wellbeing through the GIRFEC approach and the Team around the Child.

As noted above newly disseminated research from the Nuffield Foundation has highlighted a statically significant difference in the patterns of intervention in child protection and looked after children in Scotland. This indicates a higher incidence of children being subject to child protection measures or becoming looked after in Scotland as a whole compared to the other UK nations. Moreover within this there is a significant issue relating to those children living in areas of deprivation where the likelihood of becoming looked after increases again.

This research has a strong resonance in an area such as Inverclyde where we are very aware of the impact of intergenerational poverty and inequality. We will be working with colleagues across Scotland to explore the complex relationships that underpin these issues. The protection of children is and will continue to be the overarching priority for social work services. However we will continue to challenge our own practice locally and particularly to evaluate whether we are striking the right balance between measures to protect children with measures to support our most vulnerable families.

Improvement Activity Focus Area

During 2017, the Care Inspectorate undertook a strategic inspection of services to children, families and young people in the Inverclyde CPP area. The Inspection concluded on 31st October 2017 with the publication of an evaluation report of the inspection findings. The report of the inspection findings is positive in nature, identifying a number of areas of strength, which included sector leading practice and examples of good practice that are considered to be of national significance.

In Particular Inverclyde was graded as excellent in the area of partnership and engagement with service users. This is consistent with Care Inspections in our range of regulated children's services, where all services are graded at 5 or above with children's residential services in the main graded as excellent. Since the publication of the Care Inspectorate report Inverclyde HSCP has been awarded the level one UNICEF award in respect of promoting children's rights in 2 of our children's houses and one house having progressed to level 2. UNICEF have advised the HSCP that they consider this to be world class.

As part of the strategic inspection areas of development were also identified. These include specific areas of practice that require to be strengthened as well as further development of key processes. These include three key areas as follows:

- Further strengthen joint risk assessment and decision making in response to child protection concerns, including new concerns arising in open cases and from accumulating signs of neglect
- Develop joint quality assurance systems and processes to achieve high standards of practice in key processes more consistently

- Demonstrate clearer links between activities and measurable improvements in outcomes through implementation of key priorities in the children’s services delivery plan

In addition to the request for assistance team outlined above, Children & Families Social Work along with partners have been involved in the implementation of key changes to practice as a result of the improvement actions. Ongoing evaluation and audit with partners have provided indicators of positive change evident through improved practice in a number of areas. Some of these are set out below.

Initial Referral Discussions (IRDs)

One of the most significant areas of development over the last year has been the Initial Referral Discussions with health and police and now including education services. Following inception of this practice in summer of 2016 we have steadily increased our numbers of IRDs however the quality remained variable. Prior to commencing the improvement work 25% of IRD’s were assessed as being ‘adequate’, 50% ‘good’ and 25% very good, after 6 months of focused improvement activity 25% are assessed as being ‘good’ and 75% ‘very good’.

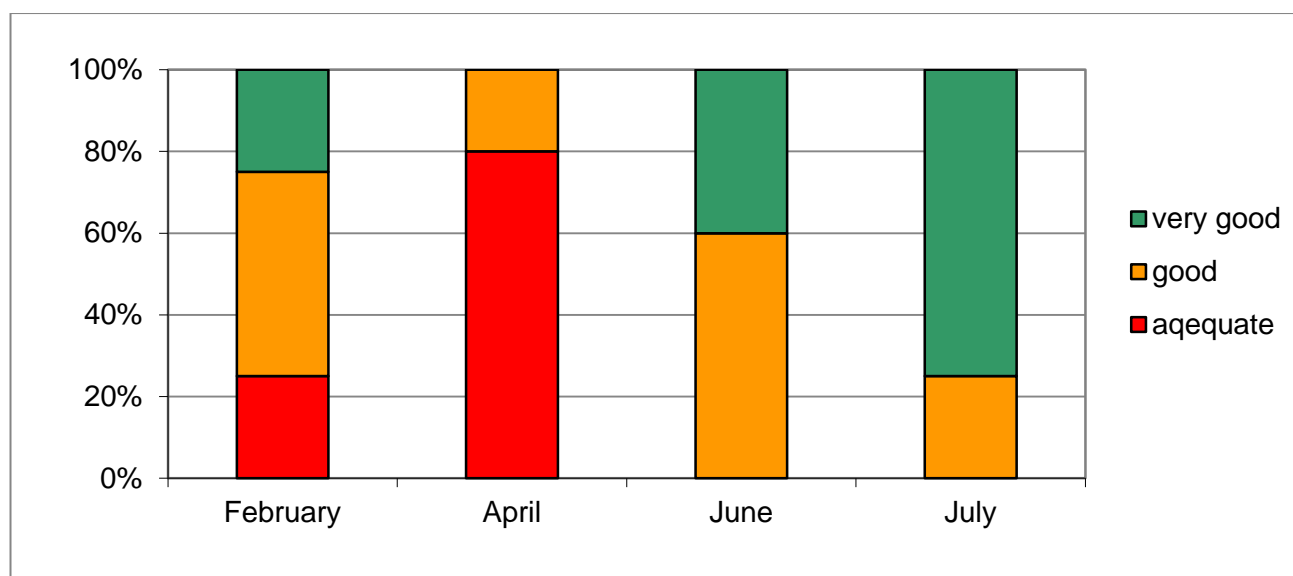


Figure 11: IRDs

The quality improvement work around IRD’s has led to a focus on continuous improvement within other areas of our joint decision making and assessment such as the provision of medicals which has resulted in an increase in their use, one of the next steps shall focus on improving the experience of children subject to medical examination.

Looked After Children

At 31st July 2017, there were 218 children and young people looked after by Inverclyde Council, with the gender composition being 119 males and 99 females. This was the equivalent to 1.4% of the population aged 0-18, while Scotland’s figure was also 1.4%.

The breakdown of those looked after within a community setting was as follows:

- 86 or 46.0% (5.6 per 1,000) looked after at home, Scotland’s rate was 25% (3.5 per 1,000)

- 60 or 32.1% (3.9 per 1,000) with friends or relatives. Scotland's rate was 28% (3.8 per 1,000)
- 36 or 19.3% (2.3 per 1,000) in directly provided foster care. Scotland's rate was 24% (3.2 per 1,000)
- 5 or 2.7% (0.3 per 1,000) in directly purchased foster care. Scotland's rate was 12% (1.6 per 1,000)

Of the 27 children and young people in residential placements on 31st July 2017:

- 18 were in local residential care homes
- 4 were in residential school placements
- 1 was in secure care
- and 4 were in external residential care homes

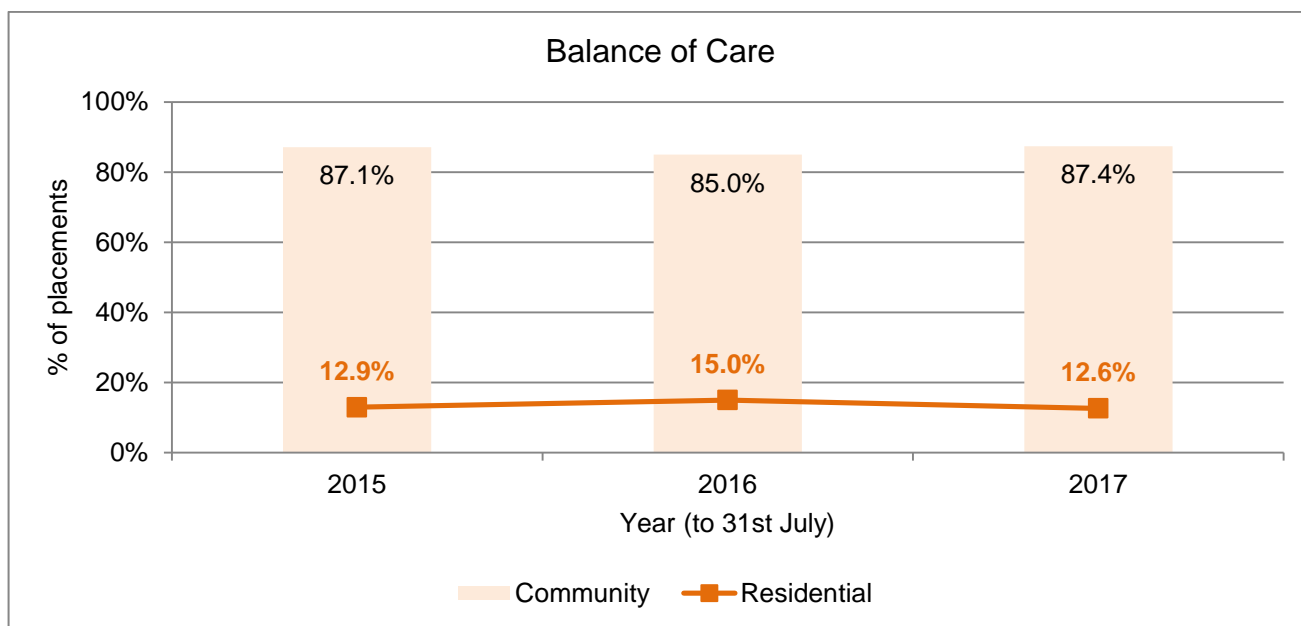


Figure 12: Balance of care

Over the last few years, this total has only shown slight variation going from 30 in 2014, 27 in 2015, 31 in 2016 and 27 in 2017. Our number of looked after children as a percentage of our 0-18 population has fluctuated (possibly a function of low absolute numbers), but at 31 July 2017 was 1.4%, same as the National figure. This ranked Inverclyde as 22 out of 32 local authorities (with 1 being the lowest) in terms of the percentage of all children who were looked after.

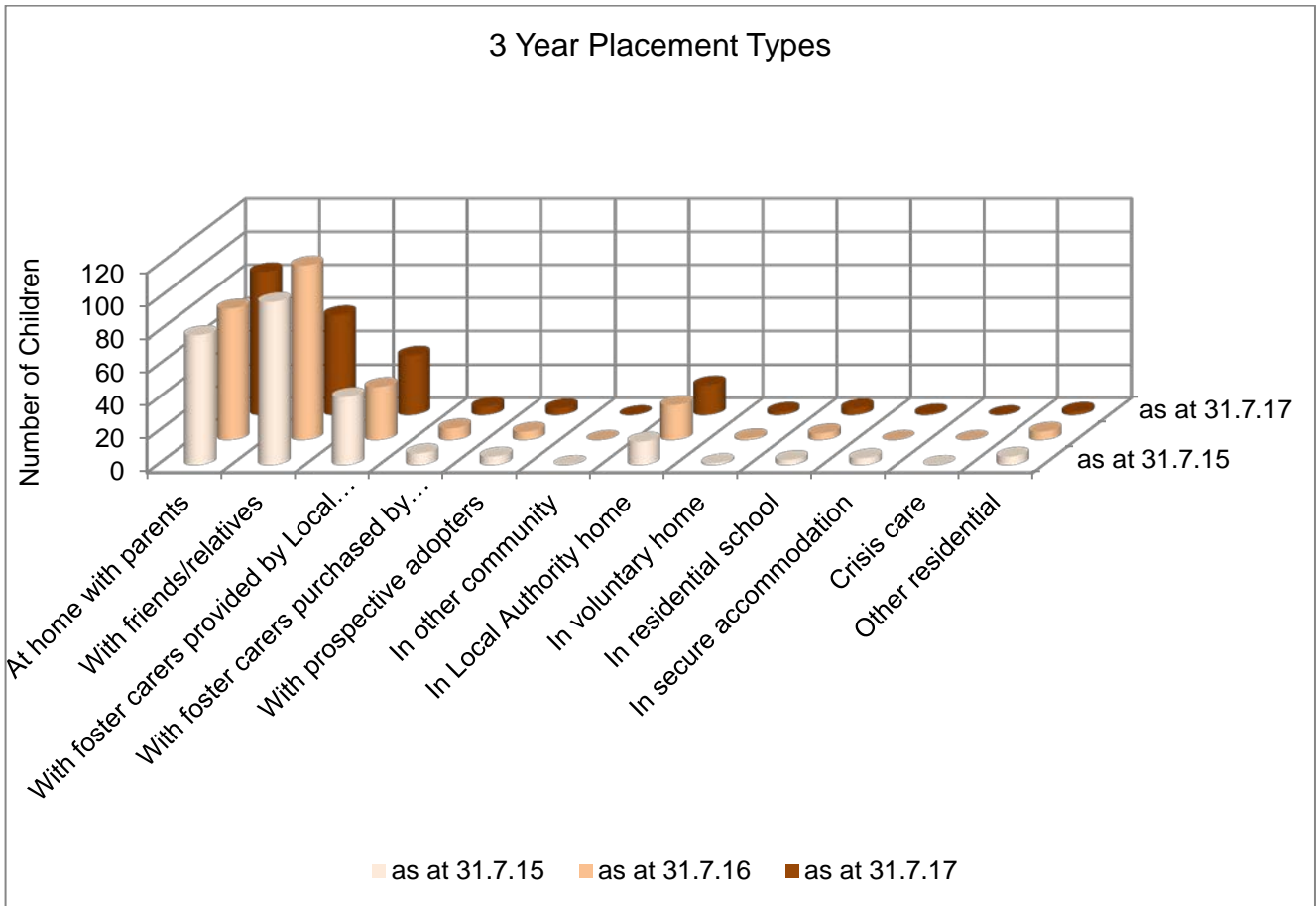


Figure 13: Placements

Between 2015 and 2017 the balance of care has been consistently weighted towards community placements which have accounted for over 85% of our total placements. Looked after at home placements have accounted for over 45% of our community based placements with foster care representing more than half of all looked after and accommodated placements.

Local investments and commitment to grow our Kinship resource has led to the increased number of formal kinship carers. The provision of kinship care is a key strength in Inverclyde and provides children and young people with the security and sense of belonging that family can bring. The level of commitment and compassion that kinship carers demonstrate is humbling for anyone who listens to their story. The support and assistance provided to kinship carers is highly valued by them. All "formal" kinship carers have an assessment completed by a social worker and this assessment is considered at the Kinship Resource and Approval Panel. All approved kinship carers are in receipt of an allowance which is directly linked to fostering allowance rates.

Permanency

Permanency planning continues to be an area of priority for Inverclyde. Over the year, the practice implications of recent court rulings have been considered in depth and improvement actions implemented so that the needs and rights of children and parents continue to be progressed.

The development of our award winning post adoption support service "Birth Ties" continues. We have invested resources to provide capacity for skilled social work support for anyone affected by adoption. The service actively and persistently follows up parents where children have been permanently removed. Where parents engage, the service provides holistic long term support aimed at enabling parents to achieve stability in their lives and to make better informed choices for their future. This area of practice is being rigorously evaluated and will be reported on at a future date. This service will be presented as an area of good practice at the Social Services Expo in the autumn as will our work in children's rights and participation.

Continuing Care

Inverclyde continues to be committed to the “staying put” agenda. Evidence shows that young people are remaining in existing placements under continuing care arrangements and have been for many years. All Local Authorities received some additional funding from the Scottish Government to implement the changes legislated by the Children and Young People (Scotland) Act 2014 to support continuing care. These monies have been utilised effectively however the demands of continuing care, kinship allowances and extension of aftercare to young people to twenty six years will remain challenging in a small authority with high levels of poverty and deprivation.

A detailed cost analysis has highlighted that continuing care will continue to present pressures in terms of resources and finances. In seeking to address this we have committed specific recurring budget in conjunction with the use of earmarked reserves to develop new ways of delivering residential care such as a core and cluster model. We will continue to highlight the resourcing needs necessary that all corporate parenting partners require to commit to, to ensure continuing care is realised for all young people who require it.

We are committed to enabling our foster carers to provide continuing care placements by continuing to pay fostering fees and allowances for young people beyond sixteen years. Inverclyde is fully involved in the ongoing national review of fostering, kinship and adoption allowances and we are mindful of how important these allowances are in supporting our careers and our young people to achieve good outcomes. The trend in continuing care in Inverclyde is outlined below.

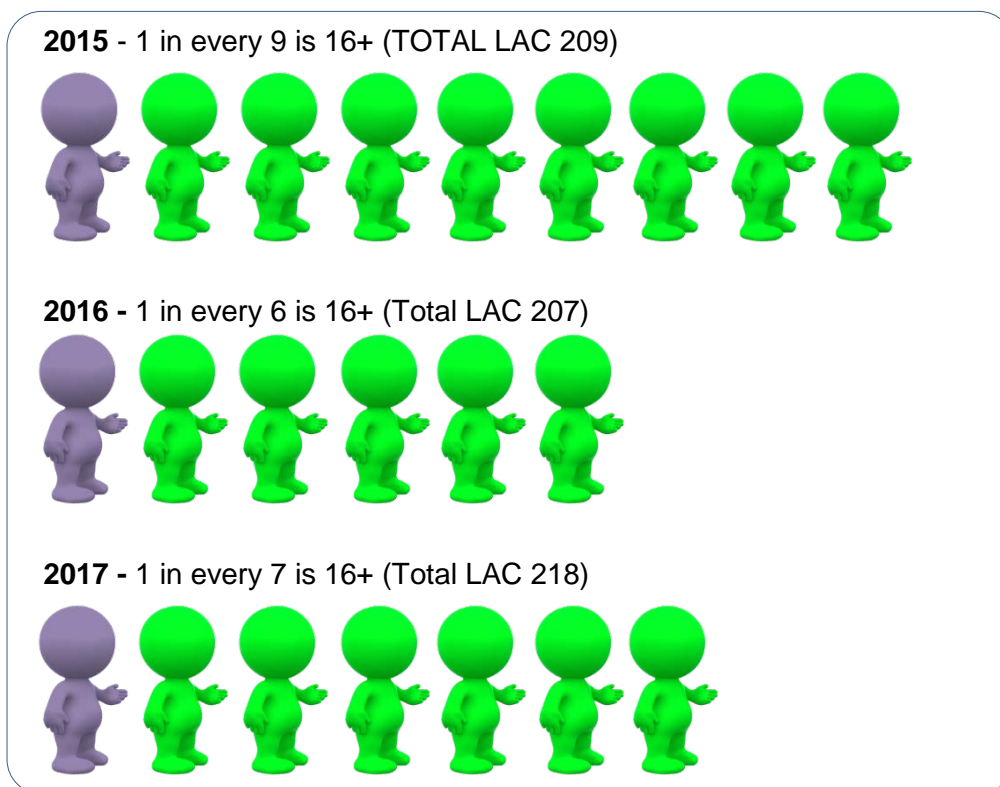


Figure 14: Continuing Care

Care Leavers

Over the past four years we have seen a steady reduction of young people in receipt of after care services who have experienced one or more periods of homelessness. This has reduced from 13 young people from in 2014 to 3 young people in 2017. Our corporate parenting strategy has a focus on building community resources for our population of young people who leave our care.

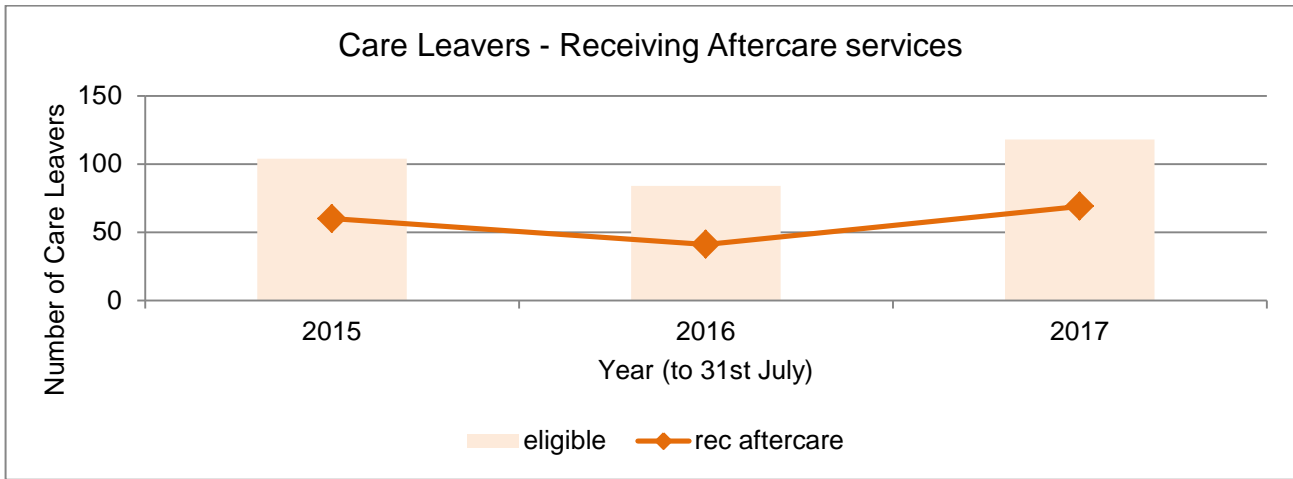


Figure 15: Care leavers

Aftercare

20.3% of our young people eligible for aftercare services were in employment, education or training, as compared with 25% nationally.

In 2016/17, 34.8% of our care leavers in receipt of aftercare had known economic activity, compared with 37.1% nationally.

There were 19 care leavers beyond minimum school leaving age in Inverclyde, 100% of whom had a pathway plan and a pathway coordinator on their date of discharge, while the figure for Scotland was 79% for both.

Corporate Parenting Strategy and Planning

Looking after and safeguarding care experienced children and young people are among the most important duties that a local authority and community planning partners have responsibility for. Our response to this is our corporate parenting strategy and the development of our Champions Board. It is based on a needs assessment of our care experienced population that has identified four priority areas to be addressed. These are:

- Early Help and Support - Children their families and carers receive early help and assistance with seamless transitions from birth to adulthood
- Health and Wellbeing - Care experienced young people have improved physical, mental and emotional health and wellbeing
- Learning Achievement & Skills For Life- Care experienced young people benefit from aspirational education and opportunities to maximise learning, achievement and skills for life
- Accommodation and Housing - Care experienced young people have safe, secure, stable and nurturing homes

How we work together as a partnership to measure improvements in these priority areas is through Inverclyde Corporate Parenting Group. Through an agreed data set, this Group reviews the impact of what we do around the four priority areas, outlined. Some key developments for looked after children are outlined below.

Progression of our Children’s Houses Modernisation Programme

In 2017 phase 2 of the programme of modernising residential childcare services has progressed with staff and Young people from Neil Street moving to the new build house, aptly named by our young people “The View”. This was followed in February 2018 by the temporary relocation of Cross hill, whilst they await the construction of their new house. Children’s residential services have always strived to provide nurturing care built around strong relationships. The programme of new build houses of

exceptional quality enables us to provide a place to live where young people and staff feel nurtured and valued.

Expansion of Child's Planning & Improvement Officers

The last year has seen the expansion of child's planning and improvement officers as part of our drive to improve the child's planning process. We have created a robust quality assurance framework based on our core principles of participation, needs based, rights respecting and outcome focused. Evaluations during our joint inspection highlighted evidence of improvements around child's planning. The Team continue to collaborate with our young person's reference group called (Proud to Care) in developing our approach to child's planning.

In 2017 we introduced an advocacy service as part of this development and widened the offer to children and young people involved in the child protection process and children looked after at home. We have found that this has brought an independence that has enhanced how the voice of the child and young person is heard and presented. We have seen an increase in the number of children and young people accessing this service.

Attainment funding for looked After Children from the Scottish Government

In July 2018 the Scottish Government made available a fund to support the educational attainment of Looked after Children. The fund, which for this year is equivalent to £800 for every looked after child aged 5 to 15 is additional to the support that looked after children should receive as part of the Pupil Equity Funding. In the guidance issued with this funding the Scottish Government stressed the important role of the CSWO and the lead professional/social worker in determining the direction of this funding. This is a very welcome development in that it actively supports a shift in policy toward a whole system approach to improving outcomes for our most vulnerable children and the vital role that social work plays in this. It is to be hoped that a much greater emphasis on whole system / better integrated policy and planning of this type at all tiers of government will be developed.

Plans for use of this fund locally have been developed in such a way as to ensure that children and families say in how the fund is to be used is maximised and that they have a high level of control thereby empowering families in the process. Governance will be overseen by a local Participatory Support Board, which is a subgroup of the Champions Board.

Support for Children with Additional Support Needs

Support for children with additional support needs in Inverclyde is provided by a discrete social work team that work in partnership with Barnardo's Inverclyde and wider HSCP services. Over the past year work has focussed on the development of continuing care options for young people in this category allied with enhanced transitions planning.

In 2016/17 our respite for children equalled a total of 125 overnight stays for 28 children – this is an average of 4.5 nights per child. This is a slight decrease from 2015/16 when a total of 139 overnights were provided for 35 children, an average of 17.7 nights per child.

Youth Offences

The number of referrals to SCRA as a result of offences has fallen dramatically since 2007/08. The total number of offence referrals in that year was 558, whilst figures for 2016/17 show only 85 referrals relating to an offence. The steady reduction in these figures has halted over the last four years, with figures recorded showing 81, 90, 83 and 85 offence related referrals respectively.

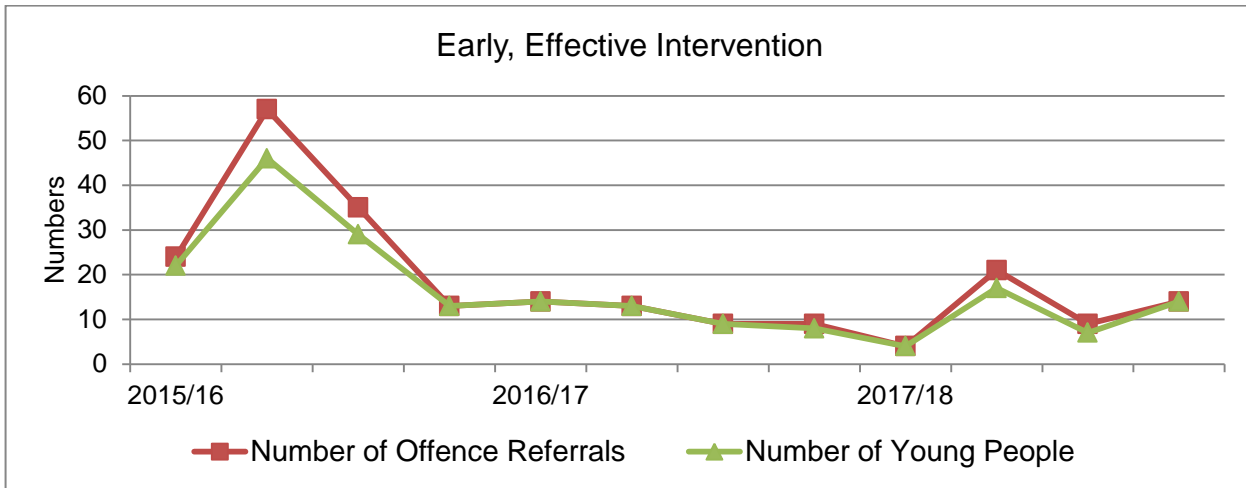


Figure 16: EEI

Figure 16 above show the reducing number of referrals to Early, Effective Intervention since 2015.

In 2016/17, offence referrals accounted for only 13.2% of all referrals to SCRA in Inverclyde. This reflects a national trend and during 2018 the Scottish Government have provided funds to support Local authorities in addressing the potential for youth offending to increase. In Inverclyde this will be focused on work to bridge between Strategic Children’s service plan and the Community Justice plan for this group of young people.

Children growing up in Inverclyde face many deep rooted and intergenerational challenges. The HSCP has become increasingly attuned to understanding the nature and impact of these challenges as well as improving our utilisation of evidence-informed strategies that can help to undo, target and mitigate the impact. Our performance overall is very good and for the most part improving. Over the last year in particular we have improved our partnership use of performance information particularly in relation to more vulnerable children and young people, including those who are looked after.

In the coming year our activity will be focused on our child protection improvement plan, embedding our revised receiving services, driving the corporate parenting agenda and working to ensure the voices of our children and families are at the centre of what we do.

How Social Work Services are improving outcomes for service users involved in Criminal Justice

Inverclyde Criminal Justice Service is committed towards promoting public protection and safer inclusive communities by providing a high quality responsive Service. The Service is outcome focused and seeks to address risk factors of people with offences who are subject to statutory Orders, Diversion or Throughcare licence. The Service works with a wide range of agencies to provide a robust level of multi-agency support for individuals including Police Scotland, Courts and Tribunals Service, Scottish Prison Service and third sector agencies. Since the imposition of the Criminal Justice and Licensing (Scotland) Act 2010, the Service is responsible for managing Community Payback Orders (CPO’s). CPO’s are community based sentences and through particular Court mandated Requirements, permit individual needs and risk factors to be addressed to reduce the risks of further re-offending. This also includes the opportunity to ‘pay back’ the community through the provision of unpaid work.

Community Payback Orders (CPO)

Using demographic data relating to those individuals who have been sentenced to a Community Payback Unpaid Work Requirements the Inverclyde the Criminal Justice Social Work Service was able to establish that approximately three quarters lived in areas classified by the Scottish Index of Multiple

Deprivation (SIMD) to be among the most deprived in Scotland i.e. 20% most deprived quintile. The impact of poverty was further illustrated in January 2018 during service user consultation activity where individuals commented that affording transport costs to attend Unpaid Work could be challenging and when they did attend this was often without having had any breakfast and/or the means to afford their lunch. The Service has sought to respond to this challenge in a variety of ways, which has included:

- With support from our HSCP Health Improvement colleagues interactive half day sessions were provided on nutritional awareness along with promotion of free exercise activities such as the “Walk a Million Miles Challenge”
- In April 2017 the Service worked jointly with Inverclyde Community Learning and Development Service to provide “Eat better, Feel better” cooking classes. These were provided as part of ‘other activity’ element of the Requirement and offered opportunities to cook easy meals with accessible ingredients. Feedback indicated those participating found the sessions enjoyable, particularly in terms of being able to take home food that they had prepared and cooked themselves
- Over 2 weeks in February 2018 our HSCP Health Improvement colleagues provided sessions on healthy affordable lunch options which individuals could consider bringing to their Unpaid Work placement

In addition to the above, the Service has again with the assistance of colleagues from Council’s Community Learning Development Team established a framework whereby individuals sentenced to CPO Unpaid Work Requirements will be able to have their work formally recognised by the SQA. It is hoped that in addition to building self-confidence this recognition could also assist with employability. The pilot is currently focused on the Personal Achievement: Community Activity Unit (SCQF L2). The unit can be used as a free-standing unit or as part of a Personal Achievement Award should the individual wish progress further. There is a £5 fee for registration with SQA, which our Community Learning Development colleagues are currently funding for the duration of the pilot.

The Service believes such initiatives/approaches help to address the broader issues of income and health inequalities identified among its service user group.

Figure 17 below show our Community Payback Order statistics over the last 4 years.



Figure 17: CPO Statistics

Maintaining the confidence of both the judiciary and the public in community sentences in terms of both the robustness and consistency with which they are managed and their positive impact is critical for the service.

Inverclyde Criminal Justice Social Work performance in relation to the number of individuals commencing their CPO unpaid work placements within 7 working days of the CPO being imposed

has consistently been higher than the national average. This was acknowledged by the Scottish Government in March 2018 when we were asked to share our good practice in this area.

In 2016/17, 70% of those individuals sentenced to Community Payback Orders successfully completed these which is higher than the national figure of 67%. This is significant achievement for the individuals concerned given as has been previously cited our data suggests that approximately three quarters face multiple challenges arising from high levels of deprivation. The Service is committed to supporting those individuals on community sentences desist from further offending and improve the quality of their lives. The diligence shown by staff in this regard is best illustrated by the following individual's story:

Case Study

Lisa (name has been changed) is currently serving a community sentence. She has experienced a traumatic childhood resulting in her being accommodated as a child. As an adult she has also experienced significant destructive behaviours including domestic abuse, financial exploitation, and drug use. She is now a parent.

Inverclyde Criminal Justice has developed an extensive network of support amongst partnership agencies to provide a robust individualised package of support that not only addresses risks of re-offending, but also seeks to address wider needs, specifically about Lisa's confidence as a parent, social skills and her self-esteem. On occasion her allocated worker has organised food parcels and fuel allowance as practical support. Lisa has been linked into specialist services to address her experiences of domestic abuse.

Lisa has reported recently she feels more resilient than at any point during her life, appreciates the time and effort professionals have gone in supporting her, and is focused on being the best parent she can be for her child. She currently remains offence free.

Domestic Abuse

Inverclyde Criminal Justice Service contributed to an analysis undertaken by the Inverclyde Community Justice Partnership into the work being done with perpetrators of domestic abuse by all of the statutory partners involved at different stages. This indicated a need to intervene earlier in the Criminal Justice System to significantly address domestic abuse in our area.

On 3rd April 2018 we were advised of the Scottish Government's intention to roll out further funding for the Caledonian System which is an integrated approach to addressing domestic abuse that combines a programme for male offenders with support services for women and children affected by domestic abuse. Whilst applications were invited from all Local Authorities not currently funded to deliver the Caledonian System, the process itself was a competitive one.

In recognition of the work undertaken with the Inverclyde Community Justice Partnership, the Service recognised the need for the System to be opened up males not necessarily mandated by the Court to attend the male offender programme. Thus discussion took place with our HSCP Children's Services colleagues about delivering the Caledonian System in partnership. The intention being to open the System to males whose own or partner's children are involved with Children's Service's either through the Child Protection and/or Children's Hearing systems on grounds relating to domestic abuse. It was felt including this group along with males who are Court mandated to undertake the Caledonian System (recognising there may be some overlap) would retain the focus on those presenting the highest risk in our community. Regrettably the application for funding of this work was not successful, however the service will continue to explore ways in which we can impact on this area of need in our community.

Unpaid Work

Inverclyde Criminal Justice Social Work Service is tasked with raising awareness and visibility of its unpaid work arrangements as well as soliciting the views of the community in relation to potential projects. The Service's participation over two successive years of the Doors Open Day event (10th September 2016 and 9th September 2017) is one of the innovative ways it has endeavoured to achieve this. In 2017, this was supported by a leaflet drop to local residents within the vicinity of the Unpaid Work workshop and to local community centres promoting the event.

During both events opportunities were provided both to showcase existing projects and for visitors to share their thoughts on future reparations projects including what would be of most benefit to the community. Examples of activities on offer included an interactive quiz which provided visitors with the opportunity to test their knowledge of both Unpaid Work and the Scottish Criminal Justice System and through the Service's Bike Project visitors were invited to bring along their bikes and take part in a tuition and maintenance session for free.

In addition to the above the Service has had articles printed in the local media showcasing various unpaid work projects and also tweets regular updates of work completed.

Regular meetings also take place with a range of community groups and forums to ensure that they know about the Service and have the opportunity to shape future projects. Examples of just some of the organisations consulted include: Gibbshill Children's Centre, Inverclyde Safer Communities, Craigmarnloch School Garden Project, Bellville Community Garden Project and Inverkip Community Council.

Examples of the type and how much work is 'paid back' into the community are shown in figure 18 below:

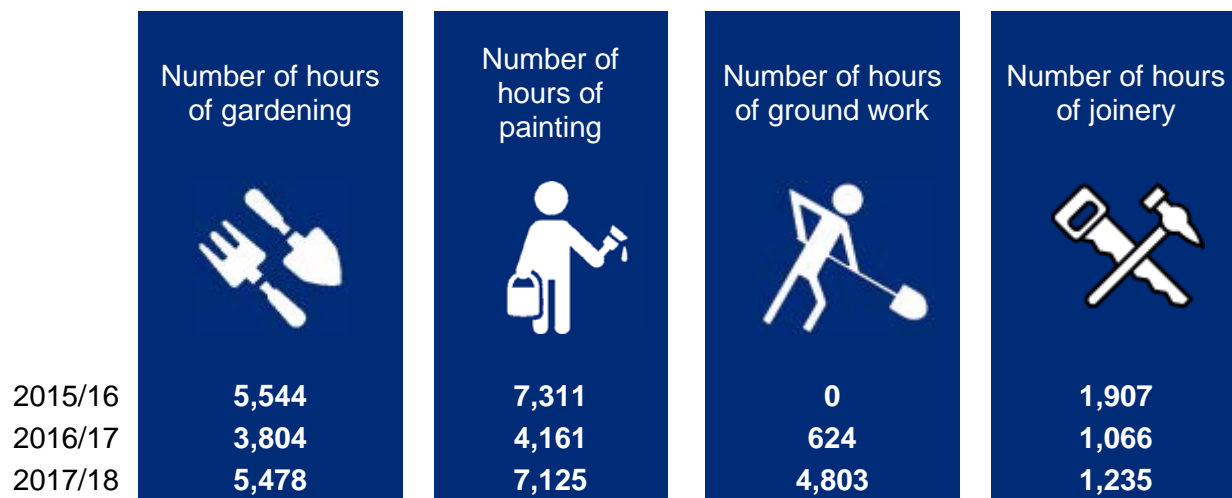


Figure 18: Unpaid work statistics

The feedback from those who received this Service has been positive, with comments including:

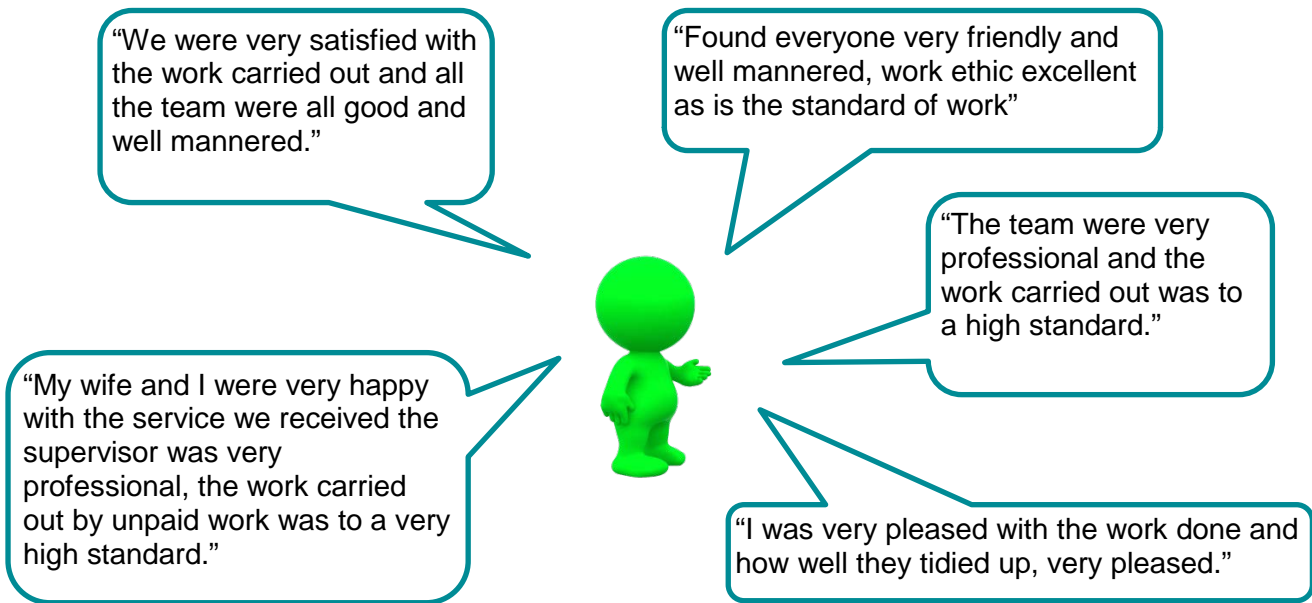


Figure 19: Service Feedback

Paying back to the community

Through the Service’s participation in the Inverclyde Community Justice Partnership it was asked to consider ways that unpaid work hours could be utilised to assist in making a large grassed area within the Coves Reservoir safe for recreational use. The Service’s involvement was only one part of a larger strategy aimed at reducing anti-social behaviour in this area and generally improving its overall appearance with the aim of opening up access for all. Partners included: Community Safety, Social Protection Team, Police Scotland, Community Learning Development and Education Services.

Individuals sentenced to unpaid work were involved in supporting grills being fitted to the anti-aircraft battery buildings in consultation with Historic Scotland and Inverclyde Planning Service. They cleared overgrown vegetation and discarded rubbish away from access routes and from the historic buildings themselves. In total 1,100 hours were used on this project and the before and after photographs below evidence the impact of these individuals’ endeavours;

Before Groundwork and Grills Fitted

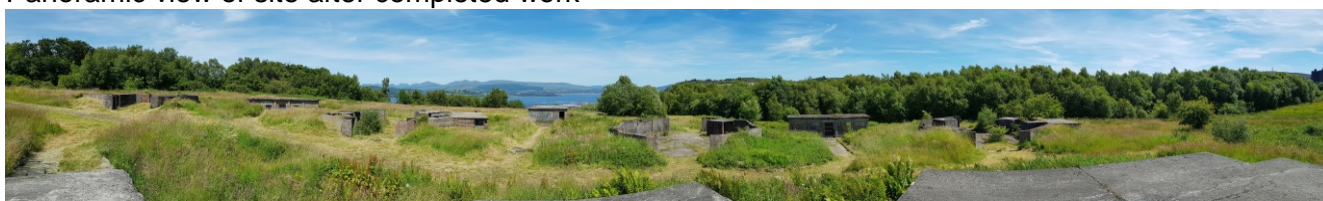


After Groundwork and Grills Fitted





Panoramic view of site after completed work



In recognition of the positive improvements to this area Safer Communities have been nominated by Scottish Fire & Rescue for an Area Manager's Partnership Award for the work as a result of the contribution it has made to reducing secondary fires within the area. Safer Communities have requested that the contribution made by those on Community Payback Orders is noted in any publicity cascaded to the wider community.

MAPPA in practice

With regard to adults managed through the Multi Agency Public Protection Arrangements (MAPPA) such individuals will have co-ordinated risk management plan that is regularly reviewed and evaluated by a number of partnership agencies. An illustration of this is provided in the individual story of David:

Case Study

David (name changed) has a conviction for a sexual offence and is currently subject to MAPPA processes. David presented with significant difficulties following a traumatic childhood, learning difficulties and limited social skills.

Inverclyde Criminal Justice has made efforts to develop a holistic package of support for him to address his wider needs in addition to addressing the risks associated with sexual offending. This has included support to address his limited social skills, limited education attainment, adult literacy, budgeting support, life story work to address trauma, support to manage his learning difficulties, independent living skills, and social inclusion plans.

Recently a selection of Inverclyde Criminal Justice staff have undertaken specialist training to be able to deliver sexual offending programmed intervention locally and work that is mindful of learning difficulties.

David has acknowledged the amount of support in place for him and has stated he is determined to live an offence free lifestyle.

How Social Work Services are improving outcomes for service users affected by Adult Protection

Adult Protection Concerns

In 2017/18 225 Adult Protection concerns were referred to the HSCP concerning 188 individuals. This was an increase of 19 (8.5%) on the previous year. Of this number 27 referrals equal to approximately 12% progressed to a full investigation under the Adult Support and Protection Legislation. The remaining referrals were all actioned and if the perceived risk was not present or had been mitigated a decision was made to take no further action or be managed through the HSCP assessment and care management arrangements.

The conversion of referrals to investigations is around 12% and appears to be in line with the trend across Scotland, it also fits within the range of 10% to 14% conversion of previous years and consistent with previous years in Inverclyde.

There were 12 AP Case conferences concerning 12 individuals and a further 15 review case conferences relating to 13 people. Not all reviews were linked to investigations and referrals made in this calendar year.

The HSCP work hard with partner agencies and the people subject to an AP referral to ensure they are safeguarded in a sustainable way utilising their own resources with necessary support. People subject to a case conference are likely to have one review to ensure the protection plan is working with a small number of service users requiring ongoing protection measures.

The figures reflect an increase in number of case conferences and review case conferences which reflects two complex cases that required a number of reviews and may also be impacted on more accurate recording of actions implemented over the past 18months.

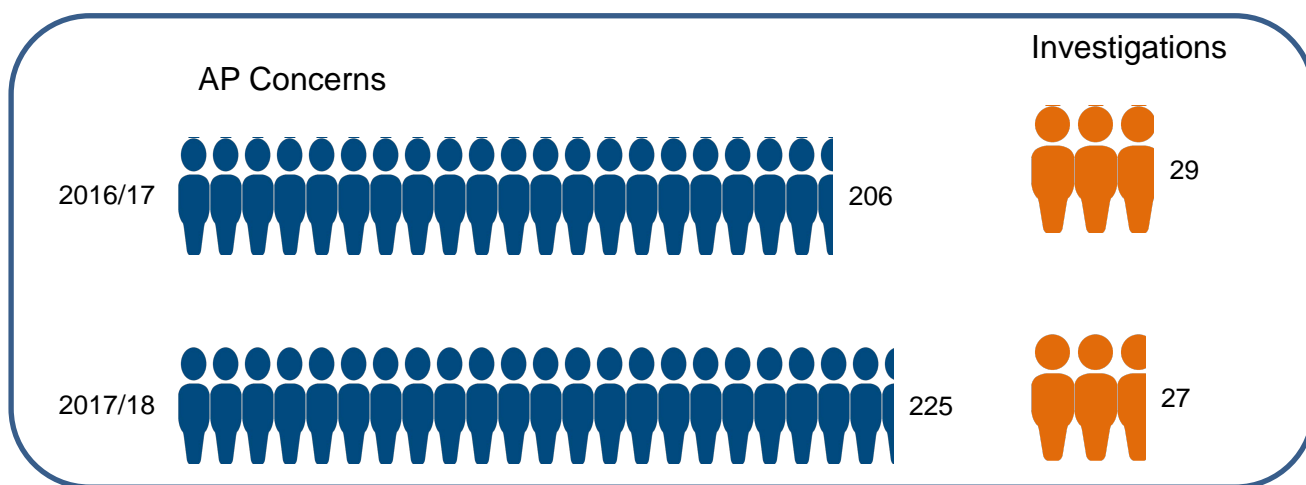


Figure 20: Adult Protection

Adult Protection Referrals

	2015 - 2016	2016-2017	2017 - 2018
Adult Protection (AP) referrals received	270	206	225
(AP) Investigations undertaken	27	29	27
(AP) Case Conferences held	5	9	12
(AP) Review Case Conferences held	6	14	15

(AP) Initial Case discussions held	2	0	2
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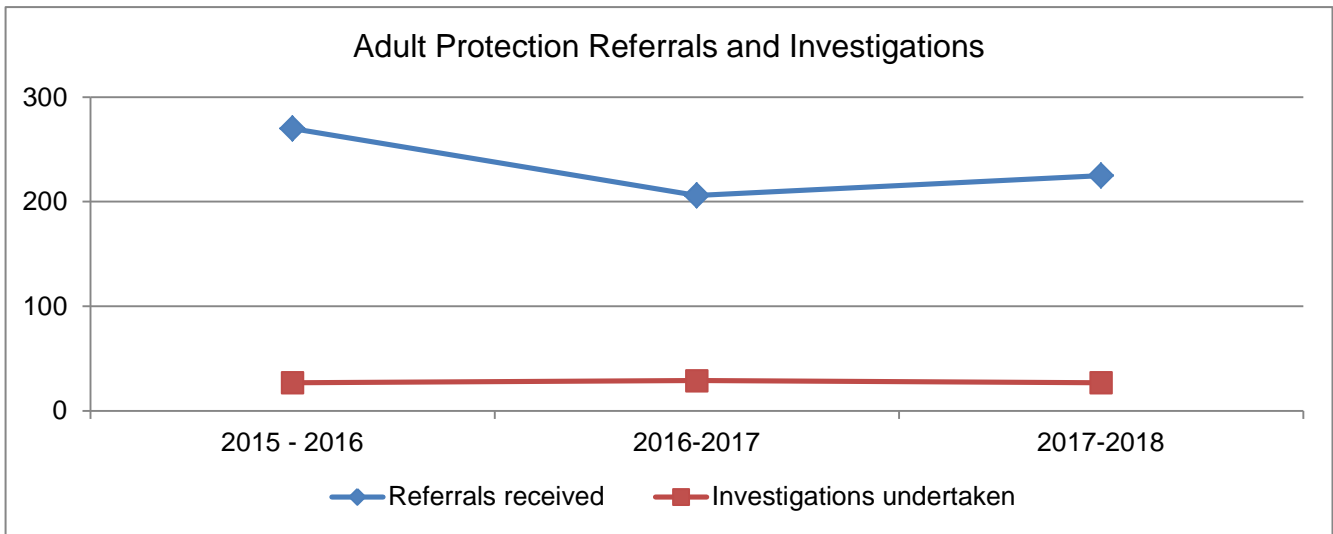


Figure 21: Adult Protection Referrals and Investigations

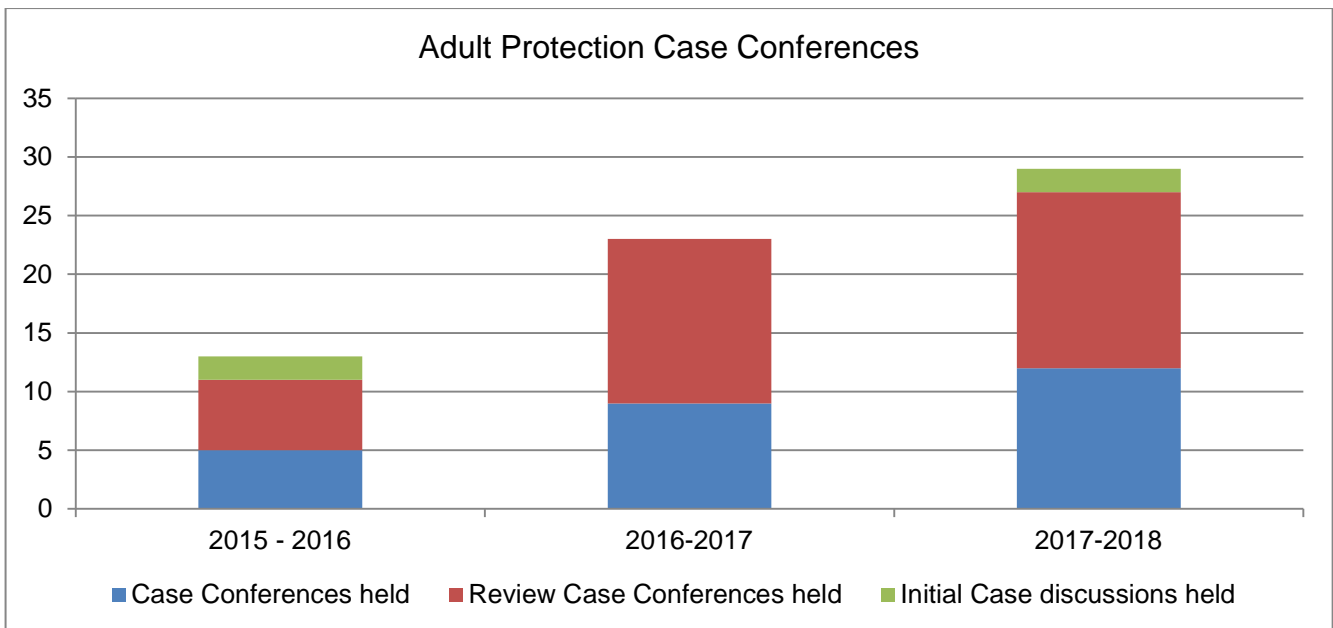


Figure 22: Adult Protection Case Conferences

Overall the view is that adults at risk are being supported with appropriate actions being taken to protect the individual.

There are however areas for improvement:-

- Chronologies. Development of an improvement plan to address the issue of chronologies more broadly in respect of ASP cases and will work along colleagues from children and families to address this. The Inverclyde Adult Protection Policy, Practice Standards and Operational Procedures will consider how the issue of chronologies are addressed within this document.
- Service Manager Reports. Only a third of cases have a Service Manager Report and we are refreshing our procedures to ensure this is the case in 100% of investigations.

- Global Risk Assessment. The working group reviewing Inverclyde Adult Protection Policy, Practice Standards and Operational Procedures will consider how this issue is addressed and develop an improvement plan.
- Navigation across/using systems. There are some issues regarding the difficulty navigating across the two electronic recording systems to find the information required.

How Social Work Services are improving outcomes for Older People

Home 1st

The last year has seen a redesign and refresh of our services for older people. Led by our newly appointed Head of Health and Community Care the Home 1st approach has been adopted. The basis of the Home 1st approach is that people are supported better and achieve improved outcomes when health and social care is provided in their home or community.



Home 1st is the ethos underpinning social and health care provision to all Older Adults and people with Long Term Condition. This links to building community capacity based on the concept of a Compassionate Inverclyde and Dementia Friendly Inverclyde. Using Community Connectors and Direct Access to services including self-managed care to divert people away from a dependency on statutory services and maintain their independence.

This includes developing Self-directed Support, Self-managed Care and Carer support to ensure a Personalisation approach to care where choice and control is in the hands of the service user. This includes tying in the principle of ensuring everyone lives their lives as independently as possible achieving their optimal level of health and wellbeing. This builds on the current work around reablement, recovery and resilience

Discharge from hospital is ideally from a community perspective, though employing a Rapid Discharge Planning approach it is important that the discharge is successful, minimalizing moves of placement and avoiding unnecessary readmission.

Home 1st in Inverclyde will be the focus for Unscheduled Care collaborative including Frailty and Dementia and will maintain and secure resources for community based services.

Implementation of Home 1st: examples of work to date

Hospital Discharge

Partnership work with colleagues at Inverclyde Royal Hospital continues to demonstrate the effectiveness of Rapid Discharge Planning (RDP) early commencement of assessments regarding future care needs in communication with the person and family at an early stage, clear identification of destination post discharge are all key elements of achieving an appropriate, timely and safe discharge. The result is that the majority of individuals are assessed and discharged home as soon as they are deemed medically fit for discharge, including those requiring a complex home care package or a care home placement. To assist in achieving this we have worked to a Home1st plan utilising a range of interventions and building additional capacity.

Work with colleagues at Inverclyde Royal Hospital continues to demonstrate the effectiveness of early commencement of assessments regarding future care needs in achieving an appropriate, timely and safe discharge. Along with colleagues in Acute sector we revised the Home 1ST 2017/18 action plan to engage in Unscheduled Care Planning to ensure services relating to discharge are refocused on the key performance targets as well as ensuring the best outcomes for service users and carers.

Inverclyde performance is extremely positive in comparison to other authorities across NHSGGC and across Scotland .In the financial year 2017/18 so far Inverclyde has led other partnerships across Scotland in terms of individuals recorded as delays (over 72 hours) at census point. We are the best placed Partnership in terms of least number of people delayed.

This performance places Inverclyde consistently ahead of other partnerships in Scotland and NHSGCC since August 2017 and should also be viewed in the context of Inverclyde's levels of multiple deprivation and prevalence of long term conditions in particular COPD.

Step Up at Home

Inverclyde has been operating an intermediate care model for people who are at risk of being admitted to hospital due to a period of poor health. Rather than admit to hospital where there is no medical need to do so GP's can access increased support and services from HSCP.

Initially this focussed on accessing care home bed on a call up basis where increased AHP support was provided to assist in supporting the individual to return home. This service developed into supporting more people in their own home utilising increased Homecare support albeit on a temporary basis.

Between May 2017 and March 2018 the Community Rehab Team received 542 referrals which were deemed to require an urgent response from the team. All urgent referrals undergo a comprehensive multidisciplinary assessment, to determine the level of support required in terms of rehabilitation to avoid a direct admission to Hospital.

The majority of referrals received enhanced rehabilitation without the requirement for enhanced care support; 19 people were admitted to a step up bed and a further 8 have benefited from enhanced rehabilitation and support in their own home. The average length of this enhanced intervention was 20 days which equates to 570 hospital bed days avoided.

Community Alarms and Technology Enabled Care

The Community Alarm Service is currently provided to over 2,700 service users within Inverclyde, of whom 416 also have a bespoke telecare package, consisting of a wide range of personal and environmental sensors and monitors which help to keep people independent at home for longer. Since 2012, the service has seen a 5% rise in service users year on year. The service has its own 24 hour response team and calls are triaged through our contracted call handlers who receive on average over 10,000 calls per month from Inverclyde service users who require assistance and reassurance.

Inverclyde has made significant progress with regard to the integration of Community Alarms (and more recently Technology Enabled Care) which form part of the HSCP Joint Strategic Commissioning Plan for Older People and recognises the potential and benefits it can bring in supporting people to remain safe and independent at home for as long as possible. The HSCP has demonstrated its commitment to developing TEC and has its own local Strategy about to be published for 2018-2021.

In comparison with the Scottish average, Inverclyde has more community alarm/telecare provision for those over 65.

Figure 23 highlights the number and age of people as at March 2018, who are in receipt of a community alarm plus additional telecare equipment within the Inverclyde population profile.

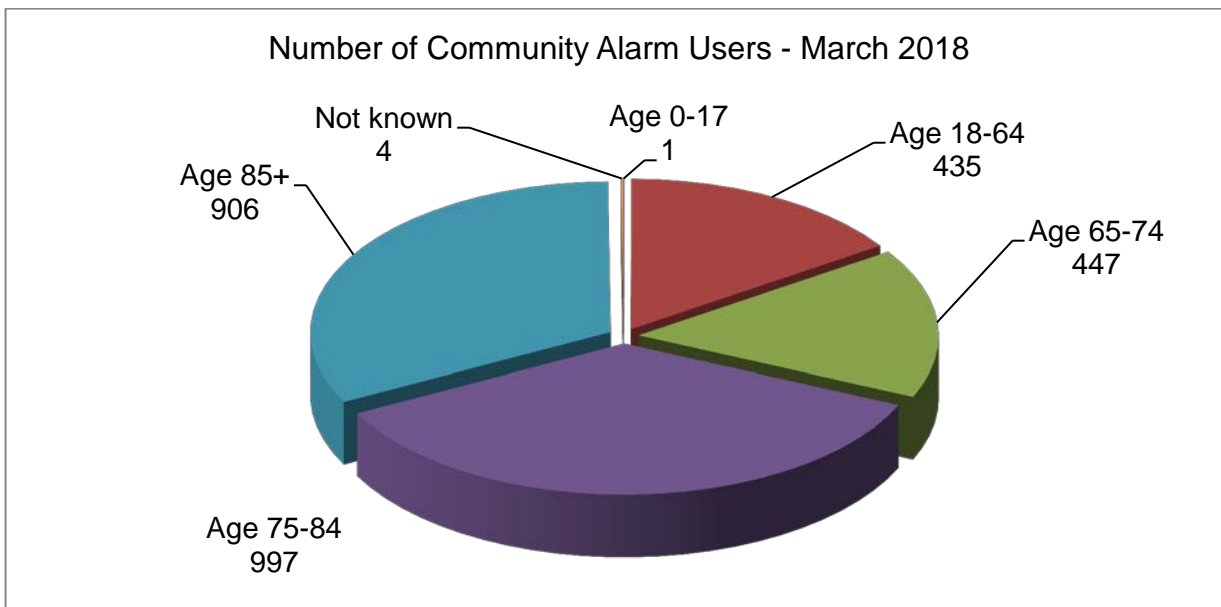


Figure 23: Community Alarm users

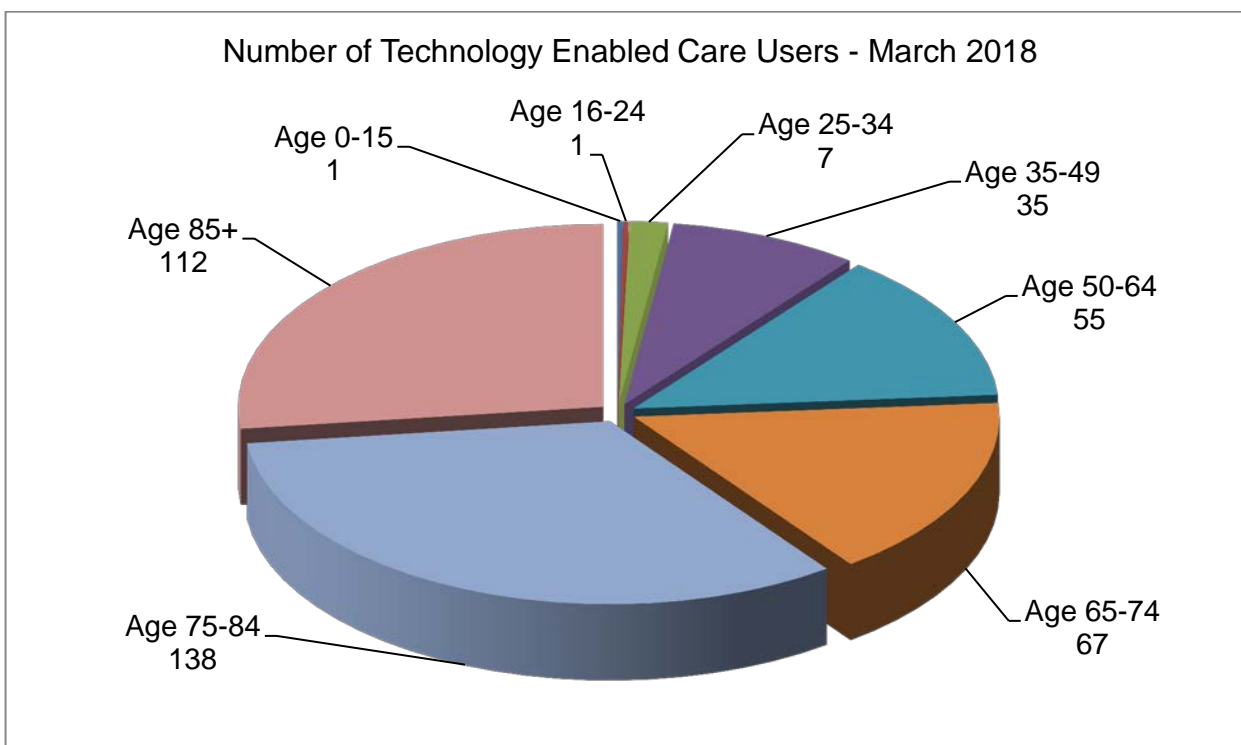


Figure 24: TEC users

Of those utilising enhanced technology, 59% are over 75 (75-84 = 33%, 85+ = 26%).

In addition to both core and short term funding to maintain and develop the service, Inverclyde HSCP was successful in securing an additional £13,700 of funding from the Scottish Government's Test of Change Fund in March 2018. This, in addition, to the successful bid of £206,000 which was granted in February 2016, has allowed for the continuing growth and integration of our Telecare and Telehealth service.

Local residential and Nursing Homes – There are now 82 additional pieces of telecare equipment in situ which assist staff to monitor residents and reduce the number of falls within care homes and those being conveyed to hospital. Frailty of older people in care homes mean that they are 3 times more likely to fall than those living within their own home and there are ten times more hip fractures in care homes than any other environment.

GPS One Touch - Dementia post Diagnostic Support – To date we have 24 service users that have been diagnosed with a cognitive impairment fully participating in this service and are now extending this from the original 12 month pilot to 24 months. The expansion of the service at the end of the first year has allowed us look into working with other client groups such as users with learning difficulties.

Fire Services who work closely with the service in undertaking joint installation and home safety visits where a risk has been identified. This links very closely to the aims of safer communities initiatives and will potentially avoid hospital admissions from unintentional injury. From April 2017– June 2018 there have been over 72 joint home visits completed by the TEC team and Fire Services crew.

Intelligent Care, a lifestyle monitoring system which can support anticipatory care planning, this system monitors individual movement within a home setting and can provide intelligent management information to inform future care planning arrangements. Between 2016 and 2018, I Care has been installed into people's homes on 64 occasions.

Day Services & Hillend Respite

Day Services/ Hillend Respite have participated in a physical activity (Active 8) national programme involving "UK research" commissioned by the "Care Inspectorate" to assist health and social services with data supporting and measuring improved outcomes for older people and physical activity to help us measure and report on ongoing outcomes for individuals using our service. This programme is now at the final stages whereby we will receive individual reports relating to all participants and will demonstrate how the service is committed and improving people's outcomes in a more holistic way.

Service users with a critical level of need can access both the Hillend Day and Respite services with the service offering day services and respite to support carer crisis, Adult Protection concerns and any other emergency situation in relation to the person's home environment. As an internal service within the HSCP, the service continues to support Assessment and Care Management teams with all critical needs and will respond urgently providing service and care and support, providing feedback to other professions involved.

Food and Nutrition are a significant area in which both Day services and Respite services acknowledge and promote within the delivery of service, mainly due to older people living alone or not having a nutritious diet for many various reasons. Therefore hot freshly prepared meals and snacks are provided daily and alternatives are promoted tailored to an individual's diet. Any concerns relating to malnutrition and or poor health are monitored and forms part of the individuals support plan. The service also has "champions" to promote this area of health and wellbeing who are essential to identifying any particular issues with any service users.

Care at Home

The Care at Home service provided care throughout 2017/2018 to 2025 unique Service Users, typically this would mean that the service at any given time, provided to approximately 1300 service users per week. The service works within the Home 1st approach to ensure that all older adults and people are supported and can achieve improved outcomes to remain as independent as possible within their home and community.

Our Reablement staff and home support managers are now working alongside social work and AHP colleagues within the Home 1st team, aiming to maximise independence and support people to achieve individual outcomes. The involvement is for around 6 weeks, which allows for a period of convalescence and support to regain abilities. The person is supported to regain partial or full independence, this allows for assessment of the persons needs in function over this time frame and prescription of ongoing tailored care support if required ongoing. There is a reduction of care requirement of 51% of care as a result people regaining abilities and returning to independent living.

In 2017/18, 35% of service users who started into Reablement went on to be completely independent by the end of their assessment period.

Feedback on the quality of service we provide has been very positive. Service users when asked “how do you rate the quality of service that you receive” has resulted in a 99% return in the good or very good categories.

The service has maintained grade 5 (very good) over the past 6 annual Care Inspections, at our most recent inspection, our inspectors gave the following feedback from our service users.

'Because of health changes I now have full cover if I need it which gives me increased confidence. I feel more protected and this has allowed me to stop considering moving to a care home which I would prefer not to have to do.'

'I am more than happy with everything the staff do for me, I could not ask for anything better.'

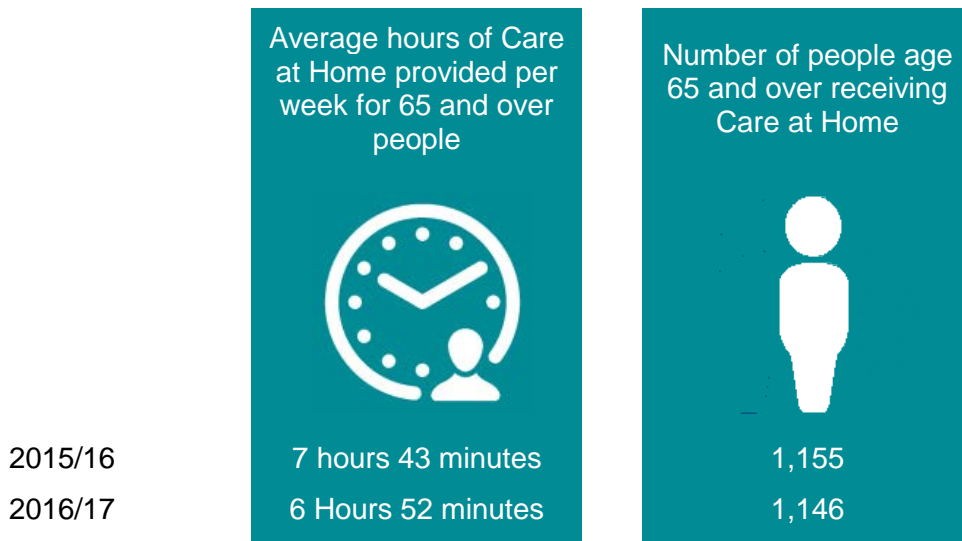


Figure 25: Care at home statistics

Residential and Nursing Care

As part of the ethos of shifting the balance of care more into people’s own homes and their local communities, we constantly review our usage of care home placements.

Our performance in relation to reducing the length of time that people need support in a Care Home is an example of how we are progressing with ensuring that resources are used effectively and efficiently, and that independence is maintained for as long as possible.

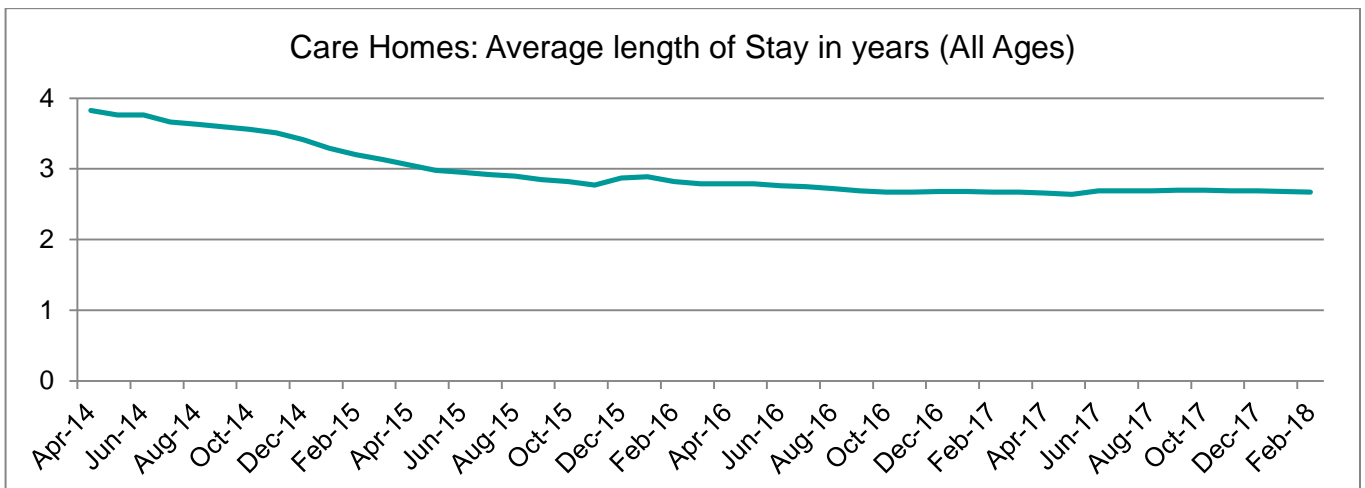


Figure 26: Care home length of stay

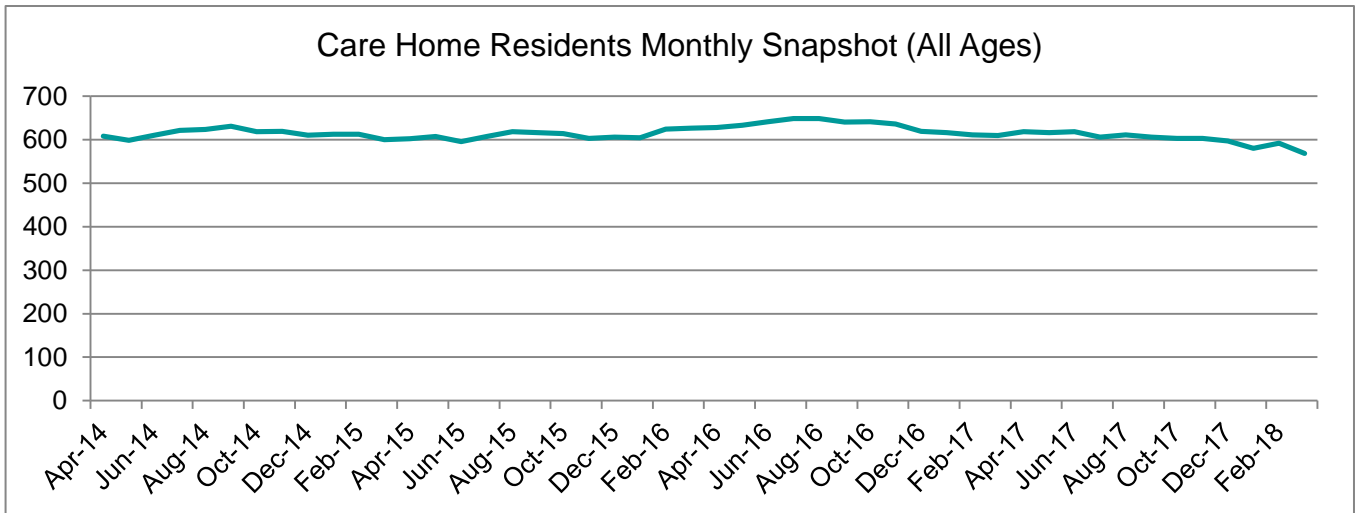


Figure 27: Care home residents

We continue to see on-going and sustained improvements in the average length of stay in care homes reflecting the positive impact of community based services, improved assessment processes and admission to care homes largely being for end of life care. In 2013/14, on average, people who entered a care home could expect to spend the last four years of their lives within this setting. By 2016/17, that had reduced to just over two and a half years, but importantly, 40% of older adults admitted to long term care placement passed away within that calendar year. This means that we are supporting people to stay in their own homes for longer than ever before, with care home admission only being used when all other options have been exhausted.

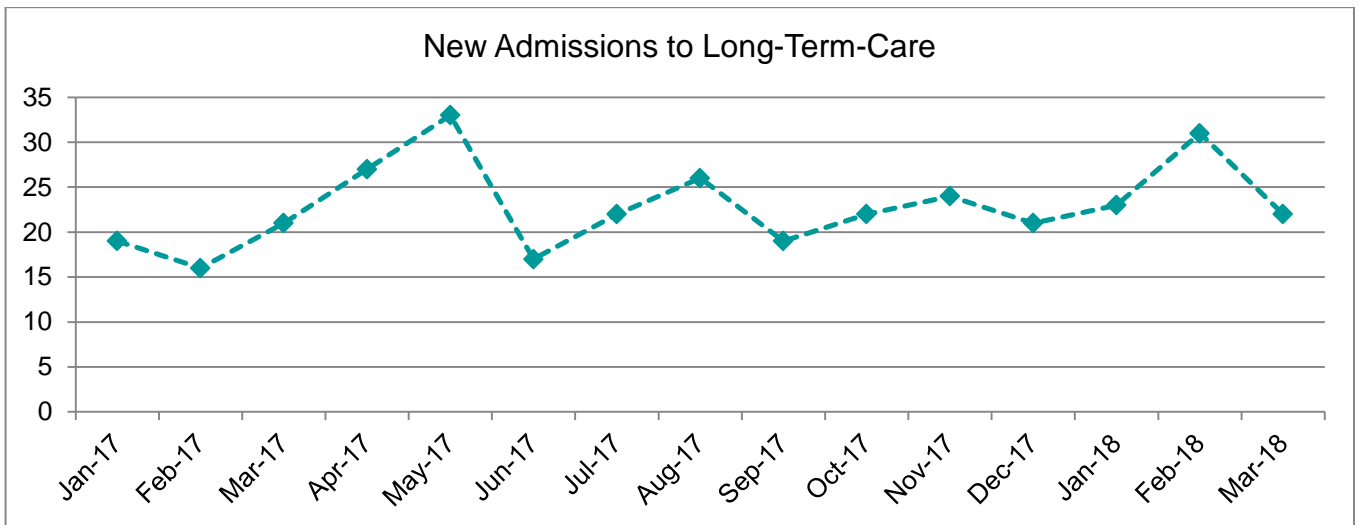


Figure 28: New admissions to Long term care

How Social Work Services are improving outcomes for people with Learning Disability

The Learning Disability service provides long-term care management to a number of individuals who have substantial packages of care, as well as providing short-term interventions. Assessment and review are core functions of the service. Over 2017-18 there has been a vigorous focus on reviewing packages of care for our service users, specifically reviewing all service users in out-of-area placements and all day opportunity service users. As part of Inverclyde HSCP's Learning Disability services redesign we have reviewed, engaged and communicated with all key stakeholders in the decommissioning of the McPherson Day Centre and developing our day opportunity services from the Fitzgerald Centre on an interim basis.

Having the right person in the right placement is a theme for the service. Highly effective interventions by this team combined with effective integrated working is preventing delayed discharge from hospital, helping individuals move from residential care to supported living placements and preventing placement breakdown, all leading to higher quality care for service users.

Like all services, Learning Disability services have been affected by changes in benefit rules, the introduction of PIP and Universal Credit, very small increases in benefit rates, high levels of unemployment, and the introduction of client charges for more public services. We have seen a number of individuals with learning disabilities and their families requiring access to food banks this year, and have provided benefits advice to a large number of families.

Previous data submitted to the Scottish Government in the annual statistical exercise indicated Inverclyde having the highest incidence of Learning Disability (over 10 per 1,000 of population) of any local authority in Scotland. Last year Inverclyde submitted a significantly reduced figure, down to 7 per thousand, making it now 8th out of 32 local authorities, but still above the Scottish average of 5.2 people with learning disabilities per 1,000. The difference in reporting was not due to a drop in the number of people with disabilities, but due to data cleansing and different reporting criteria, with data only submitted now on individuals who have had contact with their local service within the past 12 months. This also means more accurate data should be available about the circumstances of those people known to the service – including whether they are in employment, where they live, and other details about their support.

The Learning Disability Statistics Scotland return indicates a very small number of people with learning disabilities in Inverclyde are currently in open (paid) employment, with a smaller number having non-open employment opportunities highlighting just one aspect of inequality experienced by this user group.

Other data indicates large health inequalities between people with learning disabilities and the general population, with a 10 year difference in life expectancy and an increased likelihood of experiencing other health conditions, such as mental health difficulties, sensory impairments and early dementia. The HSCP via our review of services for service users with learning disabilities is committed to challenging these inequalities.

How Social Work Services are improving outcomes for people with Physical Disability

Sensory Impairment

The Sensory Impairment service supports people who experience hearing or visual loss and their families. The team work with people to maximise their independence and safety within their home, community and work place.

- 483 referrals to the service in 2015/16 which increased to 551 for 2017/18
- As at 31/03/2016 we had 223 registered blind people in Inverclyde, 141 or 63% were female
- We also had 218 registered partially sighted people with 138 (63%) being female

The service offers support and awareness training to a wide range of HSCP services and partners agencies, to ensure that people who experience sensory loss are not disadvantaged in their daily lives.

Community Occupational Therapy

The Community Occupational Therapy service supports people of all ages who experience difficulty due to their disability or frailty carrying out their activities of daily living. This cornerstone service supports many other areas within the HSCP, and is instrumental in ensuring hospital and hospice discharges and end of life care is able to be carried out at home.

In 2017-18 a total of 2631 referrals were screened at the Single Point of Access for the Community Occupational Therapy service. The referrals were split depending on urgency, risk and complexity of

need. Of these referrals 32.5% (855) were appropriate for Occupational Therapists, 29% (758) were appropriate for Occupational Therapy Assistants and 38.5% (1018) OTA led response team who offer a 24 hour response to deal with the equipment provision for hospital and hospice discharge and emergency Moving and Handling assessments that supports people and the carers who support them to live safely within their own homes.

There are on average 330 requests for individuals for equipment provision and 110 minor adaptation requests per month.

In 2017-18, similar to 2016-17, we again provided over 6,000 items of Aids for Daily Living equipment to Inverclyde residents who had a physical need. This equipment ranges from hospital beds with pressure care mattresses and hoists, to simple seats for use in a shower to support people to live safely and independently at home.

In 2017/18 we arranged for 2,235 adaptations to assist people to remain independent and safe in their own homes. Of these adaptations just over half (51%) were for grab rails which are a quick and effective solution to help prevent falls and keep people safe whilst living independently as possible.



Figure 29: Types of ADL equipment issued in 2017/18

Blue Badges

There are currently 4367 Blue Badges on issue in Inverclyde. In 17-18 there were 1650 awards. Of the badges awarded 714 were awarded using the automatic eligibility route. The Occupational Therapy team awarded 936 badges of which 20 were organisational badges. The badges were awarded following a combination of desk top assessments or Independent Mobility Assessment (IMA) clinic visits. The Blue Badge scheme allows people with restricted mobility to have the opportunity to access the community.

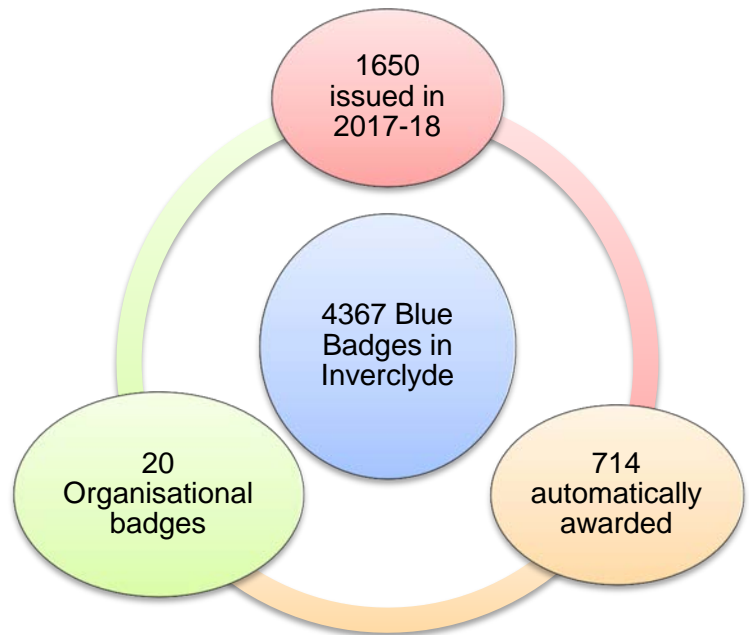


Figure 30: Blue Badges

Carers

In the financial year of 2017/2018, 474 new Carers registered with the Carers Centre.

In order to help provide the best support, carers are asked to complete a Self-Assessment questionnaire. As at 31/03/2018, 254 Self-Assessments have been completed.

Of the 254 carers who have completed a Self-Assessment, they indicated how many **hours per week** of care that they provide. This is as illustrated below

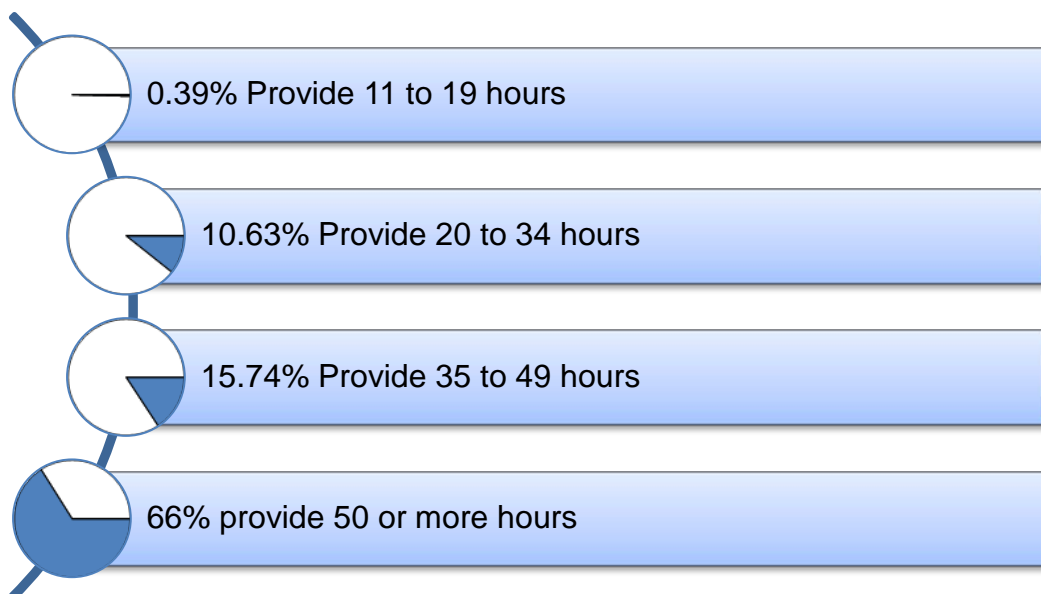


Figure 31: Carer hours

Service Impact

Inverclyde Carers Centre is funded to provide information and advice to carers across communities. They have made excellent working relationships across Primary Care, Acute Care and a number of community and commercial organisations. By raising the profile of carers, they are increasing the number of carers receiving support.

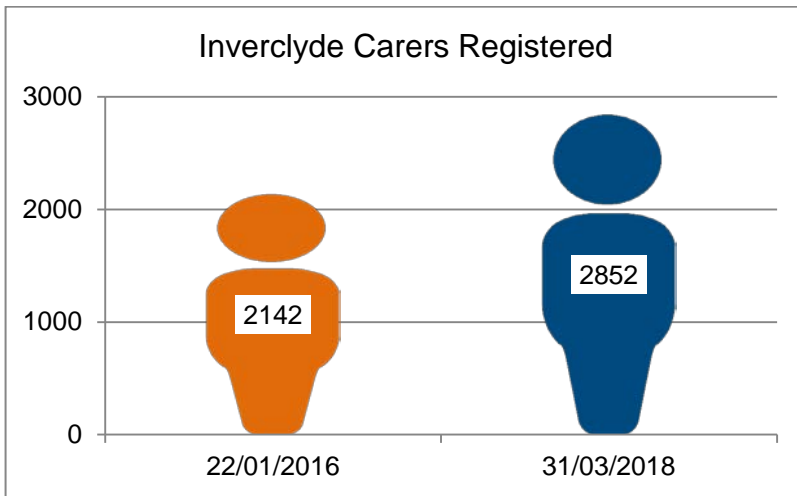


Figure 32: Registered Carers

Although the number of carers in Inverclyde who feel supported to continue in their caring role remains higher than the Scottish average, there remains much to be done to improve on this figure.

National Indicator		Inverclyde HSCP	Scottish Average
NI 8	Total combined percentage of carers who feel supported to continue in their caring role	40%	37%

Funding from the Carer Information Strategies (CIS) budget provided relaxation therapies to 58 carers and counselling to 22 carers. An evaluation demonstrated that 97.3% of carers stated that they felt less stressed; 83.8% of carers have improved sleep; 100% of carers feel more confident and in control of their caring role; 97.3% of carers benefited from taking regular time for themselves.

The Carers Centre identified a number of carers experiencing financial hardship and refer cases directly to Financial Fitness. The annual target of 400 clients was comfortably exceeded, with the service actually supporting 427 carers and securing £829,759 worth of benefits (the annual target was £550,000). In addition there are around £200,000 worth of benefit claims submitted, yet to be processed by the DWP.

- Carers report greater self-esteem and confidence due to increased income and social inclusion
- Carers are able to access more leisure and social opportunities, supporting health and wellbeing of carers due to increased disposable income

Children and Families Additional Support Needs Team, Barnardo's Thrive Project and Inverclyde Carers Centre have collaborated to support the needs of young carers, including raising Young Carer Awareness across schools in Inverclyde. Awareness raising at school assemblies and information sessions in Personal, Social Education (PSE) lessons has initiated monthly drop in sessions available to Young Carers in 5 of our 6 secondary schools and work has begun to extend this into the primary school sector.

Barnardo's Thrive Project provides group support for 53 young carers. Additional funding provided by the HSCP will increase the frequency and type of support to meet identified needs for young carers. This positive work undertaken provides a solid foundation on which to build capacity to support carers and young carers meet their identified needs as we fully embed the Act.

There is likely to be an increased demand in assessment, support planning and in the provision of support for carers and is an area that the service will require to respond to.

How Social Work Services are improving outcomes for service users affected by Mental Health issues

Within our **Mental Health Services** there were a total of 4,727 referrals throughout 2017/18, a slight increase from 4,708 in 2016/17. Every referral involves an assessment to identify the most appropriate intervention to help support each person and improve their overall quality of life. How the referrals were distributed across the various teams is shown in Figure 33.

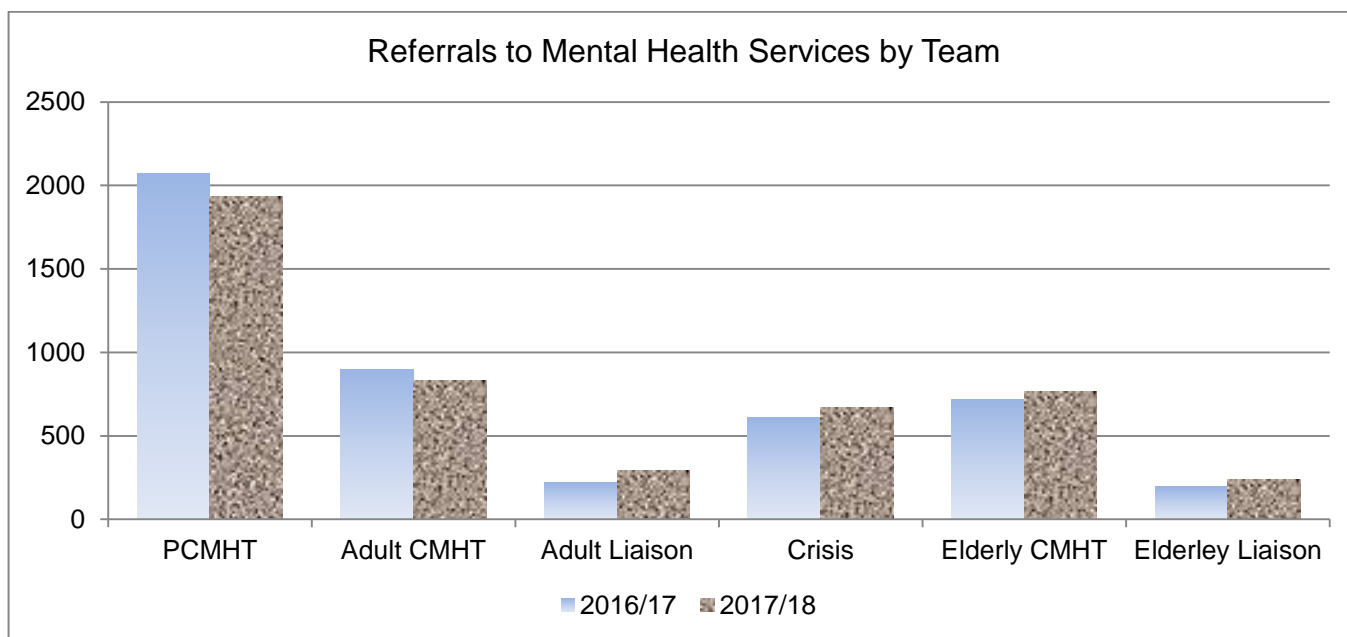


Figure 33: Referrals to Mental Health Services

Primary Care Mental Health Team (PCMHT)

The PCMHT offers a service for those individuals who have mild to moderate mental health problems or issues and offers up to twelve sessions of treatment. People are able to self-refer, which has proven to be an effective option and accounts for over 65% of all referrals into the service. The largest users of this service are younger adults aged between 18 and 35 years.

Community Response Team

The Community Response Team provides urgent response to people experiencing a mental health crisis who are known to the mental health services currently or who require urgent assessment; and steps up care to people who require more intensive support at home over seven days, working alongside existing mental health services. The service aims to support continuing care within a person's home, and to prevent unnecessary hospital admissions.

Community Mental Health Team (CMHT)

The CMHT works in partnership with families and carers, primary care and other agencies to design, implement and oversee comprehensive packages of health and social care, to support people with complex mental health needs. We deliver this support in environments that are suitable to the individuals and their carers.

The aims of the Community Mental Health Team are to:

- Reduce the stigma associated with mental illness
- Work in partnership with service users and carers
- Provide assessment, diagnosis and treatment, working within relevant Mental Health legislative processes
- Focus upon improving the mental and physical well-being of service users

Consideration and planning for discharge from the team is an integral part of on-going care planning following discussion with the service user, and where appropriate carers, other professionals or agencies that are involved in their care.

Discharges from our Mental Health Services totalled 4,955 throughout 2017/18 up from 4,303 in 2016/17. This reflects the increased focus on recovery within the service, enabling people to move on from services, but secure in the knowledge that they have an easy route back to specialist support from the service if their needs change.

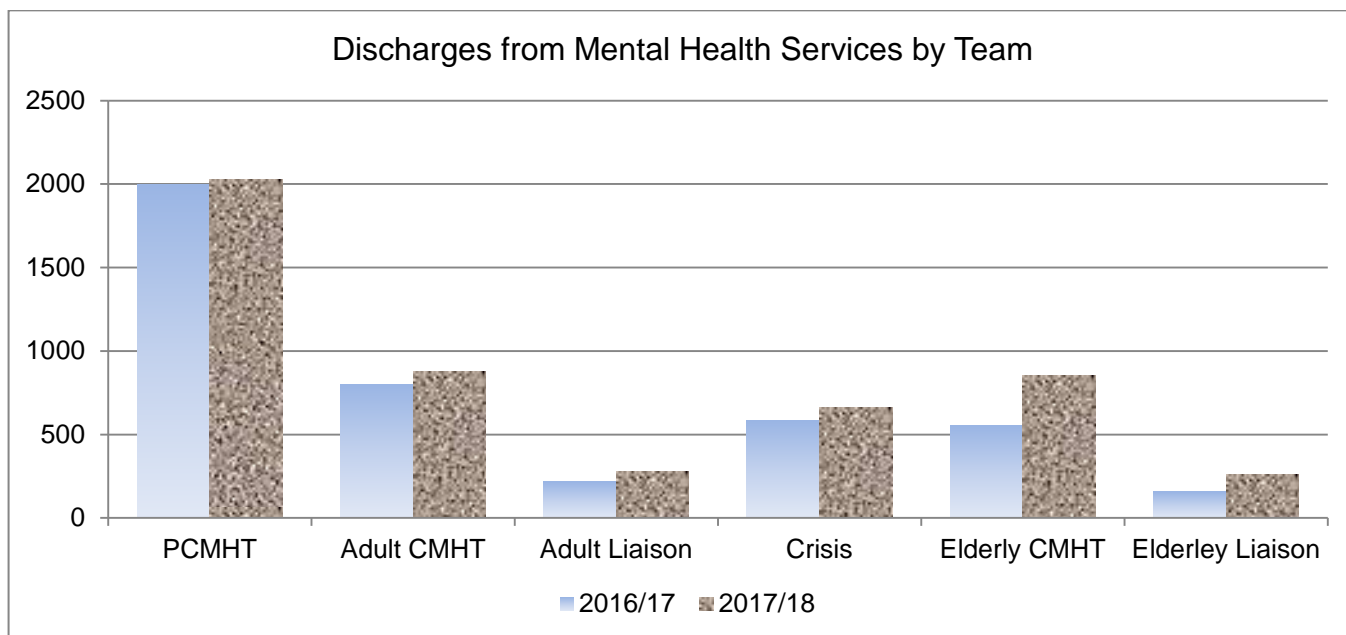


Figure 34: Discharges from Mental Health Services

Mental Health Officers

The Mental Health Officer activity over the last year has remained relatively stable, with continuing significant demand in respect of use of the Adults with Incapacity legislation to support ongoing care. Over the last five years the HSCP has participated in the West of Scotland Power of Attorney campaign aimed at encouraging people to plan ahead to consider how they would want decisions to be made about them and their affairs managed in the future. This has resulted in an increase in POA's registered. Nationally this has increased by 56% since 2014, with a national decrease in welfare guardianship applications of 22% (2014-2016). This is not reflected within Inverclyde so far.

The relatively high use of mental health legislation to support care and treatment is reflective of the significant mental health needs of our local population.

Mental Health Officer (MHO) work	2016-17	2017-18
Compulsory Treatment Orders (Granted)	31	36
Compulsory Treatment Orders (Already subject to before 01/04/2014)	56	47
Emergency Detention	17	15
Short Term Detention	71	65
Assessments completed by MHOs (MHA)	136	134
Welfare Guardianship (ongoing)	27	24
Welfare Guardianship (Granted in period)	17	5
Financial Guardianship	0	19
Welfare and Financial Guardianship (ongoing)	17	39
Welfare and Financial Guardianship (granted in period)	12	30
Orders for which CSWO is Guardian	28	29
Assessments by MHO for Welfare Guardianship	46	38
Social Circumstances Reports	15	8

During the last year Inverclyde HSCP has participated in the development of a new five year mental health strategy within the greater Glasgow and Clyde health board area. This strategy focusses on key themes including prevention, early intervention and health improvement, the physical health of people experiencing mental ill-health, recovery oriented and trauma aware services the delivery of which will require further development approaches both across services within the hscp, including children's services, and criminal justice and with wider partners. This will be the priority area of development for mental health services over the next few years.

How Social Work Services are improving outcomes for service users affected by Homelessness

Welfare reforms are having a significant impact on homeless households across Inverclyde and evidence suggests that they appear to be disproportionately affected by the introduction of universal credit and the benefit cap compared with other groups. Mitigation has been sought through the Welfare Fund to offset the adverse effects of welfare reform, whilst advice services have been engaged in casework at first contact.

The homelessness service provides advice and assistance with a wide range of housing matters and is instrumental in the prevention of homelessness at the earliest possible stage. There has been a marked decrease in the number of homeless applications made to Inverclyde Council and this can be linked to the introduction of the housing options model and an early intervention and preventative approach adopted by the LA.



Housing Options

Housing Options is a process which starts with housing advice when someone approaches a local authority with a housing problem. This means looking at an individual's options and choices in the widest sense.

The advice can also cover personal circumstances which may not necessarily be housing related, such as debt advice, mediation and mental health issues. Rather than only accepting a homelessness application local authority homelessness services will work together with other services such as mental health, addictions, social work, money advice and family mediation services to assist the individual with issues from an early stage in the hope of avoiding a housing crisis.

Good outcomes have been achieved by some applicants as a result of prevention activities at a local level, and there is a commitment to work with other services and agencies, including HSCP partners, Registered Social Landlords, Prison Through care, hospital discharge teams. External support is commissioned to provide intensive housing support to those in greatest need.

Figures for the last 4 years show the number of approaches to the service for advice and support (also referred to as 'Housing Options') to prevent homelessness.



Figure 35: Homelessness Statistics

By focusing on interventions to prevent people from becoming homeless, we have seen a reduction in the number of households actually becoming homeless over the past 4 years as shown in figure 36 below.

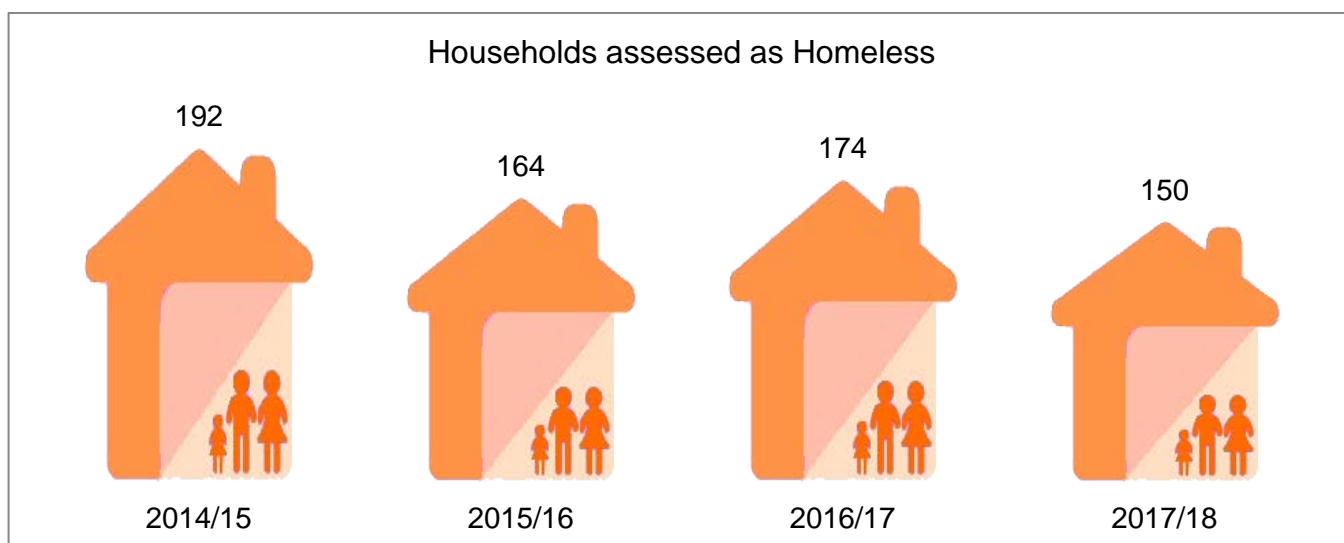


Figure 36: Households assessed as unintentionally homeless

During the last year the Homelessness service, in conjunction with Strategic Housing colleagues in Inverclyde Council, have been involved with a review of our temporary accommodation strategy. The work, undertaken by Public Sector Housing Consultants, has enabled us to better understand the demands on the service including the types of support that people who present to the service need;

and to consider how this can inform the model for temporary accommodation in the future. This includes identifying a small cohort of people presenting with multiple needs which challenge current responses for service provision across HSCP services, and for whom there is a need to develop a more sustainable response to enable them to address a range of difficulties. This work will develop over the forthcoming year in partnership with our RSL colleagues, and wider HSCP services.

A review of the Homelessness Service has been completed to look at how Inverclyde can move to the Housing 1st model, supporting people within tenancies and residential, rather than the traditional centre based model. Phase 2 scoping and redesign will happen across 2018/19.

How Social Work Services are improving outcomes for service users affected by Addictions

Alcohol

A national target has been set that states “90 per cent of clients will wait no longer than 3 weeks from referral received to appropriate drug or alcohol treatment that supports their recovery”. Seeing people quickly gets them onto a journey of recovery sooner and we hope this will lead to better outcomes.

We have consistently outperformed this target in alcohol over the last few years and maintaining this level of performance is challenging. Whilst our performance has dropped to just under the 90% target this year as a whole, we are working to bring our performance back up to the high standard previously reported.

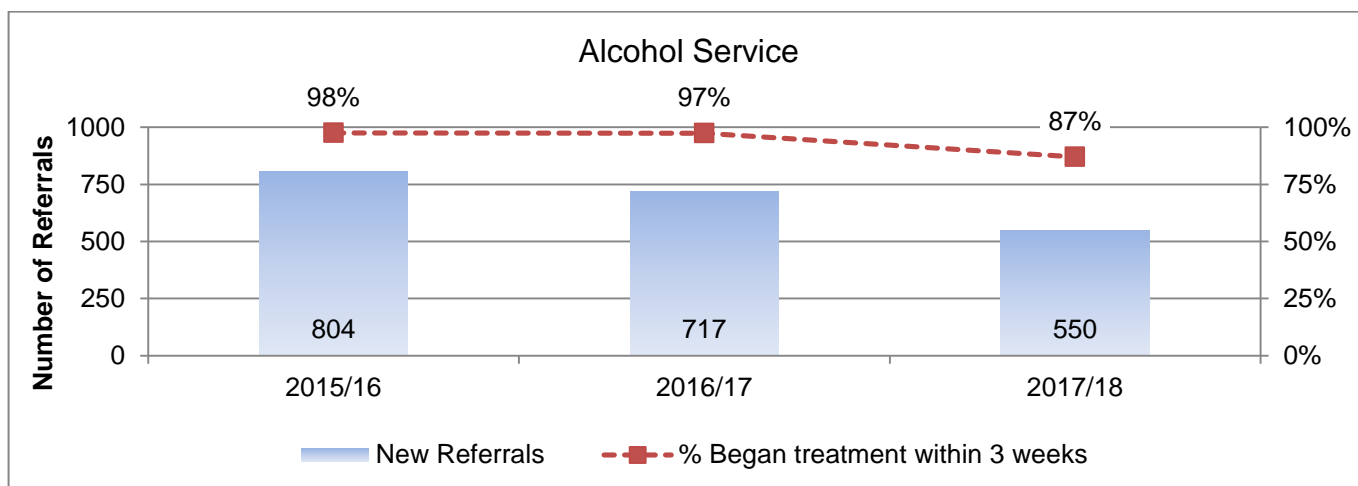


Figure 37: Alcohol statistics

Drugs

As can be seen from figure 44, our performance against the 90% target has dropped. This is against a backdrop of an increase in the number of people in long term treatment and changes in the substances being misused. Each year approximately 14% of all referrals to the Drugs Service become long term support cases.

To help address these issues we prioritised certain cases to be seen promptly, while other cases were signposted to more appropriate services. We are beginning to see some improvement in this area and hope to keep this momentum going.

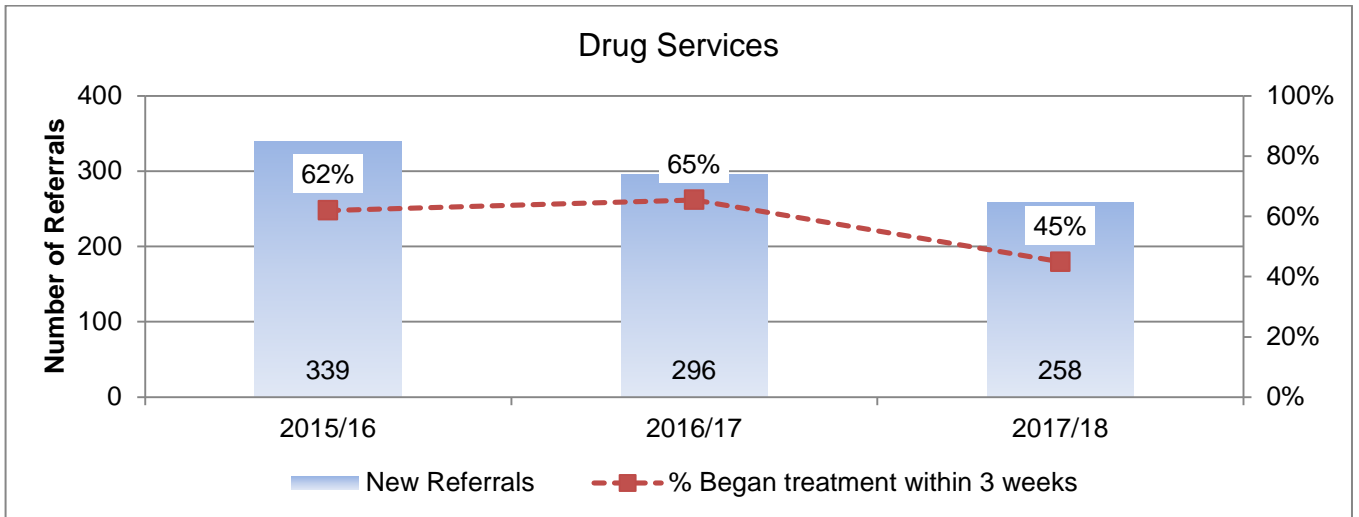


Figure 38: Drug statistics

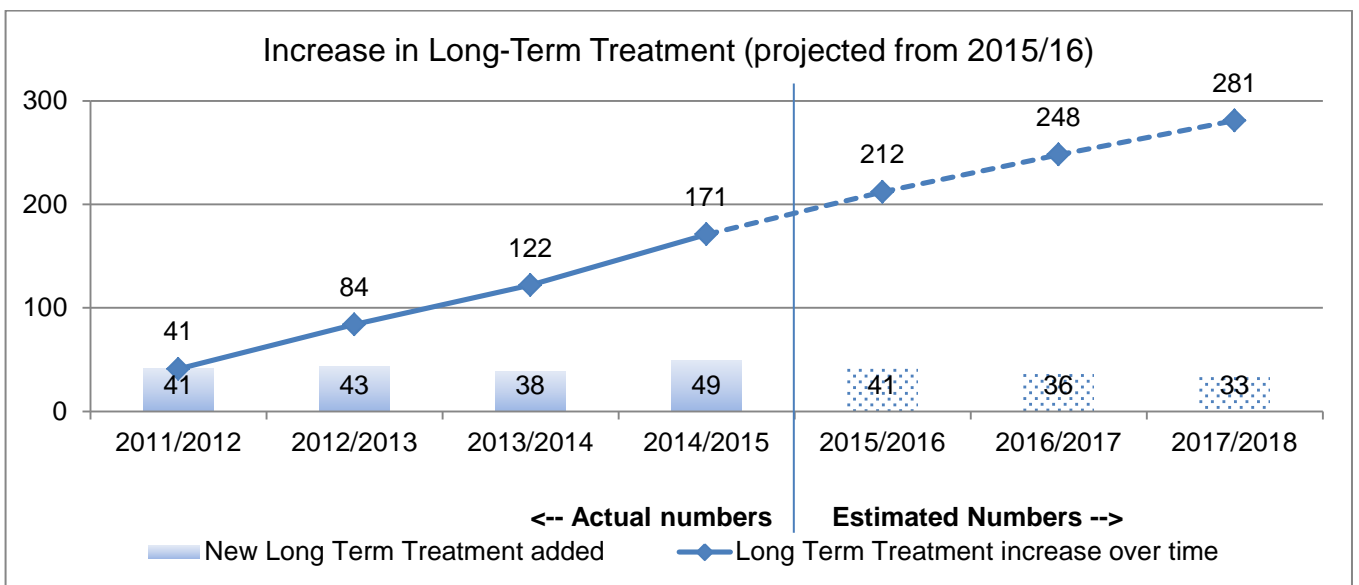


Figure 39: Drug Treatment Projections

Each year 'new' people are added to our case load who will require long-term (greater than 3 years) treatment and support. Figure 39 shows the number of new people added each year (the blocks) up to 2014/15 and the estimated numbers that will be added each year from 2015/16. The graph shows the potential challenge and this will require significant resource. Our challenge is to support more people to full recovery, and this will be reflected in our new Strategic Plan due for publication in 2019.

Inverclyde Drugs Service have specialist Family Support and Intensive Recovery Services which contribute different elements of our Community Capacity building response. The Family Service strengthens the ability of the parents, siblings and children of drug users to understand, and deal appropriately, with the problems presented.

The Recovery Service links recovering drug users into other local Recovery Services as well as introducing them to community facilities and opportunities to aid recovery.

Addiction Services Review

During the last year we identified the need to undertake a review of our addiction services, with the opportunity to develop a coherent and fully integrated health and social care model for alcohol and drugs services in Inverclyde.

The following key principles will be at the forefront of a new service model:

- To ensure service users receive the right assessment and treatment, at the right time, that is centred on their needs
- To ensure the focus on a recovery pathway in which the service user is fully involved and able to participate in planning their own sustainable recovery
- To ensure safe, effective; evidence-based and accountable practice, focused on delivering quality outcomes

Phase 1 of the review is now concluded. This enabled us to review all aspects of the current model for delivery of services to people with alcohol and drug use problems within the Inverclyde population including the current HSCP service delivery, 3rd sector services and delivery by other partners.

The outcome of this indicated that consideration needs to be given to current and future demand, based on the current high demand on services, the level of care being provided to people with significant multiple morbidities as a result of a consistent but ageing service user base especially within the drug service, and the impact of new drugs. There is an opportunity to develop a more robust tiered approach, based on integrated care pathways and make better use of our resources including the development of new, or further development of, existing partnerships especially to support sustained recovery.

The review is now working on phase 2 which will develop options for a new model of working with a fully integrated pathway across drug and alcohol services which meets a common set of core professional and practice objectives.

The review is governed by a programme board which includes stakeholders from a range of HSCP services, user and carer representation, staff representatives and the third sector. The development of the new model is anticipated to be complete early in 2019, for implementation during 2019/20.

Across the range of regulated social work and social care services provided directly by the HSCP we are in the fortunate position to be able to report consistently good performance to our elected members.

CORPORATE PERFORMANCE MEASURES

Freedom of Information and Complaints

Inverclyde HSCP continually performs to a high standard when returning FOI requests and service user complaints within the prescribed timescales. In 2017/18 we returned over 98% of FOI within the required timescales. The table below outlines activity relating to complaint resolution activity.

Complaints

		2016/17 All Complaints			2017/18 All Complaints		
		Met	Not Met	% within timescale	Met	Not Met	% within timescale
Social Work	Acknowledged within Timescale	57	0	100%	59	0	100%
	Completed within Timescale	45	12	78.9%	51	8	86.4%

Inverclyde HSCP has operated an Integrated Complaints Procedure which combined the requirements of the NHS and Social Work response targets and appeals into an agreed formal process based on the Scottish Public Service Ombudsman Model Complaints Handling Process. Learning from complaints is managed through our existing governance structures.

7. Resources

2017/18 PERFORMANCE

The overall net budget for Social Work Services for 2017/18 was £47.420 million with a further £4.134m from the Social Care Fund (SCF). The budget was net of approved savings of £0.330m for the year. The following table breaks down the approved net budget over service areas.

Approved Budget	£m
Children & Families	£10.271
Community Care & Health	£33.385
Planning, Health Improvement & Commissioning	£4.761
Mental Health & Addictions	£3.317
Contribution from IJB	(£4.134)
Net Expenditure	£47.420

The Health & Social Care Partnership ended the financial year with a surplus on Social Care services of £0.434 million (0.91%) and carried forward a further £5.796 million to a number of earmarked funds agreed in year by the Integration Joint Board.

The following table highlights the net expenditure outturn for the last four years across services.

HSCP	2014/2015 £m	2015/2016 £m	2016/2017 £m	2017/2018 £m
Children & Families	£9.793	£10.102	£10.158	£10.017
Community Care & Health	£31.716	£32.508	£33.864	£34.808
Planning, HI & Commissioning	£4.256	£3.852	£3.714	£3.670
Mental Health & Addictions	£2.990	£2.873	£2.991	£3.064
Contribution to Reserves	£0	£0	£0.405	£1.289
Contribution from IJB	£0	£0	(£2.596)	(£5.862)
Total Net Expenditure	£48,755	£49,335	£48,536	£46,986

There were a number of significant issues and demand pressures for some social care services, which was managed within the overall budget or use of earmarked reserves. The Health and Social Care Partnership have available smoothing earmarked reserves for Children & Families Services and Older People Services in order to help alleviate the financial risk with demand led pressures.

The Health and Social Care Partnership continues to provide services under challenging financial circumstances. In order to manage the pressures, the Partnership undertakes a robust budget

monitoring process with clear focus on key/high risk budget areas. This has led to the Partnership to effectively foresee potential financial risks arising.

The main areas of pressure arose within Learning Disabilities and Homelessness Services due to an increase in costs within client care packages. It is anticipated that this trend will continue in the future within Learning Disability Services.

Between 2014/15 to 2016/17 expenditure on Children and Families increased by 3.73%, however, spend reduced in 2017/18 by 1.39%. The NRS Population projections indicate a declining number of children within Inverclyde in future years.

Spend on Older People has increased by 11.52% since 2014/15 to 2017/18 with 2017/18 spend increasing by 3.2%. It is anticipated that expenditure will continue to increase due to the increase in aging population.

2017/18 saw an increase in spend for Homelessness and Mental Health Services, 12.45% and 8.29% respectively. Mental Health Services continues to be a pressure area and expenditure has increased by 19% over the last 4 years. Homelessness Service expenditure remained reasonably steady from 2014 to 2017, however, 2017/18 presented a rapid increase of 19% primarily due to the full year impact of Universal Credit. It is anticipated that costs will reduce in 2018/19 within the Homelessness Service due to changes in Universal Credit legislation.

Excluding the contribution from the Social Care Fund, spend on the Social Care element of the Health and Social Care Partnership has increased by 5.75% over the last 4 years compared to an increase in approved budget of 5.08% (see table below for increases across service areas). In 2017/18, spend increased by 1.64% despite savings reductions approved during 2017/18 budget setting.

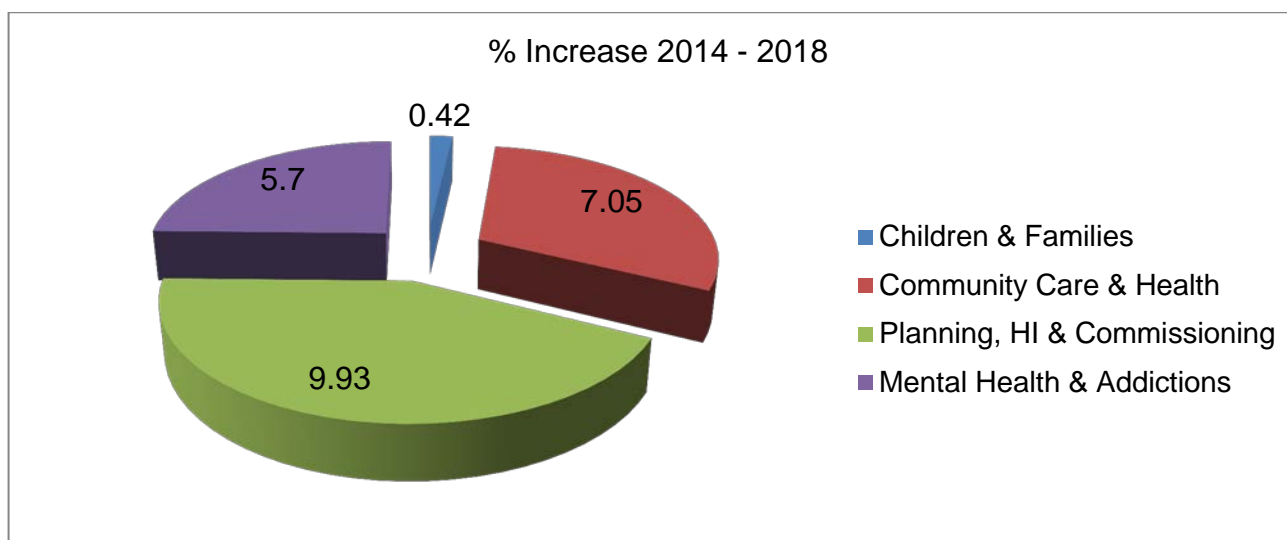


Figure 40: Budget increases

The Social Work Service has achieved significant savings as a result of public sector budget cuts and has achieved savings of £4.548 million since 2014/15 (as detailed in table below). The Service faces further approved savings of £1.362 million in 2018/19 which will prove challenging for the forthcoming year.

Service	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Children & Families	£0.120	£0.045	£0.120	£0.000	£0.285
Community Care & Health	£0.957	£1.713	£0.541	£0.316	£3.527
Planning, HI & Commissioning	£0.041	£0.070	£0.298	£0.000	£0.409
Mental Health & Addictions	£0.134	£0.091	£0.088	£0.014	£0.327
Overall Savings	£1.252	£1.919	£1.047	£0.330	£4.548

Forthcoming Year

It is anticipated 2018/19 will continue to provide challenges to the Partnership. The Council approved a net budget of £47.794 million with a further £5.985 million contribution from the IJB Social Care Fund. This is net of savings for the year of £1.362 million. The Scottish Government released an additional £66 million for Scotland in 2018/19 but this will be offset in full by a range of legislative pressures such as the Scottish Living Wage uplift for care workers, implementation of an hourly rate for sleepovers and implementation of the Carers Act (Scotland) 2016.

The Budget for 2018/19 excludes funding for Council employees annual pay award; budget will be allocated once the pay negotiations are agreed.

CRIMINAL JUSTICE

The Scottish Government undertook a review of Criminal Justice (Section 27) funding with assistance from an expert group, which included representatives from Directors of Finance, Community Justice Authorities, Scottish Prison Service, Social Work Scotland, CJSW and COSLA. The new funding formula commenced on 1st April 2017. Based on the new formula, Inverclyde Criminal Justice Social Work budget was reduced by 6% for 2017/18 financial year with an incremental reduction over the next five year period amounting to 21%.

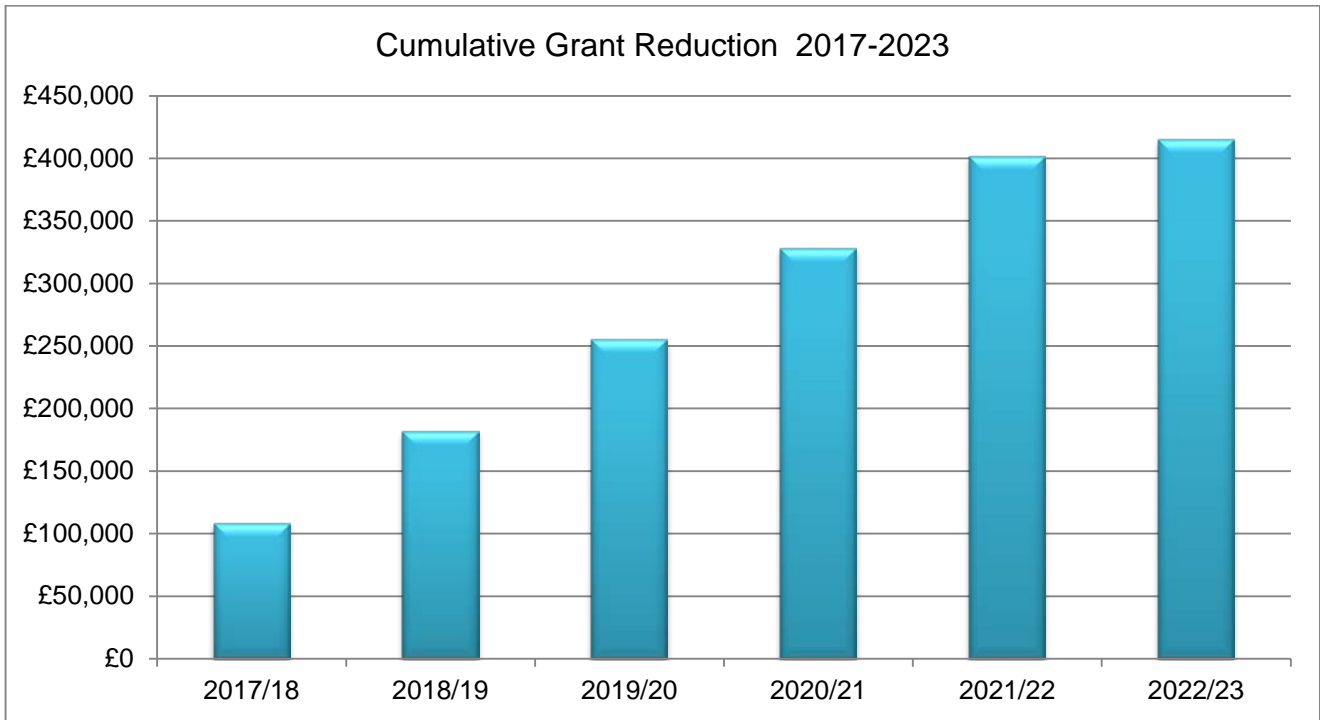


Figure 41: Cumulative reduction in Criminal Justice grant

Within the new funding arrangements there were certain protected lines of funding that are to be targeted at specific types of work e.g. MAPPA / VISOR. There was however no protection for the Moving Forward Making Changes (MFMC) programme, which addresses the treatment needs of Registered Sex Offenders. Regrettably this has called into question the sustainability of the current arrangements for Inverclyde accessing this programme, which is via a partnership with Renfrewshire and East Renfrewshire.

To support this partnership and in an effort to safeguard access to the programme in future years, Inverclyde Criminal Justice staff have volunteered to go through the rigorous assessment process to become MFMC programme facilitators. This will mean going forward the Service, if required, will be able to deliver this within a local framework. This speaks to the dedication and professionalism of the staff group to do what they can to mitigate the impact of the financial challenges which the Service faces and to ensure that our service users and indeed our community are not disadvantaged.

Mid Term Outlook

Social Work Services continue to face growing demographic demand pressures with anticipated Scottish Government budget cuts continuing to 2020/21. Both the Council and the Integrated Joint Board (IJB) produce annual Finance Strategies covering medium term financial planning in order to address the anticipated budget gap. The IJB Medium Term Financial Plan identifies a budget gap of £2.9m for the Social Work Services by 2021.

Looking beyond 2020/21 is exceedingly more difficult to forecast due to uncertainties around the level of public sector funding that will be available and decisions/agreements around Brexit.

8. Workforce

Inverclyde HSCP People Plan - A collaborative approach

Inverclyde HSCP's ambitious People Plan has adopted a themed and tiered approach to set out the shape of the overall workforce for the future. This ensures that the right people with the right skills are available to deliver the National Wellbeing Outcomes, improve public health and create new ways of working. The People Plan identifies a four tiered workforce which includes people groups and organisations, carers, families, localities and communities who directly provide or in other ways contribute to the delivery of health and social care. It sets out our key challenges, drivers for change, including service redesign, new ways of working and emerging models of organising future service delivery in line with our five strategic commissioning themes and the ongoing transformation of public services. The People Plan involved a fully collaborative process. It was approved by the Integration Joint Board in June 2017. Implementing the People Plan will take account of all providers, including our unpaid carers.

People Plan action plan

The people plan action plan is designed to fulfil the ambitious aspirations of the Inverclyde People Plan. It is a workforce centred plan, approved by the Integration Joint Board in March 2018. The action plan draws on the information and data from the People Plan narrative and seeks to identify and address the gaps in knowledge and data. It is intended to work as a dynamic, evolving and adaptable plan which takes account of the collective intentions and aspirations of the people plan and addresses the key challenges such as the aging workforce, depopulation of working age people and the ongoing financial constraints. The Strategic Planning Group will monitor the progress of the People Plan Action Plan and will receive regular reports from a representative core group. Regular reports will be made to the Staff Partnership Forum.

HSCP staff (Inverclyde Council employees only)

	March 2015	March 2016	March 2017	March 2018
Number of employees	1064	1055	1038	1044
FTE equivalent	862.79	848.76	834.69	840.1
Number of Sessional Workers	78	94	108	98
Number of Modern Apprentices	N/A	N/A	4	4
Workdays lost (per FTE)	13.95	10.15	11.96	14.57

The HSCP has maintained an established integrated Learning and Development plan for both Health and Social Work staff and continued to preserve a discrete learning and development resource. In delivering the Learning and Development plan during 2017-2018 HSCP Staff:

- 2066 places taken up in 291 courses on 66 topics
- 89 staff supported to achieve qualifications
- Over 75 students offered practice learning placements

2017/18 Courses Attended	Number of courses delivered	Total number of attendees
Adult Protection	17	134
Alcohol & Drugs	14	75
Child Protection	7	37
Dementia Informed Practice	17	146
Domestic Abuse	3	26
Foster Care	1	14
GIRFEC	8	52
Hate Crime Awareness	1	6
Health & Safety	7	26
Homecare	109	842
HSCP Management / Misc.	18	178
Recording Systems	58	254
Social Care	24	234
Suicide & Self harm	7	42
TOTAL	291	2066

The HSCP has experienced an increase in the number of newly qualified social workers joining the organisation over the last three years. All new staff have access to a Welcome Pack and e-learning induction programmes. A review and strengthening of our induction process has been completed with our updated HSCP welcome pack and induction, and a comprehensive induction process for newly qualified social workers in anticipation of the Social Work education review. This will complement the induction programmes of respective parent bodies.

In order to consolidate our supervision policy and further develop the organisational learning culture we have further invested in supervision training for operational team leaders and service managers. This skill based training was equally well received both by our most experienced and recently appointed Senior Social Workers and new Operational Team Leaders and has successfully established a more reflective practice approach. This was so successful impacting positively on practice that the Service Managers who attended have developed a facilitated development group. Annual follow up days for Operational Team Leaders and Service Managers respectively have now been organised. The purpose of this initiative is to embed reflective practice and a learning culture as intended in the new supervision policy.

Inverclyde HSCP has led a range of leadership and practice events and initiatives designed to enhance and develop leadership in practice. These have provided an opportunity for the whole leadership of the HSCP to collaborate and reflect on leadership and management practice. Colleagues from neighbouring authorities were invited to participate and collaborate in other events designed to give an opportunity to reflect on and improve practice including a conference on chronic neglect in adult services, the annual children and families conference on neglect, a significant case

review presentation. As noted above, the new supervision policy with a strong focus on reflective practice has been rolled out and ongoing training and coaching continuing.

The HSCP has its own SVQ Centre. During 2017-2018 The Centre expanded its capacity to meet new registration requirements particularly in Care at Home services. It has delivered:

Staff Group	Number SVQs	Level
Care at Home	36	SCQF level 6
Care at Home	3	SCQF level 7
Home Care Seniors	26	SQA Professional Development Award in supervision
Voluntary and independent sector	41 (from 25 projects)	SVQ level 2 and 3

The Centre again scored significant strengths in all areas assessed in the recent SQA External Verifier visit, and was commended again on the quality of training: In his summary the External Verifier told the assessors/ internal verifiers that “they should take pride in the fact that they are providing qualified competent staff who have the right set of values to look after vulnerable individuals.”

2018 will see a further expansion of the SVQ Centre to deliver 96 SVQ Awards each year, with 20 of these offered to Care at Home providers in Inverclyde and 16 to Early Years staff. It is anticipated that SVQ level 4 awards in leadership and management will be offered internally from now on.

STAFF ENGAGEMENT

iMatter

This is the third year that Inverclyde HSCP has taken part in iMatter, an annual national staff engagement survey. The survey is sent out to all employees within the HSCP.

Once the survey is completed this produces a report that the team discusses and jointly agrees what should be celebrated and what areas can be improved upon. One to three actions are put into an action plan for improvement and this is reviewed later to check progress. It is a straight forward but powerful staff engagement tool.

The conversation and action planning is important for supporting improvement.

The Inverclyde HSCP iMatter component report indicated that the four most positive results were:

- 90% of respondents find their direct line manager sufficiently approachable
- 87% are clear about their duties and responsibilities
- 87% feel their direct line manager cares about their health and well-being
- 86% have confidence and trust in their direct line manager

We are working to improve the following:

- 67% feel that senior managers responsible for the wider HSCP are sufficiently visible
- 61% feel involved in decisions

STAFF AWARDS

Last year several social work teams were nominated in the 2017 Inverclyde HSCP Staff Awards.

Amy McKellar, Team Lead Adoption Services, was recognised in the category “our leaders” for evidence of outstanding leadership in developing the Birth Ties Support Project and contributing to improved outcomes for Inverclyde’s most vulnerable children and birth families.



The Unpaid Work Services Team won the “Our culture” category for a strong sense of purpose that epitomizes the vision of the HSCP through focusing on improving the lives of vulnerable people in Inverclyde and positively influencing communities.

The integrated Homelessness Service Health Team were recognised in the category “Our customer/service users” for demonstrating innovative and creative thinking in order to make a real difference to people’s lives.

The Children's Services Inspection Team won the “Our People” for collectively making a huge contribution to the success of inspection and by clearly demonstrating outcomes for children and increasing the profile of Inverclyde HSCP.

In addition, an “Extraordinary” award was given to the integrated team who make up Inverclyde’s Independent Living Service, based at the Inverclyde Centre for Independent Living and the Joint Equipment Store. This was in recognition that the team are innovative, resilient and work tirelessly to continuously improve the service they provide.

The Macmillan Welfare Benefits service has recently been recognised at the 10 year anniversary event where clients who had used the service spoke of the valuable support they received. One of the staff was recognised in Macmillan Professional of the Year national awards.

9. Conclusion

The content of this report outlines some of the work streams and initiatives that have been delivered by social work and social car services over the last year. The scope and depth of service delivery is significant and this report can only provide a flavour of the overall delivery landscape. However it is evident that social work services in Inverclyde remain focussed and committed to delivering the highest possible standard of services to the most vulnerable in our community.

Self-evaluation, audit review and external scrutiny of service delivery provided strong evidence of services across the board performing to a consistently high standard and making a real difference to the lives of the citizen of Inverclyde. Nonetheless the last year has seen a continue drive for further development and service improvement.

Learning disability, homelessness and addictions service have undertaken significant review that will result in transformed services for those that use them.

Partnership working is central to improving outcomes for our service users and social work services in Inverclyde have a strong track record in this area. Services work in partnership across the public and third sector.

The level of deprivation and inequality that is prevalent in Inverclyde makes it all the more important that our strongest partnership is with our service users and our community. Social work services have a vital role in ensuring the needs of the most vulnerable are heard and responded to and indeed are the driver for service development. It is through our highly skilled and committed workforce, working in partnership with our service users that inequality is challenged and individual outcomes are improve.

APPOINTMENT PANEL – HEAD OF EDUCATION

Appointment Panel**Head of Education****Tuesday 11 September 2018 at 4.45pm**

Present: Councillors J Clocherty, L Quinn and E Robertson, Mr A Fawcett, Chief Executive and Ms R Binks, Corporate Director Education, Communities & Organisational Development.

Present also: Mr S McNab, Head of Organisational Development, Policy & Communications (Adviser to Panel).

Chair: Mr Fawcett presided.

Apologies: Mr S Allan, Corporate Director Environment, Regeneration & Resources.

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

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 the following item on the grounds that the business involved the likely disclosure of exempt information as defined in paragraph 1 of of Part I of Schedule 7(A) of the Act.

532 Shortlisting and Arrangements for Interview of Applicants – Post of Head of Education 532

There were submitted copies of applications received from five candidates for the post of Head of Education.

The Panel decided to call a shortlist of four candidates for interview and thereafter to make an appointment, all as detailed in the appendix.

APPOINTMENT PANEL – HEAD OF EDUCATION

Appointment Panel**Head of Education****Wednesday 26 September 2018 at 9am**

Present: Councillors J Clocherty, L Quinn and E Robertson, Mr A Fawcett, Chief Executive, Ms R Binks, Corporate Director Education, Communities & Organisational Development and Mr S Allan, Corporate Director Environment, Regeneration & Resources.

Present also: Mr S McNab, Head of Organisational Development, Policy & Communications (Adviser to Panel).

Chair: Mr Fawcett presided.

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

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 the following item on the grounds that the business involved the likely disclosure of exempt information as defined in paragraph 1 of of Part I of Schedule 7(A) of the Act.

533 Appointment of Head of Education**533**

The Panel interviewed four candidates, agreed not to make an appointment and to re-advertise the position at a later date, all as detailed in the appendix.

LOCAL POLICE & FIRE SCRUTINY COMMITTEE – 27 SEPTEMBER 2018

Local Police & Fire Scrutiny Committee

Thursday 27 September 2018 at 2pm

Present: Councillors Clocherty, Crowther, Curley, Jackson, MacLeod, J McEleny, McVey, McCabe (for Moran), Quinn and Wilson.

Chair: Councillor McVey presided.

In attendance: Corporate Director Education, Communities & Organisational Development, Head of Inclusive Education, Culture & Communities, Head of Environmental & Public Protection, Service Manager (Community Learning & Development, Community Safety & Resilience and Sport), Mr J Douglas (for Head of Legal & Property Services and Ms S Lang (Legal & Property Services).

In attendance also: Chief Superintendent S Carle, Superintendent D Lang and Chief Inspector D Reilly (Police Scotland), Area Manager G Binning and Group Manager D McCarrey (Scottish Fire and Rescue Service).

Prior to the commencement of business, the Convener welcomed to the meeting, Chief Inspector Debbie Reilly, the newly appointed Local Commander.

Councillor McVey also asked that the Committee's best wishes be conveyed to Constables Kenny MacKenzie and Laura Sayer for their continued recovery following the attack on 1 June and Chief Inspector Reilly undertook to do this.

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

534 Apologies, Substitutions and Declarations of Interest 534

An apology for absence was intimated on behalf of Councillor Moran, with Councillor McCabe substituting, and Councillor Murphy.

No declarations of interest were intimated.

535 Local Police and Fire Scrutiny Committee Update Report 535

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing an update on current and emerging issues relating to both Police and Fire and Rescue Services.

Decided:

- (1) that the information contained in the report in respect of current and emerging national issues relating to Police and Fire and Rescue matters be noted; and
- (2) that a report be submitted to the next meeting of the Committee on the scrutiny arrangements in respect of the Scottish Ambulance Service.

LOCAL POLICE & FIRE SCRUTINY COMMITTEE – 27 SEPTEMBER 2018

536 Scottish Police Authority Annual Review of Policing 2017/18 - Consultation Response 536

There was submitted a report by the Corporate Director Education, Communities & Organisational Development seeking approval of a response made to the Scottish Police Authority in respect of the Annual Review of Policing 2017/18.

Decided:

- (1) that approval be given to the response made to the Scottish Police Authority in respect of the Annual Review of Policing 2017/18; and
- (2) that arrangements be put in place with a view to establishing a dialogue between the Convener of the Committee and the Chair of the Scottish Police Authority Board.

537 Inverclyde Community Safety Partnership Governance Arrangements 537

There was submitted a report by the Corporate Director Education, Communities & Organisational Development advising the Committee of governance arrangements in respect of the Inverclyde Community Safety Partnership.

Decided: that the governance arrangements for the Inverclyde Community Safety Partnership be noted.

538 Roads Policing – New Structure 538

Chief Superintendent Stewart Carle provided the Committee with a briefing on the new Roads Policing arrangements which will result in the relocation of the Roads Policing Unit to Govan.

He indicated that he understood Members' concern regarding the proposed restructure but explained that the move would achieve economies of scale and provide greater resilience in Inverclyde and throughout the Division. There would now be a 3 group rather than 5 group pattern (with 9 sergeants and 69 constables across three shifts), providing 24/7 coverage for K Division.

Under the new arrangements, on a seven day basis, a vehicle would be dispatched to operate solely in K Division and at night there would be a dedicated car in the area, freeing up local constables for other duties. Community Policing would be responsible for speed monitoring work.

He accepted that travel time had to be taken into consideration but indicated that when the analysis had been carried out, the majority of incidents in K Division had been in Renfrew and at Glasgow Airport with fewer than a third of all incidents taking place within Inverclyde Council boundaries.

Chief Superintendent Carle answered a number of questions in relation to his briefing and confirmed that the position would be reviewed after six months of operation, involving scrutiny against trends and incidents. He confirmed that the Committee would be advised of the results of the review.

539 Police Scotland Performance Report 539

There was submitted a report on the performance and activities of Police Scotland during the reporting period 1 April to 31 July 2018.

(Councillor Wilson left the meeting during consideration of this item of business).

Decided:

- (1) that the information contained in the report be noted;
- (2) that future reports include year-on-year statistics for comparison purposes;

LOCAL POLICE & FIRE SCRUTINY COMMITTEE – 27 SEPTEMBER 2018

(3) that future reports include information on the deployment of tasers and armed response incidents; and

(4) that it be noted that a report will be submitted to the next meeting of the Committee on youth gatherings and anti-social behaviour.

540 Scottish Fire and Rescue Service Performance Report**540**

There was submitted a report on the performance and activities of the Scottish Fire and Rescue Service during the reporting period 1 April to 30 June 2018.

Decided: that the information contained in the report be noted.

THE INVERCLYDE COUNCIL – 27 SEPTEMBER 2018

The Inverclyde Council

Thursday 27 September 2018 at 4pm

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

Chair: Provost Brennan presided.

In attendance: Chief Executive, Corporate Director Education, Communities & Organisational Development, Corporate Director Environment, Regeneration & Resources, Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership, Head of Legal & Property Services, Ms S Lang and Ms D Sweeney (Legal & Property Services), Chief Financial Officer, Mr M Thomson and Ms C Alderson (Finance Services), Head of Environmental & Public Protection, Head of Organisational Development, Policy & Communications and Corporate Communications Manager.

In attendance also: Mr D Jamieson and Mr T Yule, Audit Scotland.

541 Apologies and Declarations of Interest

541

An apology for absence was intimated on behalf of Councillor C McEleny.

Declarations of interest were intimated as follows:

Agenda Item 4 (ICE Catering Vehicles - Town Hall Functions: Immunity from Parking Violation Penalties – Notice of Motion by Councillor Ahlfeld) – Councillors Ahlfeld, Brooks, Clocherty and J McEleny.

Agenda Item 7 (Motion by Poppyscotland's 'Count Them In' Campaign – Request from Councillor McCabe) – Councillor Brooks.

Agenda Item 15 (Installation of Memorial Window in the McLean Museum and Art Gallery – Remit from Education & Communities Committee) – Councillor Moran.

542 Annual Report to Elected Members and the Controller of Audit for the Financial Year Ended 31 March 2018

542

There was submitted a report by the Chief Executive presenting the Annual Report to Elected Members and the Controller of Audit for the financial year to 31 March 2018.

Mr David Jamieson and Mr Tommy Yule of Audit Scotland were present, spoke to the report and answered a number of questions from Members.

(Councillor Murphy entered the meeting during consideration of this item of business).

Decided:

(1) that the contents of the Annual Report to Members and the Controller of Audit for the financial year ended 31 March 2018 be endorsed and that the Action Plan in Appendix 1 of the Annual Report be approved;

(2) that the Annual Accounts for Inverclyde Council for the financial year 2017/18 be endorsed and that approval be granted for the signing of the accounts by the Council Leader, Chief Executive and Chief Financial Officer; and

(3) that the letter of representation in Appendix 3 be endorsed and that the signing of the letter by the Chief Financial Officer be approved.

THE INVERCLYDE COUNCIL – 27 SEPTEMBER 2018

The Council adjourned at 4.20pm to allow the signing of the various documents in connection with the previous item and reconvened at 4.30pm.

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

543	Local Police & Fire Scrutiny Sub-Committee – 7 June 2018	543
	Approved on the motion of Councillor Clocherty.	
544	The Inverclyde Council – 7 June 2018	544
	Approved on the motion of Provost Brennan.	
545	General Purposes Board – 13 June 2018	545
	Approved on the motion of Councillor Dorrian.	
546	Appointment Panel – Corporate Director Education, Communities & Organisational Development – 14 June 2018	546
	Approved on the motion of Councillor McCabe.	
547	Planning Board – 14 June 2018	547
	Approved on the motion of Councillor Wilson.	
548	Health & Social Care Committee (Special) – 18 June 2018	548
	Approved on the motion of Councillor Moran.	
549	Education & Communities Committee (Special) – 19 June 2018	549
	Approved on the motion of Councillor Clocherty.	
550	Grants Sub Committee – 20 June 2018	550
	Approved on the motion of Councillor Brooks.	
551	Grants Sub Committee – 26 June 2018	551
	Approved on the motion of Councillor Brooks.	
552	Appointment Panel – Corporate Director Education, Communities & Organisational Development – 27 June 2018	552
	Approved on the motion of Councillor McCabe.	
553	Audit Committee (Special) – 28 June 2018	553
	Approved on the motion of Councillor Rebecchi.	

THE INVERCLYDE COUNCIL – 27 SEPTEMBER 2018

554	The Inverclyde Council (Special) – 28 June 2018	554
	Approved on the motion of Provost Brennan.	
555	Planning Board – 1 August 2018	555
	Approved on the motion of Councillor Wilson.	
556	Policy & Resources Committee – 7 August 2018	556
	Approved on the motion of Councillor McCabe.	
557	General Purposes Board – 8 August 2018	557
	Approved on the motion of Councillor Dorrian.	
558	Audit Committee – 21 August 2018	558
	Approved on the motion of Councillor Rebecchi.	
559	Health & Social Care Committee – 23 August 2018	559
	Approved on the motion of Councillor Moran.	
560	Environment & Regeneration Committee – 30 August 2018	560
	Approved on the motion of Councillor Jackson.	
561	Education & Communities Committee – 4 September 2018	561
	Approved on the motion of Councillor Clocherty.	
562	Local Review Body – 5 September 2018	562
	Approved on the motion of Councillor Wilson.	
563	General Purposes Board – 12 September 2018	563
	Approved on the motion of Councillor Dorrian.	
564	Petitions Committee – 13 September 2018	564
	Approved on the motion of Councillor MacLeod.	
565	Policy & Resources Committee – 18 September 2018	565
	Approved on the motion of Councillor McCabe.	

THE INVERCLYDE COUNCIL – 27 SEPTEMBER 2018

566 ICE Catering – Town Hall Functions: Immunity from Parking Violation Penalties – Notice of Motion by Councillor Ahlfeld 566

There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising the Council of the receipt of a Notice of Motion by Councillor Ahlfeld, countersigned by Councillor McVey, submitted in terms of Standing Order 22 in the following terms:

'That ICE catering vehicles be given immunity from being issued with parking violation penalties while engaged in commissioned work at Greenock Town Hall'.

Councillors Ahlfeld, Brooks, Clocherty and J McEleny 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.

Following discussion, Councillor Clocherty seconded by Councillor Curley moved that a report be submitted to the next meeting of the Environment & Regeneration Committee exploring all options in relation to the matters raised in the Notice of Motion, having regard to the townscape heritage and needs of businesses.

As an amendment, Councillor Quinn seconded by Councillor McKenzie moved that any contracted supplier be given access to the tunnel at the Greenock Town Hall to enable them to unload goods in relation to their commissioned work with access being granted to one vehicle only per supplier per time.

On a vote, 7 Members, Councillors Ahlfeld, McKenzie, McVey, Quinn, Brooks, Wilson and Nelson voted in favour of the amendment and 14 Members, Provost Brennan, Councillors Clocherty, Dorrian, Jackson, McCabe, McCormick, Moran, Murphy, Rebecchi, Crowther, Curley, MacLeod, J McEleny and Robertson voted in favour of the motion which was declared carried.

Decided: that a report be submitted to the next meeting of the Environment & Regeneration Committee exploring all options in relation to the matters raised in the Notice of Motion, having regard to the townscape heritage and needs of businesses.

567 SNP Group – Changes to Committee Membership and Outside Body Representation 567

There was submitted a report by the Corporate Director Environment, Regeneration & Resources requesting the Council to consider a number of changes proposed by the SNP Group to membership of committees and outside bodies.

Decided: that agreement be given to the following changes to SNP Group representation on committees and outside bodies.

Health & Social Care Committee – Councillor C McEleny to be replaced by Councillor Crowther.

Environment & Regeneration Committee – Councillor Crowther to be replaced by Councillor C McEleny.

Inverclyde Alcohol and Drugs Partnership – Councillor MacLeod to be replaced by Councillor Crowther.

Inverclyde Integration Joint Board – Councillor MacLeod to be replaced by Councillor Robertson, with Councillor Crowther as Councillor Robertson's proxy.

River Clyde Homes Board – Councillor C McEleny to be replaced by Councillor Crowther.

THE INVERCLYDE COUNCIL – 27 SEPTEMBER 2018

568 Councillor McCabe – Resignation from Outside Bodies 568

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) advising of Councillor McCabe's resignation from a number of outside bodies and (2) requesting the Council to appoint Members to serve on these outside bodies in his place.

Decided: that the following appointments be made to outside bodies following the resignation of Councillor McCabe:

Greenock Arts Guild Board – Councillor Clocherty.

Kilmacolm Community Centre Co Ltd – Councillor Curley.

River Clyde Homes Board – Provost Brennan.

569 Motion by Poppyscotland's 'Count Them In' Campaign – Request from Councillor McCabe 569

There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising the Council of a request received from Councillor McCabe that consideration be given to a motion from Poppyscotland relative to the organisation's 'Count Them In' Campaign.

Councillor Brooks declared a non-financial interest in this item as a volunteer for Poppyscotland. 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 approval be given to the following motion:

'The Council supports Poppyscotland's 'Count Them In' Campaign which aims to see the inclusion of an Armed Forces question in the next Census in 2021. The Council notes that there is currently very limited information about where our veterans now live and what support they may need and believes that gathering this information through the Census will allow for an improved understanding of this unique community and ensure that the Council, alongside others, can ensure that we are fully meeting the needs of our serving personnel, veterans and their families. The Council therefore instructs the Chief Executive to write to Poppyscotland, the local constituency and regional MSPs within the local authority area to inform them of the Council's support.'

570 Joint Collaboration with West Dunbartonshire Council – Strategic Leadership 570

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) providing an update on the Shared Roads and Transportation Project with West Dunbartonshire Council and (2) outlining the next steps in the process.

Decided:

- (1) that the position in relation to the Shared Roads and Transportation Services as outlined in the report be noted;
- (2) that approval be given to a revised approach involving the progression of a Shared Strategic Lead (Head of Service) leading on collaboration across two separate services in the two Councils as opposed to a shared service;
- (3) that the action to continue with the recruitment of a Strategic Lead Officer as previously agreed by the Council on 22 February 2018 be noted;
- (4) that approval be given to the governance of the revised arrangement which will be through the two Councils within the Shared Service Joint Committee; and
- (5) that it be noted that a meeting of the Shared Service Joint Committee will be organised for a future date to provide an update on revised arrangements and continued discussions on potential joint working with East Dunbartonshire Council.

THE INVERCLYDE COUNCIL – 27 SEPTEMBER 2018

- 571 Treasury Management – Annual Report 2017/18 – Remit from Policy & Resources Committee 571**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Policy & Resources Committee of 7 August 2018 requesting the Council to approve the Treasury Management Annual Report 2017/18.
Decided: that approval be given to the Treasury Management Annual Report 2017/18.
- 572 Proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Gourock, Inverkip and Wemyss Bay) (Waiting Restrictions) (Variation No. 4) Order 2018 – Remit from Environment & Regeneration Committee 572**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 30 August 2018 requesting approval of the proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Gourock, Inverkip and Wemyss Bay) (Waiting Restrictions) (Variation No. 4) Order 2018.
Decided: that the Inverclyde Council approve the making of the Traffic Regulation Order - The Inverclyde Council (Various Roads) (Gourock, Inverkip and Wemyss Bay) (Waiting Restrictions) (Variation No. 4) Order 2018 and that the Head of Environmental & Public Protection and the Head of Legal & Property Services be authorised to take all necessary action in connection therewith.
- 573 Proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Gourock, Inverkip and Wemyss Bay) (Waiting Restrictions) (Variation No. 5) Order 2018 – Remit from Environment & Regeneration Committee 573**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 30 August 2018 requesting approval of the proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Gourock, Inverkip and Wemyss Bay) (Waiting Restrictions) (Variation No. 5) Order 2018.
Decided: that the Inverclyde Council approve the making of the Traffic Regulation Order - The Inverclyde Council (Various Roads) (Gourock, Inverkip and Wemyss Bay) (Waiting Restrictions) (Variation No. 5) Order 2018 and that the Head of Environmental & Public Protection and the Head of Legal & Property Services be authorised to take all necessary action in connection therewith.
- 574 Proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Outer Greenock) (Waiting Restrictions) (Variation No. 8) Order 2018 – Remit from Environment & Regeneration Committee 574**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 30 August 2018 requesting approval of the proposed Traffic Regulation Order – The Inverclyde Council (Various Roads) (Outer Greenock) (Waiting Restrictions) (Variation No. 8) Order 2018.
Decided: that the Inverclyde Council approve the making of the Traffic Regulation Order - The Inverclyde Council (Various Roads) (Outer Greenock) (Waiting Restrictions) (Variation No. 8) Order 2018 and that the Head of Environmental & Public Protection and the Head of Legal & Property Services be authorised to take all necessary action in

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connection therewith.

- 575 Proposed Traffic Regulation Order – The Inverclyde Council Disabled Persons’ Parking Places (On Street) Order No. 2 2018 – Remit from Environment & Regeneration Committee 575**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 30 August 2018 requesting approval of the proposed Traffic Regulation Order – The Inverclyde Council Disabled Persons’ Parking Places (On Street) Order No. 2 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. 2 2018 and that the Head of Environmental & Public Protection and the Head of Legal & Property Services be authorised to take all necessary action in connection therewith.

- 576 Proposed Traffic Regulation Order – The Inverclyde Council Disabled Persons’ Parking Places (On Street) Order No. 3 2018 – Remit from Environment & Regeneration Committee 576**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Environment & Regeneration Committee of 30 August 2018 requesting approval of the proposed Traffic Regulation Order – The Inverclyde Council Disabled Persons’ Parking Places (On Street) Order No. 3 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. 3 2018 and that the Head of Environmental & Public Protection and the Head of Legal & Property Services be authorised to take all necessary action in connection therewith.

- 577 Installation of Memorial Window in the McLean Museum and Art Gallery – Remit from Education & Communities Committee 577**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources on a remit from the Education & Communities Committee of 4 September 2018 requesting the Council, as Trustees of the Watt Institution, to approve the proposed installation of a commemorative stained glass window in the McLean Museum and Art Gallery to recognise Inverclyde’s involvement and sacrifice in the Dardanelles Campaign of World War I, it being noted that all costs for the design, construction and installation of the window will be borne by the Greenock Dardanelles Memorial Fund.

Councillor Moran declared a non-financial interest in the item as a patron of the fundraising committee. 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 the Council, as Trustees of the Watt Institution, approve the proposed installation of a commemorative stained glass window in the McLean Museum and Art Gallery.

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 the following item on the grounds that it contained exempt information as defined in the respective paragraphs of Part I of Schedule 7(A) of the Act as detailed in the relevant Minute.

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Appendices to Minutes

578	General Purposes Board – 13 June 2018	578
	Approved on the motion of Councillor Dorrian.	
579	Appointment Panel – Corporate Director Education, Communities & Organisational Development – 14 June 2018	579
	Approved on the motion of Councillor McCabe.	
580	Appointment Panel – Corporate Director Education, Communities & Organisational Development – 27 June 2018	580
	Approved on the motion of Councillor McCabe.	
581	Policy & Resources Committee – 7 August 2018	581
	Approved on the motion of Councillor McCabe.	
582	General Purposes Board – 8 August 2018	582
	Approved on the motion of Councillor Dorrian.	
583	Audit Committee – 21 August 2018	583
	Approved on the motion of Councillor Rebecchi.	
584	Environment & Regeneration Committee – 30 August 2018	584
	Approved on the motion of Councillor Jackson.	
585	Education & Communities Committee – 4 September 2018	585
	Approved on the motion of Councillor Clocherty.	
586	General Purposes Board – 12 September 2018	586
	Approved on the motion of Councillor Dorrian.	
587	Policy & Resources Committee – 18 September 2018	587
	Approved on the motion of Councillor McCabe.	

AUDIT COMMITTEE – 9 OCTOBER 2018

Audit Committee

Tuesday 9 October 2018 at 3pm

Present: Provost Brennan, Councillors Brooks, Curley, Jackson (for McCabe), McCormick, Crowther (for J McEleny), McVey, Quinn and Rebecchi.

Chair: Councillor Rebecchi presided.

In attendance: Corporate Director Environment, Regeneration & Resources, Chief Internal Auditor, Head of Legal & Property Services, Head of Inclusive Education, Culture & Communities, Ms G Murphy (for Head of Legal & Property Services), Ms D Sweeney (Legal & Property Services), Mr M Thomson (for Chief Financial Officer) and Corporate Communications Manager.

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

588 Apologies, Substitutions and Declarations of Interest 588

Apologies for absence were intimated on behalf of Councillor McCabe, with Councillor Jackson substituting and Councillor J McEleny, with Councillor Crowther substituting, and Councillors Murphy and Nelson.

No declarations of interest were intimated.

589 Internal Audit Progress Report – 30 July to 14 September 2018 589

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 30 July to 14 September 2018.

Decided: that the monitoring report in respect of Internal Audit activity for the period 30 July to 14 September 2018 be noted.

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.

590 Internal Audit Progress Report - Appendix 590

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

Decided: that the appendix be noted.

GENERAL PURPOSES BOARD – 10 OCTOBER 2018

General Purposes Board

Wednesday 10 October 2018 at 3pm

Present: Provost Brennan, Councillors Ahlfeld, Brooks, Crowther, Curley, Dorrian, Jackson, J McEleny, MacLeod, Moran and Quinn.

Chair: Councillor Dorrian presided.

In attendance: Mr D Keenan (for Head of Legal & Property Services) and Ms L Carrick (Legal & Property Services).

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

591 Apologies, Substitutions and Declarations of Interest 591

There were no apologies, substitutions or declarations of interest intimated to the Board.

592 Taxi Fares Review 2018 592

There was submitted a report by the Head of Legal & Property Services requesting the Board to determine the taxi fares and scales following the annual review.

Mr Keenan advised the Board that no objection or representations were received within the statutory time period of one month following the date of advertisement.

Decided: that it be remitted to the Head of Legal & Property Services to make the necessary arrangements to implement the new taxi fares and scales charges.

593 Application for the Grant of a Late Hours Catering Licence 593
McDonalds Restaurants, Greenock Road, Port Glasgow

There was submitted a report by the Head of Legal & Property Services on an application for the grant of a Late Hours Catering Licence by Leven Vale Restaurants Ltd. The application was referred to the Board as the hours applied for were outwith the Council's custom and practice for such licences.

Mr J Guy, Solicitor Advocate, Anderson Strathern was in attendance representing Leven Vale Restaurants Ltd.

Mr Tomlis and Ms McNeil were also in attendance for Leven Vale Restaurants Ltd.

Mr Keenan advised the Board on the background of the report.

The Board heard Mr Guy in support of the application.

Following discussion, Councillor Brooks moved that the application be granted. As an amendment, Councillor Curley moved that the application be refused. On a vote, 4 Members, Councillors Curley, Jackson, Moran and MacLeod voted in favour of the amendment and 5 Members, Councillors Brooks, Crowther, Dorrian, J McEleny and Quinn voted in favour of the motion which was declared carried.

Councillors Ahlfeld and MacLeod abstained from voting.

Decided: that the application be granted.

HEALTH & SOCIAL CARE COMMITTEE – 11 OCTOBER 2018

Health & Social Care Committee

Thursday 11 October 2018 at 1pm

Present: Provost Brennan (for Councillor McCabe), Councillors Wilson (for Brooks), Crowther, Dorrian, Jackson, MacLeod, McKenzie, Moran, Quinn and Rebecchi.

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 & Criminal Justice, Service Manager (Assessment & Care), Ms F McLaren (for Chief Financial Officer), Ms V Pollock (for Head of Legal & Property Services) and Ms S Lang (Legal & Property Services).

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

594 **Apologies, Substitutions and Declarations of Interest** 594

Apologies for absence were intimated on behalf of Councillor Brooks, with Councillor Wilson substituting, Councillor McCabe, with Provost Brennan substituting, and Councillor Robertson.

Councillor MacLeod declared an interest in Agenda Item 12 (Governance of HSCP Commissioned External Organisations).

595 **Revenue and Capital Budget Report – 2018/19 Revenue Projected Outturn as at 31 August 2018** 595

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership and the Chief Financial Officer on the projected outturn on Revenue and Capital for 2018/19 as at 31 August 2018.

(Councillor Quinn entered the meeting during consideration of this item of business).

Decided:

- (1) that the projected underspend of £80,000 in the current year Revenue Budget as at 31 August 2018 be noted;
- (2) that the virements listed in Appendix 6 be approved;
- (3) that the current projected Capital position be noted; and
- (4) that the current Earmarked Reserves position be noted.

596 **HSCP Annual Complaint Report 2017 – 2018** 596

There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the Committee of the annual performance of Health and Statutory Social Work complaints within Inverclyde Health & Social Care Partnership.

Decided: that the annual performance of the Inverclyde HSCP Integrated Complaints Procedure be noted.

HEALTH & SOCIAL CARE COMMITTEE – 11 OCTOBER 2018

- 597 HSCP Advice Service Biennial Report 2016/18 597**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership (1) providing an update on the activities of Inverclyde HSCP Advice Service and (2) highlighting the different ways in which Social Security benefit, money and debt advice and assistance have been provided to the citizens of Inverclyde.
- Decided:**
- (1) that the contents of the HSCP Advice Service Biennial Report 2016/18 be agreed for publication on the Council's website; and
- (2) that the Committee's appreciation be conveyed to all relevant staff for the results achieved in the reporting period.
- 598 Inspection of Residential Children's Services 598**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the Committee of the outcome of the Care Inspectorate unannounced inspection of Kylemore residential childcare service completed on 17 August 2018. The report advised that the Service had achieved a grade of 6 (excellent) for Care and Support and 6 for Environment.
- Decided:**
- (1) that the outcome of the inspection report be noted; and
- (2) that the Committee's appreciation for the grades achieved be conveyed to all the staff and young people involved.
- 599 Scoping of the Care Homes Market 599**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing (1) an overview of the current nursing and residential care home market within Inverclyde, (2) an update on the feasibility of constructing and running a care home as an in-house provision, and (3) an overview of the current issues in relation to the provision of nursing and residential care home places in Inverclyde.
- Decided:**
- (1) that the contents of the report and the outcome of the feasibility study into the provision of long term care for older people be noted;
- (2) that agreement be given to the recommendation not to pursue the development of a Council facility at this time; and
- (3) that a report be submitted to the Committee in early 2019 on measures to counteract social isolation experienced by older people in the community, the report to include an evaluation of any programmes already in place.
- 600 Inverclyde HSCP Strategic Plan 2019 – 2022 600**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership on the proposed process for developing the second Inverclyde HSCP Strategic Plan which requires to be approved by the Integration Joint Board before the end of March 2019.
- Decided:** that the proposed approach to developing the second HSCP Strategic Plan as detailed in the report be noted.

HEALTH & SOCIAL CARE COMMITTEE – 11 OCTOBER 2018

- 601 Five Year Mental Health Strategy 601**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership (1) on the development of a whole system five year strategy for Mental Health Services and (2) advising of the new Mental Health monies available and the plan for the use of these monies.
- Decided:**
- (1) that the report and proposals outlined in the accompanying Action 15 Plan for Inverclyde be noted;
 - (2) that agreement be given to the strategic direction outlined in the Action 15 Implementation Plan; and
 - (3) that a further report be submitted to the Committee on Mental Health and Wellbeing, including information on any established correlation between Mental Health and Welfare Reform.
- 602 Big Lottery: Women’s Project Update 602**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the progress of Inverclyde HSCP Women’s Project following the receipt of Big Lottery Early Action Systems Change Fund in the category of Women and Criminal Justice.
- Decided:**
- (1) that the contents of the report and the strategic direction presented for taking forward the Women’s Project be agreed;
 - (2) that a further report be submitted to the Committee providing an update on the progress of the project; and
 - (3) that delegated authority be granted to the Chief Social Work Officer to submit a delivery plan to the Big Lottery in November 2018.
- 603 Transport Resilience – Adverse Weather 603**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update in relation to the key learning from the adverse weather conditions during the winter period, including resilience across the HSCP services in respect of 4x4 transport.
- Decided:**
- (1) that approval be given to a review of current vehicle stock across the HSCP with a view to securing an appropriate number of vehicles with 4x4 capability within the available budget and that training be provided to relevant staff as appropriate; and
 - (2) that the efforts made by staff to continue to provide services across Inverclyde during the adverse weather be noted.
- 604 Standard Operating Procedure for the Provision of Christmas Lunch/Dinner or Vouchers 604**
- There was submitted a report by the Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the Committee of the standard operating procedure for the annual provision of Christmas lunch/dinner or vouchers to vulnerable groups of people living within the Inverclyde area.
- Decided:** that agreement be given to the standard operating procedure for the provision

HEALTH & SOCIAL CARE COMMITTEE – 11 OCTOBER 2018

of Christmas lunch/dinner or vouchers for Inverclyde's older people as set out in the report, subject to transitional arrangements being approved at the discretion of the Chief Officer, Inverclyde Health & Social Care Partnership to ensure continuity for as yet non-constituted clubs or organisations for the Christmas 2018 arrangements.

Councillor Wilson left the meeting at this juncture.

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.

605 Governance of HSCP Commissioned External Organisations**605**

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.

Councillor MacLeod declared a non-financial interest in this item as a Non-Executive Director of Parklea Association. 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:

- (1) that the governance report as set out in Appendix 1 covering the period 21 July to 7 September 2018 be noted; and
- (2) that Members acknowledge that Officers regard the control mechanisms in place through the governance meetings as sufficiently robust to ensure ongoing quality and safety and the fostering of a commissioning culture of continuous improvement.

ENVIRONMENT & REGENERATION COMMITTEE – 25 OCTOBER 2018

Environment & Regeneration Committee

Thursday 25 October 2018 at 3pm

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

Chair: Councillor McCormick presided.

In attendance: Corporate Director Environment, Regeneration & Resources, Head of Legal & Property Services, Mr A McClintock and Ms D Sweeney (Legal & Property Services), Ms M McCabe (for Chief Financial Officer), Head of Regeneration & Planning, Mr A Williamson (Regeneration & Planning), Head of Environmental & Public Protection, Mr K Lang, Mr S Walker, Mr D Hall and Ms R Dillon (Environmental & Public Protection) and Corporate Communications Manager.

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

606 Apologies, Substitutions and Declarations of Interest

606

No apologies for absence were intimated.

Declarations of interest were intimated as follows:

Agenda Item 4 (Town and Villages Environmental Improvements Update) – Councillors Clocherty, McKenzie and Nelson.

Agenda Item 6 (Scheme of Assistance (Section 72 Statement) – Updated Statement) – Councillor Curley

Agenda Item 10 (Loading and Servicing Arrangements for Town Hall) – Councillors Clocherty, Ahlfeld, Brooks and J McEleny.

Agenda Item 14 (Workforce Development Update) – Councillor Ahlfeld.

Agenda Item 16 (Clune Park Masterplan) – Councillors Curley and Brooks.

607 Environment & Regeneration 2018/19 Revenue Budget – Period 5 (31 August 2018)

607

There was submitted a report by the Chief Financial Officer and the Corporate Director Environment, Regeneration & Resources advising the Committee of the 2018/19 Revenue Budget position at Period 5 to 31 August 2018.

Decided:

(1) that the Committee note the current projected overspend for 2018/19 of £112,000 as at 31 August 2018; and

(2) that the Committee note that the Corporate Director Environment, Regeneration & Resources has met with the Heads of Service in order to develop a plan to manage spend, with minimum impact on service delivery, in order to bring the Committee back on budget by the end of the financial year.

ENVIRONMENT & REGENERATION COMMITTEE – 25 OCTOBER 2018

608 Environment & Regeneration Capital Programme 2018/19 – 2020/21 - Progress**608**

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 2018/21 Capital Programme and the progress on the specific projects as detailed in Appendices 1 and 2 of the report;
- (2) that the Committee note the re-allocation of funds in respect of the Carriageway Glazed Roof and Lady Octavia Recreation Centre/Bridgend Road as detailed in the report; and
- (3) that the Committee note the current City Deal progress as detailed in section 7 and Appendix 3 of the report.

609 Towns and Villages Environmental Improvements Update**609**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval for the second phase of the Towns and Villages Environmental projects funded from the £2.5m award.

Councillors Clocherty, McKenzie and Nelson 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.

Following discussion, Councillor Brooks moved that the recommendations contained in the report be approved, subject to deletion of the project proposal at paragraph 5.0, pending a report for further consideration on increasing or maintaining parking provision within Greenock Town Centre.

As an amendment, Councillor McCormick moved that the Committee (1) note the progress in respect of the Towns and Villages projects in Greenock, Gourock and Port Glasgow, (2) agree that the projects listed at sections 5, 6 and 7 of the report be approved as Town Centre priority projects and (3) approve the expenditure set out in paragraph 8.2 of the report.

On a vote, 1 Member, Councillor Brooks, voted in favour of the motion and 10 Members, Councillors Ahlfeld, Clocherty, Curley, Jackson, McCabe, McCormick, C McEleny, J McEleny, McKenzie and Nelson, voted in favour of the amendment which was declared carried.

Decided:

- (1) that the Committee note the progress in respect of the Towns and Villages projects in Greenock, Gourock and Port Glasgow;
- (2) that the Committee agree that the projects listed at sections 5, 6 and 7 of the report be approved as Town Centre priority projects; and
- (3) that the Committee approve the expenditure set out in paragraph 8.2 of the report.

ENVIRONMENT & REGENERATION COMMITTEE – 25 OCTOBER 2018

610 West of Scotland RRP Mutual Aid Memorandum of Understanding 610

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) updating the Committee on the current status of the Mutual Aid Agreement between member authorities in the West of Scotland Regional Resilience Partnership and (2) seeking approval for the Memorandum of Understanding to be taken forward on the same basis as the predecessor agreement covering the Strathclyde Emergency Co-ordinating Group.

Decided: that the Committee approve the West of Scotland Regional Resilience Partnership Mutual Aid Memorandum of Understanding as detailed in the report.

611 Scheme of Assistance (Section 72 Statement) – Updated Statement 611

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval for the updated Scheme of Assistance, the purpose of which is to provide home owners and, where relevant, tenants in private property in Inverclyde with relevant information, advice and assistance in line with the requirements of Section 72 of the Housing (Scotland) Act 2006.

Councillor Curley declared a non-financial interest in this item as a private landlord. 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:

- (1) that the Committee note the requirement of Section 72 of the Housing (Scotland) Act 2006 for local authorities to have a Scheme of Assistance;
- (2) that the Committee approve the updated Scheme of Assistance as set out in Appendix 1 of the report;
- (3) that the Committee agree that the Scheme of Assistance be updated to include reference to a Rent Deposit Guarantee Scheme, when approved;
- (4) that the Committee agree that the Scheme of Assistance be updated to reflect the changes to Care and Repair from April 2019; and
- (5) that it be remitted to the Head of Environmental & Public Protection to submit a report on the progress of the landlord registration scheme to the next meeting of the Committee.

612 Kirn Drive Civic Amenity Site 612

There was submitted a report by the Corporate Director Environment, Regeneration & Resources providing additional information on the closure of the Kirn Drive Civic Amenity site to facilitate the demolition of the depot building and the decontamination and removal of the redundant fuel facility, in response to the remit from the Committee of 30 August 2018.

Decided:

- (1) that the Committee note the conclusions in the report;
- (2) that the Head of Environmental & Public Protection be authorised to progress with Phases 1 and 2 of the project; and
- (3) that any temporary alternative locations as may be identified be reported to the Committee.

ENVIRONMENT & REGENERATION COMMITTEE – 25 OCTOBER 2018

613 Provision of New Bus Shelters under the SPT Quality Bus Corridor Budget 2018/19 613

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) seeking approval for the installation of four new bus shelters as part of the SPT Quality Bus Corridor Budget for 2018/19 and (2) requesting the Committee to note the additional revenue maintenance costs that will be funded by the Council.

Decided:

- (1) that the Committee approve the provision of new shelters at the four proposed locations detailed in the report and note that the associated annual maintenance costs will be vired from the Road Client Budget (Road Marking Studs and Traffic Signs) into the Bus Shelter Maintenance Budget; and
- (2) that the Committee note the position regarding new bus shelter installations from 2018/19.

614 Parking Enforcement 614

There was submitted a report by the Corporate Director Environment, Regeneration & Resources providing an update on parking enforcement within Inverclyde in response to the remit from the Committee of 30 August 2018.

Decided:

- (1) that the Committee note the contents of the report;
- (2) that a public consultation be undertaken and that this include feedback from consultation with local Ward Members, local businesses, relevant community groups, residents and other relevant parties on their views regarding the removal of the requirement to display parking discs in Ward 5 Inverclyde West (Gourock), with existing rules regarding length of stay on-street and off-street continuing and that the outcome of the consultation be reported to a future meeting of the Committee for consideration;
- (3) that, in terms of timescales to be agreed by the Committee following advice from Officers, a public consultation be undertaken, that they include feedback from consultation with local Ward Members, local businesses, relevant community groups, residents and other relevant parties on their views regarding the removal of the requirement to display parking discs in Greenock Town Centre, and that the report on this include the financial implications of such removal; and
- (4) that Officers consult with Ward Councillors on any proposed areas which are considered viable for the introduction of resident parking schemes and that a report be submitted to the Committee in due course.

615 Loading and Servicing Arrangements for Greenock Town Hall 615

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) providing information on servicing access to Greenock Town Hall following the remit from Inverclyde Council on 27 September 2018 and (2) making a recommendation in this regard.

Councillors Ahlfeld, Brooks, Clocherty and J McEleny declared a non-financial interest in this item as Board Members 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.

ENVIRONMENT & REGENERATION COMMITTEE – 25 OCTOBER 2018

Following discussion, Councillor Ahlfeld moved that fob access to the carriageway at Greenock Town Hall be granted to any contractor, subject to such access being for one contractor's vehicle at a time.

As an amendment Councillor Clocherty moved (1) that Town Hall caterers be given access to Drummers Close and the Councillors' car park to assist with loading and unloading and (2) that the position be reviewed following a period of implementation to determine if further action is required.

On a vote, 4 Members, Councillors Clocherty, Curley, McCabe and McCormick, voted in favour of the amendment and 7 Members, Councillors Ahlfeld, Brooks, Jackson, C McEleny, J McEleny, McKenzie and Nelson, voted in favour of the motion which was declared carried.

Decided: that fob access to the carriageway at Greenock Town Hall be granted to any contractor, subject to such access being for one contractor's vehicle at a time.

616 **Proposed Consultation on the Removal of Core Path 26b 'South of Berryards' from the Core Paths Plan** 616

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval to consult on a proposal to remove Core Path 26b 'South of Berryards' from the Core Paths Plan.

Decided: that the Committee approve a public consultation on the proposal to remove Core Path 26b from the Core Paths Plan.

617 **Proposed Traffic Regulation Order – The Inverclyde Council, Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018** 617

There was submitted a report by the Corporate Director Environment, Regeneration & Resources recommending the making of a Traffic Regulation Order – The Inverclyde Council Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018.

Decided: that the Inverclyde Council be recommended to make the proposed Traffic Regulation Order – The Inverclyde Council Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018 and that it be remitted to the Head of Environmental & Public Protection and the Head of Legal & Property Services to arrange for implementation of the Order.

618 **Inverclyde Local Development Plan** 618

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) advising the Committee of responses received to the consultation on the Inverclyde Local Development Plan: Proposed Plan (2018) and (2) providing the Committee with notice of the 'Schedule 4s' (summaries of the representations received relative to the Plan and the Council response to these) for submission to the Scottish Government for examination.

Decided:

- (1) that the Committee grant delegated authority to the Head of Regeneration & Planning to submit the Proposed Plan to the Scottish Government for examination; and
- (2) that the Committee approve Appendix 1 to the report as modifications to the Plan which are acceptable to Inverclyde Council.

ENVIRONMENT & REGENERATION COMMITTEE – 25 OCTOBER 2018

619 Workforce Development Update**619**

There was submitted a report by the Head of Regeneration & Planning providing an update on the Council's services and contracts relating to Workforce Development. Councillor Ahlfeld declared a non-financial interest in this item as a Board Member of Inverclyde Community Development Trust. 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:

- (1) that the Committee note the services that are offered and the current contracted and in-house service performance, as detailed in the report; and
- (2) that it be remitted to the Corporate Director Environment, Regeneration & Resources to provide the Committee with regular updates on Workforce Development.

620 Glasgow City Deal – Inverkip (Iberdrola/Scottish Power)**620**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) advising the Committee of revised access arrangements and road improvements on the A78 in respect of the Inverkip former Power Station City Deal Project and (2) seeking approval of the Final Business Case to reflect the revised access and road improvements on the A78, as agreed between Transport Scotland and Iberdrola.

Decided:

- (1) that Councillors McCabe and C McEleny write jointly to the Cabinet Secretary for Transport, Infrastructure and Communities with a request that he visit Inverclyde to view the site at Inverkip and to review the A78 road improvements; and
- (2) that pending the outcome of the request set out in (2) above, the report be continued for further consideration.

621 Clune Park Masterplan**621**

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval of the proposals for the Clune Park area, as set out in the Clune Park Masterplan.

Councillors Curley and Brooks declared a non-financial interest in this item as Board Members of River Clyde Homes and Councillor Curley also declared a non-financial interest as a private landlord. Both Councillors formed the view that the nature of their interests 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 approve the proposals for the future development of the Clune Park area as set out in the Clune Park Masterplan and detailed in Appendix 1 of the report, as the vision for the redevelopment of the Clune Park area; and
- (2) that the Council engage with its partners including River Clyde Homes and the Scottish Government, with a view to exploring options for delivery of the proposals.

622 Save Inchgreen Dry Dock Campaign

622

There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising the Committee (1) of the extent of Peel Ports' ownership of the Inchgreen area and other areas at Inverclyde Waterfront and (2) of any opportunities in current and future Scottish legislation relative to options for public or community ownership of the Inchgreen site, all in terms of the remit from the Petitions Committee of 17 May 2018.

Following discussion, Councillor Brooks moved:

- (1) that the Committee note the extent of ownership at Inchgreen specifically and Inverclyde Waterfront generally, confirmed to Officers by Peel Ports – Clydeport and by Peel Land and Property;
- (2) that the Committee note the position relative to bringing the site into public or community ownership; and
- (3) that the Committee note the ongoing Officer engagement with both Peel Ports – Clydeport and Peel Land and Property.

As an amendment, Councillor Clocherty moved:

- (1) that the Committee note the extent of ownership at Inchgreen specifically and Inverclyde Waterfront generally, confirmed to Officers by Peel Ports – Clydeport and by Peel Land and Property;
- (2) that this Council recognise that Inchgreen Dry Dock is in private ownership and under-utilised and this Council calls upon the Scottish Government to engage with the dock owners to secure the assets for the nation, thus facilitating full use of the dock for the benefit of Inverclyde and Scotland; and
- (3) that the Committee note the ongoing Officer engagement with both Peel Ports – Clydeport and Peel Land and Property.

On a vote, 1 Member, Councillor Brooks, voted in favour of the motion and 10 Members, Councillors Ahlfeld, Clocherty, Curley, Jackson, McCabe, McCormick, C McEleny, J McEleny, McKenzie and Nelson voted in favour of the amendment which was declared carried.

Decided:

- (1) that the Committee note the extent of ownership at Inchgreen specifically and Inverclyde Waterfront generally confirmed to Officers by Peel Ports – Clydeport and by Peel Land and Property;
- (2) that this Council recognises that Inchgreen Dry Dock is in private ownership and under-utilised and this Council calls upon the Scottish Government to engage with the dock owners to secure the assets for the nation, thus facilitating full use of the dock for the benefit of Inverclyde and Scotland;
- (3) that the Committee note the ongoing Officer engagement with both Peel Ports – Clydeport and Peel Land and Property; and
- (4) that it be remitted to the Corporate Director Environment, Regeneration & Resources to submit a report to the next meeting of the Committee on Riverside Inverclyde's Waterfront land holdings and the background thereto.

Councillor C McEleny left the meeting at this juncture.

623 Care and Repair Saving Update

623

It was agreed that this item be withdrawn from the agenda.

624 Proposed Traffic Regulation Order – Disabled Person’s Parking Place (On Street) Order No 2A 2018 624

There was submitted a report by the Corporate Director Environment, Regeneration & Resources (1) informing the Committee of the outcome of the consultation procedure undertaken relative to the Traffic Regulation Order (TRO) associated with a disabled person’s parking space entitled ‘The Inverclyde Council Disabled Person’s Parking Place (On-Street) Order No. 2A 2018 during which 3 maintained objections had been received and (2) seeking the Committee’s decision on whether these should be heard by the Committee or by an independent reporter.

Decided:

- (1) that the Committee note the requirement to hold a public hearing to consider the maintained objections in relation to the TRO; and
- (2) that these be heard at a special meeting of the Committee on a date to be determined in consultation with the Convener.

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	Paragraph(s)
Clune Park Regeneration Plan Progress Report: Update on Current Actions	6, 8, 9, 12 & 13
Service of Closing Orders under the Housing (Scotland) Act 1987	6, 12, & 13
Property Assets Management Report	6 & 9
Retail Units - Cathcart Street, Greenock	2, 6 & 9
Retail Unit – Belville Street, Greenock	2, 6 & 9
Materials Recycling Facility – Outcome of Haulage and Sort Tender	6 & 8

625 Clune Park Regeneration Plan Progress Report: Update on Current Actions 625

There was submitted a report by the Head of Environmental & Public Protection updating the Committee on the current actions to implement the Council’s decisions on the Clune Park Estate and the Committee agreed to the action recommended, all as detailed in the appendix.

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- 626 Service of Closing Orders under the Housing (Scotland) Act 1987 626**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking Committee approval to serve Closing Orders under Section 114 of the Housing (Scotland) Act 1987 on several flats which are below the Tolerable Standard in tenement buildings at 2, 4 and 6 Clune Park Street, Port Glasgow.
- Decided:**
- (1) that the Committee approve the making of Closing Orders under Section 114 of the Housing (Scotland) Act 1987, as amended, in respect of the 8 flats, as detailed in Appendix 1 to the report, contained within buildings at 2, 4 and 6 Clune Park Street, Port Glasgow; and
- (2) that in the event of no appeals being submitted or appeals not being upheld by the Sheriff Court, the Committee approve the making of Demolition Orders under Section 120 and 115 of the Housing (Scotland) Act 1987, as amended, in respect of the buildings at 2, 4 and 6 Clune Park Street, Port Glasgow.
- 627 Property Assets Management Report 627**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources making recommendations in respect of a number of property assets and the Committee agreed to the action recommended, all as detailed in the appendix.
- 628 Retail Units - Cathcart Street, Greenock 628**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval to grant a lease and approve renunciation of a lease relative to separate premises at Cathcart Street, Greenock and the Committee agreed to the action recommended, all as detailed in the appendix.
- 629 Retail Unit – Belville Street, Greenock 629**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval to assign the lease of premises at Belville Street, Greenock and the Committee agreed to the action recommended, all as detailed in the appendix.
- 630 Materials Recycling Facility – Outcome of Haulage and Sort Tender 630**
- There was submitted a report by the Corporate Director Environment, Regeneration & Resources updating the Committee on the tender for haulage and sorting of dry mixed recyclates and the Committee agreed to the action recommended, all as detailed in the appendix.

EDUCATION & COMMUNITIES COMMITTEE – 30 OCTOBER 2018

Education & Communities Committee

Tuesday 30 October 2018 at 2pm

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

Chair: Councillor Clocherty presided.

In attendance: Corporate Director Education, Communities & Organisational Development, Head of Inclusive Education, Culture & Communities, Service Manager (Community Learning & Development, Community Safety & Resilience and Sport), Mr I Cameron (for Chief Financial Officer), Education & Exchequer Finance Manager, Service Manager (Libraries, Education Development & Arts), Ms G Murphy (for Head of Legal & Property Services), Ms S Lang (Legal & Property Services), Acting Head of Education and Property Services Manager.

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

631 Apologies, Substitutions and Declarations of Interest 631

Apologies for absence were intimated on behalf of Provost Brennan, with Councillor Moran substituting, Councillor C McEleny, with Councillor Crowther substituting, and Ms A McMillan.

Declarations of interest were intimated as follows:

Agenda Item 4 (Governance of Community Halls) – Councillors Curley, Moran and Wilson.

Agenda Item 6 (Heritage Hub Timeline) – Councillors Moran and Quinn.

632 Communities 2018/19 Revenue Budget – Period 5 to 31 August 2018 632

There was submitted a report by the Chief Financial Officer and Corporate Director Education, Communities & Organisational Development on the position of the 2018/19 Communities Revenue Budget as at Period 5 to 31 August 2018.

Decided:

- (1) that the current projected overspend of £13,000 in the 2018/19 Communities Revenue Budget as at Period 5 to 31 August 2018 be noted;
- (2) that it be noted that the projected overspend in the Communities Revenue Budget is being contained within the overall Education & Communities Directorate; and
- (3) that it be noted that a report on options to address the shortfall in Whinhill Golf Course income will be submitted to the next meeting of the Committee.

633 Communities Capital Programme 2018 – 2021 - Progress 633

There was submitted a report by the Head of Inclusive Education, Culture & Communities and Chief Financial Officer (1) on the status of the projects forming the Communities Capital Programme 2018/21 and (2) highlighting the overall financial

position.

Decided: that the progress of the specific projects detailed in Appendix 1 of the report be noted.

634 Governance of Community Halls

634

There was submitted a report by the Head of Inclusive Education, Culture & Communities (1) advising the Committee of the current arrangements for the governance of community halls managed on behalf of the Council by Inverclyde Leisure and local community groups and (2) outlining proposals to achieve a consistency of approach to governance across all of Inverclyde's community assets by taking account of advice published in Audit Scotland's report into the management of Arm's-Length External Organisations (ALEOs).

Councillor Moran declared a non-financial interest in this item as a member of Boglestone Community Association and Councillors Curley and Wilson declared non-financial interests as members of both Boglestone Community Association and Kilmacolm Community Centre Co Ltd. All 3 Members formed the view that the nature of their interests 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 issues identified in the report around the current governance model for self-managed community facilities be noted;
- (2) that agreement be given to the amendments to the governance model for self-managed community facilities as outlined in Section 7 of the report;
- (3) that it be agreed to undertake a review of the outlined governance arrangements to develop a model that is proportionate, coherent and provides a consistency of approach; and
- (4) that a report be submitted to the Committee on Inverclyde Leisure's support and promotion of community centres in Inverclyde.

635 Crawl Space Access to Inverclyde Academy Pitches

635

There was submitted a report by the Corporate Director Education, Communities & Organisational Development (1) providing an update on the provision of a crawl hole at Inverclyde Academy 3G pitch following a one year trial and (2) advising the Committee of one significant incident of vandalism to the pitch during that period.

Following discussion, Councillor Clocherty moved:-

- (1) that the trial of a crawl hole at the Inverclyde Academy 3G pitch be extended for a 6 month period with the proviso that the trial can be suspended in the event of any further significant damage to the pitch; and
- (2) that a report be submitted to the Committee in due course reviewing the position of all pitches within Inverclyde and their suitability for community use.

As an amendment, Councillor Wilson moved that there be no extension to the trial of the crawl hole at Inverclyde Academy 3G pitch and that use of the crawl hole cease immediately.

On a vote, 1 Member, Councillor Wilson, voted in favour of the amendment, and 10 Members, Councillors Clocherty, McCabe, Moran, Murphy, McVey, Quinn, Crowther, Curley, MacLeod and Robertson, voted in favour of the motion which was declared carried.

Decided:

- (1) that the trial of a crawl hole at the Inverclyde Academy 3G pitch be extended for a 6 month period with the proviso that the trial can be suspended in the event of any

EDUCATION & COMMUNITIES COMMITTEE – 30 OCTOBER 2018

further significant damage to the pitch; and

(2) that a report be submitted to the Committee in due course reviewing the position of all pitches within Inverclyde and their suitability for community use.

636 Ward 7 Community Facilities Review

636

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing the Committee with an update on progress in relation to (a) consultations with the community with a view to establishing a constituted management committee for the Grieve Road Community Centre (b) progress with the potential for reconfiguring the facilities at the Centre and carrying out internal decoration works and (c) discussions which have taken place with Oak Tree Housing Association regarding a potential future asset transfer of the Paton Street facility.

Councillor McVey moved that Standing Orders be suspended to allow the Committee to reconsider the decision made at its meeting on 4 September 2018 with a view to re-opening the Paton Street Community Facility and investing in the upgrading of the facility. 6 Members, Councillors McVey, Quinn, Crowther, Curley, MacLeod and Robertson, voted in favour of the suspension of Standing Orders. This number did not achieve the two thirds of Members present and voting required for the motion to be successful.

Decided:

(1) that the position regarding the establishing of a management committee for the Grieve Road Community Facility be noted;

(2) that the reconfiguring of the layout of Grieve Road Community Facility be noted; and

(3) that the discussions with Oak Tree Housing regarding a future potential asset transfer of the Paton Street Community Facility be noted.

637 Heritage Hub Timeline

637

There was submitted a report by the Corporate Director Education, Communities & Organisational Development informing the Committee of the timescales in respect of the closure of the temporary 'pop up' library, archive and museum in Cathcart Street (the Heritage Hub), the reinstatement of the Watt Library, Inverclyde Archives and the McLean Museum and Art Gallery in the Watt Complex in Kelly Street and the re-opening of the latter building to the public.

Councillor Moran declared a non-financial interest in this item as a patron of the Dardanelles Window Fundraising Committee and Councillor Quinn declared a non-financial interest as the Chair of Gourrock Heritage and Arts. Both Members formed the view that the nature of their interests 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 likely timescales for the closure of the Heritage Hub, the reinstatement of the Watt Library, Inverclyde Archives and McLean Museum and Art Gallery and the re-opening of the Watt Complex to the public; and

(2) that the report be referred to the Inverclyde Council as Trustees of the Watt Institution for approval of the proposals in respect of the Watt Complex.

Councillor Wilson left the meeting at this juncture.

It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act

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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 6 of Part I of Schedule 7(A) of the Act.

638 Branchton Community Centre – Update on Progress 638

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing an update on the position relative to Branchton Community Centre and the Committee agreed to note the information provided in the report with a further update being provided to the next meeting, all as detailed in the appendix.

The Communities business concluded at 3.55pm. The Committee commenced consideration of the Education items of business at 4.00pm with Rev. Donaldson, Rev. Burt, Mrs Gilpin and Ms McEwan joining the meeting. All of the Elected Members returned to the meeting with the exception of Councillor Murphy.

639 Education Scotland Report on Gourock Primary School 639

There was submitted a report by the Corporate Director Education, Communities & Organisational Development advising the Committee of the Education Scotland external inspection of Gourock Primary School. The report advised that in relation to the Indicators of Quality, Education Scotland had assessed the school as excellent for Leadership of Change and Ensuring Wellbeing, Equality and Inclusion and very good for Learning, Teaching and Assessment and Raising Attainment and Achievement. The Committee heard from the Head Teacher, Ms Patricia Robertson, in relation to the inspection report and inspection process along with four Primary 6 and 7 pupils who also answered questions from Members.

Decided:

- (1) that the Committee note the Education Scotland report on Gourock Primary School; and
- (2) that the Committee's congratulations be extended to all staff and pupils for the results achieved.

640 October 2018 Progress Report following Education Scotland's May 2016 Inspection of Craigmarloch School 640

There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing an update on the progress being made within Craigmarloch School in response to the Education Scotland inspection report published in May 2016

Decided:

- (1) that the further progress made since the previous report to the September 2017 meeting of the Committee be noted; and
- (2) that it be agreed that as officers are fully satisfied with the improvements made by the school, there is no requirement for further reporting to the Committee.

641 Education 2018/19 Revenue Budget – Period 5 to 31 August 2018 641

There was submitted a report by the Chief Financial Officer and Corporate Director Education, Communities & Organisational Development on the position of the 2018/19

EDUCATION & COMMUNITIES COMMITTEE – 30 OCTOBER 2018

Education Revenue Budget as at Period 5 to 31 August 2018.

Decided: that the current projected underspend of £90,000 in the 2018/19 Education Revenue Budget as at Period 5 to 31 August 2018 be noted.

642 Education Capital Programme 2018 – 2021 - Progress 642

There was submitted a report by the Corporate Director Education, Communities & Organisational Development (1) on the status of the projects forming the Education Capital Programme and (2) highlighting the overall financial position.

Decided: that the progress of the specific projects detailed in appendix 1 be noted.

643 Update on the Glasgow City Region Improvement Collaborative: Phase 2 Improvement Plan 643

There was submitted a report by the Corporate Director Education, Communities & Organisational Development (1) providing an update on progress to date with the Glasgow City Region Improvement Collaborative known as the West Partnership and (2) informing the Committee of the West Partnership's Phase 2 Improvement Plan.

Decided: that the progress to date with the West Partnership's Phase 2 Improvement Plan be noted.

644 Pregnancy and Parenthood in Young People Strategy - Improvement Plan 644

There was submitted a report by the Corporate Director Education, Communities & Organisational Development (1) informing the Committee of the local implementation of the Scottish Government's Pregnancy and Parenthood in Young People Strategy and (2) requesting endorsement of the proposed direction of travel adopted in the associated Improvement Plan for a community planning approach.

Decided:

(1) that the contents of the report (1) and the final draft of the local Improvement Plan be endorsed; and

(2) that it be agreed that, once approved, the Plan be submitted to the Inverclyde Alliance for final approval.

645 Inverclyde Secondary Schools Health and Wellbeing Survey 645

There was submitted a report by the Corporate Director Education, Communities & Organisational Development (1) advising the Committee of the Inverclyde Secondary Schools Health and Wellbeing survey and (2) seeking approval of the direction of travel as set out in the report.

Decided:

(1) that the contents of the report and the direction of travel detailed therein be approved; and

(2) that progress reports be submitted to the Committee when available.

646 Active Schools Performance – August 2018 646

There was submitted a report by the Corporate Director Education, Communities & Organisational Development informing the Committee of the Active Schools Team performance in the school year 2017-18.

Decided: that the contents of the report be noted.

EDUCATION & COMMUNITIES COMMITTEE – 30 OCTOBER 2018

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| 647 | English for Speakers of Another Language (ESOL) - Update | 647 |
| | <p>There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing an overview of English for Speakers of Another Language (ESOL) provision within Inverclyde, including the impact on the refugee ESOL learners attending community based provision within Community Learning and Development.</p> <p>Decided: that the ESOL provision as set out in the report be endorsed.</p> | |
| 648 | Update on the Use of the Pupil Equity Fund | 648 |
| | <p>There was submitted a report by the Corporate Director Education, Communities & Organisational Development providing an update on the use of the Pupil Equity Fund (PEF) within Inverclyde Schools.</p> <p>Decided: that the contents of the report be noted.</p> | |
| 649 | Online School Payments – Moving Towards a Cashless Environment in Inverclyde Schools | 649 |
| | <p>There was submitted a report by the Corporate Director Education, Communities & Organisational Development seeking approval to remove cash payments for school meals, and school trips as appropriate, from primary schools starting on 19 August 2019.</p> <p>Decided:</p> <p>(1) that approval be given to the removal of cash payments for school meals, and school trips as appropriate, from primary schools starting on 19 August 2019; and</p> <p>(2) that it be noted that a review of secondary school ParentPay usage will be carried out during session 2018/19 to assess the feasibility of moving to a cashless environment and that the outcome of the review will be submitted to the Committee for consideration.</p> <p>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 of Part I of Schedule 7(A) of the Act.</p> | |
| 650 | Use of Powers Delegated to the Chief Executive – St Mary’s Primary School Refurbishment and Extension | 650 |
| | <p>There was submitted a report by the Corporate Director Education, Communities & Organisational Development and Chief Financial Officer advising the Committee of the use of the powers delegated to the Chief Executive (emergency powers) to issue an instruction in respect of the acceptance of the most economically advantageous tender for the comprehensive refurbishment and extension of St Mary’s Primary School.</p> <p>Decided: that the use of the emergency powers procedure be noted.</p> | |

LOCAL REVIEW BODY – 7 NOVEMBER 2018

Local Review BodyWednesday 7 November 2018 at 4pm

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

Chair: Councillor Nelson presided.

In attendance: Mr A Williamson (Planning Adviser), Mr J Kerr (Legal Adviser) and Ms K Macvey (Legal and Property Services).

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

651 APOLOGIES, SUBSTITUTIONS AND DECLARATIONS OF INTEREST 651

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

No declarations of interest were intimated.

652 PLANNING APPLICATIONS FOR REVIEW 652

**(a) Conversion of outbuilding to a dwellinghouse:
Auchenfoyle Farm, Auchenfoil Road, Kilmacolm (17/0415/IC)**

There were submitted papers relative to the application for review of the refusal of planning permission for the conversion of an outbuilding to a dwellinghouse at Auchenfoyle Farm, Auchenfoil Road, Kilmacolm (17/0415/IC) to enable the Local Review Body to consider the matter afresh.

After discussion, Councillor McKenzie moved (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, with the following informatives being attached to the planning permission:-

Conditions

(i) that prior to their use samples of all external materials to be used in construction be submitted to and approved in writing by the Planning Authority. Works shall then proceed as approved unless an alternative is agreed in writing by the Planning Authority;

(ii) that prior to the commencement of work on site full drainage details shall be submitted and approved by the Planning Authority. Development shall then proceed as approved unless any alternative agreed in writing by the Planning Authority;

(iii) the applicant shall submit to the Planning Authority a detailed specification of the containers to be used to store waste materials and recyclable materials produced on the premises as well as specific details of the areas where such containers are to be located. The use of the development shall not commence until the above details are approved in writing by the Planning Authority and the equipment and any structural changes are in place;

(iv) that prior to the start of development, details of a survey for the presence of Japanese Knotweed shall be submitted to and approved in writing by the Planning Authority and that, for the avoidance of doubt, this shall contain a methodology and treatment statement where any is found. Development shall not proceed until

LOCAL REVIEW BODY – 7 NOVEMBER 2018

appropriate control measures are implemented. Any significant variation to the treatment methodology shall be submitted for approval, in writing by the Planning Authority prior to implementation;

(v) that the development shall not commence until an Environmental Investigation and Risk Assessment, including any necessary Remediation Scheme with timescale for implementation, of all pollutant linkages has been submitted to and approved, in writing by the Planning Authority. The investigations and assessment shall be site-specific and completed in accordance with current codes of practice. The submission shall also include a Verification Plan. Any subsequent modifications to the Remediation Scheme and Verification Plan must be approved in writing by the Planning Authority prior to implementation;

(vi) that before the development hereby permitted is occupied the applicant shall submit a report for approval, in writing by the Planning Authority, confirming that the works have been completed in accordance with the agreed Remediation Scheme and supply information as agreed in the Verification Plan. This report shall demonstrate that no pollutant linkages remain or are likely to occur and include (but not limited to) a collation of verification/validation certificates, analysis information, remediation lifespan, maintenance/aftercare information and details of all materials imported onto the site as fill or landscaping material. The details of such materials shall include information of the material source, volume, intended use and chemical quality and plans delineating placement and thickness; and

(vii) that the presence of any previously unrecorded contamination or variation to anticipated ground conditions that becomes evident during site works shall be brought to the attention of the Planning Authority and the Remediation Scheme shall not be implemented unless it has been submitted to and approved, in writing by the Planning Authority.

Informatives

(i) all external lighting on the application site should comply with the Scottish Government Guidance Note 'Controlling Light Pollution and Reducing Lighting Energy Consumption' to protect the amenity of the immediate area, the creation of nuisance due to light pollution and to support the reduction of energy consumption;

(ii) where a private foul drainage solution is proposed, the applicant will require separate consent from the Scottish Environment Protection Agency (SEPA). Planning permission does not guarantee that approval will be given by SEPA and as such the applicant is advised to contact them direct to discuss the matter;

(iii) as the survey results indicated roosting bats are present within the site, as it is desired to exclude bats from the building, a licence, issued by Scottish Natural Heritage, will be required before any exclusion can take place; and

(iv) construction/demolition works have the potential to disturb nesting birds or damage their nest sites, and as such, checks for ground nesting birds should be made prior to the commencement of development if this coincides with the main bird breeding season (April-July inclusive). All wild bird nests are protected from damage, destruction, interference and obstruction under the Wildlife and Countryside Act 1981 (as amended). Some birds (listed on schedule 1 of the Wildlife and Countryside Act) have heightened protection where it is also an offence to disturb these birds while they are in or around the nest.

As an amendment, Councillor Clocherty moved (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 dismissed and that planning permission be refused (upholding the Appointed Officer's determination) for the following reasons:-

(i) the proposal is contrary to adopted Inverclyde Local Development Plan Policy ENV2 criteria (d) and (i); Policy RES5 criteria (a) and (c); Policy RES7 criteria (a) and

LOCAL REVIEW BODY – 7 NOVEMBER 2018

(b); and Inverclyde Local Development Proposed Plan Policy 14 criteria (d) and (e); Policy 19 criteria (c), (d) and (e) as it does not comply with the exceptional or mitigating circumstances that would justify this development in the Green Belt, specifically that the proposal does not appropriately retain the character of the original building and wider area in terms of scale and design;

(ii) the proposal is contrary to the guidance in both adopted and proposed Planning Application Advice Notes (PAANs) 8 on “Siting and Design of New Houses in the Countryside” as the conversion of the outbuilding includes rebuild which does not reflect the original scale, character, proportion, design and architectural integrity of the building and is not subsidiary to the original building; and

(iii) the proposal is contrary to Policy 1 of the Inverclyde Local Development Plan Proposed Plan as it fails to have regard to the six qualities of successful places, in that it does not contribute to the ‘distinctive’ factor as it does not reflect local architecture and urban form.

On a vote, 3 Members, Councillors Clocherty, Dorrian and Rebecchi voted in favour of the amendment and 3 Members, Councillors Crowther, McKenzie and Nelson voted in favour of the motion. There being equality of voting, the Chair exercised his casting vote in favour of the motion which was declared carried.

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, with the following informatives being attached to the planning permission:-

Conditions

(i) that prior to their use samples of all external materials to be used in construction be submitted to and approved in writing by the Planning Authority. Works shall then proceed as approved unless an alternative is agreed in writing by the Planning Authority;

(ii) that prior to the commencement of work on site full drainage details shall be submitted and approved by the Planning Authority. Development shall then proceed as approved unless any alternative agreed in writing by the Planning Authority;

(iii) the applicant shall submit to the Planning Authority a detailed specification of the containers to be used to store waste materials and recyclable materials produced on the premises as well as specific details of the areas where such containers are to be located. The use of the development shall not commence until the above details are approved in writing by the Planning Authority and the equipment and any structural changes are in place;

(iv) that prior to the start of development, details of a survey for the presence of Japanese Knotweed shall be submitted to and approved in writing by the Planning Authority and that, for the avoidance of doubt, this shall contain a methodology and treatment statement where any is found. Development shall not proceed until appropriate control measures are implemented. Any significant variation to the treatment methodology shall be submitted for approval, in writing by the Planning Authority prior to implementation;

(v) that the development shall not commence until an Environmental Investigation and Risk Assessment, including any necessary Remediation Scheme with timescale for implementation, of all pollutant linkages has been submitted to and approved, in writing by the Planning Authority. The investigations and assessment shall be site-specific and completed in accordance with current codes of practice. The submission shall also include a Verification Plan. Any subsequent modifications to the Remediation Scheme and Verification Plan must be approved in writing by the Planning Authority prior to implementation;

LOCAL REVIEW BODY – 7 NOVEMBER 2018

(vi) that before the development hereby permitted is occupied the applicant shall submit a report for approval, in writing by the Planning Authority, confirming that the works have been completed in accordance with the agreed Remediation Scheme and supply information as agreed in the Verification Plan. This report shall demonstrate that no pollutant linkages remain or are likely to occur and include (but not limited to) a collation of verification/validation certificates, analysis information, remediation lifespan, maintenance/aftercare information and details of all materials imported onto the site as fill or landscaping material. The details of such materials shall include information of the material source, volume, intended use and chemical quality and plans delineating placement and thickness; and

(vii) that the presence of any previously unrecorded contamination or variation to anticipated ground conditions that becomes evident during site works shall be brought to the attention of the Planning Authority and the Remediation Scheme shall not be implemented unless it has been submitted to and approved, in writing by the Planning Authority.

Informatives

(i) all external lighting on the application site should comply with the Scottish Government Guidance Note 'Controlling Light Pollution and Reducing Lighting Energy Consumption' to protect the amenity of the immediate area, the creation of nuisance due to light pollution and to support the reduction of energy consumption;

(ii) where a private foul drainage solution is proposed, the applicant will require separate consent from the Scottish Environment Protection Agency (SEPA). Planning permission does not guarantee that approval will be given by SEPA and as such the applicant is advised to contact them direct to discuss the matter;

(iii) as the survey results indicated roosting bats are present within the site, as it is desired to exclude bats from the building, a licence, issued by Scottish Natural Heritage, will be required before any exclusion can take place; and

(iv) construction/demolition works have the potential to disturb nesting birds or damage their nest sites, and as such, checks for ground nesting birds should be made prior to the commencement of development if this coincides with the main bird breeding season (April-July inclusive). All wild bird nests are protected from damage, destruction, interference and obstruction under the Wildlife and Countryside Act 1981 (as amended). Some birds (listed on schedule 1 of the Wildlife and Countryside Act) have heightened protection where it is also an offence to disturb these birds while they are in or around the nest.

**(b) Erection of a conservatory:
38 Duthie Road, Gourrock (18/0104/IC)**

There were submitted papers relative to the application for review of the refusal of planning permission for the erection of a conservatory at 38 Duthie Road, Gourrock (18/0104/IC) to enable the Local Review Body to consider the matter afresh.

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 with no conditions attached.

POLICY & RESOURCES COMMITTEE – 13 NOVEMBER 2018

Policy & Resources Committee

Tuesday, 13 November 2018 at 3pm

Present: Councillors Ahlfeld, Clocherty, MacLeod, McCabe, McCormick, C McEleny, McVey, Moran, Rebecchi, Robertson and Wilson.

Chair: Councillor McCabe presided.

In attendance: Chief Executive, Corporate Director Education, Communities & Organisational Development, Corporate Director Environment, Regeneration & Resources, Ms H Watson (for Corporate Director (Chief Officer) Inverclyde Health & Social Care Partnership), Service Manager (Inequalities, Migration & Strategic Housing), Head of Legal & Property Services, Ms S Lang and Ms C Craig-McDonald (Legal & Property Services), Chief Financial Officer, Head of Organisational Development, Policy & Communications, Ms A Rainey (Organisational Development, Policy & Communications), Corporate Policy, Performance and Partnership Manager, ICT Service Manager, Ms M Tait (ICT Services), Mr D Hall (for Head of Environmental & Public Protection) 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.

653 Apologies, Substitutions and Declarations of Interest 653

No apologies for absence were intimated.

Councillors Ahlfeld, Clocherty, MacLeod, Robertson and Wilson declared interests in Agenda Item 10 (Governance of External Organisations – Annual Update).

Councillors Clocherty, McVey, Moran and Robertson declared interests in Agenda Item 21 (Review of Pay and Grading Model and Impact of Living Wage).

654 Policy & Resources Capital Programme 2018/21 – Progress Report 654

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

Decided: that the current position of the 2018/21 Capital Programme, the reported net slippage and the progress of the specific projects detailed in the report and Appendix 1 be noted.

655 2018/21 Capital Programme 655

There was submitted a report by the Chief Financial Officer on the latest position of the 2018/21 Capital Programme.

Decided: that it be agreed to note the current position of the 2018/21 Capital Programme and that officers are examining ways to reduce the current slippage.

POLICY & RESOURCES COMMITTEE – 13 NOVEMBER 2018

656 Policy & Resources Committee 2018/19 Revenue Budget – Period 6 to 30 September 2018 656

There was submitted a report by the Chief Executive, Corporate Director Environment, Regeneration & Resources, Corporate Director Education, Communities & Organisational Development and Chief Financial Officer on the 2018/19 projected outturn for the Policy & Resources Committee as at Period 6 to 30 September 2018.

Decided:

- (1) that the 2018/19 projected underspend of £827,000 for the Policy & Resources Committee as at Period 6 to 30 September 2018 be noted; and
- (2) that it be agreed to note the projected 2018/19 surplus of £16,640 for the Common Good Fund and that action was agreed as part of the 2018/19 budget to begin increasing the fund balance to its recommended level.

657 2018/19 General Fund Revenue Budget as at 30 September 2018 657

There was submitted a report by the Chief Financial Officer (1) on the position of the General Fund Revenue Budget as at 30 September 2018 and (2) providing an update on the position of the General Fund Reserves and Earmarked Reserves.

Decided:

- (1) that the latest position of the 2018/19 Revenue Budget and General Fund Reserves be noted; and
- (2) that it be noted that the use of any Free Reserves will be considered as part of the 2019/20 budget process.

658 Welfare Reforms Update 658

There was submitted a report by the Chief Financial Officer providing an update on the impacts of the UK Government's Welfare Reforms and recent developments in respect of Universal Credit and specific projects.

Decided:

- (1) that it be agreed to note the various matters highlighted in the report and that a further update will be provided to the February 2019 meeting of the Committee;
- (2) that it be agreed that a letter be sent to the Secretary of State for Work & Pensions (copied to the Secretary of State for Scotland and the local MP) expressing concern at the transfer of Universal Support to the Citizens' Advice network and the need for clarity as a matter of urgency as to how the service will be delivered locally from 1 April 2019; and
- (3) that a report be submitted to the Committee on any information available on the effect of Welfare Reforms on arrears, evictions and homelessness in Inverclyde.

659 Insurance Fund Position as at 30 September 2018 659

There was submitted a report by the Chief Financial Officer (1) on the position of the Council's Insurance Fund as at 30 September 2018 and (2) highlighting relevant issues.

Decided: that the contents of the report and the Insurance Fund position as at 30 September 2018 be noted.

POLICY & RESOURCES COMMITTEE – 13 NOVEMBER 2018

660 Treasury Management – Mid-Year Report 2018/19**660**

There was submitted a report by the Chief Financial Officer on the operation of the treasury function and its activities for the first six months of 2018/19 as required under the terms of Treasury Management Practice 6 ('TMP6') on 'Reporting Requirements and Management Information Arrangements'.

Decided:

- (1) that the contents of the Mid-Year Report on Treasury Management for 2018/19 and the ongoing work to ensure the delivery of financial benefits for the Council be noted; and
- (2) that the Mid-Year Report be remitted to the Inverclyde Council for approval.

661 ICT Services Performance Update**661**

There was submitted a report by the Chief Financial Officer providing an update on the Council's Digital and ICT Strategies for 2017-2020.

Decided:

- (1) that the Performance Statistics Report and Action Plan updates for the Digital and ICT strategies be noted; and
- (2) that approval be given to the project to develop the provision of Wireless infrastructure around the Corporate Campus, funded from the AMP and Modernisation EMR.

662 Governance of External Organisations – Annual Update**662**

There was submitted a report by the Chief Financial Officer on the annual update in respect of the governance of external organisations.

The following Members declared non-financial interests in this item:

Councillor Ahlfeld as a Board Member of Inverclyde Community Development Trust and Inverclyde Leisure;

Councillor Clocherty as a Board Member of Greenock Arts Guild, Inverclyde Leisure and Riverside Inverclyde;

Councillor MacLeod as a Non-Executive Director of Parklea Branching Out;

Councillor Wilson as a Board Member of Kilmacolm Community Centre Co Ltd.

All 4 Members formed the view that the nature of their interests and of the item of business did not preclude their continued presence in the Chamber or their participation in the decision-making process.

Councillor Robertson declared a non-financial interest as a Board Member of Inverclyde Community Development Trust and Greenock Arts Guild and a financial interest as a consultant for Stepwell Consulting Ltd. As a result of this last interest, she left the meeting prior to consideration of the item.

Decided:

- (1) that the last 12 months performance in respect of the governance of external organisations as shown in Appendix 1 to the report be noted and it also be noted that any outstanding issues will be addressed during the next cycle of Committees; and
- (2) that approval be given to the list of external organisations which will form part of the framework for the period October 2018 to September 2019 as set out in Appendix 3.

Councillor Robertson returned to the meeting at this juncture.

POLICY & RESOURCES COMMITTEE – 13 NOVEMBER 2018

- 663 Statutory and Key Performance Indicators Annual Report 2017/18 663**
- There was submitted a report by the Head of Organisational Development, Policy & Communications appending the Statutory and Key Performance Indicators Annual Report 2017/18 which details progress made in the last year towards achievement of the Council's performance indicator targets.
- Decided:**
- (1) that the performance information outlined in the report be noted;
 - (2) that it be noted that a separate report will be prepared in 2019 when the 2017/18 Local Government Benchmarking Framework (LGBF) indicators have been published and analysed and the Council's performance in relation to the other Scottish local authorities is known; and
 - (3) that it be agreed that the appropriate information within the Appendix be used to update the performance pages on the Council's website.
- 664 HSCP Advice Service Biennial Report 2016-18 664**
- There was submitted a report by the Corporate Director (Chief Officer) Inverclyde Health & Social Care Partnership (1) providing an update on the activities of Inverclyde HSCP Advice Service and (2) highlighting the different ways in which social security benefit, money and debt advice and assistance have been provided to the citizens of Inverclyde.
- Decided:**
- (1) that the contents of the Biennial Report for 2016/18 be noted; and
 - (2) that the Committee's appreciation be conveyed to all relevant staff for the results achieved in the reporting period.
- 665 Cyber Resilience – Annual Report 2017/18 665**
- There was submitted a report by the Corporate Director (Chief Officer) Inverclyde Health & Social Care Partnership providing an update on the cyber resilience activities within the Council for 2017/18.
- Decided:** that the contents of the report and activities in place to prevent cyber security incidents be noted.
- 666 Delivering Differently in Inverclyde - Update 666**
- There was submitted a report by the Chief Executive providing an update on the Delivering Differently programme.
- Decided:**
- (1) that the progress made to date in the Delivering Differently programme be noted; and
 - (2) that delegated authority be granted to the Chief Executive to conduct voluntary early release trawls where required for those unshaded projects in the Appendix but on the proviso that a report be submitted to the relevant Committee before any decisions are taken.

POLICY & RESOURCES COMMITTEE – 13 NOVEMBER 2018

667 Inverclyde Council Annual Complaint Handling Report 1 April 2017 – 31 March 2018 667

There was submitted a report by the Head of Legal & Property Services advising the Committee of the annual performance in relation to all complaints received and handled by Inverclyde Council, Inverclyde Health & Social Care Partnership and both Arm's Length Organisations (ALEOS), Inverclyde Leisure and Riverside Inverclyde, between 1 April 2017 and 31 March 2018.

Decided: that the annual performance of Inverclyde Council's complaint procedure be noted.

668 2019/20 Budget Update 668

There was submitted a report by the Chief Financial Officer (1) advising of recent developments in respect of the 2019/20 Budget and (2) seeking the Committee's approval of associated actions.

Decided:

(1) that it be agreed that a letter be sent to the Scottish Government seeking clarification on the implications for the Council were it to increase Council Tax beyond 3% in 2019/20;

(2) that it be agreed to fund the estimated increase in waste disposal costs recently reported to the Environment & Regeneration Committee from the non-pay inflation budget from 2019/20;

(3) that approval be given to the proposals contained in Appendix 1 of the report, subject to the approval of those proposals due to be considered later in the agenda; and

(4) that it be agreed to note the latest position in respect of the 2019/20 Budget and in particular the emerging significant pay pressure and the approach being taken to having a high level review of savings options prior to Christmas 2018.

669 Contract Awards – 1 April 2018 to 30 September 2018 669

There was submitted a report by the Corporate Director Environment, Regeneration & Resources advising the Committee of contracts awarded for the supply of goods or materials, provision of services and the execution of works during the period 1 April to 30 September 2018.

Decided:

(1) that the contracts awarded by the Council during the period 1 April to 30 September 2018 be noted; and

(2) that information on the criteria used for lotting contracts be included in the next Procurement report to the Committee.

670 Results from the Citizens' Panel Spring 2018 Survey 670

There was submitted a report by the Head of Organisational Development, Policy & Communications informing the Committee of the headline results from the Citizens' Panel Spring 2018 survey.

Decided:

(1) that the main findings from the Spring 2018 Citizens' Panel survey be noted; and

(2) that account be taken of the results when reviewing service delivery, as appropriate.

671 British Sign Language Plan 2018/24

671

There was submitted a report by the Head of Organisational Development, Policy & Communications seeking approval of the Council's British Sign Language (BSL) Plan.

Decided:

- (1) that the requirement for the Council to develop a BSL Plan 2018/24 be noted;
- (2) that approval be given to the final BSL Plan 2018/24 which has been published on the Council's website; and
- (3) that it be noted that in 2020, the Council will be expected to make a contribution to the Scottish Government's National Progress report on its BSL National Plan 2017/23.

672 Attendance During Severe Weather Policy

672

There was submitted a report by the Head of Organisational Development, Policy & Communications seeking approval to introduce an updated Attendance During Severe Weather Policy to replace the current guidance document which has been in practice since 2008.

Decided:

- (1) that the Attendance During Severe Weather Policy attached as Appendix 1 be agreed; and
- (2) that it be noted that the policy will be kept under review and procedures revised as and when necessary to reflect any changes from subsequent consultations on the development of snow wardens/volunteer force.

673 Review of Pay and Grading Model and Impact of Living Wage

673

There was submitted a report by the Head of Organisational Development, Policy & Communications (1) providing an update on work undertaken to redesign the Council pay and grading structure, (2) seeking the agreement of the Committee to implement a revised structure for SJC employees with effect from 1 April 2019, subject to agreement being reached with the recognised trade unions and (3) providing an update on the Chief Officer salary review.

Councillors Clocherty, McVey, Moran and Robertson declared non-financial interests in this item as relatives of Council employees. All 4 Members formed the view that the nature of their interests 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 it be agreed to implement the revised pay and grading structure detailed in Appendix 1 with effect from 1 April 2019, subject to agreement being reached with the recognised trade unions;
- (2) that the Head of Organisational Development, Policy & Communications be authorised to reach agreement with the trade unions on appropriate assimilation arrangements to map employees across to the revised pay and grading structure;
- (3) that the financial implications for the Council outlined in Section 9 of the report be noted;
- (4) that it be noted that an independent Equality Impact Assessment has been undertaken by an equality specialist on the proposed pay and grading structure, as outlined in Section 7 of the report;

POLICY & RESOURCES COMMITTEE – 13 NOVEMBER 2018

(5) that it be agreed that, subject to approval to implement the revised pay and grading structure, the annual implementation of the revised Living Wage rate be applied from 1 April as outlined in Paragraph 4.4; and

(6) that the outcome of the review of Chief Officer salaries outlined in Section 8 of the report be noted and it be agreed that the Chief Officer salaries remain at their current level.

674 Review of Vacancies and Voluntary Early Retirement/Redundancy (VER) List 2018/19 674

There was submitted a report by the Head of Organisational Development, Policy & Communications advising of (1) the outcome of a review of permanent vacancies undertaken by the Corporate Management Team and (2) the list of postholders interested in voluntary early release (VER) identified as part of the 2018/19 budget exercise.

Decided:

(1) that the outcome of the review of permanent vacant posts be noted and approval be given to the deletion of the 21 posts (11.01 fte) contained in Appendix 1 of the report; and

(2) that the outcome of the review of the VER list be noted and approval be given to progress voluntary early release of the 3 postholders outlined in Appendix 2 later in the agenda.

675 Request to Procure a Care & Repair and Small Repairs/Handyman Service 675

There was submitted a report by the Corporate Director Environment, Regeneration & Resources seeking approval to tender the Care & Repair and Small Repairs/Handyman service.

Decided:

(1) that a Lot 2 tender procedure for the Care & Repair and Small Repair/Handyman service be progressed as soon as possible; and

(2) that it be noted that a detailed update report which will consider the options available will be submitted to the next meeting of the Environment & Regeneration Committee.

676 COSLA – Intended Communication to Teachers and School Leaders 676

There was submitted a report by the Chief Executive on a request received from COSLA to issue to all teachers and school leaders a briefing note communicating the background to the proposed annual pay award and the restructuring of the main grade. There was also submitted as an addendum, a letter from the Educational Institute of Scotland (EIS) to the Council Leader expressing the union's opposition to the issuing of the communication.

Decided: that no action be taken on the request.

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.

POLICY & RESOURCES COMMITTEE – 13 NOVEMBER 2018

Item	Paragraph(s)
Appendix 2 to Agenda Item 16 (2019/20 Budget Update)	1
Appendix 2 relative to Agenda Item 22 (Review of Vacancies and Voluntary Early Retirement/Redundancy (VER) List 2018/19)	1
ESF/Lottery Fund - I:DEAS (Inverclyde Delivering Effective Advice and Support) Programme	6, 8 & 9
677 Appendix 2 to Agenda Item 16 (2019/20 Budget Update)	677
<p>There was submitted Appendix 2 to Agenda Item 16 (2019/20 Budget Update) providing details of a proposal for voluntary early release. Decided: that the information contained in Appendix 2 be noted.</p>	
678 Appendix 2 relative to Agenda Item 22 (Review of Vacancies and Voluntary Early Retirement/Redundancy (VER) List 2018/19)	678
<p>There was submitted Appendix 2 to Agenda Item 22 providing details of 3 postholders who it is proposed be approved for voluntary early release. Decided: that the information contained in Appendix 2 be noted.</p>	
679 ESF/Lottery Fund - I:DEAS (Inverclyde Delivering Effective Advice and Support) Programme	679
<p>There was submitted a report by the Corporate Director (Chief Officer) Inverclyde Health & Social Care Partnership (1) on the progress of delivering I:DEAS, the Big Lottery/European Social Fund contract for the delivery of financial inclusion services and (2) highlighting a number of emerging issues. The Service Manager (Inequalities, Migration & Strategic Housing) provided a verbal update on the approval of the revised Key Performance Indicators (KPIs) and the consequent availability of funding. Decided: that the approval of the revised KPI's with the consequent availability of funding for the programme be noted.</p>	

GENERAL PURPOSES BOARD – 14 NOVEMBER 2018

General Purposes Board

Wednesday 14 November 2018 at 3pm

Present: Provost Brennan, Councillors Ahlfeld, Brooks, Crowther, Dorrian, Jackson, J McEleny, MacLeod and Quinn.

Chair: Councillor Dorrian presided.

In attendance: Mr D Keenan (for Head of Legal & Property Services) and Ms F Denver (Legal & Property Services).

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

- | | | |
|------------|---|------------|
| 680 | Apologies, Substitutions and Declarations of Interest | 680 |
| | <p>An apology for absence was intimated on behalf of Councillor Curley and Councillor Moran. There were no substitutions.
Councillor Ahlfeld declared an interest in Agenda Item 2 (Request for Suspension of Taxi Drivers Licence).</p> <p>It was agreed in terms of Sections (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 1 of Schedule 7(A) of the Act.</p> | |
| 681 | Request for Suspension of Taxi Driver's Licence | 681 |
| | <p>There was submitted a report by the Head of Legal & Property Services requesting the Board to uphold the suspension of a Taxi Driver's Licence to which the Board agreed, all as detailed in the Appendix.</p> | |
| 682 | Request for Suspension of Taxi Driver's Licence | 682 |
| | <p>There was submitted a report by the Head of Legal & Property Services requesting the Board to uphold the suspension of a Taxi Driver's Licence to which the Board agreed, all as detailed in the Appendix.</p> | |

Report To:	Inverclyde Council	Date:	29 November 2018
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/120/18
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Humanity & Inclusion's Stop Bombing Civilians Campaign – Request by Councillor MacLeod		

1.0 INTRODUCTION

- 1.1 The purpose of this report is to advise of a request received from Councillor MacLeod for the Council's support for the organisation Humanity & Inclusion's campaign to stop bombs being dropped on civilian populations which would include having a photograph taken beside the organisation's poster, an example of which is attached at Appendix 1.
- 1.2 By way of background, Humanity & Inclusion is a UK registered independent charity founded in 1982 working in situations of poverty and exclusion, conflict and disaster alongside disabled and vulnerable people to help meet their basic needs, improve their living conditions and promote respect for their dignity and fundamental rights. The charity comprises eight Trustees: Peter Burdin, Chloe Marshall, Richard Elliot, David Rouane, Joyce McNeil, Benjamin Cohen, Berangere Hassenforder and Nicolas Ponset.
- 1.3 Humanity & Inclusion works within 60 countries worldwide. They have described their vision thus: "Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.
- 1.4 The Charity is seeking to raise awareness of the issue of civilian bombing by running a petition and seeking support for a campaign in the following terms:

I call on the UK and all States worldwide to:

- Publically commit to end the use of explosive weapons with wide-area effects in populated areas;
- Fully implement the treaties banning landmines and cluster munitions without delay and encourage non-signatory states to sign them; and
- Contribute to assisting the victims, clearing weapons in affected zones, and preventing further injuries and death.

2.0 RECOMMENDATION

- 2.1 The Council is asked to consider the request by Councillor MacLeod.



PROTECT CIVILIANS NOW!

Report To:	Inverclyde Council	Date:	29 November 2018
Report By:	Chief Financial Officer	Report No:	FIN/119/18/AP/LA
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	Financial Strategy 2018/2026 - Update		

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 2018/19 Budget, a review of all funding models included in the Appendix and the Autumn Budget Statement, 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 October, 2018 which projected an increase 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 2019/21 estimated funding gap is £8.929 million 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 £14.8 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 £4.5 million to £29.5 million.
- 2.5 Table 5 in paragraph 7.13 shows that overall, the Council has a £2.20 million funding shortfall on the 2018/21 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 has 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 November, 2018 Policy & Resources information and shows £5.509 million of unallocated reserves at 31 March 2019.

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.

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 31 March 2021 plus proposals for the period to 31 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 2025/26. 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. Based on current projections the annual £300,000 reduction in loans charges is affordable but this will be kept under review in the medium term.

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 £8.929 million over 2019/21 and a mid-range funding gap of £14.8 million 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 allowance for any funding increases in grants ring-fenced or national policy priorities eg: Early Years increase in hours or implementation of the Carers Act. This gives a truer year on year comparison for Members to consider.
- 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 – 2025/26

November 2018

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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 continued 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 continue 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 October 2018 Autumn Statement by the UK Government and OBR forecasts revised a number of the key projections. These showed an increase in growth since the previous statement and marginally higher projected interest rates. Some of the October 2018 figures are shown below.

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
GDP (real % change)	1.4	1.6	1.4	1.5	1.5
CPI (% change)	2.5	1.9	2.1	2.1	2.1
Interest Rate	0.8	1.2	1.4	1.6	1.6
Borrowing (£Billion)	26	32	27	24	21

4.2 Overall net borrowing is projected to fall due to projected increased tax receipts however the Chancellor of the Exchequer announced a number of significant expenditure decisions which means that, apart from 2018/19, borrowing remains in line with the March 2018 figures. 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%
- Reform of Council Tax

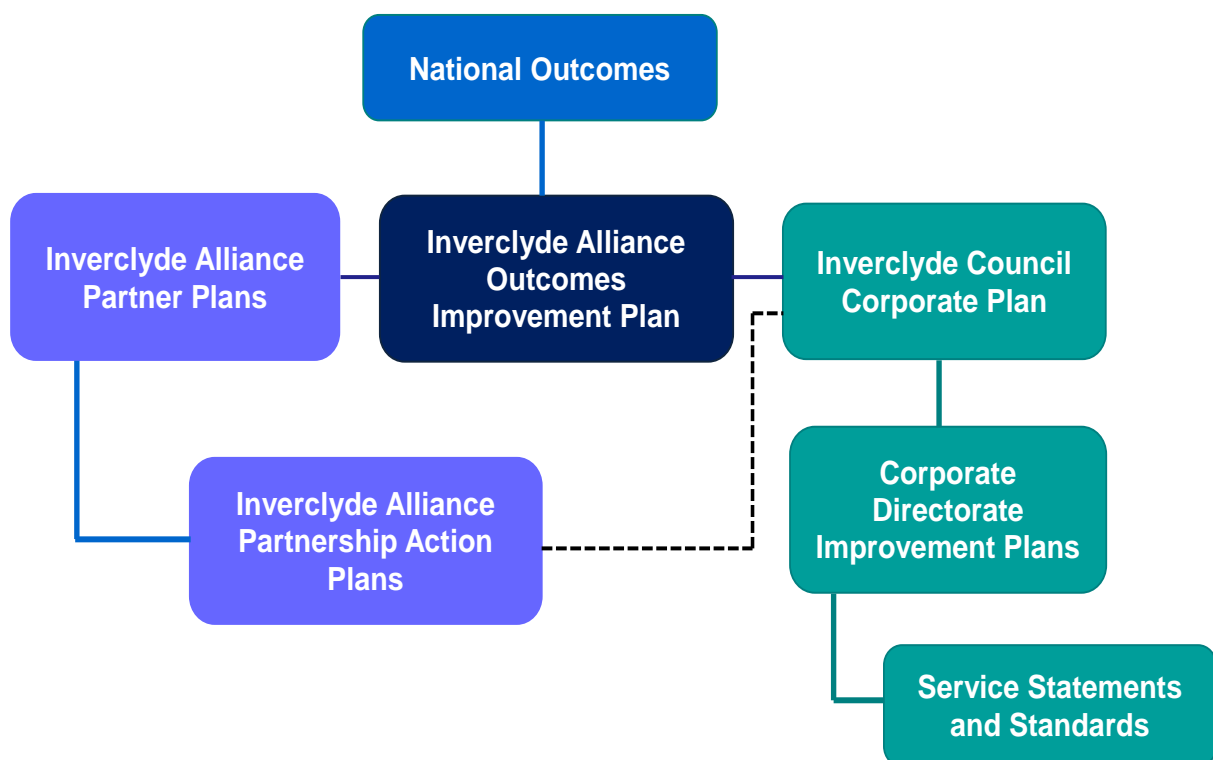
Progress has been made on a number of these commitments but the longer term funding for some areas remains uncertain and this issue has been highlighted in various reports by the Accounts Commission/Auditor General.

4.5 The Scottish Government published their first Medium Term Financial Strategy (MTFS) in May 2018 which gave broad financial plans for the next 5 years. Within the document the underlying message for Local Government as a whole was that it is not in the “protected” element of the Scottish Budget and as such budgets will remain under pressure unless there is a combination of improved settlements from the UK Government, increased Scottish GDP or increases in Scottish Taxation relative to the rest of the UK.

- 4.6 The Autumn Statement resulted in £950m of Barnett consequential for Scotland of which £550m resulted from increased funding for the NHS. Whilst there are also Barnett consequential sums arising from increased funding for Councils in England for Roads, Social Care, Schools etc, whether these sums are allocated to Councils in Scotland will become clearer on the 12th December, when the Scottish Government will announce the Scottish Budget.
- 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. The Scottish Government also needs to decide whether it wishes to mirror the increases in Personal Allowances announced in the UK Budget in October.
- 4.8 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.
- 4.9 Brexit continues to be an area of considerable uncertainty with the UK leaving date now a matter of months away. There is almost daily speculation and reports outlining potential impacts but the Financial Strategy is based on the latest approved Budgetary information from both UK and Scottish Governments. Future Financial Strategy reports will highlight any issues arising from Brexit as and when they become clearer.

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 11 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 approved a new Corporate Plan 2018/22 on 7 June 2018.

The Corporate Plan is a public facing document and sets out the ways in which Inverclyde Council hopes to deliver better outcomes for the people of Inverclyde through the delivery of 10 organisational priorities. The Plan reflects the wellbeing outcomes from the Outcomes Improvement Plan and sets out, at a high level, what the Council will do to help deliver the partnership priorities. The Plan also contains high level budget information for key services.

- **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 are mapped to the Corporate Plan organisational priorities. 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 Inverclyde Outcomes Improvement Plan builds on the achievements of the SOA and contains three strategic priorities to be delivered in partnership:

- **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 delivery of 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

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 the Council's Corporate Plan 2018/22.

- 5.7 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. Encouragingly, in recent years there have been signs that population decline is stabilising,

with out-migration levels falling 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.

- 5.8 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.
- 5.9 The latest mid-year population estimates (2017) show that 16% of Inverclyde's population is aged between 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.
- 5.10 Since 1985, Inverclyde's total population has fallen overall whilst Scotland's population has risen over this period.
- 5.11 Despite recent indications that out-migration is slowing and in-migration is increasing, official population projections continue to forecast a long term decline in Inverclyde's population. 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.
- 5.12 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.
- 5.13 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.
- 5.14 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 multiple deprivation in Scotland, sitting behind Glasgow.

- 5.15 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.
- 5.16 In terms of indicators of deprivation the profile for Inverclyde differs from the national picture, these include:
- 5.4% of working age benefit claimants are claiming unemployment benefits. Of this, a higher proportion of 18 – 24 year olds (8.8%) are claiming than 25 – 49 year olds (6.4 %) or 50+year olds (3.3%). (As at September 2018).
 - Economic inactivity rates are higher in Inverclyde, 23.8% compared to Scotland, 22.2% (July 2017 – June 2018)
 - The percentage of workless households in Inverclyde is 22% compared to 18% in Scotland
 - Approximately 83.7% of working age adults in Inverclyde have NVQ1 and above, or other formal qualifications. 84.9% of the Scottish population have NVQ1 and above or other formal qualifications (Jan 2017 – Dec 2017).

- 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 (2017 mid year population estimates). This is 1% lower than for Scotland as a whole.

5.17 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.

5.18 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.

5.19 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 public sector landscape in Inverclyde

5.20 The public sector landscape has changed significantly over the last 10-15 years 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.

5.21 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.

5.22 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.

5.23 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 is expected to have a significant impact on the way the Council interacts with the Community.

5.24 *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 reported later in 2018.

5.25 *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.

5.26 *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.

5.27 *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 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 2025/26 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 2018/19 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 - December 2018

Table 3

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
	<u>£m</u>	<u>£m</u>	<u>£m</u>
Base Budget for Prior Year	187.713	190.379	187.579
<u>UPLIFTS FROM PRIOR YEAR</u>			
<u>Inflation (Note 1)</u>			
Pay Inflation	3.100	2.910	2.400
Other Inflation	1.000	1.000	1.500
	4.100	3.910	3.900
<u>Budget Increases (Note 2)</u>			
Auto Enrolment	0.600	0.000	0.000
General Pressures	1.100	0.400	1.000
	1.700	0.400	1.000
<u>Adjustments (Note 3)</u>			
Other Adjustments Applied	0.175	-0.030	-0.030
Carers Act Funding	1.140	0.000	0.000
Teachers Pay Additional Funding	0.347	0.000	0.000
No Use of Rolling Reserve	1.141	0.000	0.000
Net Revenue Budget Before Savings	196.316	194.659	192.449
<u>Funded by: (Note 4)</u>			
Revenue Grant/NDR Income	160.553	157.753	156.753
Council Tax Income (Net of CTR)	29.826	29.826	29.826
	190.379	187.579	186.579
Annual Budget Before Savings (Surplus)/Deficit	5.937	7.080	5.870
Cumulative Budget Gap before Savings	5.937	13.017	18.887
<u>Savings Applied (Cumulative)</u>			
Adjustments Approved February 2017	-0.184	-0.184	-0.184
Adjustments Approved September 2017	-0.903	-1.203	-1.503
Efficiencies Approved November 2017	-0.951	-1.148	-1.148
Adjustments Approved December 2017	-0.724	-0.965	-0.965
Policy Decisions Approved March 2018	-0.114	-0.114	-0.114
Service Committee Reports Approved March 2018	-1.903	-3.359	-3.359
Public Consultation Savings Approved March 2018	-1.158	-1.571	-1.571
Adjustments Approved September 2018	0.000	-0.331	-0.331
Adjustments Approved November 2018	0.000	-0.772	-0.783
Approved Budget (Surplus)/Deficit	0.000	3.370	8.929

Finance Strategy Notes – December 2018

Note 1 Inflation

- a) Pay – The allowance for pay inflation is an allowance available over the 3 year period to fund all pay related pressures including the annual pay award, Pay and Grading Model review, impacts of living wage, increases in employers national insurance/pension costs, 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 2018/19 reflect budget decisions taken on 15 March 2018. Figures for 2019/21 reflect proposals identified in Finance Strategy approved May 2018. Policy & Resources Committee November 2018 approved to use £300,000 of 2019/20 non-pay inflation to fund increased costs of Waste Disposal.

Note 2 Budget Increases

- a) Unavoidable Pressures – Reflects approvals for Auto Enrolment for 2018/19.
- b) General Pressures – Reflects pressures approved for 2018/20 in March 2018 plus a general allowance for 2020/21.

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 2019/21 figures are estimated based on continuing grant loss due to Depopulation and estimated Grant settlements per estimates by Fiscal Affairs Scotland.
- 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. No increase is reflected for 2019/21.

7.9 *Other Short Term Revenue Issues*

The main remaining risks associated with the 2018/21 budget position will be around Pay Awards, non-pay inflation allowances and the 2019/21 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 2018/21 becomes increasingly difficult with uncertainty around the level of funding likely to be available, the impact of the Scotland Act, Brexit and the use the Scottish Government will make of its new powers.

The incremental impact of current major initiatives including Schools Estate Strategy, City Deal, and Asset Management Plans 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 2019/22 budget gap based on the above.

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 £14.8 million before any Council Tax increase and Table 4c representing a “pessimistic” scenario with a pre-Council Tax increase funding gap of £29.5 million.

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	0.8	0.0	0.0	0.8
- 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>3.6</u>	<u>5.6</u>	<u>5.6</u>	<u>14.8</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)

c/ The GRG/NDRI assumption excludes any hypothecated grant increases eg: Early Years and Social Care as this is ring fenced to deliver new policies rather than fund existing service provision.

	2019/20	2020/21	2021/22
d/ Key Assumptions	%	%	%
GRG/NDRI	0	0	0
Pay Inflation	2.0	2.0	2.0

Table 4b**2019/22 Budget Gap - Optimistic Scenario**

	2019/20 £m	2020/21 £m	2021/22 £m	2019/22 £m
Block Grant Reduction	(1.6)	(2.4)	(2.4)	(6.4)
Continuing Impact of Depopulation	1.0	1.0	1.0	3.0
Inflation - Pay	2.4	1.8	1.8	6.0
- Non-Pay	0.5	1.0	1.0	2.5
Pressures				
- Pay & Grading	0.8	-	-	0.8
- 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	1.1	1.7	1.7	4.5

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 excludes hypothecated funding increases (Early Years, Social Care Fund etc).

e/ Key Assumptions	2019/20 %	2020/21 %	2021/22 %
GRG/NDRI	1.0	1.5	1.5
Pay Inflation	2.0	1.5	1.5

Table 4c**2019/22 Budget Gap - Pessimistic Scenario**

	2019/20 £m	2020/21 £m	2021/22 £m	2019/22 £m
Block Grant Reduction	3.2	3.2	2.4	8.8
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	0.8	0	0	0.8
- 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	<u>9.5</u>	<u>10.4</u>	<u>9.6</u>	<u>29.5</u>

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)

c/ The GRG/NDRI assumption excludes any hypothecated grant increases eg: Early Years and Social Care as this is ring fenced to deliver new policies rather than fund existing service provision.

d/ Key Assumptions	2019/20 %	2020/21 %	2021/22 %
GRG/NDRI	-2.0	-2.0	-1.5
Pay Inflation	3.0	2.5	2.5

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 2018/2021 (Medium Term Capital Projections)

Table 5

<u>Expenditure/Projects by Committee</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	0.49	0.47	0.42	1.38
Environment & Regeneration	14.75	18.13	11.27	44.15
Education & Communities (Exc School Estate)	1.63	2.39	0.42	4.44
School Estate	9.13	12.38	5.48	26.99
CHCP	0.84	0.97	0.29	2.10
	26.84	34.34	17.88	79.06
<u>Financed By</u>				
Government Grant	10.18	11.70	10.00	31.88
Sales/Contributions	0.39	0.26	0.53	1.18
Other Income	1.86	0.26	0.00	2.12
Revenue	5.31	0.45	0.41	6.17
Prudential Borrowing	5.59	5.35	2.62	13.56
Resources Carried Forward	21.36			21.36
	44.69	18.02	13.56	76.27
Shortfall in Resources				2.79
Planned Cashflow funding - SEMP				-0.59
Actual Funding Gap				<u>2.20</u>

Notes

1 As per Nov 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 The requirements for Treasury Management reporting following the implementation of the revised CIPFA Treasury Management Code of Practice in April 2010 has resulted in the following:

- (a) 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.
- (b) 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.
- (c) 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 30/9/18.

Table 6 – Council’s Debt and Investment Position – 30/9/18

The Council’s treasury portfolio position at 30/9/18 comprised:

		Principal		Average Rate
		<u>£000</u>	<u>£000</u>	
Fixed rate funding	PWLB	94,287		3.97%
	Market	56,000	150,287	
Variable rate funding	PWLB	0		4.96%
	Market	46,658	46,658	
TOTAL DEBT			196,945	4.20%
TOTAL INVESTMENTS			23,389	0.84%

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 2017 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 31/3/19 = £5.509 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 30/9/18 = £4.653 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.

Projected Balance 31/3/19 = £1.590 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.

Projected Balance 31/3/19 = £3.204 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.
- 10.6 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 Asset Management Plans for all its 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>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 (2019/21)

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 & 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.	Will largely be known by December 2018 and currently being contained.	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.	A revised local Pay & Grading Model was agreed by Policy & Resources in November 2018.	Steven McNab	November 2018
	Brexit	There could be an immediate impact of the UK leaving the EU and this may result in funding pressures from 2020/21.	The CMT will monitor the situation and will present reports to Committee as required.	Scott Allan	Ongoing

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
	Teachers Pensions Discount Rate	Review by HMT has resulted in increased costs from 2019/20.	Indications are that UK Government will meet costs initially. Monitor and report on medium term solution.	Alan Puckrin	November 2019
Environment & Regeneration	Waste Disposal	Recent case of a contractor entering Administration will result in increased costs.	Committee agreed to allocate £300k extra funding in lieu of a full options appraisal in January 2019.	Scott Allan	January 2019

Appendix 2

Medium-Term Issues (2021/23)

<u>Service</u>	<u>Issues Identified</u>	<u>Issues & 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 2021/23 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 2019
	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 but may introduce local taxation flexibility..	Monitor National developments and report as required.	Alan Puckrin	Ongoing
	Further increase in Pension Costs	Potential changes to Pension Tax Relief would add costs to both to Council and employees.	Monitor development and report to Committee when required.	Steven McNab	Ongoing
	Brexit	There could be an immediate impact of the UK leaving the EU and this may result in funding pressures from 2020/21.	The CMT will monitor the situation and will present reports to Committee as required.	Scott Allan	Ongoing

<u>Service</u>	<u>Issues Identified</u>	<u>Issues & 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 containing pressures in 2018/19. 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	On Going

Long-Term Issues (Post 2023)

<u>Service</u>	<u>Issues Identified</u>	<u>Issues & 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
	17,175	785	6,040	24,000

- 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>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>
Earmarked Reserve b/fwd	3,138	1,855	1,171	762	977	1,129	1,143	1,256	1,348	1,418	1,465	1,485
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
Extra Financing (b)	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)	-4,628	-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)	-8,742	-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)	-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	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)	-1,209	-512	-82	0	0	-120	0	0	0	0	0	0
Extra Revenue Repairs (g)	-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
Written Back to / from General Reserves (h)	0	0	0	0	0	0	0	0	0	0	0	0
Earmarked Reserve c/fwd	<u>1,855</u>	<u>1,171</u>	<u>762</u>	<u>977</u>	<u>1,129</u>	<u>1,143</u>	<u>1,256</u>	<u>1,348</u>	<u>1,418</u>	<u>1,465</u>	<u>1,485</u>	<u>1,479</u>

(a) Savings now completed.

(b) £300k saving taken from 18/19 (£200k approved Sept 17 - £100k Loans Charges and £100k UC , £100k UC approved Mar 18), £650k increase from 2021/22 to fund acceleration of programme.

(c) Uses a pool fund rate of 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. £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
December 2018

	<u>£000</u>
Reserves Balance at 31st March 2018	4,589
Budgeted Contribution to Reserves: Note 1	
2017/18 Outturn Earmarked for 2018/21	15,900
2018/19	<u>0</u>
	15,900
Planned Use of Reserves 2018/21 Note 2	(15,900)
Projected Surplus (Deficit) Note 3	920
Free Reserves Balance 31st March 2019	5,509

GRG/NDR/Council Tax is approximately £190 million. Recommended minimum level of reserves is 2% / £3.8 million.

Notes:

- 1/ 2018/19 figures reflect a balanced budget set at 2018/19 budget setting process.
- 2/ Represents decisions taken between February 2015 and March 2018 and based on latest phasings.

<u>Approved Use of Reserves</u>	<u>2018/19</u> £000	<u>2019/20</u> £000	<u>2020/21</u> £000	<u>Total</u> £000
February 2015 - £5.305m	(1,000)	(250)	0	(1,250)
February 2015 - £0.670m (MBWG Proposals)	(290)	(100)	0	(390)
September 2015 - £3.503m	(3)	0	0	(3)
March 2016 - £4.966m	(1,579)	0	0	(1,579)
September 2016 - I-Zones to 31/03/18	(44)	0	0	(44)
February 2017 - £5.500m	(456)	(200)	(2,000)	(2,656)
November 2017 - LED Lighting	(620)	0	0	(620)
December 2017 - Continuing Care	(300)	(200)	0	(500)
March 2018 - £8.858m	(4,177)	(2,651)	(2,030)	(8,858)
	<u>(8,469)</u>	<u>(3,401)</u>	<u>(4,030)</u>	<u>(15,900)</u>

- 3/ Figure reflects projected surplus reported to Policy & Resources Committee November 2018:

	<u>2018/19</u> £000	<u>2019/20</u> £000	<u>2020/21</u> £000	<u>Total</u> £000
Projected Surplus (November 2018 P&R)	<u>920</u>	<u>0</u>	<u>0</u>	<u>920</u>
	<u>920</u>	<u>0</u>	<u>0</u>	<u>920</u>

AP/AE
24/10/18

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
Balance B/fwd		(2,260)	(3,169)	(1,590)	(3,390)	(2,791)	(2,593)	(2,392)	(2,188)
Additions (Estimate)	a	(1,141)	362	(3,026)	(595)				
Interest (Estimate)		(8)	(23)	(14)	(46)	(42)	(39)	(36)	(33)
Principal Repayments	b	240	240	240	240	240	240	240	240
Other Payments	c		1,000	1,000	1,000				
Balance at Year End		(3,169)	(1,590)	(3,390)	(2,791)	(2,593)	(2,392)	(2,188) 0	(1,981)

Notes

- a Estimated Receipts:
- 2017/18 SEMP Receipts, £0.615m, part of Greenock Academy Site & Sacred Heart Sites
SEMP Receipts, return of £0.2m, St Gabriels, due to site abnormalities.
Other Receipts, £0.726m, Upper Bow, Coronation Park &
Former Tied House, Kilmacolm Primary
- 2018/19 SEMP Receipts, return of £0.700m, St Stephens & Kings Glen, due to site abnormalities.
SEMP Receipts return of 17/18 Greenock Academy receipt, no longer required.
SEMP Receipts, £0.015m, Kings Glen house plots
Other Receipts, £0.375m, Bow Road, Business Store, Shore Street
Other Receipts, net £0.01m cost associated with Cumberland Walk
- 2019/20 SEMP Receipts, £1.295m, remainder of Greenock Academy Site, Kings Glen house plot.
AMP Receipts, £0.650m, West Stewart Street, Glenbrae
Other Receipts, £0.350m, Upper Kirn Drive, Gourock
Recovery of Scottish Enterprise Clawback, £0.731m
- 2020/21 SEMP Receipts, £0.525m, remainder of Sacred Heart Site
Other Receipts, £0.070m, Wateryetts Drive, Kilmacolm
- 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

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:
 - 2018/19 £17k LED Lighting, Ingliston MRF
 - 2017/18 £30k contribution to Spend to Save Earmarked Reserve
 - 2018/19 £4k LED Lighting, GMB Carraigeway
- d Environmental Maintenance is a combined fund used for ongoing maintenance of Greenock Cut, Gallaghers (Port Glasgow) Development and Inverkip Footbridge.

Finance Strategy
Asset Management Plan - Offices

Earmarked Reserve Offices	2017/18 £000's	2018/19 £000's	2019/20 £000's
Earmarked Reserve b/fwd	776	402	156
Additional Funding (Note d)	409	375	305
Available Savings/(Cost) Added (Note a)	329	302	302
Loan Charges (Note b)	(567)	(600)	(604)
Further One Off Costs (Note c)	(545)	(323)	0
Net Saving/(cost) for year	(374)	(246)	3
Earmarked Reserve c/fwd	402	156	159

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 to 2017, costs for various decants, demolitions and rental of storage area as well as an allowance for dilapidations of leased properties, a £300k contribution towards William St refurb and a £203k contribution to the refurbishment of the District Court.
- 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
 - £70k Revenue saving agreed Nov 2018 from 2019/20
- e All Office refurbishments are now complete, ongoing net saving of £3k and remaining reserve of £159k available for consideration as part of 19/20 budget process.

Finance Strategy
Asset Management Plan - Depots

Earmarked Reserve Depots	<u>2017/18</u> £000's	<u>2018/19</u> £000's	<u>2019/20</u> £000's
Earmarked Reserve b/fwd	311	306	456
Additional Funding (Note d)	550	800	800
Available Savings/(Cost) Added (Note a)	111	97	97
Loan Charges (Note b)	(636)	(717)	(820)
Further One Off Costs (Note c)	(30)	(30)	(250)
Net Saving/(cost) for year	(5)	150	(173)
Earmarked Reserve c/fwd	306	456	283

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 to 2017 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 | |
| Additional Contribution from Revenue | £400k | From 2017/18, diversion of Riverside Inverclyde budget. |
| Write back to Free Reserves | £(250)k | 2017/18 |

Finance Strategy
Vehicle Replacement Programme

Earmarked Reserve	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Capital Requirements:								
Vehicle Purchases	860	1,422	1,568	2,176	570	367	833	1,636
Residual Value	(281)	(389)	(285)	(543)	(148)	(138)	(292)	(586)
Net Capital Requirement	579	1,033	1,283	1,633	422	229	541	1,050
Earmarked Reserve b/fwd	229	230	281	284	282	317	333	414
Loan Charges	(1,100)	(980)	(1,028)	(1,033)	(996)	(1,015)	(950)	(1,034)
Additional Revenue Costs, Tracking System	(28)	(28)	(28)	(28)	(28)	(28)	(28)	(28)
	(1,128)	(1,008)	(1,056)	(1,061)	(1,024)	(1,043)	(978)	(1,062)
Funding Available								
Loan Charges	1,129	1,059	1,059	1,059	1,059	1,059	1,059	1,059
Other Adjustments	0	0	0	0	0	0	0	0
Total Funding Available	1,129	1,059	1,059	1,059	1,059	1,059	1,059	1,059
Annual Funding Surplus/(Shortfall)	1	51	3	(2)	35	16	81	(3)
Earmarked Reserve c/fwd	230	281	284	282	317	333	414	411

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.
In 2018/19 & 2019/20 a further 28 vehicles will be replaced with Low Carbon Vehicles, funded from Government grant and existin replacement budget.
- 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>2012/18</u> Actual £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
Funding Available										
Core/Supported Borrowing	a	6,700	2,683	2,819	2,959	3,107	3,262	6,700	14,830	21,530
Prudential Borrowing		13,400						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
Total Funding Available		29,000	2,683	3,439	2,959	3,107	3,262	29,000	15,450	44,450
Allocation of Expenditure										
Carraigeways		17,095	1,702	1,713	1,717	1,807	1,901	17,095	8,840	25,935
Footways		3,189	235	423	326	343	361	3,189	1,688	4,877
Lighting		3,483	1,225	648	411	433	456	3,483	3,173	6,656
Drainage		325	171	180	200	211	222	325	984	1,309
Structures		1,020	303	709	175	183	192	1,020	1,562	2,582
Fees & Staffing Costs	e	1,977	314	410	130	130	130	1,977	1,114	3,091
Total Allocation of Expenditure		27,089	3,950	4,083	2,959	3,107	3,262	27,089	17,361	44,450
Over/(Under) Allocation		(1,911)	1,267	644	0	0	0	(1,911)	1,911	0

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

		2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Balance B/fwd		6,496	6,236	5,012	2,369	1,842	1,398	1,113	809	392
Projected Loan Charges	a	13,695	14,329	15,518	11,452	11,069	10,610	10,329	10,142	9,891
Available Budget	b	12,435	12,105	11,875	10,925	10,625	10,325	10,025	9,725	9,425
Loan Charge Surplus/(Deficit)		(1,260)	(2,224)	(3,643)	(527)	(444)	(285)	(304)	(417)	(466)
Additional Funding: Contribution from Capital Fund	c	1,000	1,000	1,000						
Balance at Year End		6,236	5,012	2,369	1,842	1,398	1,113	809	392	(74)
Interest Rate (Assumed):		3.55%	3.65%	3.80%	3.90%	3.95%	3.95%	4.10%	4.10%	4.10%

- Notes
- a Revised projections as at November 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).
- b Adjustments to Available Budget:
For 2018/19
 £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)
 Budget from 2018/19 onwards reduced by £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 funded from income
For 2021/22
 £650k removed from ongoing budget and transferred to SEMF relating to SEMF acceleration, as agreed in March 2016
- c 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

<u>Capital</u>	<u>£m</u> <u>15/18</u>	<u>£m</u> <u>18/19</u>	<u>£m</u> <u>19/20</u>	<u>£m</u> <u>20/21</u>	<u>£m</u> <u>21/22</u>	<u>£m</u> <u>22/23</u>	<u>£m</u> <u>23/24</u>	<u>£m</u> <u>24/25</u>	<u>£m</u> <u>Total</u>
Overall Grant	90	30	30	30	30	70	60	60	400
Regional Projects	1.944	0.672	3.8	15	30	34	45	33	163.416
Grant Available	88.056	29.328	26.2	15	0	36	15	27	236.584
Inverclyde's Grant Share	2.554	0.851	0.760	0.435	0.000	1.044	0.435	0.783	6.861
<u>Project Spend</u>									
Ocean Terminal	0.254	0.130	7.900	1.445	0	0	0	0	9.729
Inverkip	0.008	0.200	1.700	1.342	0	0	0	0	3.250
Inchgreen	0	0	0	0	4.714	4.713	0	0	9.427
Total Cost	0.262	0.330	9.600	2.787	4.714	4.713	0	0	22.406
Annual Grant (Shortfall)/Surplus	2.292	0.521	-8.840	-2.352	-4.714	-3.669	0.435	0.783	-15.545
Cumulative (Shortfall)/Surplus	2.292	2.812	-6.028	-8.380	-13.094	-16.763	-16.328	-15.545	
<u>Revenue</u>	<u>£m</u> <u>15/18</u>	<u>£m</u> <u>18/19</u>	<u>£m</u> <u>19/20</u>	<u>£m</u> <u>20/21</u>	<u>£m</u> <u>21/22</u>	<u>£m</u> <u>22/23</u>	<u>£m</u> <u>23/24</u>	<u>£m</u> <u>24/25</u>	
Revenue Budget	0	340	340	340	340	340	340	340	
Interest Charge	0	0	(26)	(108)	(161)	(299)	(335)	(311)	
Balance at Year End	0	340	654	886	1,065	1,106	1,111	1,140	

- 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 exclude partner contributions. Phasings per October 2018 PMO 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 2035. Interest rates used , 19/20(0.85%), 20/22(1.5%) and 22/23 onwards (2.0%)

Report To:	Inverclyde Council	Date:	29 November 2018
Report By:	Chief Executive	Report No:	LP/122/18
Contact Officer:	Gerard Malone	Contact No:	01475 712710
Subject:	Statutory Review of Polling Scheme		

1.0 PURPOSE

- 1.1 The purpose of this report is to (i) advise Members of the need to carry out a statutory review of the Council's Polling Scheme and (ii) ask Members to approve the draft Polling Scheme detailed in Appendix 3 and the timetable in respect thereof, as detailed in Appendix 1.

2.0 SUMMARY

- 2.1 In terms of the Representation of the People Act 1983 (as amended) local authorities are required to (i) designate polling places for the purposes of elections and (ii) review those arrangements at least every four years.
- 2.2 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places with compulsory reviews to be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.
- 2.3 The Council last carried out a statutory review in 2014 and a subsequent interim review took place in 2016. In terms of the legislation, it must now carry out the compulsory statutory review between 1 October 2018 and 31 January 2020.
- 2.4 It is therefore proposed to carry out the review in line with the timetable specified in Appendix 1 with a view to it being completed and coming into force by October/November 2019.
- 2.5 In the event of an unscheduled election/referendum being called before the completion of the review process, the current Polling Scheme, which forms Appendix 2, will be used.

3.0 RECOMMENDATIONS

The Council is requested to:

- 3.1 note the requirements to undertake a review of the Polling Scheme between 1 October 2018 and 31 January 2020;
- 3.2 approve the timetable relating to the Statutory Review of the Polling Scheme, as outlined in Appendix 1;
- 3.3 approve the draft Polling Scheme forming Appendix 3 and authorise the Head of Legal and Property Services to consult thereon; and

3.4 note that a further report will be presented to the Council at its meeting on 6 June 2019 once the Consultation period has ended.

Gerard Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 In terms of the Representation of the People Act 1983, local authorities are required to designate polling places for the purposes of elections and to review those arrangements within the statutory review timescale and are further obliged to keep their arrangements under review.
- 4.2 The Council completed its last statutory review in 2014 and carried out an interim review in 2016 following the implementation of the Local Government boundary changes. The Council's practice has also been to review polling arrangements as each scheduled election approaches. In conducting its reviews, the Council must seek to ensure that:-
- (i) all electors in the constituency have reasonable facilities for voting as are practicable in circumstances; and
 - (ii) so far as is reasonably practical, all polling places should be accessible to all voters including those who are disabled and when considering the designation of a polling place the Council must have regard to the needs of persons with disabilities.
- 4.3 The timetable for the review is outlined in Appendix 1 commencing with the publication of the notification of the review and making contact with interested parties, such as Members, Community Councils and organisations representing the disabled.
- 4.4 The Council is committed to ongoing reviews of the Scheme and to exploring suitable options for polling place locations. The Council seeks to minimise any disruption to schools during each election process and this will be looked at continuously.

5.0 PROPOSED AMENDMENTS TO THE POLLING SCHEME

- 5.1 The draft Polling Scheme which forms Appendix 3, proposes certain amendments to the current Polling Scheme as follows:-
- (i) Park Farm Community Hall, Oronsay Avenue, Port Glasgow, has been the established polling place for voters in Polling District IG03. However, from late 2019 the premises will no longer be available for use as a polling place. In view of the number of voters within this Polling District and the neighbouring Polling District IG02, the lack of a suitable alternative venue within IG03 and also the proximity of Polling District IG02's polling place (Struthers Memorial Church, Arran Avenue, Port Glasgow), it is feasible and practical to merge IG02 and IG03 to form one Polling District. It is therefore proposed to remove the Polling District line between IG02 and IG03, as detailed in Appendix 4, to form one Polling District, namely IG02, with all voters from the current IG03 Polling District reallocated to Struthers Memorial Church; and
 - (ii) if the above amendment is approved, it is proposed that the Polling District number sequence be realigned to reflect the reduction in Polling Districts as detailed in Appendix 3.
- 5.2 The Council has previously delegated to the Chief Executive the authority to make any such amendments as may from time to time be necessary in the Polling Scheme in order to take account of any building works and/or closures in order to facilitate suitable and feasible polling arrangements.

6.0 IMPLICATIONS

6.1 Finance

The proposed reduction of one polling place within the Polling Scheme will result in an accommodation saving but not staffing or any other material item.

Financial Implications:

One off Costs

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

Annually Recurring Costs/(Savings)

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

6.2 Legal

The Council is required to receive this report in terms of the Representation of the People Act 1983 (as amended) and the Electoral Registration and Administration Act 2013.

6.3 Human Resources

There are no implications.

6.4 Equalities

The Council is required to ensure the provision of suitable premises to facilitate ease of access for all voters throughout Inverclyde and thus to promote participation in local democracy for all its citizens.

6.5 Repopulation

There are no repopulation implications.

7.0 CONSULTATIONS

7.1 This report has been the subject of consultation with the Chief Executive and the Head of Inclusive Education, Culture and Communities.

8.0 BACKGROUND PAPERS

8.1 None.

INVERCLYDE COUNCIL
STATUTORY REVIEW OF POLLING SCHEME
TIMETABLE

The proposed timetable for the Consultation Review is as follows:-

1. Publication on Inverclyde Council website, notices in libraries, letters to interested parties, etc	13 December 2018
2. Representations by interested parties to be received no later than	13 February 2019
3. Inverclyde Council to consider a report on the initial proposals to approve the revised Polling Scheme on	18 April 2019
4. Further consultation on the draft Polling Scheme commencing on	25 April 2019
5. Final date for comments on draft Polling Scheme	24 May 2019
6. Final proposals, having regard to any comments/suggestions received to be considered by the Council on	6 June 2019

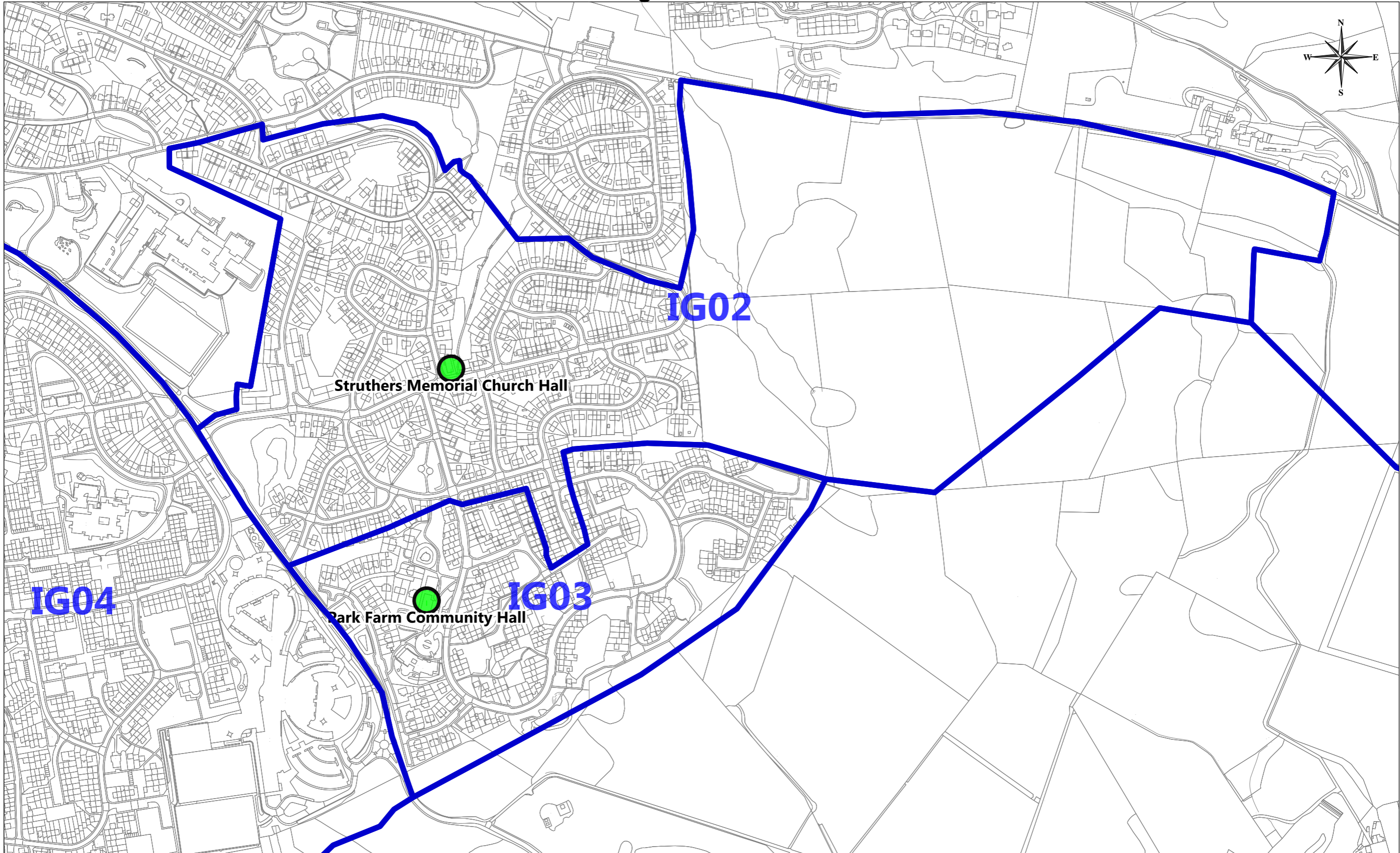
**INVERCLYDE COUNTY CONSTITUENCY
CURRENT POLLING SCHEME**

Polling District	Polling Place
IN01	Bethesda Building, Faith Avenue, Quarriers Village, Bridge of Weir
IN02	St Columba Church Hall, Bridge of Weir Road, Kilmacolm
IG01	Holy Family Church Hall, Parkhill Avenue, Port Glasgow
IG02	Struthers Memorial Church, Arran Avenue, Port Glasgow
IG03	Park Farm Community Hall, Oronsay Avenue, Port Glasgow
IG04	St Mary's Episcopal Church, Bardrainey Avenue, Port Glasgow
IG05	St Francis Church, Auchenbothie Road, Port Glasgow
IG06	Clune Park Resource Centre, Montgomerie Street, Port Glasgow
IG07	Upper Port Glasgow Social Club, Crosshill Road, Port Glasgow
IG08	Port Glasgow Lesser Town Hall, Shore Street, Port Glasgow
IG09	Port Glasgow Bowling Club, Birkmyre Avenue, Port Glasgow
IG10	Gibshill Community Centre, Smillie Street, Greenock
IG11	Auchmountain Halls, Burnhead Street, Greenock
IG12	Craigend Resource Centre, McLeod Street, Greenock
IG13	Crawfurdsburn Community Centre, Carwood Street, Greenock
IG14	Whinhill Primary School, Drumfrochar Road, Greenock
IG15	Prospecthill Christian Fellowship, 8 Prospecthill Street, Greenock
IG16	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock
IG17	Salvation Army Centre, Regent Street (enter from Roxburgh Street), Greenock
IG18	St John's Episcopal Church Hall, Union Street (enter from Jamaica Street), Greenock
IG19	Ardgowan Club, Ardgowan Square, Greenock
IG20	Finnart Scout Hall, 159 Finnart Street, Greenock
IG21	Lyle Kirk Hall, Bentinck Street, Greenock
IG22	Cardwell Bay Sailing Club, Cove Road, Gourock
IG23	Gamble Halls, 44 Shore Street (enter from Davidson Drive), Gourock
IG24	Kirn Drive Community Centre, Kirn Drive, Gourock
IG25	Gourock Golf Club, Cowal View, Gourock
IG26	Spinnaker Hotel, Albert Road, Gourock
IG27	Royal Gourock Yacht Club, Ashton Road, Gourock
IG28	Upper Larkfield Community Hall, Lothian Road, Greenock
IG29	Aileymill Nursery School, Norfolk Road, Greenock
IG30	Branchton Community Centre, Branchton Road, Greenock
IG31	Inverkip Community Hub, Main Street, Inverkip
IG32	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay
IG33	Mount Kirk, 95 Dempster Street, Greenock
IG34	South West Library, Barr's Cottage, Greenock
IG35	Grieve Road Community Centre, Grieve Road, Greenock
IG36	St Joseph's Primary School, Wren Road, Greenock
IG37	St Andrews Primary School, Chester Road, Greenock

**INVERCLYDE COUNTY CONSTITUENCY
PROPOSED DRAFT POLLING SCHEME**

Polling District	Polling Place
IN01	Bethesda Building, Faith Avenue, Quarriers Village, Bridge of Weir
IN02	St Columba Church Hall, Bridge of Weir Road, Kilmacolm
IG01	Holy Family Church Hall, Parkhill Avenue, Port Glasgow
IG02	Struthers Memorial Church, Arran Avenue, Port Glasgow
IG03	St Mary's Episcopal Church, Bardrainey Avenue, Port Glasgow
IG04	St Francis Church, Auchenbothie Road, Port Glasgow
IG05	Clune Park Resource Centre, Montgomerie Street, Port Glasgow
IG06	Upper Port Glasgow Social Club, Crosshill Road, Port Glasgow
IG07	Port Glasgow Lesser Town Hall, Shore Street, Port Glasgow
IG08	Port Glasgow Bowling Club, Birkmyre Avenue, Port Glasgow
IG09	Gibshill Community Centre, Smillie Street, Greenock
IG10	Auchmountain Halls, Burnhead Street, Greenock
IG11	Craigend Resource Centre, McLeod Street, Greenock
IG12	Crawfurdsburn Community Centre, Carwood Street, Greenock
IG13	Whinhill Primary School, Drumfrochar Road, Greenock
IG14	Prospecthill Christian Fellowship, 8 Prospecthill Street, Greenock
IG15	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock
IG16	Salvation Army Centre, Regent Street (enter from Roxburgh Street), Greenock
IG17	St John's Episcopal Church Hall, Union Street (enter from Jamaica Street), Greenock
IG18	Ardgowan Club, Ardgowan Square, Greenock
IG19	Finnart Scout Hall, 159 Finnart Street, Greenock
IG20	Lyle Kirk Hall, Bentinck Street, Greenock
IG21	Cardwell Bay Sailing Club, Cove Road, Gourock
IG22	Gamble Halls, 44 Shore Street (enter from Davidson Drive), Gourock
IG23	Kirn Drive Community Centre, Kirn Drive, Gourock
IG24	Gourock Golf Club, Cowal View, Gourock
IG25	Spinnaker Hotel, Albert Road, Gourock
IG26	Royal Gourock Yacht Club, Ashton Road, Gourock
IG27	Upper Larkfield Community Hall, Lothian Road, Greenock
IG28	Aileymill Nursery School, Norfolk Road, Greenock
IG29	Branchton Community Centre, Branchton Road, Greenock
IG30	Inverkip Community Hub, Main Street, Inverkip
IG31	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay
IG32	Mount Kirk, 95 Dempster Street, Greenock
IG33	South West Library, Barr's Cottage, Greenock
IG34	Grieve Road Community Centre, Grieve Road, Greenock
IG35	St Joseph's Primary School, Wren Road, Greenock
IG36	St Andrews Primary School, Chester Road, Greenock

Current Polling Districts IG02 & IG03



Inverclyde
council


Environment and Public Protection

Environment, Regeneration & Resources
Corporate Director: Scott Allan BSc., C.Eng., M.I.C.E

Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712712
Fax: 01475 712731
scott.allan@inverclyde.gov.uk

Plan Creator: Joe Gray
Date: 06/11/2018
Scale: 1:5000

POLLING_DISTRICTS

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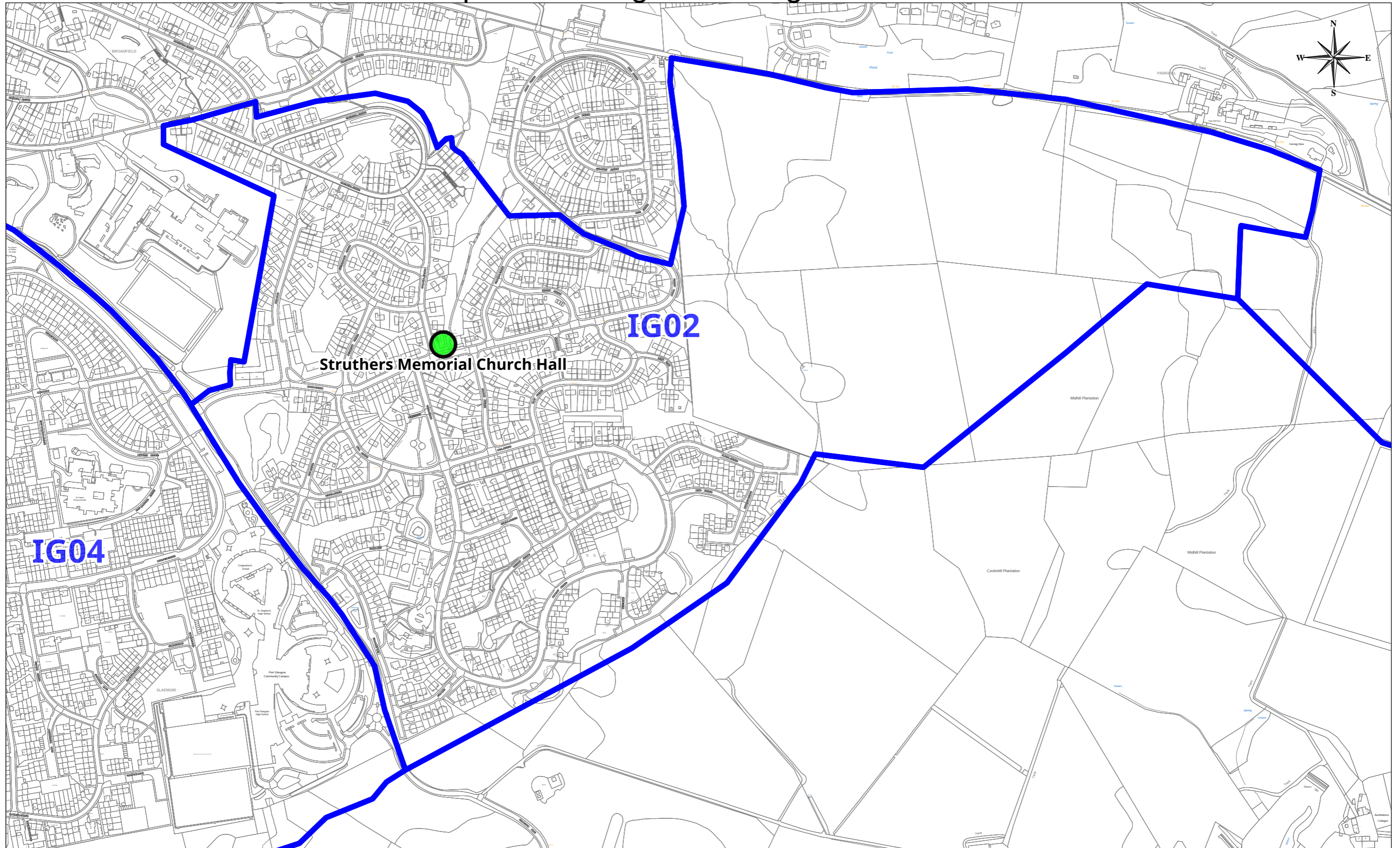
CURRENT POLLING PLACES

  Overlay style



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Proposed Change to Polling District IG02



Inverclyde
council


Environment and Public Protection

Environment, Regeneration & Resources
Corporate Director: Scott Allan BSc., C.Eng., M.I.C.E

Municipal Buildings
Clyde Square
Greenock
PA15 1LY
Tel: 01475 712712
Fax: 01475 712731
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Date: 06/11/2018
Scale: 1:5000

Copy Polling Districts Proposal

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Copy Proposal Polling Places

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Report To:	Inverclyde Council	Date:	29 November 2018
Report By:	Head of Legal & Property Services	Report No:	LP/121/18
Contact Officer:	Gerard Malone	Contact No:	01475 712710
Subject:	Standards Commission's Hearing: Councillor Rebecchi		

1.0 PURPOSE

- 1.1 This report notifies the Council of the Standards Commission's Hearing on 21 September 2018 relative to a complaint about Councillor Rebecchi.

2.0 SUMMARY

- 2.1 It is a requirement of the Ethical Standards in Public Life etc. (Scotland) Act 2000 that the Council considers the Standard Commission's written decision of the Hearing upon a complaint that had been received by the Commissioner for Ethical Standards and Public Life in Scotland about Councillor Rebecchi. The written decision of the hearing panel is attached as Appendix 1 for Members' consideration.
- 2.2 The Standard Commission's hearing found that Councillor Rebecchi should have declared a non-financial interest in the planning application being considered by the Planning Board on 6 December 2017 and that he should also have declared the financial interests of close friends all as required by the Councillors' Code of Conduct. Councillor Rebecchi at the hearing accepted that he had failed to apply, and comply with, the objective test which states that Councillors must consider whether a member of the public, with knowledge of the relevant facts, would reasonably regard an interest as so significant that it was likely to prejudice the Councillor's discussion or decision-making.
- 2.3 The hearing was satisfied that there was no suggestion that Councillor Rebecchi's interests had influenced his discussion or had resulted in any personal advantage and it considered factors in mitigation as referred to within the Appendix.
- 2.4 However, the Standards Commission hearing did emphasise the importance of declaring interests as an integral part of the Councillors' Code to ensure openness and transparency and reiterated that public confidence in decision-making processes can be eroded by any such failures so to do. The hearing emphasised that it is a Councillor's personal responsibility to be aware of and to implement the Councillors' Code.
- 2.5 The Council is required to consider the Standard Commission's Hearing decision.

3.0 RECOMMENDATION

- 3.1 That the Council considers the Standard Commission's Hearing decision relative to Councillor Rebecchi.

Decision of the Hearing Panel of the Standards Commission for Scotland following the Hearing held at Municipal Buildings, Clyde Square, Greenock, PA15 1LY on 21 September 2018.

Panel Members: Mrs Lindsey Gallanders, Chair of the Hearing Panel
Mrs Tricia Stewart
Mr Paul Walker

The Hearing arose in respect of a Report by Mr Bill Thomson, the Commissioner for Ethical Standards in Public Life in Scotland (the CESPLS), further to complaint reference LA/I/2113 (the complaint) concerning an alleged contravention of the Councillors' Code of Conduct (the Code) by Councillor Luciano Rebecchi (the Respondent).

The CESPLS was represented by Mr Ian MacKay, Investigating Officer.

COMPLAINT

A complaint was received by the CESPLS about the alleged conduct of the Respondent. Following an investigation, the CESPLS referred the complaint to the Standards Commission for Scotland on 17 July 2018, in accordance with section 14(2) of the Ethical Standards in Public Life etc. (Scotland) Act 2000, as amended.

The substance of the referral was that the Respondent had failed to comply with the provisions of the Councillors' Code of Conduct and, in particular, that he had contravened paragraphs 5.3, 5.5, 5.7, 5.10(ii) and 7.4.

The relevant provisions are:

Declaration of Interests

5.3 You may feel able to state truthfully that an interest would not influence your role as a councillor in discussion or decision-making. You must, however, always comply with the objective test ("the objective test") which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.

Interests which Require Declaration

5.5 Interests which require to be declared (if known to you) may be financial or non-financial. They may or may not cover interests which are registrable in terms of this Code.. Most of the interests to be declared will be your personal interests but, on occasion, you will have to consider whether the interests of other persons require you to make a declaration. The paragraphs which follow deal with; your financial interests; your non-financial interests and the interests, financial and non-financial, of other persons.

Your Non-Financial Interests

*5.7 You must declare, if it is known to you, any NON-FINANCIAL INTEREST if:-
(i) that interest has been registered under category eight (Non-Financial Interests) of Section 4 of the Code; or*

(ii) that interest would fall within the terms of the objective test.

There is no need to declare:-

(i) an interest where a general exclusion applies, but an interest where a specific exclusion applies must be declared; or

(ii) an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

You must withdraw from the meeting room until discussion of and voting on the relevant item where you have a declarable interest is concluded other than in the following circumstances.

There is no need to withdraw in the case of: -

(i) an interest covered by a general exclusion or a specific exclusion; or

(ii) an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

The Financial Interests of Other Persons

5.10 The Code requires only your financial interests to be registered. You also, however, have to consider whether you should declare any financial interest of certain other persons.

You must declare if it is known to you ANY FINANCIAL INTEREST of:-

(ii) a close relative, close friend or close associate;

Fairness and Impartiality

7.4 To reduce the risk of your, or your Council's, decisions being legally challenged, you must not only avoid impropriety, but must at all times avoid any occasion for suspicion and any appearance of improper conduct.

Evidence Presented at the Hearing

Submissions made by the CESPLS's Representative

The CESPLS's representative advised that it was accepted that the Respondent had participated in a meeting of Inverclyde Council's Planning Board on 6 December 2017 and, specifically, in respect of a planning application for the creation of a roof timber enclosure at the rear of a factory in Gourrock, which was intended to alleviate noise emanating from air conditioning units within the premises.

The CESPLS's representative advised that it was also accepted that the Respondent had attended the factory premises on 5 May 2017 in a personal capacity, at the invitation of a third-party contractor, who was seeking his advice on some technical issues relating to noise reduction. The CESPLS's representative noted that the visit took place before any planning application was submitted, albeit he argued that it was reasonably foreseeable that planning consent may be required in respect of any proposed work.

The CESPLS's representative further indicated that it was not in dispute that the Respondent had not declared any interest in the planning application at the meeting on 6 December 2017 despite:

- Having a close and long-standing friendship with the family who owned the premises and were seeking the planning consent; and

- Recognising, both at the site visit on 5 May 2017 and before the Planning Board meeting on 6 December 2017, that he might have a declarable interest, which led him to seek the advice of a fellow elected member before the planning meeting.

The CESPLS's representative contended that the Respondent should have had regard to, and considered, the objective test, as outlined in paragraph 5.3 of the Code. The CESPLS's representative noted that the Respondent's attendance at the meeting on 5 May 2017 did not, in itself, give rise to any breach of the Code. He argued, however, that it was likely that a member of the public, with knowledge of the site visit on 5 May 2017, and the Respondent's friendship with the family, would reasonably have regarded his interest in the planning application as potentially being so significant that it would be likely to prejudice his discussion or decision-making. The CESPLS's representative contended, therefore, that the Respondent should have declared a non-financial interest in the planning application under paragraphs 5.5 and 5.7 of the Code. The CESPLS's representative further contended that the Respondent should have declared the financial interests of the applicant family, as close friends or associates, as required by paragraph 5.10 of the Code.

The CESPLS's representative advised that there was nothing to suggest that the Respondent had been improperly influenced by his friendship with the applicant family. The CESPLS's representative noted, however, that paragraph 7.4 of the Code obliges councillors to ensure they not only avoided any impropriety but also avoided giving rise to any occasion for suspicion and any appearance of improper conduct. The CESPLS's representative argued that as it was known that the Respondent had attended the premises on 5 May 2017 in a personal capacity, he had failed to avoid the appearance of impropriety when he subsequently took part in the discussion and decision-making on the planning application, in breach of this provision.

Submissions made by the Respondent

The Respondent confirmed that he accepted the facts and conclusions, as outlined in the CESPLS's report. The Respondent explained that he had not discussed any planning matters at the site visit on 5 May 2017, and had made it clear he could not do so due to his membership of the Planning Board. The Respondent indicated that, in any event, at the time he left the premises on 5 May 2017 there had been nothing to suggest that planning consent would definitely be sought or required.

The Respondent confirmed that he had not considered the objective test. He indicated that his usual practice would be to seek advice from the Council's Monitoring Officer before a meeting about whether any declaration of interest was required. The Respondent advised, however, that the Monitoring Officer had been unavailable and, as such, he had sought advice from a fellow councillor before the Planning Board meeting on 6 December 2017. The advice had been that there was no need to declare any interest. The Respondent indicated that he accepted, however, that regardless of any advice received, it was nonetheless his personal responsibility to comply with the provision in the Code.

DECISION

The Hearing Panel considered the submissions given orally at the Hearing and in writing and found as follows:

1. The Councillor's Code of Conduct applied to the Respondent.
2. The Respondent had breached paragraphs 5.3, 5.5, 5.7, 5.10(ii) and 7.4 of the Councillors' Code of Conduct.

Reasons for Decision

The Hearing Panel noted that the Respondent advised he accepted the findings as outlined in the CESPLS's Report.

The Hearing Panel found that the Respondent had a non-financial interest as a close friend of the applicant family. The applicant family also had a financial interest in the matter. As such, the Hearing Panel determined that, in terms of paragraph 5.5. of the Code, the Respondent should have declared a non-financial interest in the planning matter being considered by the Planning Board on 6 December 2017, as required by paragraph 5.7. The Hearing Panel further concluded that the Respondent should have also declared the financial interests of close friends as required by paragraph 5.10(ii).

The Hearing Panel noted that the Respondent accepted that he had failed to apply, and comply with, the objective test at the meeting on 6 December 2017, as required by paragraph 5.3 of the Code. The objective test states that councillors must consider whether a member of the public, with knowledge of the relevant facts, would reasonably regard an interest as so significant that it was likely to prejudice the councillor's discussion or decision-making. In this case, the Hearing Panel was satisfied that a member of the public, knowing that the Respondent was close friends with the family who had a financial interest in the planning application, would reasonably regard the interest as sufficiently significant as to be likely to prejudice his discussion and decision-making.

The Hearing Panel was satisfied that there was no evidence or suggestion that the Respondent's interests had influenced his discussion or decision-making at the meeting on 6 December 2017 or that it had resulted in any personal gain to him. The Hearing Panel further noted that the planning application had been approved by eight votes to two and was satisfied, therefore, that the Respondent's vote had not been a decisive factor in the Planning Board's decision.

The Hearing Panel further considered that, while the Respondent had been perfectly entitled to attend the factory premises on 5 May 2017, before the planning application was submitted to provide advice to a contractor, the fact that he had done so was known. As such, the Hearing Panel determined that the Respondent's prior involvement meant that he had failed to avoid any occasion for suspicion, as required by paragraph 7.4 of the Code, when he subsequently participated in the consideration of the application at the planning meeting on 6 December 2017. The Respondent should have declared the interest and left the meeting.

The Hearing Panel therefore concluded that the Respondent had contravened paragraphs 5.3, 5.5, 5.7, 5.10(ii) and 7.4 of the Councillors' Code of Conduct.

Evidence in Mitigation

The Respondent apologised for his failure to comply with the Code and advised that he was also sorry that he may have brought Inverclyde Council into disrepute. He confirmed that it had not been his intention and that he had simply not considered that any declaration was required.

The Hearing Panel noted the contents of a character reference from Inverclyde Council's Chief Executive, in which he confirmed that he had known the Respondent for some 12 years and that, during that time, the Respondent worked hard on behalf of his constituents and actively participated in Council business. The Chief Executive noted that the Respondent had made a significant contribution to both the Council and his local community during his terms of office. The Chief Executive further advised that he had found the Respondent to be polite and respectful towards officers, his colleagues and the public and had conducted himself in accordance with the high standards expected of those in public life in the 30 years that he had been a councillor.

SANCTION

The decision of the Hearing Panel was to censure the Respondent, Councillor Rebecchi.

The sanction was made under the terms of the Ethical Standards in Public Life etc. (Scotland) Act 2000 section 19(1)(a).

Reasons for Sanction

In reaching its decision, the Hearing Panel:

- Noted that the Respondent accepted he had breached the Code and had apologised to the complainer, the CESPLS and the Panel for doing so.
- The Hearing Panel further noted the contribution the Respondent had made to public life in the 30 years he had served as a councillor.
- Was satisfied that, in this particular case, there was no personal gain to the Respondent and that he had now demonstrated insight and understanding of the importance of compliance with the Code.

However, the Panel:

- Wished to make it clear that the requirement to declare interests is an integral part of the Councillors' Code of Conduct as it provides the opportunity for openness and transparency in a councillor's role and affords members of the public the opportunity to consider whether a councillor's interests may influence his or her discussion and decision-making.
- Reiterated that public confidence in a Council's decision-making processes can be eroded by a failure to declare interests as required by the Code. The Panel noted that it was essential for the public to have the highest confidence that those elected to local government are making decisions in the public interest and not the interests of themselves or their friends and families.

- Emphasised it was a councillor's personal responsibility to be aware of the provisions in the Code, to ensure that he or she complied with them and, in this respect, the Respondent was negligent.

RIGHT OF APPEAL

The Respondent has a right of appeal in respect of this decision, as outlined in Section 22 of the Ethical Standards in Public Life etc. (Scotland) Act 2000, as amended.

Date: 28 September 2018



**Mrs Lindsey Gallanders
Chair of the Hearing Panel**

Report To:	Inverclyde Council	Date:	29 November 2018
Report By:	Steven McNab, Head of Organisational Development, Policy and Communications	Report No:	IC/06/18/SM/LM
Contact Officer:	Louise McVey, Corporate Policy and Partnership Manager	Contact No:	01475 712042
Subject:	Response to Local Governance Review 2018		

1.0 PURPOSE

- 1.1 The purpose of this report is to present Inverclyde Council's response to the Local Governance Review, as requested by Scottish Government. The deadline for responses is 14 December 2018.

2.0 SUMMARY

- 2.1 COSLA and the Scottish Government have embarked on a review of local governance. The review remit is open, offering local government an opportunity to place key issues onto the reform agenda. While the first strand of the review focuses on a programme of engagement with communities, the second strand invites councils and wider public services to identify proposals that can improve outcomes, reduce inequalities and drive inclusive economic growth.
- 2.2 The first strand of the review involves engagement with communities via Democracy Matters. The Scottish Government has given a commitment to review how responsibilities and resources can be shared across national and local government in a way that delivers the greatest benefit to Scotland's different communities. The Government is asking communities to respond to a series of questions, which will inform the review.
- 2.3 The second strand of the Local Governance Review is broad in scope and it is anticipated that all public services will wish to offer proposals to improve governance arrangements at their level of place. This is based on an acceptance of increasing variation in decision-making arrangements across the country: what is right for one place will not necessarily be right for another.
- 2.4 The two strands of the Local Governance Review have run in parallel for a period of around 6 months and will end in December 2018. These will inform a programme of change in governance arrangements in different places, where these can increase the pace and scale of public service reform; focus on shared outcomes and strengthen local decision making. In the event of legislative change being required, a Local Democracy Bill is provisionally scheduled for introduction later this parliament.
- 2.5 For the first strand involving and engaging communities, the Chief Executive and officers held a Democracy Matters event with members from the Port Glasgow West Community Council on 22 August 2018. The Port Glasgow West Community Council also responded to the Democracy Matters Consultation.
- 2.5 For the second strand, involving public bodies, a Local Governance Review Workshop was delivered in Inverclyde by COSLA and Scottish Government to Elected Members and officers on

23 August 2018. This workshop sought to capture suggestions for devolving power to local areas and twelve elected members participated.

2.6 The responses and key themes from the workshop and feedback from individual members include:

- Devolution of fiscal powers to local authorities to raise taxes locally, to have more financial autonomy over the resources available and to avoid over reliance on funding from Central Government.
- Ring fencing of budgets by Central Government should cease as Local Authorities should be allowed to determine local priorities and allocate resources accordingly.
- Local demographic accountability to improve collaborations between social enterprises and communities working together. Establish a clear role of community councils to ensure communities are representative and everyone is engaging in the decision making process.
- Apply principles of subsidiarity - Central Government needs to let go of some power and respect the democratic mandate of Local Government to make democratic decisions for the best interest of their communities. There needs to be more discussion on decision making taking place at different levels. Creating conditions to allow the implementation of local approaches that work for the local area and build on this with communities.
- Local public services led by local authorities should be empowered to roll out the Single Public Authority Model to maximise efficiencies and effective delivery of services.

2.7 The key themes and consultation responses gathered from the Elected Members will form the response to be submitted to the Scottish Government by 14 December 2018.

3.0 RECOMMENDATIONS

It is recommended that the Council:

- a. note the key themes and outcomes to emerge from the workshop consultation, and
- b. approve the Inverclyde Council Local Governance Review response and key themes in 5.1.

Steven McNab

Head of Organisational Development, Policy and Communications

4.0 BACKGROUND

- 4.1 The Programme for Government 2017-18 set out the intention to “decentralise power to a more local level in Scotland and launch a comprehensive review of local governance ahead of a Local Democracy Bill later in this Parliament”. In December 2017, the Scottish Government and COSLA jointly launched the Local Governance Review.
- 4.2 The Scottish Government recognises that decisions about the issues that affect different communities in Scotland should be taken with the active involvement of those communities. Whether that is communities in different places organised at a very local level, or communities with a shared interest organised at a more regional level. This enables public services to work in ways which meet local circumstances and reflect the priorities of different communities.
- 4.3 The Government wishes to review how powers, responsibilities and resources are shared across national and local spheres of government and with communities, in the context of significant change to the governance of Scotland over the last two decades.
- 4.4 The Review of Local Governance explores what might be achieved in regard to local and community decision-making and democratic governance in order to improve outcomes in local communities, and highlight opportunities for positive change. In doing so, it brings a wide range of Scotland’s public services into scope, takes cognisance of reforms where work is already progressing, and will include powers and functions held at national level.
- 4.5 The Government is very keen to engage with public services about how changes to Scotland’s governance could make the lives of Scotland’s people better. This engagement is taking place in two strands.
- Strand 1 involves a programme of engagement with communities.
 - Strand 2 involved the Scottish Government, local authorities, community planning partnerships and other public sector organisations proposing approaches to governance, powers or ways of working that could improve outcomes, reduce inequalities and improve democracy locally.
- 4.6 The Chief Executive contacted representatives from Community Councils in order to raise awareness of the Democracy Matters element of the review, and offered to listen to what ideas they might have in regard to local governance. A meeting was held with Port Glasgow West Community Council in August 2018, who subsequently submitted their response.
- 4.7 In relation to strand 2, a Local Governance Review Workshop opportunity was hosted by Inverclyde Council and delivered by COSLA and Scottish Government to Elected Members and officers on 23 August 2018. This workshop sought to capture recommendations and suggestions for devolving power to local areas. Twelve Inverclyde Council Elected Members participated in the workshop. The outcomes and themes from the workshop have been collated and are outlined in the response in 5.1.
- 4.8 The two strands of the Local Governance Review have been running in parallel for a period of around six months and are due to end in December 2018. The deadline for written responses is 14 December 2018. In the event of legislative change being required a Local Democracy Bill is provisionally scheduled for introduction later this parliament.

5.0 Proposal

- 5.1 In recognition of the matters arising from the workshop and feedback from individual members, it was considered that the Council respond to Local Governance Review as follows:
- Devolution of fiscal powers to local authorities to raise taxes locally, to have more financial autonomy over the resources available and to avoid over reliance on

funding from Central Government.

- Ring fencing of budgets by Central Government should cease as Local Authorities should be allowed to determine local priorities and allocate resources accordingly.
- Local demographic accountability to improve collaborations between social enterprises and communities working together. Establish a clear role of community councils to ensure communities are representative and everyone is engaging in the decision making process.
- Apply principles of subsidiarity - Central Government needs to let go of some power and respect the democratic mandate of Local Government to make democratic decisions for the best interest of their communities. There needs to be more discussion on decision making taking place at different levels. Creating conditions to allow the implementation of local approaches that work for the local area and build on this with communities.
- Local public services led by local authorities should be empowered to roll out the Single Public Authority Model to maximise efficiencies and effective delivery of services.

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					

Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments
n/a					

6.2 Human Resources: none at present

6.3 Legal: none at present

6.4 Equalities: none at present

6.5 Repopulation: none at present

7.0 CONSULTATIONS

7.1 The Chief Executive, Corporate Director and twelve elected members participated in a Local Government Review workshop opportunity in August 2018.

8.0 CONCLUSIONS

8.1 The Local Governance Review provides an opportunity for Inverclyde Council to be involved in a dialogue around how local democracy could work better and how communities can be better involved in local decision making and achieving better outcomes. The Local Governance Review Workshop opportunity was delivered in Inverclyde by COSLA and Scottish Government to Elected Members and officers on 23 August 2018. This workshop sought to capture suggestions for devolving power to local areas twelve elected members participated. The outcomes and themes from the workshop have been collated and are outlined in section 5.1 of this report.

9.0 LIST OF BACKGROUND PAPERS

- 9.1 <http://www.gov.scot/Publications/2018/05/6780/354026>
<https://www.inverclyde.gov.uk/meetings/meeting/1716> Agenda item 7: Effective
Democracy: Reconnecting with Communities
<http://www.localdemocracy.info/2014/08/14/time-to-rebuild-scottish-democracy-what-the-referendum-decides/>

Report To: Inverclyde Council **Date:** 29 November 2018

Report By: Corporate Director, Environment, Regeneration & Resources **Report No:** LP/116/18

Contact Officer: Joanna Dalgleish **Contact No:** 01475 712123

Subject: Proposed Traffic Regulation Order – The Inverclyde Council, Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018

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 25 October 2018 after consideration of a report by the Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – The Inverclyde Council, Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) 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 Public Protection and the Head of Legal and Property Services to arrange for its implementation.

3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approves the making of the Traffic Regulation Order – The Inverclyde Council, Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018 and that the Head of Environmental and Public Protection 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 Administration, the Head of Environmental and Public Protection is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 With the consent and concurrence of The Scottish Ministers, the proposed Traffic Regulation Order (TRO) will:-
- revoke the existing Limited Waiting restriction on Shore Road, Wemyss Bay "Monday – Sunday 8am to 10pm, 30 minutes, no return within 30 minutes";
 - introduce a Limited Waiting restriction on Shore Road, Wemyss Bay "Monday – Sunday 8am to 10pm, 1 hour, no return within 30 minutes, except for Zone WB1 Residents' Parking Permit holders";
 - introduce a Residents' Parking Permit Scheme with an exemption for Zone WB1 Residents' Parking Permit holders from on-street Limited Waiting restrictions on a section of Shore Road, Wemyss Bay; and
 - introduce an Electric Vehicle Parking Place on Shore Road, Wemyss Bay for Electric Vehicles which are charging in accordance with the terms of the TRO.
- 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 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 will be a cost for introducing the signs and road markings for the new restrictions.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
02506	Parking Strategy Revenue	Annually	£200		Residents' parking permits
02506	Parking Strategy Revenue	18/19	£1,000		New signs and lines

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 Head of Environmental and Public Protection, the Customer Service Centre, Central Library and Inverkip & Wemyss Bay Library.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 None

**THE INVERCLYDE COUNCIL, SHORE ROAD,
WEMYSS BAY (DESIGNATED PARKING
PLACES AND WAITING RESTRICTIONS)
ORDER 2018**

TRAFFIC REGULATION ORDER

**THE INVERCLYDE COUNCIL, SHORE ROAD, WEMYSS BAY
(DESIGNATED PARKING PLACES AND WAITING RESTRICTIONS) ORDER 2018**

We, The Inverclyde Council, with the consent and concurrence of The Scottish Ministers, 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, Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018”.
- 1.2 The On-Street Plan forming Schedule 3 and titled “The Inverclyde Council, Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018 On-Street Plan” is incorporated into this Order.
- 1.3 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.

2.0 Interpretation

- 2.1 In this Order except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:

“Authorised Person” means an employee or agent of the Council authorised to exercise all or any of the functions of the Council under this Order;

“Carriageway” and “Footway” have the same meanings as in Section 151(1) of the Roads (Scotland) Act 1984 (as amended);

“Charging Post” means an installation adjacent to a parking space for the purposes of recharging the battery of an Electric Vehicle by way of a connecting lead;

“Council” means The Inverclyde Council or its successors as Roads Authority;

“Disabled Person’s Badge” means a badge which was:

- (a) issued under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (as amended);
- (b) issued under a provision of the law of Northern Ireland corresponding to that section; or
- (c) 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 has not ceased to be in force;

“Disabled Person’s Vehicle” means a Motor Vehicle which is displaying a Disabled Person’s Badge in a Relevant Position as prescribed by the Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (Scotland) Regulations 2002;

“Driver” means the person driving or having control or charge of a Motor Vehicle at any given time and, in particular, in relation to a Motor Vehicle waiting in a Parking Place, the person driving when it was left in the Parking Place;

“Electric Vehicle” means a vehicle, including a motorcycle, which uses electricity as a source of power for propulsion and includes a vehicle which in addition uses, or is capable of using, other sources of power for this purpose;

“Electric Vehicle Parking Space” means an area of road defined as such by means of a sign and surface marking, as specified in the On-Street Plan forming Schedule 3 and which is identified in Part 2 of Schedule 2, which is provided solely for the recharging of Electric Vehicles’ batteries by means of a Charging Post;

“Electronic Communications Apparatus” has the same meaning as in Schedule 2 to the Telecommunications Act 1984 (as amended);

“End Date” means the date on which the particulars of a Printed Permit or a Virtual Permit retained on the Telephone Parking System are removed from the Telephone Parking System;

“Goods” includes Relevant Postal Packets of any description; and delivering and collecting in relation to any Goods includes checking the Goods for the purpose of their delivery or collection;

“Hand-held Device” means apparatus used by a Parking Attendant, an Authorised Person or a police constable in uniform which is programmed to interface with the Telephone Parking System;

“Identification Code” means a combination of letters and numerals by which the Council identifies the Wemyss Bay Parking Permit Zone;

“Limited Waiting Parking Place” means each part of a Road identified as limited waiting on any of the lengths of road specified in Part 1 of Schedule 2;

“Motor Cycle” and “Invalid Carriage” have the same meanings respectively as in Section 136 of the Act;

“Motor Vehicle” means a mechanically propelled vehicle intended or adapted for use on Roads;

“No Return” in relation to a Limited Waiting Parking Place, where waiting is limited by time and day of the week, as specified in Article 10.1, means no return within the stated time, as specified in Article 10.1(b), to a Limited

Waiting Parking Place in the same road as the Limited Waiting Parking Place vacated;

“On-Street Plan” means the plan forming Schedule 3 and titled “The Inverclyde Council, Shore Road, Wemyss Bay (Designated Parking Places and Waiting Restrictions) Order 2018 On-Street Plan”;

“Parking Attendant” means a person employed in accordance with Section 63A of the Act to carry out the functions therein;

“Parking Place” means the type of Parking Place identified in Article 2.4 and identified as such on the On-Street Plan; the limits of each Parking Place shall be indicated by the Council on the Carriageway by appropriate Traffic Signs;

“Parking Space” means a space provided for the leaving of Motor Vehicles in a Parking Place;

“Passenger Vehicle” means a Motor Vehicle (other than a Motor Cycle or Invalid Carriage) constructed solely for the carriage of passengers and their effects and adapted to carry not more than sixteen passengers exclusive of the Driver;

“Penalty Charge Notice” means a notice issued and fixed to a Motor Vehicle by or on behalf of the Council in relation to a contravention of one or more of the provisions of this Order;

“Permit” means a Printed Permit or a Virtual Permit issued by the Council in accordance with the Permit scheme set out in this Order;

“Printed Permit” means a document specified in Article 4.3 which may be issued by the Council and if so issued shall be displayed and used in accordance with the particulars stipulated thereon;

“Relevant Position” means:-

- (a) for the display of a Parking Disc, that the Parking Disc is displayed either on the inside of the front windscreen of the Motor Vehicle, where the Motor Vehicle is fitted with a front windscreen, or in a conspicuous position on the Motor Vehicle so that, in either case, all the information recorded on the front of the Parking Disc is legible and clearly visible to a person standing at the front or nearside of the Motor Vehicle and the Parking Disc shall be displayed for the whole time that the Motor Vehicle remains in the Parking Place;
- (b) for the display of a Disabled Person’s Badge, that the Disabled Person’s Badge is displayed as prescribed by Regulation 12 of the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 (as amended);

“Registered Keeper” means the person or organisation recorded by the Driver and Vehicle Licensing Authority as being the legal keeper of the Motor Vehicle;

“Resident’s Parking Permit” means a Printed Permit or a Virtual Permit issued by the Council, in accordance with the provisions of Article 3.0, at such a charge and on such terms and conditions as the Council may determine;

“Service Provider” means a person or company providing services to or on behalf of the Council;

“Start Date” means the date on which the particulars of a Printed Permit or a Virtual Permit are entered on the Telephone Parking System;

“Telephone Parking System” means a system to facilitate and monitor any Permit, whether a Virtual Permit or a Printed Permit, using any telephone or internet enabled device via communication with the Service Provider;

“Traffic Sign” means a sign prescribed or authorised under Section 64 of the Act;

“Virtual Permit” means a Permit which is not a Printed Permit, which is specified in Article 4.2 and which may be issued by the Council; and

“Wemyss Bay Parking Permit Zone, also referred to as Zone WB1” means any road or part of a road within the boundary of the Wemyss Bay Parking Permit Zone, also referred to as Zone WB1, specified in the On-Street Plan.

- 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 Where the context so permits, references in this Order to a “Parking Place” shall include reference to a Limited Waiting Parking Place.
- 2.5 For the purpose of this Order a Motor Vehicle shall be deemed to wait for a period of more than the time specified on the waiting restriction signs for the length of restriction in the same place in any Road if any point in that Road, which is below the Motor Vehicle when it first stops, remains below the Motor Vehicle or its load (if any) throughout such period, whether or not the Motor Vehicle is moved during that period.
- 2.6 The restrictions of waiting imposed by this Order shall also apply to the footways and verges contiguous to the various parts of Road referred to in this Order.
- 2.7 The 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 restriction which is imposed, varied or revoked by this Order is in conflict with a restriction imposed by a previous Order, then the provision of this Order shall prevail.

2.8 The Order listed in Schedule 1 is revoked to the extent specified in that Schedule.

3.0 Resident's Parking Permit

3.1 The Council may issue a Resident's Parking Permit, at such a charge and on such terms and conditions as the Council may determine, to a person (i) who ordinarily resides in a dwelling house in any road within the boundary of the Wemyss Bay Parking Permit Zone, also referred to as Zone WB1, specified in the On-Street Plan; and (ii) who ordinarily resides in one of the following dwelling houses on Shore Road, Wemyss Bay:- "Kinlayside", "Bay View" and "Sea View".

4.0 Form of Permit

4.1 A Permit shall be either a Virtual Permit or a Printed Permit.

4.2 The following information shall be retained on the Telephone Parking System as an indication that a Virtual Permit has been granted:-

- (a) the name and address of the applicant;
- (b) the name of the Wemyss Bay Parking Permit Zone in which the Virtual Permit is valid;
- (c) the Identification Code of the Wemyss Bay Parking Permit Zone in which the Virtual Permit is valid.
- (d) the Virtual Permit number;
- (e) the registration number of the Motor Vehicle, Motor Cycle or Invalid Carriage in respect of which the Virtual Permit has been issued;
- (f) the Start Date; and
- (g) the End Date.

4.3 Where a Printed Permit is issued by the Council:-

- (a) it shall include the particulars listed in sub-paragraphs (b) to (g) of Article 4.2;
- (b) it is not transferrable; and
- (c) it shall remain the property of the Council at all times.

5.0 Use of Permit

5.1 A Permit shall be used only in accordance with the Permit scheme set out in this Article.

5.2 Subject to Article 5.1 a Permit may be used:-

- (a) within the Wemyss Bay Parking Permit Zone, also referred to as Zone WB1;

- (b) in the case of a Virtual Permit, where the Motor Vehicle, Motor Cycle or Invalid Carriage has been recorded on the Telephone Parking System for that Virtual Permit; and
 - (c) in the case of a Printed Permit, where details of the Motor Vehicle, Motor Cycle or Invalid Carriage are the same as those recorded on the Printed Permit and the Printed Permit is displayed on the Motor Vehicle, Motor Cycle or Invalid Carriage in accordance with Article 6.1 hereof.
- 5.3 If at any time a Motor Vehicle, Motor Cycle or Invalid Carriage is left in a Limited Waiting Parking Place on any road within the boundary of the Wemyss Bay Parking Permit Zone, also referred to as Zone WB1, and an inspection is carried out by a Parking Attendant, an Authorised Person or a police constable in uniform, and no indication that a Permit has been granted in respect of that Motor Vehicle, Motor Cycle or Invalid Carriage for the Wemyss Bay Parking Permit Zone, also referred to as Zone WB1, appears on the Hand-held Device of a Parking Attendant, an Authorised Person or a police constable in uniform, it shall be presumed, unless the contrary is proved, that a Permit has not been granted for that Motor Vehicle, Motor Cycle or Invalid Carriage at the time of inspection.
- 5.4 A person holding a valid Wemyss Bay Parking Permit Zone, also referred to as Zone WB1, Resident's Parking Permit is permitted to wait in any Limited Waiting Parking Place on a road within the boundary of the Wemyss Bay Parking Permit Zone, also referred to as Zone WB1, specified in the On-Street Plan, without limit of time.
- 5.5 A Wemyss Bay Parking Permit Zone, also referred to as Zone WB1, Resident's Parking Permit shall not be valid in any Limited Waiting Parking Place other than on those roads within the boundary of the Wemyss Bay Parking Permit Zone, also referred to as Zone WB1, specified in the On-Street Plan.

6.0 Display of Printed Permit

- 6.1 Where a Printed Permit issued by the Council is used:-
 - (a) in the case of a Motor Vehicle, the driver of any Motor Vehicle parked in any Limited Waiting Parking Place who wishes to make use of a Printed Permit shall attach or display the Printed Permit on the Motor Vehicle on the nearside thereof, behind the glass of the windscreen, in such position as to ensure that the front side of the Printed Permit is clearly visible to any person standing at the front nearside of the Motor Vehicle; and
 - (b) in the case of a Motor Cycle or Invalid Carriage, the driver of any Motor Cycle or Invalid Carriage parked in any Limited Waiting Parking Place who wishes to make use of a Printed Permit shall attach or display the Printed Permit on the Motor Cycle or Invalid Carriage in a conspicuous position in front of the driver's seat.
- 6.2 Where an inspection is carried out by a Parking Attendant, an Authorised Person or a police constable in uniform, and a Printed Permit issued in respect of that Motor Vehicle, Motor Cycle or Invalid Carriage is not displayed in accordance with Article 6.1 or the particulars shown on the Printed Permit

indicate it has not yet commenced, it shall be deemed that a Printed Permit has not been issued in respect of that vehicle at the time of inspection.

7.0 Duration of Permit

- 7.1 A Permit shall be valid from the Start Date retained on the Telephone Parking System for one calendar year or, if earlier, until such time as it is revoked or cancelled by the Council.

8.0 Use of Electric Vehicle Parking Spaces

- 8.1 Each Electric Vehicle Parking Space may be used, subject to the following provisions of this Order, as a parking space solely for the recharging of Electric Vehicles' batteries by means of a Charging Post.
- 8.2 At all times whilst an Electric Vehicle is waiting in an Electric Vehicle Parking Space, the driver shall cause that vehicle to be connected via a recharging lead to the Charging Post installed in respect of the Electric Vehicle Parking Space.
- 8.3 Every Electric Vehicle waiting in an Electric Vehicle Parking Space shall be caused to stand so that every part of the Electric Vehicle is within the marked limits of the Electric Vehicle Parking Space;
- 8.4 Where, within an Electric Vehicle Parking Space, there is a sign or surface marking which indicates that the Electric Vehicle Parking Space is available only for use by Electric Vehicles, for the purpose of recharging of Electric Vehicles' batteries, the driver of a Motor Vehicle shall not permit the Motor Vehicle to wait in that Electric Vehicle Parking Space.
- 8.5 When a Motor Vehicle or Electric Vehicle is left in an Electric Vehicle Parking Space in contravention of any of the provisions of this Order, the owner will become liable for a penalty charge and a police constable in uniform, a Parking Attendant or an Authorised Person may affix a Penalty Charge Notice to such Motor Vehicle or Electric Vehicle and, subsequently, may remove or arrange for the removal of such Motor Vehicle or Electric Vehicle from that Electric Vehicle Parking Space.

9.0 Other Provisions applicable to the Use of Electric Vehicle Parking Spaces

- 9.1 The Driver of an Electric Vehicle using an Electric Vehicle Parking Space shall stop the engine as soon as the Electric Vehicle is in an Electric Vehicle Parking Space, and shall not start the engine except when about to change the position of the Electric Vehicle in the Electric Vehicle Parking Space or depart from the Electric Vehicle Parking Space.
- 9.2 Unless authorised in writing by the Council no person shall use an Electric Vehicle or anything towed by an Electric Vehicle when it is within an Electric Vehicle Parking Space to offer for sale any Goods or other article including an

Electric Vehicle to persons in or near the Electric Vehicle Parking Space or offer for sale or hire his skill or services or for the purpose of any exhibition, or for plying for hire. No notices or advertising material of any description shall be placed by any person on Electric Vehicles parked within the Electric Vehicle Parking Space except as authorised by the Council.

- 9.3 The Driver of an Electric Vehicle using an Electric Vehicle Parking Space shall not sound any horn or other similar instrument except when about to change the position of the Electric Vehicle in the Electric Vehicle Parking Space or depart from the Electric Vehicle Parking Space.
- 9.4 When an Electric Vehicle is left in an Electric Vehicle Parking Space in contravention of any of the provisions contained in this Order, an Authorised Person or Parking Attendant or any person acting on the instructions of such an Authorised Person or Parking Attendant, may remove the Electric Vehicle or arrange for it to be removed from that Electric Vehicle Parking Space.
- 9.5 In an emergency, an Authorised Person or Parking Attendant or a police constable in uniform may alter or cause to be altered the position of an Electric Vehicle in an Electric Vehicle Parking Space or remove or arrange for the removal of an Electric Vehicle from an Electric Vehicle Parking Space.
- 9.6 Any person removing or arranging the removal of an Electric Vehicle by virtue of Article 9.4 or altering or causing the alteration of the position or removing or arranging for the removal of an Electric Vehicle by virtue of Article 9.5 may do so by towing or driving the Electric Vehicle or in such other manner as he may think reasonably necessary to enable the position of the Electric Vehicle to be altered or the Electric Vehicle to be removed.
- 9.7 Any person removing or arranging for the removal of an Electric Vehicle by virtue of Articles 9.4 or 9.5 shall make such arrangements as he considers to be reasonably necessary for the safety of the Electric Vehicle in the place to which it is removed.
- 9.8 The Council may, as respects an Electric Vehicle which has been removed from an Electric Vehicle Parking Space in pursuance of Article 9.4, if it appears to have been abandoned, sell or otherwise dispose of the Electric Vehicle after having made reasonable enquiry to ascertain the name and address of the Registered Keeper of the Electric Vehicle in accordance with the procedure set out in the Refuse Disposal (Amenity) Act 1978 (as amended).

10.0 Limited waiting

- 10.1 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 between the hours of 08.00 and 22.00 Monday to Sunday inclusive, on the lengths of road specified in Part 1 of Schedule 2 to this Order:-
 - (a) for longer than 1 hour; or

- (b) if a period of less than the No Return interval of 30 minutes specified for that part of the Road has elapsed since the termination of the last period of waiting of the Motor Vehicle on the said lengths of road and during the said hours.

10.2 Nothing in Article 10.1 shall apply to:

- (a) any two wheeled Motor Cycle not having a sidecar attached thereto.
- (b) any Disabled Person's Vehicle which is not causing an obstruction and which displays in the Relevant Position a Disabled Person's Badge.
- (c) any Motor Vehicle from which Goods are being Loaded.
- (d) any Motor Vehicle from which a person is boarding or alighting.
- (e) any Motor Vehicle being used in connection with;
 - (i) building, industrial or demolition operations;
 - (ii) the removal of any obstruction to traffic;
 - (iii) the maintenance, improvement or reconstruction of the said parts of the Road; or
 - (iv) the laying, erection, alteration, removal or repair in or adjacent to any Road, of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any Electronic Communications Apparatus or Traffic Signif it cannot conveniently be used for such purpose in any other Road.
- (f) any Motor Vehicle being used in pursuance of statutory powers and duties if it cannot conveniently be used for such purpose in any other Road.
- (g) any Motor Vehicle which is being used for fire and rescue service, police, ambulance or other emergency service purposes.
- (h) a maximum of three Motor Vehicles involved in a funeral or a wedding ceremony waiting at or near to any premises situated on or adjacent to the said parts of the Road so long as the waiting by these Motor Vehicles is reasonably necessary.

11.0 Parking Places in general

11.1 Power to suspend use of Parking Places

11.1.1 A Parking Attendant may suspend the use of any Parking Place or any part thereof for up to seven days and for longer periods with the permission of an Authorised Person whenever he considers such suspension reasonably

necessary:

- (a) for the purpose of facilitating the movement of traffic or promoting its safety;
- (b) for the purpose of any building operation, demolition or excavation in or adjacent to the Parking Place or the maintenance, improvement or reconstruction of 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 or apparatus for the supply of gas, water or electricity or any Electronic Communications Apparatus or Traffic Sign;
- (c) for the convenience of occupiers of premises adjacent to the Parking Place on any occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;
- (d) on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
- (e) for the convenience of occupiers of premises adjacent to the Parking Place at times of weddings or funerals.

11.1.2 A police constable in uniform may suspend for not longer than twenty-four hours the use of any Parking Place or any part thereof whenever he considers such suspension reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.

11.1.3 Any person suspending the use of any Parking Place or any part thereof in accordance with the provisions of Articles 11.1.1 or 11.1.2 shall thereupon place or cause to be placed in or adjacent to the Parking Place or part thereof the use of which is suspended a Traffic Sign indicating that waiting by Motor Vehicles is prohibited.

11.1.4 No person shall cause or permit a Motor Vehicle to be left in any part of any Parking Place during such period as there is in or adjacent to that part of the Parking Place a Traffic Sign placed in pursuance of Article 11.1.3. Provided that nothing in this Article shall render it unlawful to cause or permit any Motor Vehicle being used for fire and rescue service, ambulance or police purposes to be left in any part of the Parking Place during such period as is referred to therein, or to any other Motor Vehicle so left if that Motor Vehicle is left with the direction of a police constable in uniform, a Parking Attendant or an Authorised Person.

11.2 Every Motor Vehicle left in a Parking Place shall so stand such that every part of the Motor Vehicle is within the limits of a Parking Space as bounded by surface markings. Provided that, where the length of any Motor Vehicle precludes it from standing wholly within the limits of a Parking Space, such Motor Vehicle may so stand in that Parking Space, if:

- (a) the extreme front portion or the extreme rear portion, as the case may be, of the Motor Vehicle overhangs by no more than 0.3 metres the limits of that Parking Space; and
- (b) no part of the Motor Vehicle is within the limits of any other Parking

Space.

- 11.3 Where any Motor Vehicle is standing in a Parking Place in contravention of the provisions of the Article 11.2 a police constable in uniform, a Parking Attendant or an Authorised Person may alter or cause to be altered the position of the Motor Vehicle in order that its position shall comply with those provisions.
- 11.4 A police constable in uniform, a Parking Attendant or an Authorised Person may move or cause to be moved, in case of emergency, to any place he thinks fit, Motor Vehicle left in any Parking Place.
- 11.5 The Driver of a Motor Vehicle using any Parking Place shall not permit the carrying out of any work of construction or repair to the Motor Vehicle except such as may be necessary to enable the Motor Vehicle to be removed from the Parking Place.
- 11.6 No person shall use any Motor Vehicle, while it is in any Parking Place, in connection with the sale of any article to any person in or near the Parking Place or in connection with the selling or offering for sale of his skill in handicraft or his services in any other capacity. Provided that nothing in this Article shall prevent the sale of Goods from a Motor Vehicle if the Motor Vehicle is a Passenger Vehicle or a Goods Vehicle not exceeding 5 tonnes maximum gross weight left in any Parking Place and the Goods are immediately delivered at or taken into premises adjacent to the Motor Vehicle from which the sale is effected.
- 11.7 A Driver of a Motor Vehicle shall not use a Parking Place so as unreasonably to prevent access to any premises adjoining the Road, or prevent the use of the Road by other persons, so as to be a nuisance.
- 11.8 The Driver of a Motor Vehicle using a Parking Place shall stop the engine as soon as the Motor Vehicle is in position in the Parking Place, and shall not start the engine except when about to change position of the Motor Vehicle in or depart from the Parking Place.

12.0 General

- 12.1 When a Motor Vehicle is left in a Road in contravention of any of the provisions of this Order, the Registered Keeper will become liable for a penalty charge and a police constable in uniform, a Parking Attendant or an Authorised Person may affix a Penalty Charge Notice to the Motor Vehicle and, subsequently, may remove or arrange for the removal of the Motor Vehicle from that Road.
- 12.2 An Authorised Person removing a Motor Vehicle by virtue of Article 12.1 may do so by towing or driving the Motor Vehicle or in such other manner as he may think necessary and may take such measures in relation to the Motor Vehicle as he may think necessary to enable him to remove it as aforesaid.
- 12.3 When an Authorised Person removes or makes arrangements for the removal of a Motor Vehicle from a Road by virtue of Article 12.2, he shall make such arrangements as may be reasonably necessary for the safe custody of the Motor Vehicle.

- 12.4 Any expenses incurred by the Council in removing a Motor Vehicle from a Road by virtue of Article 12.2 or in making arrangements for the safe custody of the Motor Vehicle by virtue of Article 12.3 shall be recoverable by the Council from the Registered Keeper of the Motor Vehicle.
- 12.5 The Council may, as respects a Motor Vehicle which has been removed from a Road in pursuance of Article 12.1, if it appears to have been abandoned, sell or otherwise dispose of the Motor Vehicle after having made reasonable enquiry to ascertain the name and address of the Registered Keeper of the Motor Vehicle in accordance with the procedure set out in the Refuse Disposal (Amenity) Act 1978.
- 12.6 Where a Penalty Charge Notice or any other notice has been attached to a Motor Vehicle as a result of a failure to comply with the provisions of this Order, no person not being the Driver of the Motor Vehicle, a police constable in uniform, a Parking Attendant or an Authorised Person shall remove the notice from the Motor Vehicle unless authorised to do so by the Driver.
- 12.7 Where a Penalty Charge Notice has been issued, the penalty charge shall be paid to the Council in accordance with the instructions on the Penalty Charge Notice.

13.0 Revocation of existing Order

- 13.1 The Order specified in Schedule 1 shall have effect subject to the revocation specified in the said Schedule.

This Order and the three Schedules annexed hereto are sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by ##, Proper Officer and an authorised signatory at Greenock on the ##

SCHEDULE 1 (Article 13.1)

REVOKED ORDER

The A78 Trunk Road (Wemyss Bay) (Prohibition of Waiting) Order 2005 (SSI 2005 No. 385) made by The Scottish Ministers is hereby revoked in relation to the lengths of road specified in Part 1 of Schedule 2 hereto.

SCHEDULE 2

PART 1:

WAITING LIMITED TO 1 HOUR. NO RETURN WITHIN 30 MINUTES BETWEEN THE HOURS OF 08:00 AND 22:00 HOURS MONDAY TO SUNDAY EXCEPT ZONE WB1 PERMIT HOLDERS

1. On the following lengths of the west side of the A78 Greenock – Prestwick Trunk Road in Wemyss Bay:
 - (i) From a point 27 metres or thereby south of the extended south building line of “Station House” northwards for a distance of 14 metres or thereby.
 - (ii) From a point 2 metres or thereby south of the extended south building line of “Station House” northwards for a distance of 49 metres or thereby.

2. On the following length of the east side of the A78 Greenock – Prestwick Trunk Road in Wemyss Bay:
 - (i) From a point 44 metres or thereby north of the extended south building line of “Sherwood” northwards for a distance of 37 metres or thereby.

PART 2:

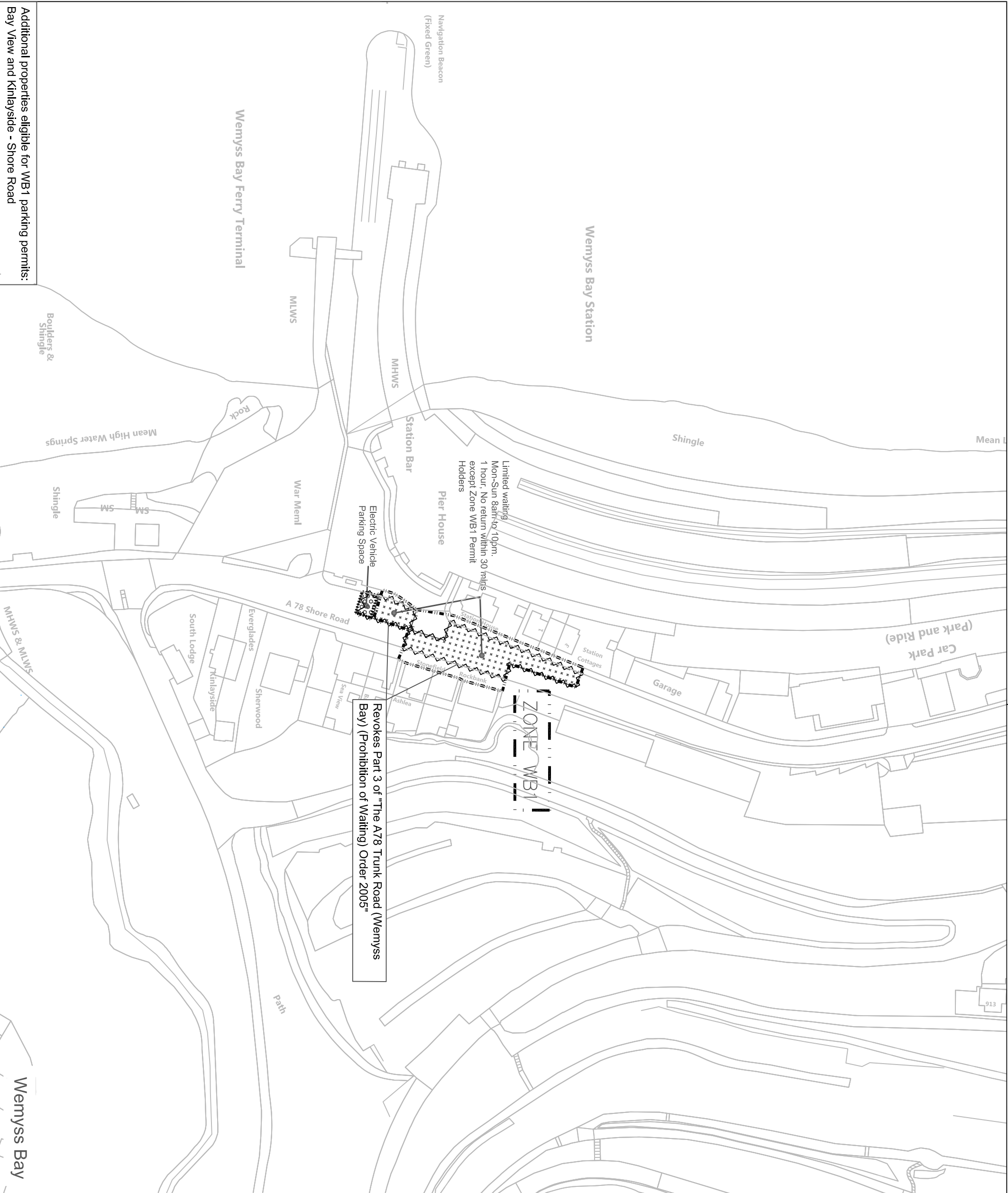
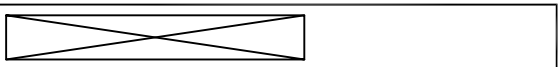
ELECTRIC VEHICLE PARKING SPACE

1. On the following length of the west side of the A78 Greenock – Prestwick Trunk Road in Wemyss Bay:
 - (i) From a point 33 metres or thereby south of the extended south building line of “Station House” northwards for a distance of 6 metres or thereby.

SCHEDULE 3

**The Inverclyde Council, Shore Road, Wemyss Bay
(Designated Parking Places and Waiting Restrictions)
Order 2018 On-Street Plan**

DRAFT



Additional properties eligible for WB1 parking permits:
Bay View and Kinlaysiaide - Shore Road

Key

- Limited waiting Mon-Sun 8am to 10pm, 1 hour, No return within 30 mins except Zone WB1 Permit Holders
- Electric Vehicle Parking Space
- Wemyss Bay Resident Parking Permit Area
- Area of revocation

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Start	Purpose of Issue	Date	Auth
-	RESIDENTS' PARKING PERMITS & ENCP	EP JUL 18	EP GL
-	REVOKE SIGNING AND INTRODUCE THR LIMIT	EP JUL 18	EP GL
Rev	Description	By	Date
		Chk'd	Auth

INVERCLYDE COUNCIL
Vehicle Maintenance Facility
8 Pottery Street
Greenock
PA15 2UH
Tel: 01475 717171
Email: roads@inverclyde.gov.uk
www.inverclyde.gov.uk

THE INVERCLYDE COUNCIL, SHORE ROADS,
WEMYSS BAY (DESIGNATED PARKING
PLACES AND WAITING RESTRICTIONS)
ORDER 2018

EFFECTIVE DATE:

Sheet Size	Original Scale	Designed/Drawn	Checked	Autocreated
A3	1:1250	EP	EP	GB
Status	Drawing Number	Date AUG '17	Date AUG '17	Date AUG '17
P	TR/TRO/C185-001			Rev

Report To:	Inverclyde Council	Date:	29 November 2018
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/118/18
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Treasury Management – Mid-Year Report 2018/19: Remit from Policy & Resources Committee		

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Policy & Resources Committee.

2.0 SUMMARY

- 2.1 The Policy & Resources Committee at its meeting on 13 November 2018 considered a report by the Chief Financial Officer on the operation of the treasury function and its activities for the first six months of 2018/19 as required under the terms of Treasury Management Practice 6 ('TMP6') on 'Reporting Requirements and Management Information Arrangements'.
- 2.2 A copy of the report to the Policy & Resources Committee is attached as Appendix 1.
- 2.3 The Policy & Resources Committee decided:
(1) that the contents of the Mid-Year Report on Treasury Management for 2018/19 and the ongoing work to ensure the delivery of financial benefits for the Council be noted; and
(2) that the Mid-Year Report be remitted to the Inverclyde Council for approval.

3.0 RECOMMENDATION

- 3.1 The Council is asked to approve the Treasury Management Mid-Year Report 2018/19.

Gerard Malone
Head of Legal & Property Services

Report To:	Policy & Resources Committee	Date:	13 November 2018
Report By:	Chief Financial Officer	Report No:	FIN/108/18/AP/KJ
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	TREASURY MANAGEMENT – MID-YEAR REPORT 2018/19		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise members of the operation of the treasury function and its activities for the first six months of 2018/19 as required under the terms of Treasury Management Practice 6 (“TMP6”) on “Reporting Requirements and Management Information Arrangements”.

2.0 SUMMARY

- 2.1 As at 30 September 2018, the Council had gross external debt (including PPP) of £260,107,373 and investments of £22,037,319. This compares to gross external debt (including PPP) of £271,348,549 and investments of £33,445,618 at 31 March 2018. The significant movements are largely due to £10,000,000 of PWLB borrowing maturing and being repaid from investments.
- 2.2 The Council is projected to be underborrowed by £36,307,000 compared to its Capital Financing Requirement as at 31 March 2019. This is a decrease in projected underborrowing of £8,128,000 from the estimate of £44,435,000 in the 2018/19 Treasury Management Strategy. The under borrowing position means that the Council is using funds it currently has (such as reserves) to cash flow capital expenditure rather than bringing in new funds from borrowing.
- 2.3 The Council undertook £5m of 3-month temporary borrowing at 0.70% from another Scottish local authority during the period in order to provide additional short-term liquid funds. This temporary borrowing has now been repaid. The projection for the remainder of the year includes £10,000,000 of borrowing that will only be undertaken if the funds are required and it is prudent to borrow. Any borrowing undertaken will be reported to Committee.
- 2.4 The average rate of return achieved on investments during the first six months of 2018/19 was 0.72% which exceeds the benchmark return rate for the period of 0.61% by 0.11% and resulted in £18,000 of additional interest on investments for the Council.
- 2.5 During the first six months of 2018/19 the Council did not undertake any debt restructuring and operated within the required treasury limits and Prudential Indicators for the year set out in the Council's Treasury Policy Statement, annual Treasury Strategy Statement, and the Treasury Management Practices.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee notes the contents of the Mid-Year Report on Treasury Management for 2018/19 and the ongoing work to ensure the delivery of financial benefits for the Council.
- 3.2 It is recommended that the Mid-Year Report be remitted to the Inverclyde Council for approval.

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 The Council is required by the CIPFA Code of Practice on Treasury Management 2011 and the CIPFA Prudential Code for Capital Finance in Local Authorities to produce a mid-year treasury management review of activities and prudential and treasury indicators for 2018/19.
- 4.2 Treasury Management in this context is defined as: “The management of the local authority’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
- 4.3 A glossary of treasury management terms is attached as Appendix 1.

5.0 MID-YEAR REVIEW

- 5.1 The treasury management issues arising during the first six months of 2018/19 were:
 - a. The Council’s debt (including PPP) has reduced during the period by £11.242m due to repaying maturing debt/liabilities without undertaking new borrowing.
 - b. The Council’s investments have reduced by £11.409m due to using investments to repay debt and from regular cash flow movements.
 - c. As at 31 March 2018 the Council had under borrowed against its capital financing requirement by £36.995m. The latest projection is for the under borrowing to reduce to £36.307m as at 31 March 2019. Under borrowing means that the Council is using funds it currently has to cash flow capital expenditure rather than bringing in funds from borrowing. The projected level of under borrowing is considered manageable but the position is kept under review in light of Council capital financing and other funding requirements.
 - d. There remains ongoing volatility in the financial markets and economic uncertainty in the UK and around the world, impacting on rates for new borrowing and investments. In August 2018 the Bank of England increased the UK Bank Rate from 0.50% to 0.75%, the highest that the rate has been since 2009. There remains uncertainty over when the next increase will take place and the timing and pace of any movements after that.
 - e. The Council’s treasury advisers are forecasting no change to the Bank Rate until an increase to 1.00% in Quarter 3 of 2019.
 - f. During the period PWLB rates for new borrowing had been expected to see slight increases of up to 0.10%. Rates increased by between 0.07% for shorter periods and 0.27% for longer borrowing. The volatility during the 6-month period resulted in spreads between the high and low rates for some loan periods of up to 0.39% (e.g. a longer-term new borrowing rate of 2.25% was at 2.64% during the period).
 - g. The Council’s treasury advisers expect PWLB rates to rise very gently during the rest of the year but the extent and speed of increase will depend on economic factors affecting the UK and global markets.
 - h. The Council undertook £5m of 3-month temporary borrowing at 0.70% from another Scottish local authority during the period in order to provide additional short-term liquid funds. This temporary borrowing has now been repaid. The projection for the remainder of the year includes £10,000,000 of borrowing that will only be undertaken if the funds are required and it is prudent to borrow. Any borrowing undertaken will be reported to Committee.
 - i. The Council did not undertake any debt restructuring during the first six months of 2018/19 and remained within its Prudential Indicator and Treasury Management limits.
 - j. Investment returns were expected to remain relatively low but were affected by the possibility of Bank Rate increases during the period and the actual increase in August.
 - k. The Council’s investments earned a rate of return of 0.72% during the period and outperformed the benchmark return of 0.61% resulting in additional income to the Council of £18,000.

- l. All investments were in accordance with the Council's investment policy and no institutions with which investments were made had any difficulty in repaying those investments and interest in full during the period.
- m. The Council's investment performance is due to undertaking fixed term investments at interest rates that were above the benchmark with counterparties that have high creditworthiness (the Bank of Scotland and Santander UK) and in accordance with the Council's investment strategy. The outturn is reduced due to using investments to repay maturing debt and thereby saving the Council the cost of borrowing at rates higher than being earned from using investment funds.

5.2 In addition:

- a. On 8 August 2017 the Policy & Resources Committee approved an investment in an ethical investment organisation and to waive any interest due on the investment. The £50,000 invested with Shared Interest Society Limited is part of the investment balances included in this report.
- b. The Council's contract with the Bank of Scotland for banking services is for 5 years from 1 April 2012 until 31 March 2017 with an option to extend for a further two 1 year periods until 31 March 2019. Both of these options have now been exercised. The Council will issue tenders for banking services for the 5 year period from 1 April 2019 to 31 March 2024 and with an option to extend for a further two 1 year periods until 31 March 2026.
- c. The Council's current contract with its treasury advisers ends on 30 June 2019. The Council will issue tenders for treasury management advisers services for the three year period from 1 July 2019 with an optional one year extension until 30 June 2023.

5.3 The Council's debt position was as follows:

	At 31 March 2018	At 30 September 2018
	£	£
Total Excluding PPP	207,389,549	196,938,373
PPP Debt	63,959,000	63,169,000
Total Including PPP	271,348,549	260,107,373

Further detail is given in the following table:

	At 31 March 2018		At 30 September 2018		Movement In Period
	Principal	Rate	Principal	Rate	Principal
	£000		£000		£000
Fixed Rate Funding:					
- PWLB	104,714		94,288		(10,426)
- Market *	71,000		71,000		See * Below
	175,714	4.04%	165,288	4.06%	(10,426)
Variable Rate Funding:					
- PWLB	0		0		0
- Market *	31,400		31,400		See * Below
- Temporary #	276		250		(26)
	31,676	4.94%	31,650	4.94%	(26)
Total Debt (Excl PPP)	207,390	4.18%	196,938	4.20%	(10,452)
PPP Debt	63,959		63,169		(790)
Total Debt (Incl PPP)	271,349		260,107		(11,242)

* - Market Loans are shown as variable when they have less than 1 year to go until their next call date. The total value of Market Loans has not changed between financial years, just the split between fixed and variable.

- Temporary Loans include funds held by the Council on behalf of the Common Good and Trust Funds that are treated as borrowing for Treasury Management purposes.

5.4 The Council's investment position was as follows:

	At 31 March 2018		At 30 September 2018		Movement In Period
	Principal	Return	Principal	Return	Principal
	£000		£000		£000
Investments:					
- Fixed Term Deposits	11,500	0.77%	16,500	0.88%	5,000
- Notice Accounts	15,000	0.70%	0	-	(15,000)
- Shared Interest Society Limited	50	-	50	-	0
- Deposit Accounts	6,896	0.50%	5,487	0.75%	(1,409)
Totals	33,446	0.68%	22,037	0.84%	(11,409)

Maximum level of investments in Period: £42,440,119 on 18 July 2018

Minimum level of investments in Period: £21,955,819 on 27 July 2018

Daily average for the period: £32,340,508

5.5 2018/19 Latest Projection Compared to Estimates in 2018/19 Strategy

The latest 2018/19 projection compared to the estimates in the 2018/19 strategy:

	2018/19 Estimate	2018/19 Latest Projection
	£000	£000
<u>Borrowing Requirement</u>		
New borrowing	0	0
Alternative financing requirements	0	0
Replacement borrowing	10,000	10,000
TOTAL	10,000	10,000
<u>Prudential/Treasury Management Indicators</u>		
	£000	£000
Gross external debt including PPP (As at 31 March 2019)	269,307	269,325
Capital financing requirement (As at 31 March 2019)	313,742	305,632
(Under)/over borrowing against CFR	(44,435)	(36,307)
	£000	£000
Gross Capital Expenditure	25,850	27,960
Ratio of financing costs (including PPP) to net revenue stream	14.26%	14.14%
Ratio of net debt (debt and PPP less investments) to net revenue stream	128.6%	129.4%

5.6 2018/19 Mid-Year Position Compared to Limits in 2018/19 Strategy

The 2018/19 mid-year position compared to limits in the 2018/19 strategy:

	2018/19 Limits	2018/19 Mid-Year Actual Position		
<u>Prudential/Treasury Management Indicators</u>				
Authorised limit for external debt	£000	£000		
• Borrowing	250,000	196,938		
• Other long term liabilities	64,000	63,169		
	314,000	260,107		
Operational boundary for external debt				
	£000	£000		
• Borrowing	230,000	196,938		
• Other long term liabilities	64,000	63,169		
	294,000	260,107		
Upper limit on sums invested for periods longer than 365 days (Actual is maximum in period)				
	£000	£000		
	10,000	0		
Upper limits on Fixed/Variable borrowing maturing in each period (LOBOs included based on call dates and not maturity dates) at 31 March 2019				
	Fixed	Var.	Fixed	Var.
• Under 12 months	45%	35%	2.6%	16.1%
• 12 months and within 24 months	45%	35%	23.4%	-
• 24 months and within 5 years	45%	35%	8.9%	-
• 5 years and within 10 years	45%	35%	4.5%	-
• 10 years and within 30 years	45%	35%	3.9%	-
• 30 years and within 50 years	45%	35%	20.3%	-
• 50 years and within 70 years	45%	35%	20.3%	-
<u>Council Policy Limits</u>				
Maximum Percentage of Debt Repayable In Year	25%	20.3%		
Maximum Proportion of Debt At Variable Rates	45%	16.1%		
Maximum Percentage of Debt Restructured In Year	30%	0.0%		

The forecast Investment Balances for 2018/19 required under Investment Regulation 31 and the actual position at 30 September 2018 is shown in Appendix 2. An analysis of the cash balances managed in-house is shown in Appendix 3.

5.7 The forecast from the Treasury Advisors in the 2018/19 Strategy for the Bank Rate as at 31 March and the latest forecast for the Bank Rate are:

	Forecast Per 2018/19 Strategy	Latest Forecast
2018/19	1.00%	0.75%
2019/20	1.25%	1.00%
2020/21	1.50%	1.50%

- 5.8 The Council's investment policy for the year is governed by Scottish Government Investment Regulations, which was implemented in the annual investment strategy approved by the Council on 12 April 2018. This policy sets out the approach for choosing investment categories and counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data such as rating outlooks, credit default swaps, bank share prices etc.
- 5.9 All investments were in accordance with the policy and no institutions with which investments were made had any difficulty in repaying investments and interest in full during the period.

The result of the investment strategy undertaken by the Council in the first six months of 2018/19 is as follows:

Average Investment	Rate of Return (gross of fees)	Benchmark Return (3 month LIBID uncompounded)
£32,340,508	0.72%	0.61%

The Council have outperformed the benchmark by 0.11% resulting in additional income to the Council of £18,000. Opportunities for the Council to out-perform the benchmark rate are becoming fewer due to more standardisation of rates and periods offered.

6.0 IMPLICATIONS

Legal

- 6.1 None. Any borrowing or lending is done under the Council's legal powers.

Finance: Through the achievement of exceeding the investment benchmark return rate, the Council has benefited from additional returns of £18,000. The Council utilises Treasury Management as part of the overall Financial Strategy. Officers will continue to investigate borrowing and investment opportunities to bring financial benefits to the Council, all within the Treasury Management Policy.

Human Resources

- 6.2 None.

Equalities

- 6.3 None.

Repopulation

- 6.4 None.

7.0 CONSULTATIONS

- 7.1 This report has been produced based on advice from the Council's treasury advisers (Link Treasury Services Limited).

8.0 LIST OF BACKGROUND PAPERS

- 8.1 CIPFA - Treasury Management in the Public Services – Code of Practice and Cross-Sectoral Guidance Notes – 2017 Edition
Inverclyde Council – Treasury Management Strategy and Annual Investment Strategy 2018/19-2021/22.

TREASURY MANAGEMENT
GLOSSARY OF TERMS

Authorised Limit for External Debt

This is a limit for total Council external debt as set by the Council based on debt levels and plans.

Bank of England

The central bank for the UK with ultimate responsibility for setting interest rates (which it does through the Monetary Policy Committee or “MPC”).

Bank Rate

The interest rate for the UK as set each month by the Monetary Policy Committee (“MPC”) of the Bank of England. This was previously referred to as the “Base Rate”.

Call Date

A date on which a lender for a LOBO loan can seek to apply an amended interest rate to the loan. The term “call date” is also used in relation to some types of investments with a maturity date where the investments can be redeemed on call dates prior to the maturity date.

Capital Expenditure

Expenditure on or for the creation of fixed assets that meets the definition of Capital Expenditure under the accounting rules as set-out in the Code of Practice on Local Authority Accounting in the United Kingdom and for which the Council are able to borrow.

Capital Financing Requirement

The Capital Financing Requirement (sometimes referred to as the “CFR”) is a Prudential Indicator that can be derived from the information in the Council’s Balance Sheet. It generally represents the underlying need to borrow for capital expenditure (including PPP schemes).

CIPFA

CIPFA is the Chartered Institute of Public Finance and Accountancy who produce guidance, codes of practice, and policy documents for Councils.

Counterparty

Another organisation involved in a deal i.e. if the Council enters a deal with a bank then the bank would be referred to as the “Counterparty”.

Credit Ratings

Credit ratings are indicators produced by a ratings provider (such as Fitch, Moody's or Standard & Poor's) that aim to give an opinion on the relative ability of a financial institution to meet its financial commitments. Credit ratings are not guarantees – they are opinions based on investigations and assessments by the ratings providers and they are regularly reviewed and updated. The Council makes use of credit ratings to determine which counterparties are appropriate or suitable for the Council to make deposits with.

The highest credit rating is AAA.

European Central Bank

Sometimes referred to as “the ECB”, the European Central Bank is the central bank for the Eurozone and is the equivalent of the Bank of England. The European Central Bank sets interest rates for the Eurozone.

Eurozone

This is the name given to the group of 19 countries in Europe that have the Euro as their currency and that participate in a monetary union. Interest rates in the Eurozone are set by the European Central Bank. The Eurozone is comprised of: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia, and Spain.

Federal Reserve

Sometimes referred to as “the Fed”, the Federal Reserve is the central bank for the US and is the equivalent of the Bank of England. The Federal Reserve sets interest rates for the US.

Fixed Term Deposit

A Fixed Term Deposit or Fixed Term Investment is an investment with a named bank or financial institution which matures on a set date and which is repaid with interest on the maturity date. Fixed Term Deposits cannot be traded and cannot be terminated before the maturity date without the payment of a penalty (if at all).

Gilt Yields

A gilt yield is the effective rate of return that someone buying a gilt at the current market price will receive on that gilt. Since the market price of a gilt can vary at any time, the yield will also vary.

Gilts

Gilts are bonds (i.e. debt certificates) that are issued (i.e. sold) by the UK Government. When they issue gilts the Government sets the interest rate that applies to the gilt, sets when they will repay the value of the gilt, and it agrees to make interest payments at regular intervals until the gilt is repaid or redeemed. Gilts are traded in the financial markets with the price varying depending on the interest rate applicable to the gilt, when the gilt will be repaid (i.e. when it will mature), on Bank Rate expectations, and on market conditions.

Gross Domestic Product

Gross Domestic Product (“GDP”) is a measure of the output of goods and services from an economy.

Growth

Positive growth in an economy is an increase in the amount of goods and services produced by that economy over time. Negative growth in an economy is a reduction in the amount of goods and services produced by that economy over time.

Inflation

Inflation is the term used for an increase in prices over time. It can be measured in various ways including using the Consumer Prices Index (“CPI”) or the Retail Prices Index (“RPI”).

Investment Regulations

The Local Government in Scotland Act 2003 allows the Scottish Ministers to introduce Regulations to extend and govern the rules under which Scottish Councils may invest funds. The Local Government Investments (Scotland) Regulations 2010 came into effect on 1 April 2010.

LIBID

This is the London Interbank Bid Rate – an interest rate that is used between banks when they wish to attract deposits from each other.

LIBOR

This is the London Interbank Offering Rate – an interest rate that is used as a base for setting interest rates for deals between banks.

LOBO

This is a form of market loan that the Council has with some lenders. The term is short for the phrase “Lender Option/Borrower Option”.

MPC

The MPC or Monetary Policy Committee is a committee of the Bank of England that meets regularly during the year (in meetings over 2 days) to set the Bank Rate for the UK.

Operational Boundary

This is a level of debt set by the Council at lower than the Authorised Limit and which Council debt levels should not normally exceed during normal operations.

Prudential Code

Councils are required to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities. These requirements include the production of Prudential Indicators. The Prudential Code was last revised in December 2017.

Prudential Indicators

Indicators set-out in the Prudential Code that will help Councils to meet requirements in relation to borrowing limits or which will help Councils demonstrate affordability and prudence with regard to their prudential capital expenditure.

PWLB

The Public Works Loan Board is a government agency and part of the Debt Management Office. The PWLB provides loans to local authorities and other specified bodies.

PWLB Certainty Rates

In the Budget in March 2012, the Chancellor of the Exchequer announced that local authorities that provide information on their long-term borrowing and capital spending plans would be eligible for a 0.20% discount rate for new PWLB borrowing. The PWLB Certainty Rates came into effect on 1 November 2012.

PWLB Rates

These are the interest rates chargeable by the Public Works Loan Board for loans. The rates for fixed rate loans are determined by the day on which the loan is agreed. The rates to be charged by the PWLB for loans are set each day based on gilt yields at the start of business each day and then updated at least once during the day.

Quantitative Easing

This is the creation of money by a central bank (such as the Bank of England) in order to purchase assets from banks and companies and boost the supply of money in an economy.

Spread

For interest rates the spread is the difference between the highest and lowest rate for that interest rate over a period.

Treasury Management Code

This is the "Treasury Management in the Public Services: Code of Practice" and is a code of practice for Council treasury management activities. It is produced by CIPFA and was last revised in December 2017.

Treasury Management Indicators

These are Prudential Indicators specifically relating to Treasury Management issues.

Treasury Management Practices (TMPs)

This is a Council document that sets out Council policies and procedures for treasury management as required by the Treasury Management Code. The Council also agrees an annual treasury management strategy that is submitted to Committee in accordance with the Treasury Management Practices.

Yield

The yield is the effective rate of return on an investment.

**FORECAST OF INVESTMENT BALANCES
ESTIMATE FOR 2018/19 AND ACTUAL AT 30 SEPTEMBER 2018**

Investment Regulation 31 requires the Council to provide forecasts for the level of investments. The estimate for 2018/19 and the actual as at 30 September 2018 are:

	2018/19	2018/19
	Estimate For Year	Actual For 1 April 2018 To 30 September 2018
	£000	£000
Cash balances managed in-house		
- At Start of Year	40,000	33,396
- At End of Year/Period	25,618	21,987
- Change in Year/Period	(14,382)	(11,409)
- Average daily cash balances	32,809	32,291
Holdings of shares, bonds, units (includes local authority owned company)		
- At Start of Year	2	2
- Purchases	0	0
- Sales	0	0
- At End of Year/Period	2	2
Loans to local authority company or other entity to deliver services		
- At Start of Year	524	524
- Advances	0	0
- Repayments	41	19
- At End of Year/Period	483	505
Loans made to third parties #		
- At Start of Year	2,143	2,219
- Advances	0	17
- Repayments	23	96
- At End of Year/Period	2,120	2,140
Total of all investments		
- At Start of Year	42,669	36,141
- At End of Year/Period	28,223	24,634
- Change in Year/Period	(14,446)	(11,507)

- This includes the £50,000 investment made with the Shared Interest Society Limited in August 2017.

**CASH BALANCES MANAGED IN-HOUSE
ACTUAL AS AT 31 MARCH 2018 AND 30 SEPTEMBER 2018**

The following is an analysis of cash balances managed in-house as at 31 March 2018 and at 30 September 2018:

	As At 31 March 2018	As At 30 September 2018
	£	£
<u>Fixed Term Deposits</u>		
Bank of Scotland	8,000,000	13,000,000
Santander UK	3,500,000	3,500,000
	11,500,000	16,500,000
Average Interest Rate	0.77%	0.88%
<u>Notice Accounts</u>		
Bank of Scotland	15,000,000	0
Santander UK	317	318
	15,000,317	318
Average Interest Rate	0.70%	0.60%
<u>Ethical Investment Organisation</u>		
Shared Interest Society Limited	50,000	50,000
	50,000	50,000
Average Interest Rate	-	-
<u>Deposit Accounts</u>		
Bank of Scotland	6,894,800	5,486,500
Santander UK	501	501
	6,895,301	5,487,001
Average Interest Rate	0.50%	0.75%
TOTAL	33,445,618	22,037,319
Average Interest Rate	0.68%	0.84%

Report To:	Inverclyde Council	Date:	29 November 2018
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/119/18
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Watt Complex – Remit from Education & Communities Committee		

1.0 PURPOSE

1.1 The purpose of this report is to request the Council, as Trustees of the Watt Institution, to approve arrangements in relation to the reinstatement of the Watt Library, Inverclyde Archives and McLean Museum and Art Gallery and the re-opening of the Watt Complex to the public.

2.0 SUMMARY

2.1 The Education & Communities Committee on 30 October 2018 considered a report by the Corporate Director Education, Communities & Organisational Development on the timescales in respect of the closure of the temporary 'pop-up' library, archive and museum in Cathcart Street (the Heritage Hub), the reinstatement of the Watt Library, Inverclyde Archives and the McLean Museum and Art Gallery in the Watt Complex in Kelly Street and the re-opening of that building to the public.

2.2 A copy of the report to the Education & Communities Committee is attached as Appendix 1.

2.3 The Education & Communities Committee decided:

- (1) that the likely timescales for the closure of the Heritage Hub, the reinstatement of the Watt Library, Inverclyde Archives and McLean Museum and Art Gallery and the re-opening of the Watt Complex to the public be noted; and
- (2) that the report be referred to the Inverclyde Council, as Trustees of the Watt Institution, for approval of the proposals relating to the Watt Complex.

3.0 RECOMMENDATION

3.1 The Trustees are asked to approve the proposals set out in the report in relation to the Watt Complex.

Gerard Malone
Head of Legal & Property Services

Report To:	Education and Communities Committee	Date:	30 October 2018
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	EDUCOM/102/18/GM/AW
Contact Officer:	Alana Ward, Service Manager – Libraries, Education Development and Arts	Contact No:	01475 712347
Subject:	Heritage Hub Timeline		

1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Education and Communities Committee of the timescales in respect of the closure of the temporary “pop-up” library, archive and museum in Cathcart Street (the Heritage Hub), the re-instatement of the Watt Library, Inverclyde Archives and the McLean Museum and Art Gallery in the Watt Complex in Kelly Street, and the re-opening of the latter building to the public.

2.0 SUMMARY

- 2.1 Building works at the Watt Complex are nearing their conclusion, with the building due to be handed back to the Council in December 2018, at which point the library, archive and museum staff team will be required to re-instate the building and collections in time for public opening in 2019. It will not be possible to run a public service at the same time, therefore the Heritage Hub will close to the public on 21 December 2018.
- 2.2 The public will have access to limited library and archive services from Greenock Central Library during the period after the Hub has closed but before the Watt Complex has reopened. There will also continue to be outreach heritage activity through the *Stories Frae the Street* project with a Heritage Outreach Officer, a Heritage Apprentice, and a Digital Storyteller continuing to work with community groups throughout the period when there is no physical service point.

3.0 RECOMMENDATIONS

- 3.1 That the Committee notes the likely timescales of the closure of the Heritage Hub, the re-instatement of the Watt Library, Inverclyde Archives and McLean Museum and Art Gallery, and the re-opening of the Watt Complex to the public.
- 3.2 That the Committee refers the report to Inverclyde Council as Trustees of the Watt Institution for approval.

Ruth Binks
Corporate Director
Education, Communities and Organisational Development

4.0 BACKGROUND

- 4.1 At its meeting of 1 November 2016, the Education and Communities Committee approved the Watt Complex refurbishment proposals, the Library, Archive and Museum decant plan, and the closure period of the Complex to allow the contract work, decant and re-instatement to take place. At its meeting of 17 January 2017, the Education and Communities Committee agreed to the use of the Business Store in Cathcart Street, Greenock, as a temporary “pop up” Library, Museum and Archive for a period of approximately 1 year from Summer 2017.
- 4.2 The decant plan involved 3 levels of decant work: external storage for high value items; utilising, where possible, parts of the building unaffected by the contract work as a temporary store for the bulk of the museum collections; and on-site protection of items which would be too heavy and/or large to move. The decant process was managed in-house by the professional staff of the library, archive and museum. It commenced in January 2017 and finished in June 2017. The staff then spent July 2017 getting the Business Store ready to house a temporary “pop up” library, archive and museum. The Heritage Hub opened to the public in August 2017. The Hub has been a relatively popular addition to central Greenock’s “historic quarter” and has attracted around 38% of the usual footfall levels seen at the Watt Complex prior to its closure.
- 4.3 The building works are nearing their conclusion and the Watt Complex building is due to be handed back to the Council in December 2018. When the staff team have access once again to the building, the decant process will then happen in reverse. It is likely that the re-instatement process will take a similar amount of time to the decant process, e.g. 4-6 months. As the full staff team of 7.7 FTE will be required to re-instate the Kelly St building, it will not be possible to run a public service at the same time and therefore the Heritage Hub will close on 21 December 2018, in preparation for the re-instatement of the Watt Complex.
- 4.4 The re-instatement process will involve several stages. Items currently stored externally have to be returned to the Complex and carefully de-crated or unboxed. Objects then have to be selected for display or returned to inventoried storage. Seven areas of the Complex require to have displays or contents re-installed (the books in the Watt Library; archives in the Archives Room; permanent displays in the Museum balcony and the Museum ground floor, a temporary display in the Watt Hall and fine art displays in two art galleries). New displays will also require to be researched and labelled. The new Museum roof restores filtered daylight to the permanent display area in contrast to the previous opaque roof. Light levels will be surveyed and the results will determine the thematic reorganisation and redisplay of the Museum’s fine collections, ensuring their conservation for the future and opening up new opportunities to show material collected since the last refurbishment in 1990. In addition, spaces within the Complex have to be refitted for new uses, giving staff and members of the public increased access to the collections of the Watt Institution.
- 4.5 During the period after the Heritage Hub closes but before the Watt Complex re-opens, there will be continued heritage activity and public outreach. In 2017, Inverclyde obtained Great Place Scheme funding through the Heritage Lottery Fund to run a project called *Stories Frae the Streets*. The project has fully funded a new post (temp for 23 months) of Heritage Outreach Officer, who reports directly to the Service Manager – Libraries, Education Development and Arts and is working to connect heritage organisations in the area and piloting a range of methods of engaging new communities with heritage. This work will involve communities in the creation of an Inverclyde Heritage Strategy, key commemorative events including a James Watt focus for the bi-centenary of his death in 2019, artists’ residencies, and an apprenticeship programme designed to engage young people in heritage activities. In addition, Scottish Book Trust is funding a Digital Storyteller for Inverclyde, a 9 month post designed to work in Inverclyde’s communities to offer a platform to value the voices and experiences of a range of people from local communities traditionally least likely to participate or be represented in the cultural life and artefacts of the area. A Heritage Apprentice for 2018-19 has recently been appointed, and together with the Heritage Outreach Officer and Digital Storyteller, she will also be responsible for continuing heritage activity during the gap in service caused by the reinstatement period.
- 4.6 The service disruption profile is therefore as follows:

Time Period	Event
21 December 2018	The Heritage Hub closes to the public. Limited library and archive services will be available from Greenock Central Library. Greenock Philosophical Society continue to use Central Library for their 2018-19 lecture schedule.
January 2019 - Spring/Summer 2019	Library, archive and museum staff move, unpack, and prepare books, objects and artefacts for re-display or storage as appropriate.
Jan 2019 – ongoing	The <i>Stories Frae the Street</i> project (funded through the Heritage Lottery Fund Great Place Scheme) continues; the 2 funded posts of Heritage Outreach Officer and Heritage Apprentice will continue with community-based heritage activities.
Late spring/early summer 2019	The Watt Complex re-opens to the public with a gala launch event. The first major exhibition will be on the theme of James Watt as 2019 is the bi-centenary of his death.

4.7 The service will also use the closure period to conduct a service review, as the library, archive and museum opening hours, services offered, and staffing structures have not been reviewed in many years. The recommendations of the service review will be the subject of a future report to this Committee.

5.0 PROPOSALS

5.1 It is proposed that the Heritage Hub will close on 21 December 2018, that library, archive and museum staff will spend Jan 2019 – early Summer 2019 reinstating the building and collections, suitable for public opening in mid-2019. Limited library and archive services will continue to operate from Greenock Central Library, and outreach work with Inverclyde's communities, will continue during the gap in provision.

6.0 IMPLICATIONS

6.1 Finance

There are no financial implications contained in this report. The costs of the project are part of the Education and Communities Capital Programme.

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 The Head of Legal and Property Services comments that, as the Watt Institution is held and administered by the Council as Trustees, any recommendation of this Committee will require to be referred to the Trustees of the Watt Institution for approval.

Human Resources

- 6.3 The re-instatement work will be carried out by Watt Complex staff with additional support where required.

Equalities

- 6.4 Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

- 6.5 The Watt Complex is a key part of Inverclyde's tourism, culture and heritage offer, providing significant services to visitors and residents of Inverclyde. The overall project has been an opportunity to invest significantly into one of Inverclyde's best regarded heritage assets.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 None.

Report To: Trustees of Council's Charities **Date:** 29 November 2018
Report By: Honorary Treasurer **Report No:** FIN/120/18/AP/CM
Contact Officer: Matt Thomson **Contact No:** 01475 712256
Subject: Trust Funds Annual Accounts 2017-18

1.0 PURPOSE

1.1 The purpose of this report is to ask the Trustees:

To adopt the examined Annual Accounts of the Birkmyre Trust and the Watt Institution Trust Fund.

2.0 SUMMARY

2.1 It is good practice for Trustees to approve the examined Annual Accounts and sign and date the Trustees' Annual Report and Balance Sheet no later than 9 months after the financial year end. These trusts are not registered charities and accordingly do not require to be filed with an external agency. The Independent Examiner has confirmed that the financial statements present fairly the finances of the trusts.

3.0 RECOMMENDATION

3.1 It is recommended that the Trustees:

Review and approve the Annual Accounts for the Birkmyre Trust and Watt Institution Trust Fund for the year ended 31 March 2018.

Alan Puckrin
Honorary Treasurer

4.0 BACKGROUND

- 4.1 It is good practice for Trustees to approve the Annual Accounts and sign and date the Trustees' Annual Report and Balance Sheet no later than 9 months after the financial year end. The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom (The CODE) on the same basis as the Council. These trusts are not registered charities and accordingly do not require to be filed with an external agency.
- 4.2 The two trusts concerned are:
- Birkmyre Trust
 - Watt Institution Trust Fund
- 4.3 The Accounts of the Birkmyre Trust show that the trust's expenditure exceeded income during the year and a deficit of £21,726 was drawn down from the reserves brought forward, £6,010 added to the Usable Revenue Reserve and £27,736 deducted from the Unusable Reserves.
- 4.4 The Usable Revenue Reserves, available to support services at the discretion of Trustees, now stand at £86,536. The Unusable Revaluation Reserve holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets were sold and now stands at £1,136,963. The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction and enhancement of those assets under statutory provision and the balance is (£17,246)
- 4.5 The Accounts of the Watt Institution Trust Fund show that the Trust's expenditure exceeded income during the year and the deficit of £39,134 was deducted from the reserves brought forward. The Trust has a balance of £78,434 on its Revenue Reserve available to provide services in accordance with the objects of the Trust.
- 4.6 The independent examination of the accounts of the trusts has been completed by Robert Allison CPFA free of charge. In both cases, the certificate will confirm that the financial statements present fairly the finances of the trust for the period.
- 4.7 The financial statements of both trusts continue to be included within the audited Annual Accounts for Inverclyde Council under the Local Authority Accounts (Scotland) Regulations 2014.

5.0 IMPLICATIONS

5.1 Finance

There are no financial implications arising from this report.

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
N/A					

5.2 Legal

There are no legal implications arising from this report.

5.3 Human Resources

There are no human resources implications arising from this report.

5.4 Equalities

Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

5.5 Repopulation

There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

6.1 The Head of Legal and Property Services has been consulted about the matters in this report.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

Birkmyre Trust

Annual Report and Financial Statements 2017-2018



Year ended 31 March 2018

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Birkmyre Trust Background

Adam Birkmyre (1848-1906) of Shallot, Kilmacolm was a generous benefactor to Kilmacolm and donated to them Birkmyre Park. He also paid for the reading room and the library in the village.

In 1889 he purchased land in the middle of the village to provide a public park for the inhabitants of the Parish of Kilmacolm for their “use, benefit, enjoyment and recreation”.

The following year after work to lay out footpaths, play areas for children and pitches for sports, Birkmyre Park was formally opened to the public. In addition to the parkland, four cottages on the land were donated.

The cottages were subsequently converted into what became known as the Pavilion. A feature of this building was the decoration of the Birkmyre name and family emblem on its end walls. The Pavilion served various purposes over the years including a children’s nursery and accommodation for the park keepers.

By the turn of the Millennium, and after over 100 years of service, the Pavilion was in need of renovation. Starting in 2005, capital improvements were made to the Pavilion and its surroundings by the local authority.

In 2009, with financial assistance from the council, a further programme of very extensive refurbishment to the Pavilion was successfully completed. The building now houses modern leisure facilities.

The trust for the Birkmyre Park was established under the trust disposition of Adam Birkmyre to the Parish of Kilmacolm in 1897.

As the successor local authority Inverclyde Council is the sole trustee. The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council’s financial affairs and, as part of that responsibility, administers the trust and reports to Council.

- Provost Martin Brennan (appointed 25 May 2017)

Chair – to 4 May 2017

- Former Provost Robert Moran (resigned 04 May 2017)

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council’s Legal and Property Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Chief Financial Officer (Section 95 Officer)

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Examiner

- Bert Allison CPFA, Glasgow G43 2DF

Structure, Governance and Management

Governing Document

The legal name of the charity is Birkmyre Trust. It is an unincorporated trust governed on the basis of the available evidence of its constitution. The trust was established in terms of a disposition granted by Adam Birkmyre on 1 November 1897 and recorded in 1908.

In this deed, he conveyed to himself and others, including the Parish Council of Kilmacolm, as trustees of the trust, an area of ground known as Birkmyre Park, four cottages known as the Park Cottages and some related areas of ground. After his death, Mr. Birkmyre's testamentary trustees conveyed further ground to the trustees of the trust in terms of two further dispositions recorded in 1908 and 1916 respectively. The terms of the trust have been amended by court approved *cy pres* schemes in 1995 and in 2005.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a trustee and the accounts of the trust.

Organisational Structure

The trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting of the Council, trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust.

The Council makes a charge for these services as agreed by the trustees at the

meeting of 4 October 2012. There are no other costs in connection with governance.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the trust.

Risk Management

The Council has assessed the major risks to which the trust is exposed, in particular those related to its operation and finances, and is satisfied that the systems are in place to mitigate the exposure to the major risk.

Management of Funds and Investment Policy

The trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust. In this way, the income stream for the future benefit of the charity is protected while allowing income for the current year's expenditure.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Income and Expenditure Statement.

Objective and Activities

Objective

Its purpose is

"the said park . . . shall be kept open and free (except as mentioned) every day Sundays and holidays included for the use, benefit, enjoyment and recreation of the public for all time coming.

The area of the park so far as not occupied by walks, trees, buildings and other fixtures shall be devoted to the purpose of games and the inhabitants of the Parish of Kilmacolm shall have the sole use of the said area for that purpose"

The end of the financial year is 31 March 2018.

Activities

The trust meets the costs of the Park and its buildings not otherwise defrayed by the Council, and receives income from chargeable activities. The balance of funds is invested with the Council.

Performance and Achievements

Birkmyre Park Fitness Gym continues to offer a state-of-the-art Fitness Gym with the latest Technogym equipment with the Mywellness system, gym-based Group Fitness classes, Birkmyre Cafe by Nardini and a treatment room which hosts Judi Holmes Remedial and Sports Massage, all set in the lovely Birkmyre Park, Kilmacolm. Judi Holmes is a recent addition to the site having taken over the room from "Free to be Wellbeing" when they opted not to renew their lease. The gym was officially opened to the public in June 2008 and it had a full equipment refurbishment on the 30th of September 2015. The gym has 60+ stations and 21 gym-based classes per week in the facility at Birkmyre. As part of the Inverclyde Leisure membership packages, the IL Fitness+ and IL Group Fitness, gym members and the public also have the option of attending Group Fitness classes at KNCC.

The Technogym equipment with the Mywellness system has been successful and 812 accounts had been verified by year end of 2017/18, with 426 being active which means that gym users had been active within the previous 30 days. This technology is used as a tool to help motivate and encourage people to "get active, be active and stay active" for longer by enabling users to track their activity. Staff are able to update programmes and offer advice in text or video form that the members can access through their MyWellness accounts at the gym, or on their mobile phone or laptop/PC wherever they are in the world. This system has and will continue to play a key role in

retention at Birkmyre Park Fitness Gym and ensuring everyone is training towards their goals.

Staff now have more active engagement with the members and in turn can support them every step of the journey. This has in turn, seen an increase in club usage. The gym had 26327 (hours) visits to the gym during 2017/18, thus an increase of 4140 hours of usage compared with the 2016/17 figure of 22187. Club Live however decreased from 514 at the start of 2017/18 to 498 members by year end. It should be recognised that during this year, the Birkmyre club live hit a record of 527 members at month end of June 2017.

Birkmyre Park Fitness Gym work in partnership with Birkmyre Rugby Club, St Columbas School, Live Active, Kilmacolm Primary School and local voluntary groups such as the walking group that meet every Thursday come rain, hail or shine. Inverclyde Leisure host the annual Inverclyde Leisure Excellence Awards and Birkmyre Gym was the proud winner of the Highest Average Quality Award and Most Improved Quality Performance Award. Birkmyre Gym were also Runner Up in the Highest Health and Safety Audit Score. Inverclyde Leisure and Birkmyre Park Fitness Gym also hosted the annual Kilmacolm Running Festival. The 2017 event was on Sunday 10th of September. Over 400 people registered for the event which included a Toddle Woddle, family 3k, 10k and Half Marathon. The event was well attended by families and local residents showing their support and the start and finish line. The great weather and BBQ from the Birkmyre cafe enhanced the day which was enjoyed by everyone.

Financial Review

Income and Expenditure for the Year ended 31 March 2018

The Income and Expenditure Statement on page 10 provides an analysis of the income and expenditure for the twelve months from 1 April 2017 to 31 March 2018.

The trust incurred expenditure of £41,662 (2016/17: £62,564) covering insurance £703 (2016/17: £785), loan interest £3,634 (2016/17: £4,088), governance costs £334 (2016/17: £250), repairs £0 (2016/17: £20,449) and annual depreciation charge £36,991 (2016/17: £36,992). Income of £19,936 (2016/17: £18,020) was received; £19,530 from rents and pitch hires (2016/17: £17,641) and £406 (2016/17: £379) from interest on short-term deposits with Inverclyde Council.

The deficit for the year of £21,726 (2016/17: £44,544) was deducted from the reserves brought forward: £6,010 was added to the Usable Revenue Reserves (2016/17: £16,420 deducted) and £34,719 was taken from the Unusable Revaluation Reserve (2016/17: £29,681) and £6,983 deducted from the Unusable Capital Adjustment Account (2016/17: £1,557 added).

Assets and Liabilities at 31 March 2018

The balance sheet on page 11 provides an analysis for the trust of the assets and liabilities as at 31 March 2018.

The reserves of the trust are £1,206,253 (2016/17: £1,227,979). Usable revenue reserves are £86,536 (2016/17: £80,526), the unusable Revaluation Reserve stands at £1,136,963 (2016/17: £1,171,682) and the unusable Capital Adjustment Account balance is (£17,246) (2016/17: (£24,229)).

The carrying value of the land and buildings held by the trust is £1,211,356 (2016/17: £1,248,347). Inverclyde Council holds cash of £86,536 (2016/17: £80,526) on behalf of the trust. The trust has borrowings for capital investment of £91,639 (2016/17: £100,894) advanced by Inverclyde Council of which £9,660 (2016/17: £8,496) is repayable in the next financial year.

Reserves Policy

The trust has been in existence for some time and the trustees consider that its reserves are sufficient.

The trust has always maintained a healthy balance of revenue reserves and as such there had been to-date no requirement to adopt a formal reserves policy. The free reserves at the financial year-end were £86,536 (2016/17: £80,526).

Future Plans

The Birkmyre Trust will continue to work in partnership with the local authority to support the continued operation of the parkland and buildings in the Park.

Conclusion

The trust's expenditure exceeded income during the reporting period and the deficit of £21,726 (2016/17: £44,544) has been deducted from the reserves brought forward.

The trustees look forward with some confidence. The trust has a balance of £86,536 (2016/17: £80,526) of usable revenue reserves. Funding is in place for the future with income from rents. The buildings have been extensively refurbished and house modern nursery and leisure facilities to serve the local community.

Approved by the trustees on 29 November 2018 and signed on behalf of all trustees.

Provost Martin Brennan

Chair of the trustees

This Trustees' Report is also counter-signed by the Chief Financial Officer of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA

Honorary Treasurer

Independent Examiner's Report to the Trustees of the Birkmyre Trust

I report on the accounts of the Trust for the year ended 31 March 2018 which are set out on pages 10 to 17.

Respective Responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRS) as adopted by the European Union, and interpreted and adopted by the Code of Practice on local authority accounting in the United Kingdom 2017-18 (The CODE). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trust and reports to trustees. On the advice of the Honorary Treasurer, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bert Allison CPFA
5 Mossgiel Road
Glasgow
G43 2DF

Birkmyre Trust

Income and Expenditure Statement for the Year ended 31 March 2018

This statement shows the cost of the operations of the trust in accordance with accounting standards. It shows the movement in the year on the two reserves held by the trust; usable reserves that can be applied to fund expenditure, and unusable reserves, the unrealised gains on the revaluation of the trust's land and buildings.

Total 2016-17		Note	Total 2017-18
£			£
785	Insurance Costs	3	703
20,449	Property Repairs		0
250	Governance Costs	4	334
36,992	Annual Depreciation Charge	5	36,991
58,476	Gross Expenditure		38,028
(2,934)	Hire of Pitches		(4,823)
(2,707)	Rental for Nursery School		(2,707)
(12,000)	Rental for Leisure Centre	3	(12,000)
(17,641)	Gross Income		(19,530)
40,835	Cost of Services		18,498
4,088	Interest Paid	3	3,634
(379)	Interest Received	3	(406)
3,709			3,228
44,544	(Surplus) or Deficit on the Provision of Services		21,726
44,544	Net (Increase) or Decrease before Transfers		21,726

Birkmyre Trust

Balance Sheet as at 31 March 2018

The balance sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the trust. Reserves are reported in two categories. The first category of reserves is usable reserves i.e. those reserves that the trust may use to provide services. The second category of reserves is those that the trust is not able to use to provide services. This category of reserves holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets are sold (in for example the Revaluation Reserve) and timing differences (as detailed in the Movement in Reserves Statement).

31 March 2017	Note	31 March 2018
£		£
Non-current Assets		
1,248,347	Property, Plant and Equipment	5
		1,211,356
Current Assets		
80,526	Cash and Cash Equivalents	6
		86,536
Current Liabilities		
(8,496)	Short-term Borrowing	7
		(9,660)
Long-term Liabilities		
(92,398)	Long-term Borrowing	7
		(81,979)
1,227,979	Net Assets	1,206,253
Reserves		
80,526	Usable Reserves	86,536
1,147,453	Unusable Reserves	1,119,717
1,227,979	Total Reserves	1,206,253
<p>The notes on pages 12 to 17 form part of the accounts. Approved by the trustees on 29 November 2018 and signed on their behalf by:</p>		
<p>Provost Martin Brennan Chair of the Trustees</p>	<p>Alan Puckrin CPFA Honorary Treasurer</p>	

Birkmyre Trust

Movement in Reserves Statement

For the Year ended 31 March 2018

This statement shows the movement in the year on the different reserves held by the Trust, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and 'unusable reserves'. The Movement in reserves Statement shows how the movements in year of the Council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and statutory adjustments required to return to amounts chargeable to the fund balance for the year. The net Increase/(Decrease) line shows the statutory Fund Balance movement in the year following those adjustments.

Year ended 31 March 2018

	Fund Balance (£)	Revaluation Reserve (£)	Capital Adjustment Account (£)	Total Reserves (£)
Balance at 1 April	80,526	1,171,682	(24,229)	1,227,979
Movement in reserves in the year				
Total Comprehensive income and expenditure	(21,726)	0	0	(21,726)
Charges for depreciation of non-current assets	36,991	0	(36,991)	0
Statutory provision for the principal repayment of loan charges	(9,255)	0	9,255	0
Total adjustments between accounting basis and funding basis under regulations	27,736	0	(27,736)	0
Net increase or (decrease) before Transfers to other Statutory Reserves	6,010	0	(27,736)	(21,726)
Difference between fair value depreciation and historical cost depreciation written off to Capital Adjustment Account	0	(34,719)	34,719	0
Balance at 31 March carried forward	86,536	1,136,963	(17,246)	1,206,253

Comparative Figures for Year ended 31 March 2017

	Fund Balance (£)	Revaluation Reserve (£)	Capital Adjustment Account (£)	Total Reserves (£)
Balance at 1 April	96,946	1,201,363	(25,786)	1,272,523
Movement in reserves in the year				
Total Comprehensive income and expenditure	(44,544)	0	0	(44,544)
Charges for depreciation of non-current assets	36,992	0	(36,992)	0
Statutory provision for the principal repayment of loan charges	(8,868)	0	8,868	0
Total adjustments between accounting basis and funding basis under regulations	28,124	0	(28,124)	0
Net increase or (decrease) before Transfers to other Statutory Reserves	(16,420)	0	(28,124)	(44,544)
Difference between fair value depreciation and historical cost depreciation written off to Capital Adjustment Account	0	(29,681)	29,681	0
Balance at 31 March carried forward	80,526	1,171,682	(24,229)	1,227,979

Birkmyre Trust

Expenditure and Funding Analysis For the Year ended 31 March 2018

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources by the Trust in comparison with those resources consumed or earned by the Trust in accordance with generally accepted accounting practices. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

Expenditure and Funding Analysis 2017-18

	Expenditure chargeable to the Fund balance (£)	Adjustment between the Funding and Accounting Basis (£)	Net Expenditure in the Comprehensive Income and expenditure Statement (£)
Net Cost of Service – Trust	(18,493)	36,991	18,498
Financing and Investment (income) and Expenditure	12,483	(9,255)	3,228
(Surplus) or Deficit on the Provision of Service	(6,010)	27,736	21,726
Opening Fund Balance at 1 April	80,526		
Surplus/(Deficit) on Fund Balance in the year	6,010		
Closing Fund Balance at 31 March	86,536		

Note

	Adjustments for Capital purposes (£)	Other Differences (£)	Total Adjustments (£)
Net Cost of Service – Trust	36,991		36,991)
Financing and Investment (income) and Expenditure		(9,255)	(9,255)
Difference between General Fund (Surplus)/Deficit and Comprehensive Income & Expenditure Statement (Surplus)/Deficit on the Provision of Service	36,991	9,255	27,736

Comparative Figures for 2016-17

	Expenditure chargeable to the Fund balance (£)	Adjustment between the Funding and Accounting Basis (£)	Net Expenditure in the Comprehensive Income and Expenditure Statement (£)
Net Cost of Service – Trust	3,843	36,992	40,835
Financing and Investment (income) and Expenditure	12,577	(8,868)	3,709
(Surplus) or Deficit on the Provision of Service	16,420	28,124	44,544
Opening Fund Balance at 1 April	96,946		
Surplus/(Deficit) on Fund Balance in the year	(16,420)		
Closing Fund Balance at 31 March	80,526		

Note

	Adjustments for Capital purposes (£)	Other Differences (£)	Total Adjustments (£)
Net Cost of Service – Trust	36,992		36,992
Financing and Investment (income) and Expenditure		(8,868)	(8,868)
Difference between General Fund (Surplus)/Deficit and Comprehensive Income & Expenditure Statement (Surplus)/Deficit on the Provision of Service	36,922	(8,868)	28,124

Birkmyre Trust

Notes to the Accounts

Note 1 Accounting Policies:

Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017-18 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

Going Concern

The accounts have been prepared on a "going concern" basis as it is expected revenue reserves will provide sufficient resources to finance future liabilities.

Incoming Resources

All incoming resources are included in the Income and Expenditure Account when the trust is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Charges to Revenue for Non-current Assets

Depreciation, revaluation and impairment losses are charged to record the cost of holding fixed assets during the year. Depreciation is charged on a straight-line basis over the useful life of the assets, assessed as 15 years for the recent refurbishment work to the Pavilion building and 10 years for the improvements to the nursery school area. No depreciation is charged in the year of acquisition; a full year's depreciation is charged in the year of disposal.

Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable immediately. The trust has no cash equivalents. The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council's accounts.

Debtors

Debtors are recognised at the settlement amount due.

Borrowing

The amounts presented on the balance sheet are the outstanding principal repayable plus any accrued interest. The interest chargeable to the Income and Expenditure Statement is the amount payable for the year.

Property, Plant and Equipment

Assets that have physical substance and are held for use in the supply of services, for rental to others or for administrative purposes and that are expected to be used for more than one financial year are classified as Property Plant and Equipment.

Assets are included at fair value (that would be paid for the asset in its existing use) and are revalued sufficiently regularly to ensure their carrying value is not materially different from their fair value at the year-end (but as minimum every five years) by external independent professional valuers. The last valuation was conducted at 31 March 2016 by James Barr Ltd. Increases in valuation are matched by credits to the Revaluation Reserve to recognise unrealised gains.

Reserves

The trust has two reserve funds. The Usable Reserves (Revenue) is a fund available to support services at the discretion of Trustees.

The Unusable Reserves (Revaluation) holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets are sold and (capital adjustment account) absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions..

Comparative Figures and Taxation

Figures for 2016-17 are shown as appropriate for purposes of comparison. Irrecoverable tax is included in the expense or income to which it refers.

Taxation

The Birkmyre Trust is included by HMRC as part of Inverclyde Council. The trust is not liable to income tax or capital gains tax. VAT is recovered by Inverclyde Council.

Note 2 Staff Numbers and Costs:

The Birkmyre Trust has no staff. All support functions are provided by Inverclyde Council.

Note 3 Related Party Disclosures:

During the year, Inverclyde Council recharged insurance premiums of £703 to the trust (2016/17: £785). Interest of £406 was received from, and interest of £3,634 was paid to, Inverclyde Council (2016/17: £379 and £4,088). As at 31 March 2018, Inverclyde Council held £86,536 for the trust (2016/2017: £80,526). The trust owed £91,639 to Inverclyde Council (2016/17: £100,894).

The trust received a rental of £12,000 (2016/17: £12,000) from Inverclyde Leisure as independently determined by the District Valuer. The leisure company is responsible for all running and maintenance costs under the lease.

Note 4 Governance Costs:

Inverclyde Council provides management services to the trust at £334 (2016/17: £250). The independent examination has been conducted on a "no-charge" basis and accordingly no accrual has been made for the examiner's fees.

Note 5 Analysis of Property Plant and Equipment:

The figure in the balance sheet on page 11 reflects the depreciated current value of the land and buildings of the trust.

2016 - 2017		2017 - 2018	
£		£	
Valuation			
1,285,339	01-Apr	1,285,339	
0	Additions in year	0	
0	Disposals in year	0	
0	Revaluations adjustments to Income & Expenditure Statement	0	
1,285,339	At 31 March	1,285,339	
Depreciation and Impairment			
0	At 1 April	36,992	
36,992	Depreciation charge for the year	36,991	
0	Revaluation adjustments to Income & Expenditure Statement	0	
36,992	At 31 March	73,983	
1,248,347	Balance Sheet as at 31 March 2018	1,211,356	

Note 6 Cash and Cash Equivalents

The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

2016 - 2017		2017 - 2018	
£		£	
93,948	Balance at 1 April 2017	80,526	
Net Cash Inflow from Operating Activities			
(40,835)	Net surplus/(deficit) on the cost of services	(18,498)	

39,990	Adjustments for non-cash movements	36,991	18,493
Net Cash Outflow from Investing Activities			
0	Expenditure on property, plant & equipment	0	
379	Interest received	406	406
Net Cash Inflow from Financing Activities			
0	Receipts of long-term borrowing	0	
(8,868)	Repayment of long-term borrowing	(9,255)	
(4,088)	Interest paid on borrowing	(3,634)	(12,889)
80,526	Balance at 31 March 2018		86,536

Note 7 Borrowing

The trust has secured long-term borrowing to fund capital investment on the buildings. The borrowing was undertaken in the two financial years 2011 and 2012 and is repayable over a period of 15 years. The fair value is shown in the table below, assessed on inputs that are observable for the liability.

2016 - 2017		2017 - 2018
£		£
Amounts due within 12 Months		
8,868	At 1 April 2017	8,496
0	New Borrowings	0
8,496	Transfer from Debt over 12 Months	10,419
(8,868)	Repayments to Inverclyde Council	(9,255)
8,496	Balance at 31 March 2018	9,660
Amounts due over 12 Months		
100,894	At 1 April 2017	92,398
0	New Borrowings	0
(8,496)	Transfer to Debt under 12 Months	(10,419)
92,398	Balance at 31 March 2018	81,979

Note 8 Payments to Trustees

No trustee or any person related to a trustee was remunerated during the year, nor was there any requirement for any expenses to be paid.



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
Tel: 01475 712090 Fax: 01475 712202 www.inverclyde.gov.uk

Watt Institution Trust Fund

Annual Report and Financial Statements 2017-2018



Year ended 31 March 2018

Inverclyde
council

Watt Institution Trust Fund Contents

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Greenock Corporation took over responsibility for running the Watt Library, McLean Museum, Art Gallery and Watt Hall (known collectively as the Watt Institution) from the Watt Trust in 1973.

In July 1984, the existing trustees of three bodies - the Committee of Management of the Greenock Library; the Committee of Management of the Watt Hall and Museum and Greenock Art Gallery; and the James McLean Trust - were discharged from their relative trust obligations and the whole trust estate was invested in the former Inverclyde District Council.

The Court of Session, at that time, declared a Scheme of Administration for the future management and use of the assets and funds invested in the trust and all of the land and buildings and moveable assets transferred to the Council at that time.

The Council is responsible for holding the land and buildings in trust as a memorial to the late James Watt LLD and to use it as a library, museum and hall for the benefit of the inhabitants of Greenock.

Additionally, the Council is to hold and apply the whole of the moveable property the investments from time to time

representing the same and the income thereof in trust for the maintenance, preservation, repair, improvement and furnishing of the land and buildings and of the fixtures and fittings and for the provision, safekeeping and repair of suitable books and objects for the Library and Museum.

The Watt Institution Trust Fund has its own funds which are to be used for similar purposes and any expenditure from this Fund must meet the conditions listed above.

As the successor local authority Inverclyde Council is the sole trustee. The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council’s financial affairs and, as part of that responsibility, administers the trust and reports to Council.

Watt Institution Trust Fund
Trustees' Annual Report
For the Year ended 31 March 2018

The trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2018.

Trustees

- Councillor Ronnie Ahfeld
- Councillor Martin Brennan
- Councillor Graeme Brooks (appointed 05 May 2017)
- Councillor Jim Clocherty
- Councillor John Crowther (appointed 05 May 2017)
- Councillor Christopher Curley (appointed 05 May 2017)
- Councillor Gerry Dorrian
- Councillor Colin Jackson (appointed 05 May 2017)
- Councillor Jim MacLeod
- Councillor Stephen McCabe
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Jim McEleny (appointed 05 May 2017)
- Councillor Drew McKenzie (appointed 05 May 2017)
- Councillor Tommy McVey (appointed 05 May 2017)
- Councillor Robert Moran
- Councillor Natasha Murphy (appointed 05 May 2017)
- Councillor Innes Nelson
- Councillor Lynne Quinn (appointed 05 May 2017)
- Councillor Luciano Rebecchi
- Councillor Elizabeth Robertson (appointed 05 May 2017)
- Councillor David Wilson

Other Trustees During the Year

- Councillor Keith Brooks (appointment ended 04 May 2017)
- Councillor Math Campbell-Sturgess (appointment ended 04 May 2017)
- Councillor Jim Grieve (appointment ended 04 May 2017)
- Councillor Vaughan Jones (appointment ended 04 May 2017)
- Councillor Terry Loughran (appointment ended 04 May 2017)
- Councillor James McColgan (appointment ended 04 May 2017)
- Councillor Joe McIlwee (appointment ended 04 May 2017)
- Councillor Kenny Shepherd (appointment ended 04 May 2017)

Chair – from 25 May 2017

- Provost Martin Brennan (appointed 25 May 2017)

Chair – to 4 May 2017

- Former Provost Robert Moran (resigned 04 May 2017)

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Property Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Chief Financial Officer (Section 95 Officer).

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Examiner

- Bert Allison CPFA, Glasgow G43 2DF

Structure, Governance and Management Structure

The name of the trust is the Watt Institution Trust Fund. The trust is an unincorporated trust governed on the basis of the available evidence of its constitution. The trust in its current form was established under a court approved *cy pres* scheme in July 1984.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a trustee and the accounts of the trust.

Organisational Structure

The trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting of the Council, trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust.

The Council makes a charge for these services as agreed by the trustees at the meeting of 4 October 2012. There are no other costs in connection with governance.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the trust.

Management of Funds and Investment Policy

The trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Comprehensive Income and Expenditure Statement.

Objectives and Activities

Objectives

Its purpose is to hold and apply the investments and income thereof for the maintenance, preservation, repair, improvement and furnishing of the land and buildings and of the fixtures and fittings and for the provision, safekeeping and repair of suitable books and objects for the Library and Museum.

Activities

The trust meets the costs of the Watt Institution not otherwise defrayed by the Council and invests the balance of funds with the Council.

Performance and Achievements

In line with policy adopted by the Council and the terms of the trust, the Watt Institution Trust Fund supported the continued operation of the museum, art gallery and library in the Watt Institution in partnership with the local authority.

Report on Watt Trusts 2017-18

The McLean Museum and Watt Library were closed to the public for the whole of 2017-18 to allow an extensive programme of fabric repairs to take place. The annual lecture programme of the Greenock Philosophical Society was held at the Central Library.

Performance

57,053 web sessions in total were recorded for the McLean Museum and Art Gallery from the Inverclyde Council website pages for Museum collections pages combined with the Collections Online site.

Achievements

The major piece of work for the Museum service in 2017-18 was the decanting and re-storing of the Museum display items in preparation for the replacement of the main Museum roof. Museum staff members contribute to regular Design Team Meetings with the Consultant Architect and colleagues from the Property Department of Inverclyde Council. These meetings are ongoing as the contract progresses. The Museum's intruder and fire alarm systems were upgraded prior to the start of the contract.

The Museum closure has provided staff with an opportunity to focus on back-of-house tasks. Objects have been packed with conservation grade materials and removed to new shelved storage. Selected artworks and ship models were prepared for transport and decanted to an external specialist art store for the duration of the contract. Inventory records were upgraded during the decant process and the collection of wet biological specimens was transferred to Glasgow Museums after review.

Following the decant of the entire Library and Archives collection in early 2017, work began to plan and then open a new service point comprising the Watt Library local history collection, Inverclyde Archives and the social history collection from the McLean Museum. Now known collectively as Inverclyde Heritage Hub it opened to the public in July 2017, utilising these three areas of the collection to tell the story of Inverclyde and providing a single point for visitors, researchers and service users, thus making engagement

and research an easier and more streamlined experience for users.

Work to organise and repack the Archive and Watt Library collection (which has been moved to the external store in Kingston Industrial Estate) is ongoing, with help from volunteers who are box listing items from the collection and re-boxing, examining and listing the Watt Library historical book collection which is being stored there. Additionally the Museum has other volunteers who are continuing with tasks such as transcribing and digitising items from the collection and working on research relating to WW2 in advance of the 80th anniversary of the start of the Second World War in 2019.

Art works were acquired for the Museum through donations, including portraits of the Clapperton family. An oil painting entitled 'An Old Woman Reading' by H.C. Pilsbury was restored and loaned to the Art UK exhibit at the London Art Fair. The bust of Henri Temianka by Miriam Baker was loaned to the Beacon Arts Centre for display. Staff assisted a researcher writing a monograph featuring an important early piano in the collection. The Heritage Hub Several accepted several small scale donations including items from a local underwear factory; Playtex, significant due to its large mostly female workforce and contributing to ongoing research about 'women in the workplace'.

A pilot oral history project was set up by staff from the Museum and Archives to collect reminiscences and add to the Archive collection. It took place offsite at Kilmacolm Library and was very successful over the six weeks, with great feedback received from participants.

The Museum's website pages continue to be expanded with new material and enhanced records and the audience for online information continues to grow. Contributions have been made to Art UK's Sculpture project and the Watercolour

World project, both involving extending online access to the Museum's fine art collections.

The Curator attended meetings of the Events Group supporting Inverclyde tourism and the James Watt Steering Group organising commemorative events to celebrate the achievements of the Greenock-born engineer, James Watt, in recognition of the 200th anniversary of his death in 2019. The Local Heroes project supported by the Royal Society, *James Watt: A New Dimension*, was extended to three Primary Seven classes in Newark Primary School, Port Glasgow. A James Watt display was mounted at the Powerboats event in Greenock in June.

Apart from the initial launch, the Heritage Hub has organised and hosted many events; mostly local history talks from either the Social History Curator or other stakeholders. These events have always been very well attended and have included talks on local shipbuilding, local cinemas, the Sugar Trade, housing, and the history of the Watt Library and McLean Museum. There has also been increased engagement with the public through drop in sessions, family history classes and other ad hoc school and community group visits. Academics from Edinburgh, Abertay and St Andrews Universities are working alongside Hub staff on a new "Sugaropolis" project about the Sugar Trade in Greenock, and another project with Edinburgh University and Historic Environment Scotland on the "Tower block" project relating to social housing in Scotland is coming to a close.

A new 'friends' group called the Inverclyde Heritage Network has been set up by supporters of the Hub and it is hoped members may wish to be involved as volunteers to continue to support the Archive collections by helping with research and digitisation projects in future.

Financial Review

Income and Expenditure for the Year ended 31 March 2018

The Income and Expenditure Statement on page 9 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2017 to 31 March 2018.

Running costs in 2017/18 were limited to £39,148 (2016/17: £0) storage charges and £333 (2016/17: £250) on governance costs as the Museum and Library closed in December 2016 for refurbishment. Income of £347 (2016/17: £371) was received from interest on short-term deposits with Inverclyde Council.

The deficit of £39,134 (2016/17: £121 surplus) was deducted from the reserves of £117,568 (2016/17: £117,447) brought forward.

Assets and Liabilities at 31 March 2018

The balance sheet on page 10 provides an analysis for the trust of the assets and liabilities as at 31 March 2018.

The reserves of the trust are £78,434 (2016/17: £117,568) and are all held by Inverclyde Council.

Reserves Policy

The trust has been in existence for some time and the trustees consider that its reserves are sufficient.

The trust has always maintained a healthy balance of Revenue Reserves and as such there had been to-date no requirement to adopt a formal reserves policy. The free reserves at the financial year-end were £78,434 (2016/17: £117,568).

Future Plans

The Watt Institution Trust Fund will continue to work in partnership with the local authority to support the operations of the museum, art gallery and library in the Watt Institution.

Conclusion

The Trust's expenditure exceeded income during the reporting period and the deficit of £39,134 (2016/17: £121 surplus) has been deducted from the reserves brought forward. The Watt Institution Trust Fund has a healthy balance of £78,434 (2016/17: £117,568) of Revenue Reserves.

Approved by the trustees on 29 November 2018 and signed on behalf of all trustees.

Provost Martin Brennan
Current Chair of the Trustees

This Trustees' Report is also counter-signed by the Chief Financial Officer of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA
Honorary Treasurer

Independent Examiner's Report to the Trustees of the Watt Institution Trust Fund

I report on the accounts of the Trust for the year ended 31 March 2018 which are set out on pages 9 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and interpreted and adopted by the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (The CODE). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trust and reports to trustees. On the advice of the Honorary Treasurer, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Bert Allison CPFA
5 Mossgiel Road
Glasgow
G43 2DF

Watt Institution Trust Fund
Income and Expenditure Statement
for the Year ended 31 March 2018
(incorporating Movement in Reserves Statement)

This statement shows the costs of the operations of the trust in accordance with accounting standards. It shows the movement in the year on the reserves held by the trust that can be applied to fund expenditure.

Usable Reserves : Revenue 2016-17		Note	Usable Reserves: Revenue 2017-18
£			£
250	Expenditure		39,481
0	Supplies and Services	5	39,148
250	Governance Costs	6	333
(0)	Income		(0)
250	Cost of Services		39,481
(371)	Financing and Investment Income and Expenditure		(347)
0	Interest paid		0
(371)	Interest received	2	(347)
(121)	(Surplus) or Deficit on the Provision of Services		39,134
0	Other Income and Expenditure		0
(121)	(Increase) or Decrease in the Year		39,134
(117,447)	Balance at 1 April		(117,568)
(117,568)	Balance at 31 March Carried Forward		(78,434)
<p>The Watt Institution Trust Fund has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 11 to 12 form part of these financial statements.</p>			

Watt Institution Trust Fund Balance Sheet as at 31 March 2018

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the trust. These usable reserves are available to the trustees to provide services.

31 March 2017	Notes	31 March 2018
£		£
	Current Assets	
117,568	Cash and Cash Equivalents	7 80,095
	Current Liabilities	
0	Creditors	(1,661)
117,568	Net Assets	78,434
	Reserves	
117,568	Usable Reserves: Revenue	78,434
117,568	Total Reserves	78,434
<p>The notes on pages 11 to 12 form part of these accounts. Approved by the trustees on 29 November 2018 and signed on their behalf by:</p>		
<p>Provost Martin Brennan Chair of the trustees</p>	<p>Alan Puckrin CPFA Honorary Treasurer</p>	

Watt Institution Trust Fund

Notes to the Accounts

Note 1 Accounting Policies

Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017-18 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

Going Concern

The accounts have been prepared on a "going concern" basis as it is expected that future revenue reserves will provide sufficient resources to finance future liabilities.

Incoming Resources

All incoming resources are included in the Income and Expenditure Statement when the trust is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable on demand. The trust has no cash equivalents.

Reserves

The trust has a single reserve fund. The Usable Reserves (Revenue) is a fund

available to support services at the discretion of Trustees.

Comparative Figures

Figures for 2016-17 are shown as appropriate for purposes of comparison.

Note 2 Related Party Disclosures

Interest of £347 was received from the local authority (2016/17: £371). As at 31 March 2017, Inverclyde Council held £80,095 for the trust (2016/17: £117,568).

As part of the management arrangements of the Scheme of Administration, Inverclyde Council remains responsible for all costs and any income relating to the Watt Institution and is entitled to the unrestricted use of its assets.

Under accounting standards and the associated guidance, arrangements that convey the right to use an asset require to be accounted for as a lease even where they do not have the legal form of a lease. The local authority has assumed the risks and rewards of ownership and the arrangements have the substance of a finance lease. The Watt Institution and its collections require to be disclosed on the balance sheet of the local authority and accordingly are not included in the trust fund's accounts. The holding value of these assets in the Council's Annual Accounts is £4.3 million (2016/17: £3.9 million) for the buildings and £17.8 million (2016/17: £17.8 million) for its collections of heritage assets.

Note 3 Staff Numbers and Costs

The trust does not employ any staff (see note 6).

Note 4 Payments to Trustees

No trustee or any connected person was remunerated during the year, nor was there any requirement for any expenses to be paid.

Note 5 Supplies and Services

Expenditure of £39,148 (2016/17: £0) was incurred to decant and store high value paintings and artefacts while the museum undergoes refurbishment.

Note 6 Governance Costs

Inverclyde Council provides support services to the trust at a fee of £333 (2016/17: £250). The independent examination has been conducted on a “no-charge” basis and accordingly no accrual has been made for the examiner’s fees.

Note 7 Cash and Cash Equivalents

The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council’s bank accounts. The balance is repayable on demand. Interest is paid on balances.

2016-17 £		2017-18 £
117,447	Balance at 1 April 2017	117,568
	Net Cash (Outflow) from Operating Activities	
(250)	Net surplus/(deficit) on the cost of services	(39,481)
0	Adjustments for non-cash movements	1,661
	Net Cash Inflow from Investing Activities	
371	Interest Received	347
0	Net Cash Inflow from Financing Activities	0
117,568	Balance at 31 March 2018	80,095



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
Tel: 01475 712090 Fax: 01475 712202 www.inverclyde.gov.uk