

A meeting of the Inverclyde Council will be held on Thursday 30 June 2022 at 4pm.

Members may attend the meeting in person or via remote online access. Webex joining details will be sent to Members and Officers. Members are requested to notify Committee Services by 12 noon on Wednesday 29 June 2022 how they intend to access the meeting.

In the event of connectivity issues, Members are asked to use the *join by phone* number in the Webex invitation and as noted above.

Please note that this meeting will be live-streamed via YouTube with the exception of any business which is treated as exempt in terms of the Local Government (Scotland) Act 1973 as amended.

Further information relating to the recording and live-streaming of meetings can be found at the end of this notice.

IAIN STRACHAN
Head of Legal & Democratic Services

BUSINESS

****Copy to follow**

1. Apologies and Declarations of Interest	Page
NEW BUSINESS	
<p>2. Minutes of Meetings of The Inverclyde Council, Committees, Sub-Committees and Boards</p> <p>Appointment Panel – Chief Officer Inverclyde Health & Social Care Partnership (23 March 2022) (pp 137)</p> <p>Appointment Panel – Chief Officer Inverclyde Health & Social Care Partnership (12 April 2022) (pp 138)</p> <p>General Purposes Board (13 April 2022) (pp 139-140)</p> <p>Inverclyde Council (21 April 2022) (pp 141-146)</p> <p>Inverclyde Council (Statutory Meeting) (19 May 2022) (pp 147-158)</p> <p>Audit Committee (7 June 2022) (pp 159-160)</p> <p>** Health & Social Care Committee (8 June 2022) (pp)</p> <p>** Planning Board (9 June 2022) (pp)</p> <p>** Education & Communities Committee (14 June 2022) (pp)</p> <p>** General Purposes Board (15 June 2022) (pp)</p> <p>** Environment & Regeneration (16 June 2022) (pp)</p> <p>** Policy & Resources (21 June 2022) (pp)</p> <p>** Local Police & Fire Scrutiny Committee (23 June 2022) (pp)</p> <p>** Audit Committee (Annual Accounts) (28 June 2022) (pp)</p>	
<p>3. Financial Strategy 2022/32 - Update Report by Interim Director Finance & Corporate Governance</p>	p

4. Review of Political Decision-Making Arrangements Report by Head of Legal & Democratic Services	p
5. Administrative Arrangements: Cycle of Council, Committees, Sub-Committee and Board Meetings to June 2023 Report by Head of Legal & Democratic Services	p
6. Definition of Islamophobia – Request by Councillor McCabe on behalf of Muslim Engagement and Development Report by Head of Legal & Democratic Services	p
TRUST BUSINESS	
7. Request to use the Watt Institution Trust Fund for Collections Improvements at the Watt Institution Report by Corporate Director Education, Communities and Organisational Development	p
<p>The documentation relative to the following item has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I as detailed in the minute of the relevant Committee, Sub-Committee or Board.</p>	
NEW BUSINESS	
8. Business in the Appendix	p
<p>The reports are available publicly on the Council's website and the minute of the meeting will be submitted to the next standing meeting of the Inverclyde Council. The agenda for the meeting of the Inverclyde Council will be available publicly on the Council's website.</p> <p>Please note: this meeting may be recorded or live-streamed via YouTube and the Council's internet site, where it will be capable of repeated viewing. At the start of the meeting the Provost/Chair will confirm if all or part of the meeting is being recorded or live-streamed.</p> <p>You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during any recording or live-streaming will be retained in accordance with the Council's published policy, including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site or YouTube.</p>	

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Enquiries to – **Colin MacDonald** – Tel 01475 712113

Report To:	Inverclyde Council	Date:	30 June 2022
Report By:	Interim Director, Finance & Corporate Governance	Report No:	FIN/39/22/AP
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	Financial Strategy 2022/32 - 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 approved 2022/23 Budget, the latest economic conditions and assessments including the Scottish Government's Resource Spending Review issued on 31 May.
- 2.2 It can be seen from table 3 in paragraph 7.7 that the 2022/25 estimated funding gap is £15.2 million before any decision on whether to increase Council Tax over 2023/25. This table factors in the "flat cash" settlement for Local Government for the period 2022/26 announced by the Scottish Government as part of the Resource Spending Review.
- 2.3 Table 4a confirms that based on this latest information and the local assessment of certain figures by the Chief Financial Officer, the mid-range scenario shows that the Council faces a net potential funding gap of £19.2 million over the 2023/26 period including eliminating the use of Reserves to help balance the budget by 2025/26.
- 2.4 The Resource Spending Review provides medium term clarity to the Council on the level of Scottish Government Grant which makes up over 80% of the Council's recurring funding. Whilst the figures announced are extremely challenging it does allow the Council to plan with a reasonable degree of certainty and officers have commenced looking at options to put before Members to reduce costs or generate income.
- 2.5 Table 5 in paragraph 7.12 shows that overall the 2022/25 Capital Programme has a £2.8 million funding shortfall which is within the 5% over commitment limit set by the Council. As the Scottish Government has also confirmed a "flat cash" settlement for capital until 2026 at least, the Council will need to consider any investment on new projects very carefully and also review existing assets to ensure those remaining can be adequately maintained.
- 2.6 All the other appendices and tables have been updated to reflect the near out-turn position for 2021/22 whilst Section 6 of this report gives a brief summary regarding each model which are included in Appendices 4-10 of the Strategy.
- 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.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Council approve the latest revision of the Financial Strategy and notes the estimated 2023/26 Revenue Budget funding gap based on latest information from the Scottish Government and assessments by the Interim Director, Finance & Corporate Governance supported by the CMT.
- 3.2 It is recommended that the Council note that as part of the 2023/26 Budget all funding models will be reviewed to ensure their sustainability and note that any opportunities to generate one off or recurring savings will be reported back to the Council.

Alan Puckrin
Interim Director, Finance & Corporate Governance

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 latest six monthly review of the Financial Strategy takes into account the approved 2022/23 Budget, the latest economic conditions and assessments including the Scottish Government's Resource Spending Review issued on 31 May. In addition it takes account of a review of all funding models included in the Appendices and takes place at a time of significant fiscal pressure and economic turbulence.
- 5.2 It can be seen from table 3 in paragraph 7.7 that the 2022/25 estimated funding gap is £15.2 million before any decision on whether to increase Council Tax over 2023/25. This table factors in the "flat cash" settlement for Local Government for the period 2022/26 announced by the Scottish Government as part of the Resource Spending Review.
- 5.3 Table 4a confirms that based on this latest information and the local assessment of certain figures by the Chief Financial Officer, the mid-range scenario shows that the Council faces a net potential funding gap of £19.2 million over the 2023/26 period including eliminating the use of Reserves to help balance the budget by 2025/26. In line with Best Practice, Tables 4b and 4c illustrate scenarios for the 2023/26 Revenue funding gap based on different assumptions around Government Grant, income, inflation and budget pressures. These Tables show potential funding shortfalls of £9.3million to £26.9 million.
- 5.4 The Resource Spending Review provides medium term clarity to the Council on the level of Scottish Government Grant which makes up over 80% of the Council's recurring funding. Whilst the figures announced are extremely challenging it does allow the Council to plan with a reasonable degree of certainty and officers have commenced looking at options to put before Members to reduce costs or generate income. Within the medium term figures issued there appears to be limited scope for any new non-earmarked funding for Local Government without increased funding from the UK Government or tax increases by the Scottish Government.
- 5.5 Table 5 in paragraph 7.12 shows that overall the 2022/25 Capital Programme has a £2.8 million funding shortfall which is within the 5% over commitment limit set by the Council. As the Scottish Government has also confirmed a "flat cash " settlement for capital until 2026 at least, the Council will need to consider any investment on new projects very carefully and also review existing assets to ensure those remaining can be adequately maintained
- 5.6 All models in the Appendices have been reviewed and all remain affordable in the short / medium term with more detail on each of the Funding Models contained in Section 6. Appendices 1-3 outline the short, medium and long term challenges which the Council requires to consider when agreeing future budgets.

6.0 REVIEW OF FUNDING MODELS

- 6.1 Appendix 4 – School Estate Management Plan – Due to projected increased loans charge interest rates as the Council's loans charge debt reduces, the model is projected to go into deficit by 2027/28. Officers will review options to bring the model into equilibrium as part of the 2023/26 Budget.
- 6.2 Appendix 5 – General Fund Reserves – this reflects the June Policy & Resources Committee position of £4.376million unallocated reserves.
- 6.3 Appendix 6 – Capital Fund – this reflects the latest review of receipts and previously approved contributions to the Capital Programme. The Fund balance has reduced of late and it is important that listed sales are received in the timescales indicated to avoid the Fund going into deficit.

- 6.4 Appendix 7 – Repairs and Renewals Fund – this reflects the latest projections for the refurbishment of 3G Pitches over 2022/27.
- 6.5 Appendix 8 – Reflects a projected useable Insurance Fund balance based on claims received, the annual £100,000 subsidy from the Fund to reduce service contributions and the expected contribution of approximately £1.5million to the Scottish Child Abuse Redress scheme over the period 2022/2032. The triennial actuarial review outcome was reported to June Policy & Resources Committee.
- 6.6 Appendix 9 -- This Appendix provides a projection of the Council's City Deal participation from both a revenue and capital perspective. It should be noted that this model continues to be refined as Business Case approvals are achieved. Based on the latest information it can be seen that the Funding Model balance is projected to reduce to under £0.1million by 2023/24 but a potential saving in the medium term appears possible.
- 6.8 Appendix 10 – The loans charges model reflects a write back of £1.5million and savings agreed as part of the 2022/23 Revenue Budget. Pending the outcome of the Service Concession review negotiations between Cosla and the Scottish Government, either a saving and/or increased capital resources may be achieved. Officers will advise Members once clarity is received.

7.0 IMPLICATIONS

Finance

- 7.1 The report contains no proposals to amend Funding Models at this time but all will be reviewed in detail as part of the forthcoming Budget.

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					

Legal

- 7.2 There are no specific legal issues arising from the report.

Human Resources

- 7.3 There are no specific Human Resources issues arising from the report.

7.4 Equalities

Equalities

- (a) Has an Equality Impact Assessment been carried out?

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

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

7.5 Repopulation

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.

8.0 CONSULTATIONS

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

9.0 LIST OF BACKGROUND PAPERS

9.1 Scottish Government Resource Spending Review.



Financial Strategy

2022/23 – 2031/32

June 2022

Contents

1. Foreword
2. Why have a Financial Strategy?
3. Financial Summary
4. Overall Economic Position
5. Local Context
6. Financial Management
7. Financial Outlook
 - Short to Medium Term - Revenue
 - Other Short to Medium Term Revenue Issues
 - Long-Term Revenue Issues
 - Short to Medium Term Capital Projections
 - Long-Term - Capital Projections
8. Treasury Management
9. Reserves
10. Monitoring and Reporting Arrangements
11. Risk Management

Appendices

Appendix 1 - Short-Term Issues

Appendix 2 - Medium-Term Issues

Appendix 3 - Long-Term Issues

Appendix 4 - School Estate Management Plan

Appendix 5 - General Fund Reserves

Appendix 6 - Capital Fund

Appendix 7 - Repairs & Renewals Fund

Appendix 8 – Insurance Fund

Appendix 9 – City Deal

Appendix 10 – Loan Charges

1.1 Foreword

This latest revision of the Council's Financial Strategy has been prepared at time the country and the Council are at last beginning to emerge from the Covid-19 pandemic. However, the impact of the pandemic, global economics, supply issues and most recently the impact of the war in Ukraine is resulting in financial and economic pressures without precedent in recent decades and the impact on the community and the country's finances will be felt for many years.

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;**
- **the Council continues to invest 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 pressure on public sector budgets, will be to stay within the approved revenue budget and deliver a capital programme that continues to maintain the required level of investment in key infrastructure and support the needs of the local community.

The recent Scottish Government Resource Spending Review has confirmed a very challenging core settlement for Local Government over the 2022/27 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 to supplement existing resources and support service delivery. The Council increased the level of income generated by charging as part of previous Budgets but the need to further increase charges will need to be reviewed in coming months/years.

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 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

Louise Long
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 ten 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 24 February 2022 the Council agreed the 2022/23 Revenue Budget. The Council also took strategic decisions on the use of Reserves and also agreed the 2022/25 Capital Programme which took into account the latest Government Grant settlement information.

Table 2 – Short Term Summary – Approved Revenue and Capital Budgets

	2022/23 £million
<u>General Fund Revenue Budget</u>	220.372
<u>Financed by</u>	
Government Grant (Including NDR)	(185.285)
Council Tax	(32.945)
Approved Contribution from General Reserve	(2.142)
	0
<u>Capital Programme (2022/23)</u>	
Approved Spend (At May 2022)	23.53
<u>Financed by</u>	
Government Grants	6.41
Capital Receipts	0.34
Other Grants/CFCR	8.18
Prudential Borrowing	1.91
Resources Carried Forward from prior year	14.63
Surplus in Resources in 2022/23	7.94

4.0 Overall Economic Position

UK Context

- 4.1 The Covid pandemic elicited a fiscal response from the UK Government which was without precedent in peace time. The UK Government borrowed large sums of funding to support the economy, households and frontline services battling against the virus and to help protect as many jobs as possible as part of the recovery. The Autumn Budget in October 2021 set out the plans to bring the UK Budget back into some form of balance as part of the 2022/25 Spending Review.
- 4.2 The Spring Statement in March 2022 reported a much changed position due to the emergence of higher and more persistent inflation, some linked to the anticipated impact of the war in Ukraine. This necessitated a change of thinking on tax and spend with higher inflation, lower growth and higher interest levels forecast for the 2022-2025 period.
- 4.3 The Office of Budget Responsibility (OBR) March forecasts are shown in the table below.

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
GDP (real) annual % change	3.8	1.8	2.1	1.8	1.7
Inflation (CPI) annual % change	7.4	4.0	1.5	1.9	2.0
Unemployment Rate	4.0	4.2	4.1	4.1	4.1
Public Sector Borrowing	128	99	50	37	35
Debt as a % of GDP	96	96	94	91	86
Interest Rates %	1.4	1.8	1.6	1.4	1.3

- 4.4 Since March it can be seen that inflation is even higher with some commentators also predicting higher increases in interest rates.
- 4.5 In May the Chancellor announced some support, partly funded by a windfall tax on energy companies, to assist households impacted by the cost of living crisis. There remains considerable pressure for more support whilst at the same time concerns being raised over the cost of interest payments on the huge level of borrowing undertaken over the last 2-3 years.

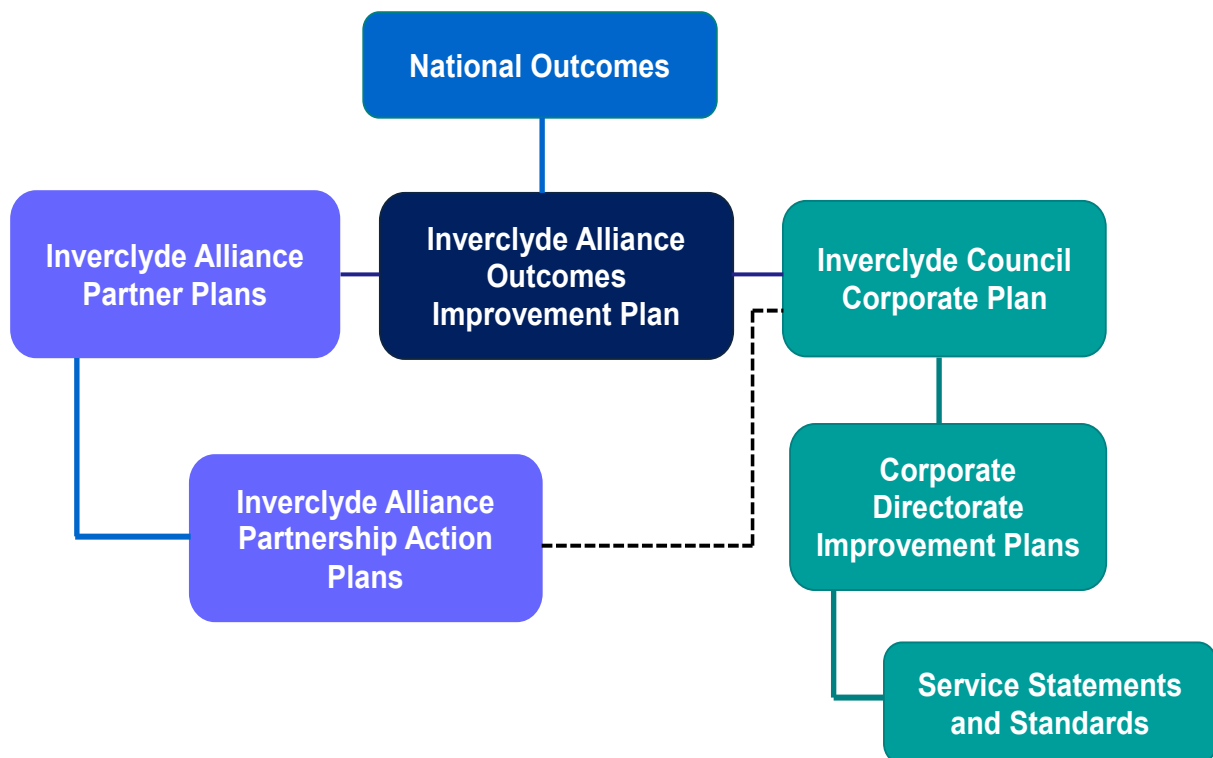
Scottish Context

- 4.6 After requests from Cosla for several years for greater medium term funding certainty, the Scottish Government issued the Resource Spending Review (RSR) on 31 May 2022. The RSR covered the 5 year period 2022/23 – 2026/27 from a Resource/Revenue perspective. The RSR was balanced on its “central” assumption ie: Income/Taxes matched Expenditure plans.
- 4.7 Local Government are due to receive challenging core revenue settlements over the period with Grant/NDR being the same in cash terms in 2025/26 as it is in 2022/23. The Fraser of Allander Institute reported that this represents a 7% real terms cut using the GDP deflator. If a CPI deflator was used then the real terms cut could be significantly higher.
- 4.8 There is little indication in the RSR, or the letter from the Cabinet Secretary, Finance & Economy to the Cosla President, that there will be a significant reduction in ring fencing or input mandating. Without this flexibility then the Council faces having to implement significant budget cuts focussed on only a part of the overall Budget.
- 4.9 There remains the chance that the UK Government may increase expenditure thus resulting in increased funding for Scotland. If this were to happen the hope for Local Government is that some of this can be used by Councils to offset existing pressures. Additionally the Scottish Government has the scope to increase taxes in order to fund the various policy initiatives already announced.

- 4.10 The RSR confirmed that the 2021 announcement of “flat cash” Capital Grant settlements to 2025/26 remains the case. This makes funding for the maintenance of the existing estate challenging before considering how investment within town centres or in net zero projects will be financed.
- 4.11 Councils expect to receive their detailed grant settlement in December 2022 with the potential for this to cover 2023/26.

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 **Corporate Plan 2018/22** 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 (CDIPs)** set out the vision for each Directorate. The current CDIPs cover the period 2019/22 and are reviewed on an annual basis to ensure that the improvement actions remain up-to-date and reflect the local and national environment in which the council operates. 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 developed a Strategic Plan 2019/24 which supports the Inverclyde Integration Joint Board.
 - **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.
- 5.4 At its meeting on 14th September 2021, the Policy and Resources Committee approved the extension of the Corporate Plan 2018/22 and CDIPs 2019/22 to 31 March 2023. This decision was taken in light of the appointment of a new Chief Executive and also the forthcoming local government elections were due to take place in May 2022. The extension to the planning term for a further year ensured that all key stakeholders (current and future) have the opportunity to be consulted on their views.
- 5.5 Similarly, at its meeting on 4th October 2021, the Inverclyde Alliance approved the rolling forward of the IOIP for a further year in view of the impact of Covid-19 on the delivery timescales within the Partnership Action Plans. It will also allow more extensive and meaningful community engagement to take place on the new IOIP priorities and provides time for a fuller evaluation of how the pandemic has inequalities locally.

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 initially contained three strategic priorities to be delivered in partnership, however following review of the plan in 2020, an additional strategic priority related to Economy was added:

- **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
 - **The Local Economy:** Inverclyde has a thriving and diverse local economy, economic activity is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential
- 5.6 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.
- 5.7 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.

5.8 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.

- 5.9 The fundamental issue for the Council is that at some point if the decline in population continues 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. In recent years, the population decline in Inverclyde has been largely attributable to more deaths than births in the area. This rate of population decline due to negative natural change continued to increase between mid-2019 and mid-2020 due to a further fall in the number of births and a sharp increase (18%) in the number of deaths in Inverclyde compared to the previous year, some of which is attributable to Inverclyde being affected particularly badly in the first three months of the Covid 19 pandemic. . Work around repopulation is led by the Inverclyde Alliance Population Partnership which has responsibility for the implementation of the Repopulation Strategy and Action Plan, which was approved by the Inverclyde Alliance Board on 18 March 2019.
- 5.10 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 2020 at 77,060, a decrease of -1% from 77,800 in 2019. The population of Inverclyde accounts for 1.4% of the total population of Scotland. The latest census has been extended but closes in June 2022.
- 5.11 The latest mid-year population estimates (2019) show that 16% of Inverclyde's population is aged between 0 – 15 years, which is slightly less than the percentage for Scotland, 17%. 64% of the population is aged 16 – 64 years, compared to 65% in Scotland. 20% of Inverclyde's population is aged 65 years and older compared to 18% in Scotland.
- 5.12 Since 1985, Inverclyde's total population has fallen overall whilst Scotland's population has risen over this period.
- 5.13 Official population projections continue to forecast a long term decline in Inverclyde's population. By 2043 the population of Inverclyde is projected to be 65,517, a decrease of -16.2% compared to the population in 2018. The population of Scotland is projected to increase by 2.5% per cent between 2018 and 2043.
- 5.14 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 9.9% increase. In Scotland, it is estimated that there will be a projected 23.2% increase in the pensionable age population by 2043.
- 5.15 The population aged under 16 in Inverclyde is projected to decline by 25.6% over the 25 year period, compared to a 10.5% decrease nationally.
- 5.16 Between SIMD 2016 and SIMD 2020, the number of Inverclyde data zones in the 5% most deprived in Scotland increased from 11 to 21. This equates to 18.4% of all 114 Inverclyde data zones in the 5% most deprived category and is the second highest local share in Scotland. Inverclyde also has the second highest local share of data zones in the 20% most deprived in Scotland, with Glasgow having the highest.
- 5.17 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.
- 5.18 In terms of indicators of deprivation the profile for Inverclyde differs from the national picture, these include:
- 4.4% of working age benefit claimants are claiming unemployment benefits. Of this, a higher proportion of 18 – 24 year olds (6.4%) are claiming than 25 – 49 year olds (5.4%) or 50+ year olds (3.0%). (As at March 2022).

- Economic inactivity rates in Inverclyde are slightly lower than the national rate 21.4% compared to 23.8% (January 2021 – December 2021). This is the first time that the economic inactivity rate in Inverclyde has been lower than the Scottish average since 2011.
- The percentage of workless households in Inverclyde is 22.1% compared to 18.1% in Scotland (January – December 2020)
- Approximately 82.1% of working age adults in Inverclyde have NVQ1 and above, or other formal qualifications. 86.5% of the Scottish population have NVQ1 and above or other formal qualifications (January 2021 – Dec 2021).
- Median earnings for full time workers living in the area (Gross Weekly Pay) increased between 2020 and 2021 from £560.90 to £570.10. The Scottish average was £622.00.
- Working age people account for 64% of all people in Inverclyde (2020 mid-year population estimates). This is 1% lower than for Scotland as a whole.

5.19 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.

5.20 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.

5.21 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

5.22 The public sector landscape in Inverclyde has changed significantly over the last 10-15 years. The development of this mixed economy of public service provision presents new challenges for the Council as it seeks to ensure that outcomes are achieved and that resources are being deployed effectively and efficiently. This is particularly relevant in the context of the LOIP where there will need to be a robust appraisal of whether existing service delivery arrangements across all partner agencies can effectively deliver on the agreed outcomes.

5.23 Whilst the Council has to tackle the problems associated with poverty, health inequalities and deprivation now, it also has to look to the future, and ensure that effective intervention is put into place now, to prevent further problems from developing, which will ultimately require expensive interventions. Investment in the lives of our children and young people early on in their lives will result in a better outcomes and quality of life for them as they grow up in the Inverclyde area.

5.24 The Community Empowerment (Scotland) Bill 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 the council and its partners are responding to this in a number of ways including the development of locality planning; introduction of participatory budgeting and asset transfer.

5.25 *Riverside Inverclyde*

Riverside Inverclyde remains a joint initiative between the Council and Scottish Enterprise to regenerate the Clyde Waterfront. It was originally 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 counted towards the £24 million contribution

and a further £6.1 million financial support to specific major Regeneration projects led by Riverside Inverclyde.

Following a governance review in 2018 it was agreed by the Council and Scottish Enterprise to change the operational governance model due to the reduction in major regeneration projects being progressed by Riverside Inverclyde. The revised arrangements became operational in the summer of 2019. RiPH has continued a positive trading performance through-out Covid-19 but the longer term impact on RiPH requires to be assessed.

5.26 *River Clyde Homes*

River Clyde Homes is a not-for-profit housing organisation, which is run by a Board of Tenants, Council nominees and community members. It is regulated by the Government to ensure that it manages housing in the best interests of the tenants of Inverclyde, and the community as a whole.

The transfer to River Clyde Homes of all the Council housing stock was based on significantly more money being available to invest in homes and neighbourhoods and give tenants a real say in the decisions that are made about their housing, with tenants on the Board influencing policies and investment decisions. The Council and RCH plus other agencies continue to work together to address the challenges brought on by low demand stock, increased investment needs and a declining population.

5.27 *Inverclyde Leisure*

Inverclyde Leisure is a 'company limited by guarantee', not having share capital and recognised by HMRC and OSCR as having charitable status. In October 2001, the Trust was asked to take responsibility for the management and delivery of Inverclyde Council's sport and recreational services.

The Leisure Trust works in close partnership with Inverclyde Council and other internal and external agencies in order to develop the optimum service for residents and visitors to Inverclyde and so to ensure the Trust's Mission Statement is implemented.

The Council's Community Facilities transferred to Inverclyde Leisure in April 2010 and the transfer of the management of Outdoor Leisure Facilities to Inverclyde Leisure took place in April 2015. Members agreed in November 2019 to the transfer of Whinhill Golf Course to Inverclyde Leisure from 2020/21 Season. 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.

Covid caused the closure of almost all of Inverclyde Leisure's facilities for a period and whilst most are now operating, the medium term viability of the current operating model is under review given the impact on the organisation's income stream and the Council's financial challenges.

5.28 *Inverclyde Health and Social Care Partnership (HSCP)*

The Council and Greater Glasgow and Clyde Health Board established an integrated Community Health and Care Partnership (CHCP) in October 2010. This 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 receives resources from and delegate resources to the Council and Health Board.

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. To date this arrangement has proven successful with the finances of the IJB being well managed with reserves increased in order to meet the demographic demands.

The impact of the Feeley review into the provision of Adult Social Care and proposals to create a National Care Service has the potential to have a major impact on the delivery model of the Inverclyde IJB and in particular it's governance and financing. This is likely to also impact upon the Council

6.0 Financial Management

Corporate Governance

- 6.1 The Council positively promotes the principles of sound corporate governance within all aspects of its activities. From a financial management perspective the Council adheres to the CIPFA Financial Management Code. Formal adoption of the code by the Council is scheduled later in 2022.
- 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 February 2022 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, Directors (including the Section 95 Officer), Monitoring Officer and Head of Organisational Development, Policy and Communications 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 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 set aside time each reporting cycle to consider corporate financial matters including employee costs, key budget lines, earmarked reserves and savings delivery progress.

Section 95 Officer

- 6.14 The Section 95 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 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 Section 95 Officer and the relevant 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 system generated 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 2 years), medium-term (within 4 years) or longer (over 4 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 2022/23 Budget was based on the Council receiving Revenue Grant/Non-Domestic Rates Income of £185.285m.
- 7.4 When the Council's own projection of Council Tax Income based on 97.0% collection rate is added (£32.945m) then the income for the Council in 2022/23 is projected to be £220.372m.
- 7.5 The Financial Strategy covers the period 2022/32 in terms of identifying potential issues, but the revenue forecasts are limited to the period which can be reasonably forecast. A new requirement from 2019/20 was the production and approval of a Capital Strategy which covers a period beyond 2030. This examines a number of long term issues including the sustainability and affordability of borrowing and investment decisions.
- 7.6 The Council has agreed a Reserve Strategy which requires a minimum unallocated General Fund Reserve of approximately 2% of turnover. Based on the 2022/23 Budget this equates to £4.0 million. The overall position of the Reserves shown in Appendix 5 and has been updated to reflect the latest projections. The Reserve Strategy was reviewed and approved by the Policy & Resources Committee in September 2019. Earmarked Reserves and the level of unallocated reserves are reviewed annual as part of the budget process.
- 7.7 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.

Table 3

Finance Strategy - June 2022

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
	<u>£m</u>	<u>£m</u>	<u>£m</u>
Base Budget for Prior Year	202.040	218.230	217.230
<u>UPLIFTS FROM PRIOR YEAR</u>			
<u>Inflation (Note 1)</u>			
Pay Inflation	5.000	3.000	2.000
Other Inflation	2.200	1.000	1.000
Income	-0.130	-0.130	0.000
	<u>7.070</u>	<u>3.870</u>	<u>3.000</u>
<u>Budget Increases (Note 2)</u>			
General Pressures	0.400	0.600	0.600
New Pressures P&R Nov 21	0.934	0.000	0.000
	<u>1.334</u>	<u>0.600</u>	<u>0.600</u>
<u>Adjustments (Note 3)</u>			
Other Adjustments Applied	0.054	0.000	0.000
New Funding Per SG Settlement	14.313	0.000	0.000
Contribution from Reserves	-1.093	2.000	2.000
Net Revenue Budget Before Savings	<u>223.718</u>	<u>224.700</u>	<u>222.830</u>
<u>Funded by: (Note 4)</u>			
Revenue Grant/NDR Income	185.285	184.285	183.285
Council Tax Income (Net of CTR)	32.945	32.945	32.945
	<u>218.230</u>	<u>217.230</u>	<u>216.230</u>
Annual Budget Before Savings (Surplus)/Deficit	<u>5.488</u>	<u>7.470</u>	<u>6.600</u>
Cumulative Budget Gap before Savings	<u>7.230</u>	<u>12.958</u>	<u>19.558</u>
<u>Savings Applied (Cumulative)</u>			
Adjustments Approved September 2017	-0.600	-0.600	-0.600
Adjustments Approved September 2019	-0.089	-0.089	-0.089
Adjustments Approved November 2019	-0.200	-0.200	-0.200
Savings Approved March 2020	-0.084	-0.084	-0.084
Savings Approved March 2020 ERR	-0.040	-0.040	-0.040
Savings Approved November 2020 P&R	-0.695	-0.695	-0.695
Savings Approved December 2020 Full Council	-0.988	-0.988	-0.988
Savings Approved February 2021	-0.134	-0.134	-0.134
Savings Approved September 2021	-0.200	-0.200	-0.200
Savings Approved November 2021	-0.380	-0.380	-0.380
Savings Approved December 2021	-0.132	-0.162	-0.162
Savings Approved February 2022	-0.397	-0.397	-0.397
Savings Approved February 2022 Full Council	-0.291	-0.375	-0.375
Approved Budget (Surplus)/Deficit	<u>3.000</u>	<u>8.614</u>	<u>15.214</u>

Finance Strategy Notes – June 2022

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, impacts of living wage, increases in employers national insurance/pension costs, and movement in service bottom up employee budgets. Figures for 2022/25 reflect proposals identified in the 2022/23 budget set February 2022, excluding the Social Work estimated pay award for 2023/24 onwards, and reflects recent information from the Scottish Government Resource Spending Review June 2022. As a result an allowance of 4% is included for 2022/23, 3% 2023/24 and 2% for 2024/25.
- b) Other Inflation – Inflation had been at a low rate in recent times and as such the allowances have been greatly reduced. However, there has been a significant increase in inflation over the last 6 months and the allowance is now exceeded leading to an additional £1m allocated for 2022/23.
- c) Income – Reflects an annual increase of 3% on fees & charges income up to 2023/24 as part of the budget decisions approved November 2019. No increase has been applied to 2024/25 budget position.

Note 2 Budget Increases

- a) General Pressures – Reflects allowance identified in the 2022/23 budget set February 2022.
- b) New Pressures – Reflects decisions taken at the November 2021 Policy & Resources Committee.

Note 3 Adjustments

- a) Other Adjustments – Reflects Scottish Government funding for minor projects.
- b) New Funding – Reflects new funding received as part of the Settlement March 2022. The majority of the funding relates to new funding for Health & Social Care Partnership and new teachers.
- c) Contribution from Reserves – As part of the 2021/22 budget process, the Council approved use of reserves to fund the 2021/23 budget. The 2022/23 budget approved February 2022 increased the use of reserves by £2.951m to balance the budget resulting in £4m of reserves utilised. Offsetting this, the Council received £1.858m one off share of £120 million from the Scottish Government. This was used to reduce the contribution from reserves funding the 2022/23 budget. The Council agreed to allocate £2m from reserves towards the 2023/24 budget and intends to cease the use of reserves to support the Revenue Budget from 2024/25.

Note 4 Funded By

- a) Reflects 2022/23 Finance Settlement included in Scottish Government Circular 1/2022. The 2022/24 figures are estimated based on continuing grant loss due to Depopulation. The Scottish Government Resource Spending Review confirmed that the £120 million one off funding will now be mainlined into the recurring General Revenue Grant. Figures reflect the Council share £1.858 million on a recurring basis. 2023/25 figures are estimated in line with the Scottish Government Resources Spending Review.
- 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 1.95% on 24 February 2022. No uplift has been assumed for years 2023/25.

Other Short to Medium Term Revenue Issues

The significant risk associated with the 2022/23 budget position will be around inflation allowances, including the unresolved pay award and increasing demand for certain services. Close monitoring and regular reporting to Committee will ensure officers report any significant variances at the earliest opportunity. The recent Resource Spending Review by the Scottish Government has provided greater clarity regarding the challenges faced by the Council over the medium term. In light of this the Council Strategy is to provide clarity on service levels, investment and job security at the earliest possible time.

7.8 Long Term Revenue Issues

Looking beyond 2026 becomes increasingly difficult with uncertainty around the level of funding likely to be available.

The incremental impact of current major initiatives have been fully incorporated the overall Budget.

Post 2023/24 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 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 including the future of non-domestic rates.**
- **The current global UK and Scottish economic situation and the resultant speed with which inflation will return to pre-covid/Brexit levels.**
- **The current “cost of living crisis” will continue to impact on Council Services from both a demand and funding perspective.**
- **Health and Social Care integration will potentially undergo further changes 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.**

7.9 The fundamental issue for the Council is that at some point if the squeeze on the public sector finances and the decline in population continues then this will have an associated impact on other local services such as health, police and fire.

7.10 Table 4 shows the high level estimate of the 2023/26 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 and Table 4c representing a “pessimistic” scenario. These figures are heavily caveated due to the major uncertainty caused by Covid and the lack of clear data around the short/medium term impact on inflation, the economy and funding for the Public Sector.

Table 4a**2023/26 Budget Gap - Mid-Range Scenario**

	2023/24	2024/25	2025/26	2023/26
	£m	£m	£m	£m
Block Grant Increase	(1.8)	0.0	0.0	(1.8)
Continuing Impact of Depopulation	1.0	1.0	0.7	2.7
Inflation - Pay	3.0	2.0	2.0	7.0
- Non-Pay	1.0	1.0	0.7	2.7
Pressures				
- General Pressures	0.6	0.6	0.6	1.8
Savings Approved to March,2022	(0.2)	0.0	0.0	(0.2)
Inflation Shortfall 2022/23	3.0	0.0	0.0	3.0
Reduced Use of Reserves	2.0	2.0	0.0	4.0
Funding Gap	8.6	6.6	4.0	19.2

a/ £4.0m from Reserves used in 2022/23 is reduced by £2.0m/year over 2023/25.

b/ 2023/24 Grant figures include £1.8million one off grant from 2022/23 now mainlined

c/ Pay & Non-Pay inflation and Pressures excludes HSCP

d/ Assumes no new Prudential Borrowing above that already contained in the Loans Charges Model.

e/ Includes no Council Tax increase (3% annual increase would raise £0.95 million per year)

f/ The increase in Block Grant excludes hypothecated funding increases as these are ring fenced for specific purposes

	2023/24	2024/25	2025/26
Key Assumptions	%	%	%
GRG/NDRI Cash Movement	0.0	0.0	0.0
Pay Inflation	3.0	2.0	2.0

Table 4b**2023/26 Budget Gap - Optimistic Scenario**

	2023/24	2024/25	2025/26	2023/26
	£m	£m	£m	£m
Block Grant Increase	(3.6)	(1.8)	(1.8)	(7.2)
Continuing Impact of Depopulation	0.5	0.5	0.5	1.5
Inflation - Pay	2.5	2.0	1.5	6.0
- Non-Pay	1.0	0.5	0.5	2.0
Pressures				
- General Pressures	0.4	0.4	0.4	1.2
Savings Approved to March,2022	(0.2)	0.0	0.0	(0.2)
Inflation Shortfall 2022/23	2.0	0.0	0.0	2.0
Reduced Use of Reserves	2.0	2.0	0.0	4.0
Funding Gap	4.6	3.6	1.1	9.3

a/ £4.0m from Reserves used in 2022/23 is reduced by £2.0m/year over 2023/25.

b/ 2023/24 Grant figures include £1.8million one off grant from 2022/23 now mainlined

c/ Pay & Non-Pay inflation and Pressures excludes HSCP

d/ Assumes no new Prudential Borrowing above that already contained in the Loans Charges Model.

e/ Includes no Council Tax increase (3% annual increase would raise £0.95 million per year)

f/ The increase in Block Grant excludes hypothecated funding increases as these are ring fenced for specific purposes

	2023/24	2024/25	2025/26
Key Assumptions	%	%	%
GRG/NDRI	1.0	1.0	1.0
Pay Inflation	2.5	2.0	1.5

Table 4c**2023/26 Budget Gap - Pessimistic Scenario**

	2023/24	2024/25	2025/26	2023/26
	£m	£m	£m	£m
Block Grant Increase	(1.8)	1.8	1.8	1.8
Continuing Impact of Depopulation	1.0	1.0	1.0	3.0
Inflation - Pay	4.0	3.0	2.0	9.0
- Non-Pay	1.5	1.0	1.0	3.5
Pressures				
- General Pressures	0.6	0.6	0.6	1.8
Savings Approved to March,2022	(0.2)	0.0	0.0	(0.2)
Inflation Shortfall 2022/23	4.0	0.0	0.0	4.0
Reduced Use of Reserves	2.0	2.0	0.0	4.0
Funding Gap	11.1	9.4	6.4	26.9

a/ £4.0m from Reserves used in 2022/23 is reduced by £2.0m/year over 2023/25.

b/ 2023/24 Grant figures include £1.8million one off grant from 2022/23 now mainlined

c/ Pay & Non-Pay inflation and Pressures excludes HSCP

d/ Assumes no new Prudential Borrowing above that already contained in the Loans Charges Model.

e/ Includes no Council Tax increase (3% annual increase would raise £0.95 million per year)

f/ The increase in Block Grant excludes hypothecated funding increases as these are ring fenced for specific purposes

	2023/24	2024/25	2025/26
Key Assumptions	%	%	%
GRG/NDRI Cash Movement	0.0	-1.0	-1.0
Pay Inflation	4.0	3.0	2.0

7.11 Short to Medium Term Capital Projections

The Council agreed a 3 year Capital Programme covering 2022/25 in February 2022. A 5% overprovision was built in to allow for increased resources/project cost reductions.

7.12 Long-Term Capital Projections

There is greater certainty around capital spend for the post 2022/23 period due to the fact that asset management plans will continue to utilise nearly all available funding i.e. Schools, Operational Properties, Roads, Lighting, Vehicles, Open Spaces and ICT, whilst the 5 year Scottish Government Capital Funding Plan indicates that in the period to 2026, core Local Government Capital Grant will be frozen at 2021/22 levels. This will leave the Council almost £3 million/year short against the core investment requirements.

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, use of Reserves as well as delivering efficiencies which will secure ongoing revenue savings.

Even were Local Government Capital Grants to increase in the longer 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 2021/2025 (Medium Term Capital Projections)

Table 5

<u>Expenditure/Projects by Committee</u>	<u>2021/22</u> £m	<u>2022/23</u> £m	<u>2023/24</u> £m	<u>2024/25</u> £m	<u>Totals</u> £m
Policy & Resources	0.39	0.88	1.56	0.59	3.42
Environment & Regeneration	9.26	16.23	17.21	6.99	49.69
School Estate	6.05	1.95	4.94	3.00	15.94
Education & Communities (Exc School Estate)	0.69	2.42	1.52	0.12	4.75
CHCP	0.59	2.05	5.50	1.14	9.28
	16.98	23.53	30.73	11.84	83.08
<u>Financed By</u>					
Government Grant	6.42	6.41	6.00	6.00	24.83
Sales/Contributions	0.83	0.34	0.32	0.32	1.81
Other Income	2.77	4.09	2.10	0.00	8.96
Revenue	5.86	4.09	3.71	0.23	13.89
Prudential Borrowing	0.63	1.91	9.46	3.66	15.66
Resources Carried Forward	15.10	0.00	0.00	0.00	15.10
	31.61	16.84	21.59	10.21	80.25
Shortfall in Resources					<u>2.83</u>

Notes

1 As per June 2022 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 has resulted in the following:
- An annual Treasury Management Strategy submitted at the start of the financial year and which includes the Council’s Prudential Indicators and covers issues such as the economic situation, the prospects for interest rates, and the Council’s borrowing and investment strategy for the coming year.
 - A mid-year review of the Strategy which include details of the Council’s debt and investment position, activity undertaken during the quarter, and performance to date against the Council’s Prudential Indicators and agreed policy limits.
 - An Annual Report for Treasury Management which is submitted to Members before the end of September each year and which advises Members of the Treasury Management activities during the previous financial year.
 - Since 2018/19 there is the requirement to produce a Capital Strategy which is also reviewed annually.

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 31/05/22.

Table 6 – Council’s Debt and Investment Position – 31/05/22

The Council’s treasury portfolio position at 31/05/22 comprised:

		Principal		Average Rate
		<u>£000</u>	<u>£000</u>	
Fixed rate funding	PWLB	88,985		3.84%
	Market	71,000	159,985	
Variable rate funding	PWLB	0		4.86%
	Market	28,810	28,810	
TOTAL DEBT			188,795	4.00%
TOTAL INVESTMENTS			36,660	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 2019.

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 just over £200 million results in a core General Fund Reserve of £4.0 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. Earmarked Reserves are reviewed annually as part of the budget process.

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 5.

Balance 31/03/22 = £4.376 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. See Appendix 8.

Balance 31/03/22 = £3.844million

(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 6.

Projected Balance 31/03/22 = £0.157 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 7.

Projected Balance 31/03/22 = £3.369 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, £2.0 million, subject to the opinion of the Section 95 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 Change Boards and lead officers on a regular basis with 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 all the above issues captured within the Financial Strategy.</p> <p>The Council produces a Capital Strategy which looks at the longer term need, funding & sustainability of the capital programme.</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>The Council only pays in advance for Services by exception.</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 current significant deterioration in the economic outlook and the impact this has on the local community has an unsustainable impact on Council budgets.</p>	<p>There is regular reporting to Members on the budget position and forecasts. Cosla continues to lobby Scottish and UK Governments for funding. Directors of Finance share common information and assumptions.</p>

Short-Term Issues (2022/24)

The tables in Appendices 1, 2 and 3 have been developed through ongoing consultation with the CMT to highlight 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	Funding gap inherited by the New Council in May 22.	The use of reserves in 2022/23 and ongoing funding pressures will require quick and decisive action from the new Council which will have a significant impact on certain services.	Review funding gap and commence 2023/26 Budget process early in the life of the new Council.	Alan Puckrin/CMT	Throughout 2022/23
	Inflation	Uncertainty over the length of inflation pressures are not fully clear over the period.	Inflation allowances are regularly reviewed. Regular monitoring and reporting to CMT/Members.	Alan Puckrin	Ongoing
	Pay & Grading	If the “bottom loading” of pay settlements continues then it is likely the Council will require to revisit the Pay & Grading model.	Review once 2022/23 Pay Award is known and report as required.	Steven McNab	Once pay award is agreed.
Social Care	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.	Monitor development and report as required.	Allen Stevenson	Ongoing

	Children's Services	Significant demand in the system will lead to increased costs.	Strategy put in place as part of the 2022/23 Budget. Monitor and report as required.	Allen Stevenson	From April 2022
Education & Communities	Inverclyde Leisure – Reduction in Income and increased Utility costs.	A major source of income for IL comes from its fitness gyms. Competitors have moved into the area and this plus Covid legacy and current exceptional increases in utility costs could lead to an increase in Council funding.	Continue regular liaison meetings with IL and report to Members as required. Revised Business Plan due December 2022. Issue added to the Delivering Differently Programme and review due to be finalised September 2022.	Ruth Binks	Autumn (Review) December 22 (IL Business Plan)

Medium-Term Issues (2024/26)

Appendix 2

<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.	Continue dialogue with partners.	All Directors	Ongoing
	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.	Louise Long	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 and will potentially review NDR post Covid.	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
	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	On Going

<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>
Social Care	Review of future of Adult Social Care	Potential major impacts on IJB and Council Budgets if not appropriately funded.	Member's developments, contribute to relevant forums and report as required.	Allen Stevenson	December 2022
	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.	Allen Stevenson	On Going
	Childrens Services Funding Pressures.	Covid has had a considerable impact on demand for support within Children & Families. Identified one off funding will only address the short term pressure. A fundamental review of service delivery is needed.	Develop proposals to change service delivery and report back via CMT, Council and IJB.	Allen Stevenson	? 2022
Environment & Regeneration	Biodegradable Waste diversion from Landfill.	From January 2025 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.	Stuart Jamieson	December 2022

Long-Term Issues (Post 2026)

<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	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 Council and 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.	Allen Stevenson	Ongoing
Education & Community	School Estate.	Plans will be required for recommencement of a new School Estate Plan from the late 2020's. This will have significant financial and policy challenges.	Commence consideration at the appropriate time and factor into any investment plans.	Ruth Binks/Stuart Jamieson	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.	Stuart Jamieson	Ongoing
	Net Zero Carbon Strategy	To achieve the required targets will require significant capital investment not currently included in financial plans.	Prepare detailed delivery plan and obtain funding approval for delivery.	Stuart Jamieson	August 2022 (Plan)
	Closure of major local employer	Could further increase rate of depopulation and would significantly impact of areas regeneration efforts.	Work with all partners to identify areas of risk and mitigating actions.	Stuart Jamieson	As required

School Estate - Earmarked Reserves

	<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>2030/31</u>	<u>2031/32</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>£001</u>	<u>£002</u>
Earmarked Reserve b/fwd	266	343	361	292	243	129	-42	-276	-586	-1,012
Available Savings added (a)	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682
Extra Financing (b)	2,955	2,955	2,955	2,955	2,955	2,955	2,955	2,955	2,955	2,955
Prudential Schools Loan Charges (c)	-4,656	-4,715	-4,682	-4,782	-4,847	-4,904	-4,967	-5,043	-5,159	-5,284
Unitary Charge Payment (d)	-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)	-2,093	-2,749	-2,980	-3,217	-3,558	-3,804	-4,055	-4,311	-4,572	-4,838
Unitary Charge Funding from Inflation Contingency	2,093	2,749	2,980	3,217	3,558	3,804	4,055	4,311	4,572	4,838
One Off Costs (f)	-28	-28	-148	-28	-28	-28	-28	-28	-28	-28
Extra Revenue Repairs (g)	-230	-230	-230	-230	-230	-230	-230	-230	-230	-230
Unitary Charge RSG	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096
Earmarked Reserve c/fwd	<u>343</u>	<u>361</u>	<u>292</u>	<u>243</u>	<u>129</u>	<u>-42</u>	<u>-276</u>	<u>-586</u>	<u>-1,012</u>	<u>-1,563</u>

(a) Savings now completed.

(b) 650k increase from 2021/22 to fund acceleration of programme. £240k reduction from 2020/21 due to Capital Fund contribution in lieu of receipts ceasing. £200k reduction from 21/22 to 26/27 to reflect the review of future loans charges.

(c) Uses a pool fund rate of 3.52% for 22/23, 3.57% for 23/24, 3.51% for 24/25, 3.61% for 25/26, 3.67% for 26/27. 3.72% for 27/28, 3.78% for 28/29, 3.86% 29/30, 4.00% for 30/31 and 4.16% for 31/32. No contingency. Reflects costs of acceleration of programme.

(d) Based on Actual Unitary Charge at Jan 2011 RPI of £8.842 million less £100k saving from 2018/19.

(e) Base at Jan 2022 RPI. Assumes 6.0% annual inflation for 2022/23 (9% RPI discounted by factor of 1.5) and 2% there after (3% RPI discounted by factor of 1.5)

(f) £28k per year Pension Costs added from 2020/21, £120k Building Condition Surveys in 24/25

(g) Extra revenue repairs budget set aside for School buildings life cycle works as per Property Services schedule.

Finance Strategy
General Fund "Free" Reserves
June 2022

	£000
Reserves Balance at 31st March 2021	4,890
<u>Budgeted Contribution to Reserves: Note 1</u>	
2020/21 Outturn Earmarked for 2021/23	27,276
	<u>0</u>
	27,276
Planned Use of Reserves 2021/24 Note 2	(37,756)
Projected Surplus (Deficit) 2021/22 Note 3	9,966
Projected Free Reserves Balance 31st March 2022	4,376

GRG/NDR/Council Tax is approximately £200 million. Recommended minimum level of reserves is 2% / £4 million.

Notes:

- 1/ 2021/22 figures reflect £1.049m use of reserves to fund the revenue budget as approved at 2021/22 budget setting process.
- 2/ Represents decisions taken between February 2017 and February 2022 and based on latest phasings.

<u>Approved Use of Reserves</u>	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £000
February 2017 - £5.500m	(489)	(114)	0	(603)
March 2018 - £8.858m	(501)	(199)	0	(700)
March 2019 - £4m	(913)	(50)	0	(963)
May 2019 - £0.12m	(87)	0	0	(87)
September 2019 - £0.5m	0	0	0	0
March 2020 - £8.207m	(1,046)	(1,065)	(78)	(2,189)
August 2020- Short Term Recovery Plans	0	0	1	1
March 2021 - Use of Reserves	(6,899)	(7,918)	(7,918)	(22,735)
February 2022 - £9.175m	0	(6,175)	(3,000)	(9,175)
June 2022 - £1.305m	(1,305)	0	0	(1,305)
	<u>(11,240)</u>	<u>(15,521)</u>	<u>(10,995)</u>	<u>(37,756)</u>

- 3/ Figure reflects projected surplus reported to Policy & Resources Committee March 2022 (Period 10) and Budget Current Position Policy & Resources Committee June 2022 :

	2021/22 £000	2022/23 £000	2023/24 £000	Total £000
Projected Surplus (Period 10)	1,093	0	0	1,093
Approved write back Earmarked Reserves (Dec 21)	4050	0	0	4,050
Approved write back Earmarked Reserves (Feb 22)	2165	0	0	2,165
Scottish Government £120m One off Payment	1858	0	0	1,858
Proposed Write back of Covid EMR (Jun 22)	800	0	0	800
	<u>9,966</u>	<u>0</u>	<u>0</u>	<u>9,966</u>

AP/AE
25/05/22

Finance Strategy
Capital Fund

		2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000
Balance B/fwd		(546)	(157)	(535)	(640)	(646)	(652)	(658)	(664)	(670)
Additions (Estimate)	a	(338)	(1,377)	(100)	0	0	0	0	0	0
Interest (Estimate)		(1)	(1)	(5)	(6)	(6)	(6)	(6)	(6)	(6)
Principal Repayments		0	0	0	0	0	0	0	0	0
Other Payments	b	728	1,000	0	0	0	0	0	0	0
Balance at Year End		(157)	(535)	(640)	(646)	(652)	(658)	(664)	(670)	(676)

- Notes
- a 2021/22 SEMP Receipts, £0.018m Kings Glen House Plot
SEMP Receipts, return of £0.235m, St Stephens due to site abnormalities.
Other Receipts, £0.555m, Leperstone Avenue, McPherson Centre, Patton St Hall
- 2022/23 SEMP Receipts, £1.587 remainder of Greenock Academy & Sacred Heart Site
AMP Receipts, £0.050m, Glenbrae
Other Receipts, £0.250m, Former Garvel Centre, Bank St & Leperstone Avenue
Other Receipts, return of £0.510m, Land at Upper Bow
- 2023/24 Other Receipts, £0.100m, Leperstone Avenue
- b Other Payment Other Payments:
- 2021/22 £0.6m payment to fund Capital Programme (approved March 2019)
£0.128m payment, Leperstone Avenue (approved February 2022)
- 2022/23 £1m payment to fund Capital Programme (approved March 2021)

Finance Strategy
Repairs & Renewals Fund

		2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000
Balance B/fwd		(3,227)	(3,369)	(3,086)	(2,559)	(2,504)	(2,498)	(2,492)	(2,486)	(2,479)
Additions:										
Leisure Strategy	a	(134)	(134)							
Affordable Housing Fund	b	(36)								
Energy Efficiency Fund		(1)	(1)	(8)	(8)	(8)	(8)	(8)	(8)	(8)
Maintenance Payments:										
Environmental Maintenance		34	36	41	36	36	36	36	37	75
Leisure Strategy	c		258	472						
Former Housing Repairs & Renewals Fund	d		90							
Affordable Housing Fund	e		50	50	50					
Energy Efficiency Fund	f		17							
Interest										
Environmental Maintenance		(1)	(5)	(5)	(4)	(4)	(4)	(3)	(3)	(3)
Leisure Strategy		(2)	(13)	(11)	(7)	(7)	(7)	(7)	(7)	(7)
Former Housing Repairs & Renewals Fund		(2)	(12)	(10)	(10)	(10)	(10)	(11)	(11)	(11)
Affordable Housing Fund			(2)	(1)	(1)					
Energy Efficiency Fund			(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Balance:										
Environmental Maintenance	g	(542)	(511)	(475)	(443)	(411)	(379)	(346)	(312)	(240)
Leisure Strategy		(1,326)	(1,215)	(754)	(761)	(768)	(775)	(782)	(789)	(796)
Former Housing Repairs & Renewals Fund		(1,202)	(1,124)	(1,134)	(1,144)	(1,154)	(1,164)	(1,175)	(1,186)	(1,197)
Affordable Housing Fund		(188)	(140)	(91)	(42)	(42)	(42)	(42)	(42)	(42)
Energy Efficiency Fund		(111)	(96)	(105)	(114)	(123)	(132)	(141)	(150)	(159)
Balance at Year End		(3,369)	(3,086)	(2,559)	(2,504)	(2,498)	(2,492)	(2,486)	(2,479)	(2,434)

Finance Strategy
Repairs & Renewals Fund

Notes

- a Future contribution to Leisure Strategy subject to confirmation of available funds.
- b Contribution from Ogilvie, Eldon St
- c Leisure Strategy commitments:
Pitches/MUGA's Lifecycle costs
- d Allocations for Local Housing Condition Survey £90k
- e Contribution towards Acquisitions of Affordable Housing, £150k total allocation (agreed E&R Committee October 2021)
- f Central Energy Efficiency Fund commitments:
2022/23 LED Lighting, Ingliston MRF
- g Environmental Maintenance is a combined fund used for ongoing maintenance of Greenock Cut, Gallaghers (Port Glasgow) Development and Inverkip Footbridge.

	<u>Insurance Fund</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>2030/31</u>	<u>2031/32</u>
	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>
Opening Balance	4.203	3.844	3.849	3.751	3.633	3.495	3.337	3.159	2.961	2.743	2.595
Contribution to Fund (a)	0.450	0.450	0.450	0.450	0.450	0.450	0.450	0.450	0.450	0.550	0.550
Payments Made From Fund (b)	(0.084)	(0.370)	(0.390)	(0.410)	(0.430)	(0.450)	(0.470)	(0.490)	(0.510)	(0.540)	(0.570)
MMI Clawback (c)	0.064	-	-	-	-	-	-	-	-	-	-
Other (d)	-	(0.075)	(0.158)	(0.158)	(0.158)	(0.158)	(0.158)	(0.158)	(0.158)	(0.158)	(0.161)
	4.633	3.849	3.751	3.633	3.495	3.337	3.159	2.961	2.743	2.595	2.414
Estimated Outstanding Charges at 31 March 2022 (e)	(0.789)										
Balance for Future Claims	3.844	3.849	3.751	3.633	3.495	3.337	3.159	2.961	2.743	2.595	2.414

Notes

(a) Amount paid by Services and not paid to external insurers. Currently a £100,000 annual reduction is being applied which ends in 2029/30.

(b) Estimate for charges paid from Fund net of interest income.

(c) Reduction in allowance for Council contribution to legacy MMI claims based on latest claims data. The total allowance at 31 March 2022 was £0.271 million.

(d) Estimated Council contribution of £1.5 million to Scottish Child Abuse Redress Scheme (payments to be made over 10 year period).

(e) Estimated cost to Fund of outstanding claims as at 31 March 2022.

City Deal - As at 31.3.22

Capital	<u>£m</u> <u>15/21</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>25/26</u>	<u>£m</u> <u>26/27</u>	<u>£m</u> <u>27/28</u>	<u>£m</u> <u>Total</u>
Overall Grant	245	62	48	15	30	60	60	60	580
Inverclyde's Grant Received/ Estimated	4.781	2.130	1.000	0.000	0.000	0.000	1.000	1.000	9.911
Project Spend									
Ocean Terminal	4.764	2.248	2.681	0	0	0	0	0	9.693
Inverkip	0.018	0.000	0.182	1.000	1.800	0.250	0	0	3.250
Inchgreen	0.054	0.033	6.800	2.500	0.143	0	0	0	9.530
Council Contribution - Inchgreen	0	0	0	(1.400)	0	0	0	0	(1.400)
Grant Eligible Costs	4.836	2.281	9.663	2.100	1.943	0.250	0	0	21.073
Annual Grant (Shortfall)/Surplus	-0.055	-0.151	-8.663	-2.100	-1.943	-0.250	1.000	1.000	-11.162
Cumulative (Shortfall)/Surplus	-0.055	-0.206	-8.869	-10.969	-12.912	-13.162	-12.162	-11.162	
Revenue									
	<u>£m</u> <u>15/21</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>25/26</u>	<u>£m</u> <u>26/27</u>	<u>£m</u> <u>27/28</u>	
Revenue Budget	871	360	320	320	320	320	320	320	
PMO Central Team Costs	0	(62)	(64)	(66)	(68)	(71)	(74)	(77)	
Interest Charge	0	(10)	(88)	(110)	(129)	(131)	(121)	(111)	
Contribution to Inchgreen	0	0	0	(1,400)	0	0	0	0	
Planned Write Back to Reserves	0	0	0	0	0	0	0	0	
Balance at Year End	871	1,159	1,327	71	194	312	437	569	

Notes

- 1/ Project spend profiles reflect the latest reported figures to the Cabinet. Costs to be firmed up as part of detailed Business preparation for Inverkip. Figures exclude partner contributions.
- 2/ The Council initially set aside up to £400,000 per year for this purpose. A saving approved in Sept 2019 reduced the £400k budget by £80k from 2022/23 and the £1.4million contribution to the Inchgreen Project is to come from the cumulative balance in 2023/24.
- 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 hence why from 2022/23 the Council's level of grant falls. Estimates only at this time as Regional projects are under review. Grant phasing for 2022/23 and beyond is therefore indicative at this stage.
- 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 , 20/22(0.5%) and 22/23 onwards (1.0%)

Finance Strategy
Loan Charges

		2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	2029/30 £'000	2030/31 £'000	2031/32 £'000
Balance B/fwd		766	563	1,111	1,457	1,488	1,475	1,932	2,403	2,791	3,452	4,236
Projected Loan Charges	a	10,439	11,579	11,876	12,291	12,435	12,065	12,151	12,334	12,161	12,138	12,148
Available Budget	b	11,736	12,127	12,222	12,322	12,422	12,522	12,622	12,722	12,822	12,922	13,022
Loan Charge Surplus/(Deficit)		1,297	548	346	31	(13)	457	471	388	661	784	874
Other Adjustments:												
Transfer to General Fund Reserves	c	(1,500)	0	0	0	0	0	0	0	0	0	0
		(1,500)	0	0	0	0	0	0	0	0	0	0
Balance at Year End		563	1,111	1,457	1,488	1,475	1,932	2,403	2,791	3,452	4,236	5,110
Interest Rate (Assumed):		3.43%	3.52%	3.57%	3.51%	3.61%	3.67%	3.72%	3.78%	3.86%	4.00%	4.16%

Notes

Revised projections as at May 2022 and excludes Loan Charges relating to funded models (SEMP, City Deal, Birkmyre Trust and, for 21/22, VRP). Includes the effect of decisions on SEMPA acceleration taken in March 2016 including the £650k annual budget transferred to SEMPA from 2021/22. From 2018/19 onwards, general capital grant is applied to core allocations only and not to individually funded models (e.g. SEMPA).

- a Includes loan charges for new LD Centre based on spend between 2021/22, 2022/23, 2023/24 and 2024/25. £100k annual cost increase from 2023/24 to reflect increased prudential borrowing of £1.5m. Projected principal repayments on new projects from 2021/22 onwards are calculated on annuity basis.
- b Adjustments to Available Budget:
 - For 2021/22
£650k removed from ongoing budget and transferred to SEMPA relating to SEMPA acceleration, as agreed in March 2016. Budget from 2018/19 onwards reduced by £300k annually to 2022/23 to reflect reduction in Scottish Government grant support resulting from repayment of historic debt. Budget increased by £1,191k annually due to budget and projected AMP loan charges now included above and not separately budgeted for. Budget increased by £150k for borrowing for whiteboards funded from Education, as agreed in December 2021.
 - For 2022/23
£400k reduction in budget. Budget increased by £1,130k annually due to budget and projected VRP loan charges now included above and not separately budgeted for. Budget adjusted for £60k reduction in loan charges agreed in February 2022 and for SWIFT loan charges (£35k added) and Food Waste Collection saving (£14k reduced).
 - For 2023/24
Budget from 2023/24 onwards increased by £100k annually for annual Prudential Borrowing. Budget adjusted for £5k reduction in loan charges for Food Waste Collection saving.
- c Transfer to General Fund Reserves as agreed in December 2021.

Report To:	Inverclyde Council	Date:	30 June 2022
Report By:	Head of Legal & Democratic Services	Report No:	IC/300622-1
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Review of Political Decision-Making Arrangements		

1.0 PURPOSE

- 1.1 The purpose of this report is to recommend that the Council approves a number of changes to the Council's political decision-making arrangements, and its associated Standing Orders and Scheme of Administration.

2.0 SUMMARY

- 2.1 At the statutory meeting of the Council on 19 May 2022, Council agreed to continue the adoption of the thematic committee structure that was in place prior to the local government elections. This was, however, subject to the Head of Legal and Democratic Services bringing forward a report to the 30 June meeting of the Council to suggest any proposed alterations that might be made to its governance documents and structure to improve the efficiency and effectiveness of the Council's decision making arrangements.
- 2.2 This report proposes a number of changes, in Section 5. It is considered that none of the changes are of themselves substantial, but with robust application by Elected Members and officers they will assist the governance of the Council, and its decision making arrangements. The Standing Orders and Scheme of Administration were last reviewed by the Council on 17 February, and as such Standing Orders will need to be suspended to consider this agenda item.
- 2.3 There is also an outstanding remit on officers, from the June 2021 Council meeting, to consider the current arrangements for the Education & Communities Committee, and potentially separating it into two Committees, and bring forward a report on this matter for consideration "by the next Council Administration as part of any review of meeting arrangements". The proposals in this report will close off this outstanding remit

3.0 RECOMMENDATIONS

- 3.1 The Council is asked to:-
- Approve the proposed changes to the Council's political decision-making arrangements as set out in this report, including the proposed changes to the Standing Orders and Scheme of Administration, and the terms of reference for both the Strategic Leadership Forum and the Members Budget Working Group, and delegate authority to the Head of Legal & Democratic Services to make any consequential changes to other constitutional documents of the Council as might be required to give effect to the decision of the Council in respect of this report; and
 - Note the proposal that no changes be made to the current arrangements for the Education & Communities Committee, save for the start time of the Committee meeting, and so closing that outstanding remit from the meeting of the Council on 10 June 2021.

Iain Strachan
Head of Legal & Democratic Services

4.0 BACKGROUND

- 4.1 In Scotland, there are, broadly speaking, two types of political management arrangements that can be adopted by a local authority. These are commonly referred to as a Committee model and an Executive/Cabinet model. Currently the Council operates a thematic committee structure, which has been in place for some years.
- 4.2 There is no correct answer for what would work best for a particular local authority. Rather, what is most important is culture – the behaviours, values and attitudes that govern how individuals work together, and the decision-making framework that will best support that for the benefit of Inverclyde.
- 4.3 At the statutory meeting of the Council on 19 May 2022, Council agreed to continue the adoption of the thematic committee structure that was in place prior to the local government elections, but subject to the Head of Legal and Democratic Services bringing forward a report to the 30 June meeting of the Council to suggest any proposed alterations that might be made to its governance documents and structure to improve the efficiency and effectiveness of the Council's decision making arrangements. In addition, at that meeting, it was noted that officers would also undertake a review of the current arrangements for the Strategic Leadership Forum and Members Budget Working Group and report any proposed changes to a future meeting of the Council.

5.0 PROPOSALS

- 5.1 With the Council having agreed to continue with the same thematic committee structure, no material changes to the existing arrangements are proposed. However, it has been assessed by the Corporate Management Team that there are a number of changes that would improve the efficiency and effectiveness of the Council's decision making arrangements, for the benefit of both Elected Members and officers. These will be taken in turn, with any proposed changes to the Standing Orders and Scheme of Administration being shown in tracked changes in the copy of the same which is attached as Appendix 5 to this report.

Health & Social Care Committee

- 5.2 As Elected Members are aware, the Council now has no substantive decision-making powers in respect of the strategic direction and policy framework of those social care and other services, the functions of which are incorporated within the Inverclyde Health & Social Care Partnership. This is because the associated decision-making has effectively been delegated to, and is overseen by, the Integration Joint Board (IJB). Given this, it is respectfully considered inappropriate to call this forum a committee, since that implies decision-making powers it does not possess. It is to be noted that there is also a large duplication between the reports that are submitted to this Committee and the papers that go to the IJB. Although it is known that some local authorities do not have such a dedicated committee, it is felt that complete removal would be a step too far at this time, in particular because of the Council having this long-established committee and the potential for wide scale reform on the back of the Feeley Review and development of proposals around a national care service. However, if this Committee is to be retained it should instead be reframed as the Social Work & Social Care Scrutiny Panel, or similar, to reflect this different status and to help manage expectations of the public and stakeholders.
- 5.3 The current remit of the Health and Social Care Committee and a suggested remit for a new Social Work & Social Care Scrutiny Panel is included in Appendix 1 to this report. Any substantive decisions that might have previously been required by the Health and Social Care Committee will instead, going forward, be considered by the Policy & Resources Committee, or the Environment & Regeneration Committee in respect of homelessness matters. As before, the Chief Social Worker's annual report will be considered by full Council.

Local Police & Fire Scrutiny Committee

- 5.4 For similar reasons as for the Health & Social Care Committee, with the single national services having now been established for some time, i.e. Police Scotland and the Scottish Fire & Rescue Service, this Committee should also be reframed as a Scrutiny Panel.
- 5.5 The current remit of the Local Police & Fire Scrutiny Committee and a slightly adapted remit for a new Local Police & Fire Scrutiny Panel is included in Appendix 2 to this report.

5.6 Education & Communities Committee

There is an outstanding remit on officers, from the June 2021 Council meeting, to consider the current arrangements for the Education & Communities Committee, and potentially separating it into two Committees, and bring forward a report on this matter for consideration “by the next Council Administration as part of any review of meeting arrangements”. Whilst it has been noted that there have, in the past, at times been issues around the length of the meetings of this Committee, it is recommended that no changes be made at this time, and instead it is recommended that this is monitored going forward, including the impact of the changes proposed in this report. Notwithstanding the foregoing, as a consequence of feedback from Members, Members are asked to note that the report at Item 5 on the Agenda for this meeting will propose that the Communities element of these meetings now commences at 2pm, and not 1pm.

Audit Committee

- 5.7 It is common practice in local authorities that this committee, or its equivalent, is chaired by an Elected Member who is not part of the Council Administration. Given this, and to reflect the decision at the statutory meeting, it is recommended that the Standing Orders and Scheme of Administration are revised to state that the Convenor of the Audit Committee be an Elected Member who is not a member of the Administration.

Strategic Leadership Forum/Members Budget Working Group

- 5.8 At the statutory meeting, Council agreed to continue the use of the Strategic Leadership Forum (SLF) and the Members Budget Working Group (MBWG), with it being noted that officers would undertake a review of current arrangements and bring any proposed changes back to Council. As the SLF and the MBWG are not enshrined in the Standing Orders and Scheme of Administration it is proposed that they are, with the terms of reference (ToRs) as set out in Appendices 3 and 4. By way of explanation, the MBWG had ToRs agreed in 2014, but these have not been reviewed since then. Some small updates are proposed, but the ToRs are largely as originally agreed. It is understood that there have never been ToRs for the SLF, and as such some are proposed, based upon those for the MBWG.

Noting reports

- 5.9 In 2021 and 2022 (to the end of March) the Council’s strategic decision-making committees, i.e. Policy & Resources, Environment & Regeneration and Education & Communities, received 243 reports. A large number of these (110) were for noting, and not seeking substantive decisions. It would greatly assist the length and efficiency of meetings, and the associated impact on the time of Elected Members and officers, if the number of such reports could be reduced and their consideration dealt with in other ways. On 17 September 2019 the Policy & Resources Committee agreed actions to seek to tackle this, including to actively filter reports as part of the pre-agenda process. It is recognised that there will often be good reason for such reports coming forward, such as for critical financial reporting or service performance monitoring, but it is considered that action should again be taken on this.
- 5.10 Firstly, there will be more constructive challenge by the Corporate Management Team and Directorate Management Teams on the need for any such reports. Secondly, it is recommended that a new section is included on agendas for the Council’s strategic decision-making committees, being “Routine Decisions and Items for Noting”. The effect of this would be that any reports included in this section would be taken to be approved, and not be the subject of an officer introduction or any questions or discussion, except where specifically requested at the meeting, on an exception only basis. Whether or not a report was considered to be a “routine

decision” would be assessed at the pre-agenda meeting, but for instance it could include minor property transactions or other minor and predominately operational matters in respect of which officers do not have delegated authority to take the decision in question. In this way, it is intended that the required reports can be brought forward for Elected Members, but without unnecessarily tying up Committee time and attention.

- 5.11 For the avoidance of doubt, these committees would still receive noting reports for question and discussion, as they do now, but they would generally only relate to key performance/financial management data, or matters with specific legal issues.

Councillor Virtual Library

- 5.12 Linked to the above, it is recommended that officers establish a Councillor Virtual Library, into which information for noting can be submitted and accessed by all Elected Members, and which would also include member briefing notes and the like. Senior officers would promote the use of this by their service areas, with a standard Council template for such briefing notes and a formalised sign off process prior to submission. If approved, officers would look to have this established during the Autumn. The exact timing of this will depend upon a number of factors, including planned upgrades to the Council’s ICT system.

- 5.13 Again, linked to the above, custom and practice is that all elected members on a committee/Board receive a hard copy of the agenda papers. In 2021/22 the cost of external printing for Committee papers was approximately £14,300. Whilst a move to a completely paperless system is not realistic at this time, and also dependent upon the identification of a technological solution that is both suitable and affordable, it is recommended that the Council looks to reduce the amount of hard copy agendas that are issued. Such an approach reflects the Council’s net zero carbon ambitions, and also recognises the Council’s financial challenges. For the time being, it is recommended that (i) all Elected Members on a Committee/Board receive a hard copy of the issued agenda and (ii) all Elected Members are asked if they wish to receive a hard copy of any issued agendas for those Committee/Boards they are not a member of, subject to two hard copies of each issued agenda (i.e. not Pre Agenda Meeting papers) being left in the Members’ Lounge for all Elected Members to review. Officers will keep this practice under review, in order to incrementally reduce the use of hard copy agendas and the associated spend.

Shared Services Joint Committee/Glasgow and Clyde Valley City Deal Cabinet

- 5.14 The Shared Services Joint Committee, with West Dunbartonshire Council, and the Glasgow and Clyde Valley City Deal Cabinet have both been established as joint committees in terms of S.57 of the Local Government (Scotland) Act 1973. Council approved the Shared Services arrangements on 29 September 2016 and the City Region Deal arrangements on 4 December 2014. Given this joint committee status, and the committees’ respective roles, it is considered appropriate to include reference to them in the Standing Orders and Scheme of Administration. This is also so that members of the public can understand their place in the Council’s governance arrangements.

Meeting Management

- 5.15 There are three suggested changes to the Standing Orders related to this.
- 5.16 The first concerns Member Requests. It is established custom and practice that elected members can bring forward Requests for submission onto Council/Committee agendas, without needing a seconder. However, the Standing Orders do not regulate these at all, or distinguish between written Notices of Motion (under Standing Order 22) and Requests. As such, it is recommended that the Standing Orders be updated to reflect this, and to be clear that a Request is, in essence, a motion seeking a formal Council/Committee decision but one where the substantive matter is not political in nature and is neither seeking any material commitment around the need for Council funding or other resources. As with Notices of Motion the Convenor will rule on the competency of a Request, taking officer advice. Proposed revisions have been included in the Standing Orders, Standing Orders 24 to 26, to reflect this.

- 5.17 Linked to this, it is noted that, other than for written Notice of Motions under Standing Order 22 (as referred to above), there is no requirement for the submission of Motions and Amendments in advance of the actual Council/Committee meeting. Given this, Members are encouraged to discuss any potential motions or amendments with relevant senior officers in advance of the meeting. In particular, this will enable advice to be given around the competency of such motions.
- 5.18 Secondly, it has been identified that the drafting of Standing Order 41 (now Standing Order 45) could be revised, to confirm the ability of the Provost to have a casting vote in respect of the appointment of a member to an outside body. To be clear, the proposed alteration does not change the substance of the Standing Order, and merely seeks to clarify it.
- 5.19 Finally, Members are asked to note that it is also suggested that the second paragraph of Standing Order 4 be deleted. It is understood this text, namely the ability for an elected member to request that they participate in a meeting by video-conference facility, originated before the covid pandemic. Given the Council's successful introduction of remote and hybrid meetings, It is suggested that this text has now been superseded, including by the text in the first paragraph of this Standing Order. As such, officers are of the opinion that the text in the second paragraph is no longer required.
- 5.20 Going forward, to help ensure the Council's decision-making arrangements remain fit for purpose, officers will seek feedback from the Strategic Leadership Forum following the completion of every cycle of meetings. If any changes are proposed following such feedback, other than minor matters that can be dealt with at an operational level, these would be the subject of a report to a future meeting of the Council.

6.0 IMPLICATIONS

Finance

- 6.1 There are no direct financial implications from this report.

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					

Legal

- 6.2 There are no direct legal implications from this report.

Human Resources

- 6.3 There are no direct human resources implications from this report.

Equalities

6.4 Equalities

(a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

Repopulation

6.5 None.

7.0 CONSULTATIONS

7.1 The Corporate Management Team and the Strategic Leadership Forum has been consulted on these proposals.

8.0 BACKGROUND PAPERS

8.1 None.

Current remit of Health and Social Care Committee

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

- (a) To oversee the Council’s relationship with the Inverclyde Integration Joint Board;
- (b) To oversee the effective deployment of Council resources to support the strategic priorities of the Inverclyde Integration Joint Board;
- (c) To oversee the Council’s responsibilities in relation to homelessness services and, within the statutory framework, to contribute to reports on homelessness and rented residential accommodation to the Scottish Housing Regulator.”

Proposed remit of Social Work & Social Care Scrutiny Panel

“Noting that decisions regarding the strategic direction and funding of all functions and services listed in Annex 2 to the Inverclyde Health & Social Care Partnership Integration Scheme are delegated to the Inverclyde Integration Joint Board, and that the Council and this Panel has no decision-making powers in relation to those integrated functions and services, power is delegated to the Social Work & Social Care Scrutiny Panel:

- (a) To scrutinise the Council’s relationship with the Inverclyde Integration Joint Board;
- (b) To scrutinise the Council’s compliance with Directions issued to it by the Inverclyde Integration Joint Board, and the effective deployment of Council resources to support (i) the strategic priorities of the Inverclyde Integration Joint Board, and (ii) the discharge of the above-mentioned functions and services and relevant matters relating thereto;
- (c) To scrutinise the Council’s responsibilities in relation to homelessness services and, within the statutory framework, to contribute to reports on homelessness and rented residential accommodation to the Scottish Housing Regulator;
- (d) To scrutinise Directions issued to the Council by the Inverclyde Integration Joint Board; and
- (e) To consider relevant reports on the progress of the development of proposals around the introduction of a national care service, which said reports might also be submitted to meetings of Inverclyde Council and the Policy & Resources Committee.”

Current remit of Local Police & Fire Scrutiny Committee

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

- (a) To consider and recommend improvements in local Police and Fire and Rescue services;
- (b) To recommend priorities and objectives for the policing of the local area;

- (c) To recommend priorities and objectives for Fire and Rescue services in the local area;
- (d) To agree the Police and Fire and Rescue local plans;
- (e) To scrutinise and review the outcomes, priorities and objectives set out in the Police and Fire and Rescue local plans;

- (f) To provide comments in response to consultations on Police and Fire and Rescue services;

- (g) To promote engagement with all interested parties including community planning partners and neighbourhood partnerships;

- (h) To make representations to the national authorities, as required, in relation to wider scrutiny issues and concerns;
- (i) To consider Council reports on matters which affect local Police and Fire and Rescue services in Inverclyde providing that, where necessary, these will be remitted to the appropriate Service Committee for decision.”

Proposed remit of Local Police & Fire Scrutiny Panel

“Power is delegated to the Local Police and Fire Scrutiny Panel:

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

STRATEGIC LEADERSHIP FORUM

DRAFT TERMS OF REFERENCE

Introduction and Membership

1. The Strategic Leadership Forum (SLF) has been established by the Council for some time. . The SLF is an internal, Members' Working Group and is an informal forum for cross-party sharing of significant and/or high profile matters in respect of which officers believe senior elected member awareness and/or input would be beneficial.
2. The SLF is comprised of the following Elected Members, namely (i) the Leader of each political party represented on the Council, (ii) the Depute Leader of the Council and (iii) a representative of those Members not representing a particular political party, and supplemented by additional Members to reflect as far as practicable the political representation on the Council and to assist in openness, transparency and inclusiveness. The SLF may unanimously decide to invite other persons as it considers appropriate to attend its meetings but any such decision will not confer membership of the SLF.
3. The Chair of the SLF will be the Leader of the Council or their Depute.
4. The Chief Executive and such members of the Corporate Management Team as are relevant will attend the meetings of the SLF to provide information and advice and to provide such secretariat support as may be required.

Role and Purpose

5. The meetings of the SLF enable open and frank discussion which shall seek to achieve consensus insofar as possible in respect of significant and/or high profile matters which officers believe senior elected member awareness and/or input would be beneficial.
6. The SLF does not carry out responsibilities on behalf of the Council or its committees and does not seek to duplicate the role of the Council's committee structure and the Standing Orders and Scheme of Administration.
7. The SLF allows significant and/or high profile matters to be considered informally on a non-political basis outwith the Council's committee process with a view to discussing any areas of possible consensus prior to any relevant, formal reports subsequently being presented to Committee. The SLF will engage with Officers in respect of relevant information and advice and will have broad discussions seeking to arrive at consensus, when possible.
8. The SLF will engage on these issues on a private and non-attributable basis and its discussions and views expressed in those discussions will not be ascribed to any of its Members during subsequent political process and challenge. The aim of the SLF is to strive for consensus in the best interests of the Council, its staff and the public of Inverclyde and to secure provision of critical services to the community but it is recognised that different political dimensions will exist. These divergent views will be respected and it is the aim of the SLF to focus on the key issues of challenge. Within the course of its meetings, contentious issues will be debated in full but privacy and the principle of non-attribution will apply during the course of these meetings. The SLF will seek to be inclusive whilst respecting the different political objectives.
9. The role of Officers will be respected and open, impartial advice on all issues will be given and the same respect for different views maintained and observed by all persons attending.
10. The SLF will review any relevant consultations and responses which are received from stakeholders within Inverclyde.

Accountability

11. Each member of the SLF will have an equal say.
12. The SLF is not a decision making body as its purpose is to identify, where possible, consensus in respect of those significant and/or high profile matters that are considered by it.
13. It is not intended that the SLF will operate on a basis of majority voting: the opinions of each member of the SLF will contribute to any identification of consensus or way forward.
14. Meetings of the SLF will commence with an oral update from the Chief Executive and/or from the relevant member of the Corporate Management Team on key issues for discussion.
15. Any papers or reports that are shared with Members of the SLF are done so on a confidential basis: these are internal, working group papers or reports that will not necessarily be reported to committees. However, Members of the SLF may share these papers or reports on the same internal and confidential basis with members of their respective Groups. These said papers or reports may be accessible under Freedom of Information (FOI) requests and only relevant exemptions may permit withholding of such items. The Council is committed to open and accountable local government and it is only in the case of relevant exemption that minutes will be withheld from an FOI request.
16. The frequency of meetings will be agreed after consideration of management capacity to effectively support the SLF and complete officer action points.

Agreed TBC 2022

MEMBER BUDGET WORKING GROUP

TERMS OF REFERENCE

Introduction and Membership

17. The Member Budget Working Group (MBWG) was established by the Council in 2014 meeting. The MBWG is an internal, Members' Working Group and is an informal forum for cross-party scrutiny, consideration and developing of the Council's budget proposals in the light of the severe financial pressures the Council is under.
18. The MBWG is comprised of the Members of the Strategic Leadership Forum and supplemented by additional Members to reflect as far as practicable the political representation on the Council and to assist in openness, transparency and inclusiveness, all in terms of the Council's decision, above. The MBWG may unanimously decide to invite other persons as it considers appropriate to attend its meetings but any such decision will not confer membership of the MBWG.
19. The Chair of the MBWG will be the Leader of the Council or their Depute.
20. The Chief Executive and such members of the Corporate Management Team as are relevant will attend the meetings of the MBWG to provide information and advice and to provide such secretariat support as may be required.

Role and Purpose

21. The meetings of the MBWG enable open and frank discussion which shall seek to achieve consensus insofar as possible in the developing of the Council's future budget proposals.
22. The MBWG enables the political leadership to engage in an informal basis with a view to developing sustainable budget proposals to minimise the impact on the provision of Council Services and for the interests of the community of Inverclyde.
23. The MBWG does not carry out responsibilities on behalf of the Council or its committees and does not seek to duplicate the role of the Council's committee structure and the Standing Orders and Scheme of Administration.
24. The MBWG allows significant and sensitive issues to be considered informally on a non-political basis outwith the Council's committee process with a view to discussing any areas of possible consensus prior to any relevant, formal reports subsequently being presented to Committee. The MBWG will focus on the key budget challenges facing the Council and on the outcome and progress of any budget consultations. The MBWG will engage with Officers in respect of relevant information and advice and will have broad discussions seeking to arrive at consensus, when possible.
25. The MBWG will engage on these issues on a private and non-attributable basis and its discussions and views expressed in those discussions will not be ascribed to any of its Members during subsequent political process and challenge. The aim of the MBWG is to strive for consensus in the best interests of the Council, its staff and the public of Inverclyde and to secure provision of critical services to the community but it is recognised that different political dimensions will exist. These divergent views will be respected and it is the aim of the MBWG to focus on the key issues of challenge and to implement an effective and sustainable response to future financial pressures in the best interests of all. Within the course of its meetings, contentious issues will be debated in full but privacy and the principle of non-attribution will apply during the course of these meetings. The MBWG will seek to be inclusive whilst respecting the different political objectives.
26. The role of Officers will be respected and open, impartial advice on all issues will be given and the same respect for different views maintained and observed by all persons attending.

27. The MBWG will review and consider any current or proposed budget consultation processes and any consultation feedback or observations, including from members of the public, relevant stakeholders and/or from Members of Parliament, Members of the Scottish Parliament and any other stakeholders or persons on significant and cross-party policy issues in order to secure a sound budget response for the Council.
28. The MBWG will be active in bringing to the attention of the Council or its Committees those issues which its Members agree are likely to be of major significance or controversy in the setting of the Council's budget strategy.

Accountability

29. Each member of the MBWG will have an equal say.
30. The MBWG is not a decision making body as its purpose is to identify, where possible, consensus in the developing of a budget response to future financial pressures.
31. It is not intended that the MBWG will operate on a basis of majority voting: the opinions of each member of the MBWG will contribute to any identification of consensus or way forward.
32. The members of the MBWG will have complete access to the latest and most up-to-date data on the budget setting process, with the agenda and papers being submitted by officers in advance of the meeting.
33. At the conclusion of the MBWG's meetings, the Interim Director – Finance & Corporate Governance will arrange for a note of the meeting to be prepared, which shall be shared with the MBWG prior to the next meeting. .
34. Any papers or reports that are shared with Members of the MBWG are done so on a confidential basis: these are internal, working group papers or reports that will not necessarily be reported to committees. However, Members of the MBWG may share these papers or reports on the same internal and confidential basis with members of their respective Groups. These said papers or reports may be accessible under Freedom of Information (FOI) requests and only relevant exemptions may permit withholding of such items. The Council is committed to open and accountable local government and it is only in the case of relevant exemption that minutes will be withheld from an FOI request.
35. The MBWG will act as a cross-party forum to discuss topics related to the implementation of the Council's approach to future budgets.
36. The frequency of meetings will be agreed after consideration of management capacity to effectively support the MBWG and complete officer action points.

Agreed TBC 2022

Appendix 5

Note: Tracked changes included to show proposed amendments.

Standing Orders and Scheme of Administration



Inverclyde Council

Standing Orders
and
Scheme of Administration

Approved - ~~30~~ June 2022~~18~~

~~Updated - 5 December 2019, 18 February 2021 and
17 February 2022~~

INVERCLYDE COUNCIL

STANDING ORDERS AND SCHEME OF ADMINISTRATION

INDEX

Commented [IS1]: To be updated following Council meeting

STANDING ORDERS	Page No
Definitions	1
Meetings of the Council	1
Notice of Meetings	2
Quorum	3
Sederunt and Apologies	3
Failure to Attend Meetings	3
Convener	3
Role of Provost	4
Restriction on Business	4
Order of Business	4
Minutes	5
Procedure for Notice of Motion	6
Motions and Amendments	6
Speeches	7
Points of Order	7
Closure of Debate	7
Adjournment	7
Voting	8
Disregarding the Authority of the Provost	8
Questions and Agenda Items	8
Interests of Members	9
Suspension of Standing Orders	9
Variation and Revocation of Standing Orders	9
Decisions of the Council	9
Contracts and Delegation	9
Committees	9
Committee Business	11
Application of Standing Orders to Committees	11
Participation of Members not on a Committee	12
Scheme of Administration	13
Quorum of Committees, Sub-Committees, Boards and Local Review Body	13
Committees Acting in <i>Quasi-Judicial Capacity</i>	14
Petitions Committee Protocol	14
Remits between Committees	14
SCHEME OF ADMINISTRATION	
Purpose of Scheme	15
Provisions Applicable to all Committees	15
Delegated Functions	15
General Provisions	15
Functions Retained by the Council	17
Functions Delegated to Committees	18

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STANDING ORDERS OF INVERCLYDE COUNCIL

Definitions

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

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

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

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

Administration Group means that group of Members which forms the ruling Administration of the Council;

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

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

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

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

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

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

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

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

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

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

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

Meetings of the Council

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

- (a) A Statutory Meeting of the Council shall be held in the year of the elections to the Council under the relevant legislation within 21 days from the date of that election;
 - (b) Ordinary Meetings shall be held on the Thursday of the final week of each cycle of meetings set by the Council and, in any event, at intervals of no more than 16 weeks between each meeting, unless otherwise agreed in terms of **Standing Order 3**.
3. Special Meetings may be called at any time by the Proper Officer on being required to do so by (a) the Provost, or (b) a written request for that purpose, signed by at least 7 Members or (c) at the request of the Chief Executive or Monitoring Officer, which meeting shall be held within 7 clear days. The request shall specify the business proposed to be transacted at the meeting.
4. All meetings of the Council shall be held within the Municipal Buildings, Greenock, or such other place as the Council or the Proper Officer in consultation with the Provost may specify, it being declared that a virtual/remote or hybrid meeting arranged by the Council shall satisfy this requirement.

~~Subject to prior agreement by the Provost, any Member who cannot reasonably attend a meeting in person may request that provision be made within alternative, suitable Council premises for video conferencing participation in the meeting, if practicable with regard to advance notice, technical feasibility and cost, provided that the Proper Officer is satisfied as to the necessary arrangements securing any required propriety and confidentiality of Council business.~~

5. Subject to the terms of Sections 50A and 50E of the 1973 Act, all meetings of the Council shall be open to the public.
6. No Member or member of the public may photograph, broadcast, transmit or record any Council meeting without prior written approval from the Council. The use of mobile electronic devices by Members during meetings is permitted only to ensure the expeditious progress of the meeting, for access to Council agendas, notes or diary entries and not for any external purpose.

Notice of Meetings

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

10. Want of service of a summons on any Member shall not affect the validity of a meeting of the Council, only if good reason is shown for failure to send such a summons as may be decided upon by the Provost.

Quorum

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

Sederunt and Apologies

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

Failure to Attend Meetings

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

Convener

14. (a) The Convener of the Council, upon being elected, shall be known as the Provost and shall subject to the provisions of Paragraph 7 of Schedule 2 to the 1994 Act, hold office until the next ordinary election or until ceasing to be a Councillor, whichever is the earlier. Notwithstanding the foregoing, the Council may specify a shorter period for the term of office of Convener at the time of that election;

- (b) At a meeting of the Council, the Provost or, in his or her absence, the Depute Provost shall preside. If the Provost and the Depute Provost are both absent from a meeting, another Member of the Council chosen by the Members present will chair the meeting.
15. Subject to the provisions of **Standing Order 14** the Council may at any time agree to remove the Provost from office with immediate effect provided that:
- (a) a Notice of Motion in terms of **Standing Order 22** to that effect is given at one meeting of the Council and on the basis that the matter is to be considered at the next ordinary meeting of the Council; or
 - (b) where no such prior Notice of Motion is given, not less than two thirds of Members present and entitled to vote at the meeting agree that the early removal from office of the Provost be considered at that meeting.

Role of Provost

16. The Provost shall:
- (a) preserve order and ensure fairness in debate;
 - (b) ensure the agenda of business is properly dealt with and clear decisions are reached;
 - (c) decide on all points of order and matters of competence and relevance;
 - (d) with the assistance of the Proper Officer, ensure that Standing Orders are observed;
 - (e) decide on all questions of procedure for which no express provision is made in Standing Orders; and
 - (f) order the exclusion of any member of the public to prevent or remove disorderly conduct or any other behaviour which disrupts the business of the meeting.
17. The decision of the Provost on all matters within his or her responsibility shall be final and shall not be open to question or discussion.

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

Restriction on Business

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

Order of Business

19. (a) At the first meeting of the Council after an ordinary election, the Council shall deal with the business in the following order:

note the election of Members;

take the sederunt, noting which Members have executed the declaration of acceptance of office;

elect the Provost;

elect the Depute Provost;

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

appoint Members to Committees;

appoint Conveners and Vice-Conveners of Committees;

appoint Members to the Licensing Board;

appoint representatives to outside bodies;

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

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

note apologies for absence;

note the appointment of substitutes by Members;

consider notice of any urgent business;

note declarations of interest;

approve minutes of meetings of the Council and Committees;

ask questions on the minutes;

~~consider reports;~~

Commented [IS2]: To reflect practice

~~consider Members Requests;~~

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consider Notices of Motions;

consider other motions on the agenda;

~~consider reports;~~

consider business in the appendix.

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

Minutes

20. Minutes of Council meetings shall be prepared by the Proper Officer. Subject to approval or correction as the case may be, the Minute shall be signed at the next suitable meeting of the Council by the person then presiding.
21. At the Council meeting, the Member presiding at a Committee meeting shall move acceptance of the Minute of that Committee meeting, as a correct record insofar as any such corrections of the Minute do not conflict with the proper exercise of powers delegated to the Committee. In the absence of the Member presiding at the Committee, another Member may move acceptance of the Minute of that meeting as a correct record. Any correction proposed by the presiding Member requires a seconder.

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

Procedure for Notice of Motion

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

Procedure for a Member's Request

25. A Member may submit a Member's Request for consideration at any meeting of the Council. Such a Member's Request shall be in writing and delivered to the Proper Officer at least 7 clear days prior to the meeting of the Council at which the Motion is to be considered. A Member's Request does not require to be countersigned by another Member. The Notice of Motion shall be printed in the Agenda of the meeting of the Council without prejudice to the right of the Provost to rule as to its competency.
26. The substantive matter of a Member's Request may not be political in nature, and neither may it seek to commit the Council to any use of funds or other resources, other than those of an insignificant nature which can be accommodated within existing budgets. Whether or not a Member's Request can properly be categorised as such in terms of these Standing Orders will be determined by the Provost, taking officer advice as required.
27. A Member's Request submitted under **Standing Order 25** may be moved by the Member who submitted the Member's Request or by another Member present. If it is

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not so moved, it shall, unless postponed by decision of the Council, be considered as withdrawn.

Motions and Amendments

- ~~284~~. Any Member proposing a motion or amendment relating to any item of business at a meeting shall state precisely the terms of his or her motion or amendment to enable the Provost to rule as to its competency.
- ~~295~~. Before any vote takes place, a motion or amendment must be duly seconded.
- ~~3026~~. Any motion or amendment which is not seconded shall fall and will not be recorded in the Minute.
- ~~3127~~. Only a Member who has not abstained and has taken part in a vote or who has moved a motion or amendment but failed to find a seconder may, if he or she so requests, have his or her dissent to the relevant decision recorded in the Minute.
- ~~328~~. The Provost may require that any motion or amendment shall be put in writing by the Member so proposing or amending. When required by the Provost, the Proper Officer will read any motion or amendment prior to it being put to the meeting.
- ~~3329~~. No Member shall move or second more than one motion or amendment on an item of business. A Member who has moved or seconded a motion or amendment shall be entitled to move or second a new motion or amendment if the original motion or amendment is withdrawn in terms of **Standing Order 340**.
- ~~340~~. A motion or amendment which has been moved and seconded shall not be altered or withdrawn without the consent of the mover and the seconder.
- ~~354~~. A motion or amendment contrary to a decision of the Council shall not be competent within 6 months of that decision unless, in the opinion of the Provost, material information is introduced which had not previously been available or some other material change of circumstances has taken place.

Speeches

- ~~362~~. Except with the permission of the Provost, the mover and seconder of a motion or an amendment shall not speak for more than 15 minutes. Others speaking in the debate shall not speak for more than 10 minutes. No Member other than the mover of a motion shall speak more than once in the same debate unless to call attention to a point of order or, with the permission of the Provost, to make an explanation. The mover of the motion shall have the right to speak for up to 5 minutes in reply to the points raised in the debate and will strictly confine himself or herself to answering previous speakers and will not introduce any new matter. Thereafter, the question shall be put by the Provost.
- ~~373~~. Members shall address the Provost. Each Member shall confine his or her speech to the item being debated.
- ~~384~~. Except with the consent of the Provost, it shall not be competent for any Member to read a written or printed speech to the meeting but a Member shall be entitled to refer to notes.

Points of Order

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

Closure of Debate

4036. At the conclusion of any speech, a Member who has not spoken on the item being debated may move "that the question be now put". If such a motion is moved and seconded and the Provost is of the opinion that the item has been sufficiently debated, there shall be no further debate and the vote shall be taken immediately "for" or "against" the motion "that the question be now put." If the motion "that the question be now put" is agreed, the mover of the substantive motion shall have the right to speak for not more than 5 minutes in reply to the points raised in the debate and will confine himself or herself to answering previous speakers and will not introduce any new matter. Thereafter, a vote shall be taken immediately on the substantive motion.

Adjournment

4137. At the conclusion of any speech, any Member may move that the meeting be adjourned. If such a motion is moved and seconded there will be no further debate and the vote shall be taken immediately to "adjourn" or "not adjourn". If the motion to adjourn is agreed then, unless the time is specified in the motion, the adjournment shall take effect immediately and the meeting shall be adjourned until such time as decided by the Provost. If the motion to adjourn is not agreed, it shall not be competent to repeat such a motion for a further 30 minutes, unless moved by the Provost.

4238. A motion to adjourn shall take precedence over all other motions.

Voting

439. Except where otherwise provided by these Standing Orders, when a motion and amendment are considered by the Council, the proposal receiving the support of the majority of the Members present and voting will be declared to be the decision of the Council.

440. Voting shall be taken by calling the roll. For purposes of accountability, the names of all Members voting or abstaining relative to any motion or amendment shall be recorded in the Minute.

454. In addition to a deliberative vote, in the case of an equality of votes, the Provost, should he or she so wish, shall have a casting vote except where the matter relates to the appointment of a Member to any particular office or Committee in which case the decision shall be by lot. The Provost shall, however, have a casting vote, should he or she so wish, where the matter relates to the appointment of a Member to (but not to an outside body)ies), in which case the decision shall be by lot.

462. When a motion and 2 or more amendments have been moved and seconded, the vote shall be taken in the first instance between the amendment last proposed and the

amendment second last proposed. The successful proposal from that vote shall be taken against the amendment third last proposed and so on until there remains only one amendment to be taken against the motion and whichever of those is carried shall be the decision of the Council.

473. When a vote has been taken and the accuracy of the count is immediately challenged, it shall be at the discretion of the Provost to call for a recount.

Disregarding the Authority of the Provost

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

Questions and Agenda Items

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

If the Member considers the item to be urgent, the reasons for this must be specified by the Member in the written submission. In such circumstances, the Proper Officer may place the item on the Agenda even though less than 7 clear days' notice has been given, notwithstanding the discretion of the Provost or Convener to decide on its urgency or otherwise and on its competency for the meeting. Failing this, the item shall not be included on the Agenda as it has not been raised within the proper timescale.

Interests of Members

5046. Any Member who has an interest in any matter which, in terms of the Councillors' Code of Conduct issued under the Ethical Standards in Public Life etc. (Scotland) Act 2000, requires to be declared and is available to participate at a meeting at which such a matter is the subject of consideration, shall declare that interest as soon as practicable at the meeting where the interest arises. The declaration shall be sufficient to enable the meeting to understand the nature of the interest and shall be recorded in the Minute.

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

Suspension of Standing Orders

5147. On a motion made at any time during a meeting, the Council shall be entitled to suspend one or more of these Standing Orders so far as regards any business, but only if two-thirds of the Members present and voting for that purpose shall so decide. There shall be no discussion on such a motion.

Variation and Revocation of Standing Orders

5248. The Council may vary or revoke any of these Standing Orders. Any such decision will, if voted upon, be approved by a majority of Members present and voting.

Decisions of the Council

5349. No decision made by the Council shall be subject to review by any Committee unless such review is specifically authorised by the Council.

549. Without prejudice to any decision taken by a Committee, in exercise of delegated powers, the Council may at any time deal with any matter included in a delegation to a Committee, notwithstanding that no report from such Committee is before it. The Council may deal with any item of business included in the delegation to a Committee even if there is no report from that Committee on the item.

Contracts and Delegation

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

Committees

562. The Council shall establish such Committees, Sub-Committees and Boards as may be considered necessary from time to time and shall have a Scheme of Administration on the terms of reference and delegations to Committees, Sub-Committees and Boards for the purpose of arranging for the discharge of the functions of the Council.

573. The Council shall appoint Conveners, Vice-Conveners and Members to such Committees, Sub-Committees and Boards as it establishes in terms of **Standing Order 562** at the statutory meeting of the Council and otherwise as it considers necessary from time to time.

COMMITTEES

Committee Business

584. In making appointments to Committees and outside bodies (but in the latter instance only where more than 2 representatives of the Council to an outside body are required), the Council shall ensure that such appointments reflect, as far as practicable, the balance of political representation on the Council.

595. Any business requiring consideration by the Council shall, unless considerations of time otherwise dictate, be placed before the appropriate Committee.

560. Committees shall meet as the Council may from time to time set. Special meetings may be convened as follows:-

- (a) by the Committee at any ordinary meeting; or
- (b) by a written request from the Convener submitted to the Proper Officer and specifying the business proposed to be transacted at the meeting; or
- (c) by a written request signed by at least one quarter of the Members of the Committee submitted to the Proper Officer specifying the business proposed to be transacted at the meeting.

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

6157. At any time prior to the issue of a notice calling a meeting of a Committee, the Proper Officer, after consultation with the Convener, may determine that such meeting be cancelled or postponed to such date and time as the Convener shall determine. In which event, the Proper Officer shall, forthwith, issue a notice intimating the cancellation or adjournment of the meeting.

6258. All meetings of a Committee shall be convened by:

- (a) a Notice being published by the Proper Officer at least 3 clear days before the meeting which shall specify the date, time and place of the meeting; and

- (b) a summons to attend the meeting specifying the business to be transacted being sent by post to the usual place of residence of every Member, or to such other address as any Member may notify, not later than 3 clear days before the date of the meeting.

Application of Standing Orders to Committees

~~6359~~. The following Standing Orders of the Council shall not apply to Committees:

Standing Order 2	-	Meetings of the Council
Standing Order 3	-	Special Meetings
Standing Order 8	-	Notice of Meetings
Standing Order 11	-	Quorum
Standing Order 20	-	Approval of Committee Minutes
Standing Order 295	-	Need for Seconder for Motions and Amendments
Standing Order 362	-	Speeches

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

Standing Order 4

All meetings of Committees shall be held at the Municipal Buildings, Greenock or such other place as the Committee or Proper Officer in consultation with the Convener may determine, it being declared that a virtual/remote or hybrid meeting arranged by the Council shall satisfy this requirement.

Standing Order 14

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

Standing Order 19(b)

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

Standing Order ~~4036~~

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

The following additional Standing Orders shall apply to Committees:

Participation of Members not on a Committee

649. (a) Any Member who is not a Member of a Committee and who wishes to have an item considered at that Committee shall give written intimation to the Proper Officer of that item. Such intimation shall be referred to the Convener of the relevant Committee and Corporate Director. That Corporate Director shall be responsible for responding to the Member. In the event that the Member is not satisfied with the response, the Member shall be entitled to have the item considered by the Committee by giving written intimation to the Proper Officer to that effect at least 14 clear days prior to the date of the next ordinary meeting. On receipt of such written intimation, the item shall be placed on the agenda for the Committee, without prejudice to the entitlement of the Convener to rule as to its competency, it being understood that if the subject matter is within the remit of the Committee and has been raised within the time limits, it shall be deemed competent;
- (b) Any Member who is not a Member of a Committee who submits an item in terms of (a) above, shall be entitled to attend the meeting of that Committee at which that item is being considered. That Member shall be entitled to participate in the debate on that item but shall not be entitled to vote;
- (c) A Member who is not a Member of a Committee shall be entitled to attend a meeting of that Committee while there is under consideration any item in which the Member has a specific ward-based interest as a Member. Except where a Committee is considering items in its *quasi-judicial* capacity, the Member shall, with the consent of the Convener, be entitled to participate in the debate of the item but shall not be entitled to vote. Where the consideration of an item is of a *quasi-judicial* nature, a Member who is not a Member of the Committee shall not be entitled to participate in debate on the item and shall not be entitled to vote;
- (d) Any Member who is not a Member of a Committee who wishes to ask a specific question in relation to an item on the Agenda of that Committee, shall give at least 2 clear days' written notice to the Proper Officer, specifying the question. The Proper Officer shall liaise with the Convener on this at the earliest opportunity. If the Member so notifies the Proper Officer, that Member shall be entitled to attend the meeting of that Committee to ask that question on that item but shall not be entitled to ask any supplementary questions, participate in any debate or to vote thereon. This is without prejudice to the Convener's entitlement to rule on the competency of the question.

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Scheme of Administration

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

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

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

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

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

Committees Acting in *Quasi-Judicial* Capacity

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

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Petitions Committee Protocol

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

Remits Between Committees

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

INVERCLYDE COUNCIL

1. SCHEME OF ADMINISTRATION

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

2. PURPOSE OF SCHEME

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

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

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

3. PROVISIONS APPLICABLE TO ALL COMMITTEES

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

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

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

4. DELEGATED FUNCTIONS

4.1 The following functions shall be delegated to Committees:

(a) The powers required to carry out their functions provided that the decisions made by any Committee shall comply with the terms of policy and budget approved by the Council.

(b) All Boards and the Local Review Body, being *quasi-judicial* bodies, shall have full powers and no decisions taken shall be referred to the Council except in the case of the Planning Board relative to those applications for major and national developments which are statutorily subject to pre-determination hearings.

5. GENERAL PROVISIONS

5.1 The following general provisions shall apply:

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

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

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

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

Committees

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

Sub-Committees

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

Boards

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

Local Review Body (7 Members)

Appointments Panels (Membership per Scheme)

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

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

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

5.5(b) The Member who is unable to attend and who is appointing a substitute must inform the Proper Officer as soon as possible of the appointment of the substitute. When a substitute attends, the substitution applies throughout the duration of the meeting including any adjournment to a time later the same day or such other later date and time as may be agreed and the appointing Member shall not be entitled to revoke the substitution or vote at the meeting or its same day adjournment. Only the substitute intimated by the appointing Member to the Proper Officer prior to the commencement of the meeting is entitled to attend and vote. The appointment of a substitute can be revoked by the appointing Member only prior to the commencement of the meeting. Where there is a substitute at any meeting and an item of business has been continued the substitution will continue to apply in relation to that particular item of business.

5.6 The Convener of the Audit Committee shall be a Member who does not form part of the Administration Group.

6. FUNCTIONS RETAINED BY THE COUNCIL

6.1 The Council has overall responsibility for the Council Budget, the Chief Officer Management Structure and oversight of all political decision-making processes.

6.2 The following are reserved to the Council:

- (a) All functions reserved by law to the Council;
- (b) The determination of the strategic objectives of the Council;
- (c) The annual review of the revenue budget and the fixing of Council Tax;
- (d) The annual review of the Capital Programme and the approval of annual budgets of capital and revenue expenditure;
- (e) Approval of the Annual Treasury Strategy and Annual Report;
- (f) The consideration of the Annual Report to Members by the Council's External Auditors;
- (g) The making of Standing Orders and a Scheme of Administration, Standing Orders Relating to Contracts, a Scheme of Delegation to Officers and Financial Regulations;
- (h) The making of an order for the compulsory acquisition of any land or interest in land;
- (i) The making of any formal resolution to co-operate or combine with other local authorities in the provision of services;
- (j) The appointment of the Provost and Depute Provost of the Council;
- (k) The establishment of Committees of the Council and their terms of reference and the delegations of function thereto;
- (l) The appointment of Members to Committees and the appointment of Conveners and Vice-Conveners;

- (m) The appointment of Members of the Council to Joint Committees, Joint Boards and outside bodies;
- (n) The approval of Schemes for the establishment of Community Councils;
- (o) The approval of Polling Schemes for elections and referendums;
- (p) The promoting or the opposing of the making of private legislation;
- (q) The promotion of byelaws, management rules and any necessary orders;
- (r) The appointment of the Chief Executive and all matters relating to disciplinary procedures for the Chief Executive;
- (s) The making of resolutions for Housing Renewal Areas;
- (t) The consideration of Members' remuneration;
- (u) The formal adoption of the Local Development Plan;
- (v) The determination of an application for planning permission for a development of a class specified in Section 38A(1) of the Town & Country Planning (Scotland) Act 1997 (being applications that require a Pre-Determination Hearing);

(w) The consideration of the Chief Social Worker's Annual Report.

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7. FUNCTIONS DELEGATED TO COMMITTEES

7.1 POLICY AND RESOURCES COMMITTEE

7.1.1 Power is delegated to the Policy and Resources Committee:

- (a) To advise the Council on outcomes, strategic objectives and key priorities;
- (b) To develop and approve Council policies, including community planning and partnership working;
- (c) To adopt and implement the management framework for planning, implementing, reporting and reviewing corporate service delivery;
- (d) To ensure the Council meets its statutory responsibilities in terms of Best Value;
- (e) To monitor implementation of the Council's Corporate Plan;
- (f) To facilitate and encourage any public consultation, engagement and participation with the community, partners and key stakeholders;
- (g) To instruct such performance information as the Committee requires to fulfil its remit and monitor overall performance in the delivery of services and the Council's financial performance;
- (h) To determine any reviews under S 86 of the Community Empowerment (-Scotland-) Act 2015 of decisions on asset transfer requests;
- (i) To take all decisions which are not reserved to the Council or otherwise delegated (such as those delegated -to another Committee of the Council or an officer), which

includes any decisions the Council requires to take in respect of those functions and services delegated to the Inverclyde Integration Joint Board and listed in Annex 2 to the Inverclyde Health & Social Care Partnership Integration Scheme (other than in respect of homelessness services where the taking of any such decision is delegated to the Environment & Regeneration Committee);

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

7.1.2 The Committee has service responsibilities as follows:

Finance

- (a) To regulate and manage the proper administration of the Council's financial affairs and oversee external organisational governance arrangements;
- (b) To deal with the administration of the levy, collection, payment and recovery of all income to the Council;
- (c) To arrange for all borrowing, lending and investing of money by the Council;
- (d) To keep accounts and proper records of all transactions of the Council;

- (e) To oversee banking arrangements;
- (f) To oversee insurances;
- (g) To be responsible for the administration of all matters relating to Housing Benefits;
- (h) To be responsible for the formulation and delivery of the Council's Customer Services Strategy;
- (i) To ensure effective provision of all information technology and communication services, ICT and digital access strategy;
- (j) To exercise the powers and duties of the Council relative to registration of births, marriages and deaths.

Organisational Development, Policy & Communications

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

Legal and Democratic Services

- (a) To ensure effective provision of legal services;
- (b) To ensure effective administrative support for Members and Committees;

- (c) To ensure effective provision and support for elections and referendums;
- (d) To ensure effective provision of internal audit services.

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

7.1.3 Relationships with Key Partnerships

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

- Inverclyde Alliance
- Scotland Excel
- Renfrewshire Valuation Joint Board

7.2 POLICY AND RESOURCES EXECUTIVE SUB-COMMITTEE

7.2.1 Power is delegated to the Policy and Resources Executive Sub-Committee to exercise all of the functions delegated to the Policy and Resources Committee or the Thematic Committees in any circumstances of urgency or where a decision is required outwith the ordinary cycle of meetings subject to consultation with the Convener and Vice-Convener of the affected Thematic Committee where appropriate.

7.3 AUDIT COMMITTEE

7.3.1 Power is delegated to the Audit Committee:

- (a) To consider reports on the Council's audit plan and on arrangements for implementing best value;
- (b) To consider reports relating to Annual Accounts, subject to the Council's approval thereof, and Financial Accounting issues;
- (c) To monitor the financial governance arrangements within the Council, the effectiveness of the Council's audit and inspection, risk management and governance arrangements and of the control environment of the Council and associated anti-fraud and anti-corruption arrangements;
- (d) To review the adequacy of internal control systems and policies;
- (e) To review all reports from the Council's External Auditors;
- (f) To monitor the Annual Audit Plan and review all Council audit and inspection work against that Plan;
- (g) To oversee the performance of the Council's Internal Audit function;
- (h) To approve changes in Accounting Policies;
- (i) To review the Council's Risk Management Policy;

- (j) To monitor and review action taken on recommendations arising from internal and external audits;
- (k) To oversee the performance of the Council with respect to the Corporate Governance Framework;
- (l) To scrutinise and comment on the Council's Financial Regulations, Standing Orders relating to Contracts.

7.3.2 Relationships with Key Partnerships

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

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

7.4 ~~HEALTH AND SOCIAL WORK CARE & SOCIAL CARE SCRUTINY PANEL COMMITTEE~~

7.4.1 ~~Noting that decisions regarding the strategic direction and funding of all functions and services listed in Annex 2 to the Inverclyde Health & Social Care Partnership Integration Scheme are delegated to the Inverclyde Integration Joint Board, and that the Council and this Panel has no decision-making powers in relation to those integrated functions and services, Power is delegated to the Health and Social Work & Social Care Scrutiny Care Panel Committee:~~

- ~~(a) To scrutinise the Council's relationship with the Inverclyde Integration Joint Board;~~
- ~~(b) To scrutinise the Council's compliance with Directions issued to it by the Inverclyde Integration Joint Board, and the effective deployment of Council resources to support (i) the strategic priorities of the Inverclyde Integration Joint Board, and (ii) the discharge of the above-mentioned functions and services and relevant matters relating thereto;~~
- ~~(c) To scrutinise the Council's responsibilities in relation to homelessness services and, within the statutory framework, to contribute to reports on homelessness and rented residential accommodation to the Scottish Housing Regulator;~~
- ~~(d) To scrutinise Directions issued to the Council by the Inverclyde Integration Joint Board; and~~
- ~~(e) To consider relevant reports on the progress of the development of proposals around the introduction of a national care service, which said reports might also be submitted to meetings of Inverclyde Council and the Policy & Resources Committee To oversee the Council's relationship with the Inverclyde Integration Joint Board;~~

~~(b) To oversee the effective deployment of Council resources to support the strategic priorities of the Inverclyde Integration Joint Board;~~

~~(c) To oversee the Council's responsibilities in relation to homelessness services and, within the statutory framework, to contribute to reports on homelessness and rented residential accommodation to the Scottish Housing Regulator.~~

7.5 ENVIRONMENT AND REGENERATION COMMITTEE

7.5.1 Power is delegated to the Environment and Regeneration Committee:

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

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

7.5.2 The Committee has service responsibilities as follows:

Regeneration, Planning and Net Zero

- (a) To promote the economic development and urban regeneration of Inverclyde;
- (b) To promote competitiveness, employment growth, the physical environment and planning and quality of life;
- (c) To promote marketing and inward investment, business development and support schemes, training initiatives and processes to support young people in their transition from compulsory education, labour market activities, the marketing, management and development of industrial and commercial property and to participate and engage in effective partnership activities to support all of the above;
- (d) To encourage and stimulate economic development by the exercise of the Council's powers through providing assistance to third parties by way of services, suitable premises or financial assistance (including grants, loans and purchase of share and loan capital);
- (e) To carry out the strategic spatial planning functions of the Council;
- (f) To develop and review procedures in respect of development control and building standards, conservation and landscaping;
- (g) To develop and review effective policies in connection with strategic planning and land use issues.
- (h) To oversee delivery of the Council's Net Zero strategy.
- (i) To undertake and discharge the building standards functions of the Council as Buildings Authority and as Verifier and Enforcer in terms of the relevant legislation.

Organisational Development, Policy & Communications

- (a) To promote tourism and related activities

Property Services and Procurement

- (a) To ensure effective provision of all estate and property management services, technical services, and building services;
- (b) To acquire, dispose and market property;
- (c) To manage the repair and maintenance, improvement and preservation of all property assets within the Council's ownership or management.
- (d) To determine applications for Asset Transfer in terms of the Community Empowerment (Scotland) Act 2015.
- (e) To determine the Council's procurement strategy.

Environmental and Public Protection Services

- (a) To develop and review strategies in respect of:
 - burial grounds
 - street cleansing
 - refuse collection, recycling and disposal
 - sanitation services
 - protection of the environment
 - public conveniences

- (b) To discharge all powers and duties of the Council for the maintenance of the following:
- open spaces
 - parks
 - horticultural nurseries
 - golf courses
 - playgrounds
 - playing fields
 - allotments
 - war memorials
- (c) To be the Roads Authority and deal with all roads and lighting in the Council's control;
- (d) To develop and review effective policies for all matters relating to the relevant legislation for public transport;
- (e) To consider and determine Traffic Management Orders and Traffic Regulation Orders where there are maintained objections;
- (f) To deal with all matters arising from the Council's membership of Strathclyde Partnership for Transport with the exception of the Concessionary Travel Fares Scheme;
- (g) To carry out the functions of the Waste Disposal Authority.

Strategic Housing

To be responsible for the overall strategy for the provision of housing within Inverclyde whether within the public or the private sectors, including the assessment of housing need but excluding the discharge of the Council's statutory responsibility in providing support and services to dealing with homeless persons. Notwithstanding the foregoing, the Committee is also responsible for taking any decisions the Council requires to take (save to the extent delegated to officers or otherwise) in respect of functions and services related to homelessness services which have been delegated to the Inverclyde Integration Joint Board and listed in Annex 2 to the Inverclyde Health & Social Care Partnership Integration Scheme.

Private Sector Housing

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

Environmental Health and Trading Standards

- (a) To exercise the powers and duties of the Council relative to food safety, food standards and labelling, health and safety at work, public health, pollution and environmental protection legislation;
- (b) To undertake and discharge the requirements of all legislation which imposes administrative duties and which confers enforcement powers upon the Council and its officers for Consumer Protection and Trading Standards;
- (c) To undertake and discharge the requirements of all legislation, whether of a civil law nature or of a criminal nature, which affects the work of the Consumer Protection and Trading Standards Service; and

Public Protection and Emergency Planning

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

7.5.3 Relationships with Key Partnerships

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

- Scottish Enterprise
- Riverside Inverclyde
- Strathclyde Partnership for Transport
- Glasgow City Region ~~City Deal~~
- River Clyde Homes

7.6 EDUCATION AND COMMUNITIES COMMITTEE

7.6.1 Power is delegated to the Education and Communities Committee:

- (a) To have the corporate responsibility for:
 - Equalities
 - Learning Estate Strategy
- (b) To have responsibility for the directorate planning, performance management reporting and financial monitoring for the following service areas:
 - Schools
 - Early Learning, Childcare and Specialist Education Services
 - Community learning and development and lifelong Learning
 - Education Support and Development
 - Safer Communities

7.6.2 The Committee has service responsibilities as follows:

General Functions

- (a) To undertake and discharge all the functions of the Council as an Education Authority in terms of the relevant legislation;

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

Management of Education Services

- (a) To consider and approve catchment areas for schools and make provision for schools sufficient to meet the needs of pupils;
- (b) To oversee curriculum development and continued professional learning;
- (c) To oversee the quality of educational provision provided by schools;
- (d) To oversee the Council's input to supporting sustained and positive destinations for pupils;
- (e) To oversee the Council's policy on, Education Maintenance Allowances;
- (f) To oversee the development of the Young Workforce in regard to employability skills and lifelong learning;
- (g) To discharge the power to determine appeals relating to Further Education, Education Maintenance Allowances, grants and similar support;
- (h) To manage arrangements for the programme of learning estate asset management planning;
- (i) To ensure the provision of adequate health and wellbeing services in all educational establishments;
- (j) To co-ordinate control of the specification of tenders, assess and authorise acceptance of such tenders, co-ordinate and monitor performance of contracts and authorise the termination of any contracts for the provision of a school meals service;
- (k) To co-ordinate control of the specification of tenders, assess and authorise acceptance of such tenders, co-ordinate and monitor performance of contracts and authorise the termination of any contracts for the provision of school transport services for pupils;
- (l) To formulate policy in respect of attendance of pupils at schools.
- (m) After appropriate consultation, and in so far as there is no conflict with the Council's terms and conditions of employment with respect to workforce plans, to approve school holidays.

Early Learning and Childcare and Specialist Education Services

- (a) To guide the Council in the formulation of its policy objectives and priorities in all appropriate matters relating to pre-school children and their parents;
- (b) To advise and make recommendations to any Committee of the Council on statutory functions relating to pre-school children and their parents;

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

Community Safety

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

Community Learning, Development and Lifelong Learning

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

Libraries, Museums and Arts Facilities

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

Leisure and Community Support Services

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

7.6.3 Relationships with Key Partnerships

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

- Further Education Bodies, in particular West College Scotland;

- Inverclyde Leisure;
- Cultural provision to which the Council awards significant grant funding, such as The Beacon Arts Centre;
- Community Centres to which the Council provides significant grant funding.

7.7 GENERAL PURPOSES BOARD

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

- (a) To exercise the functions of the Council as licensing authority in terms of the Civic Government (Scotland) Act 1982, provided such civic licensing has not been specifically remitted to any other Committee;
- (b) To determine individual applications for registration and licences under the Civic Government (Scotland) Act 1982 and other statutory provisions which are not delegated to officers, in accordance with approved policies;
- (c) To exercise the functions of the Council in respect of the Explosives Acts 1875-1976;
- (d) To exercise the functions of the Council in respect of the Pharmacy and Poisons Act 1933 and Poisons Act 1972;
- (e) To exercise the functions of the Council in respect of permits in terms of Section 19 of the Transport Act 1985 (minibus permits);
- (f) To exercise the functions of the Council in respect of the Radioactive Substances Act 1993;
- (g) To exercise the functions of the Council in respect of the legislation relating to the control of diseases of animals;
- (h) To exercise the functions of the Council in respect of the safety of sports grounds;
- (i) To approve charges as required by statute and determine licence fees;
- (j) To exercise the Council's functions regarding notification of parades and processions insofar as not delegated to officers.

7.8 HUMAN RESOURCES APPEALS BOARD

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

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

7.9 PLANNING BOARD

7.9.1 Power is delegated to the Planning Board:

To undertake and discharge the development control and spatial planning functions of the Council as Planning Authority in terms of the relevant legislation.

7.10 LOCAL REVIEW BODY

7.10.1 Power is delegated to the Local Review Body:

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

7.11 GRANTS SUB-COMMITTEE

7.11.1 Power is delegated to the Grants Sub-Committee:

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

7.12 LOCAL POLICE AND FIRE ~~SCRUTINY PANEL~~ ~~SCRUTINY COMMITTEE~~

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

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

7.13 **PETITIONS COMMITTEE**

7.13.1 Power is delegated to the Petitions Committee:

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

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

- (a) Any planning, licensing or other such matters where objections and appeals against decisions are dealt with by another, existing process;
- (b) Matters already being considered or scheduled to be considered by the Council or one of its Committees;
- (c) Decisions of the Council or one of its Committees during the previous 6 month period;
- (d) Matters that are commercially sensitive, confidential or which could cause personal distress or financial loss in any way;
- (e) Matters that are directed at a specific person or groups of persons with names or details that can be used to identify such persons;
- (f) The same or similar petitions considered within the past 24 months; and
- (g) Matters not within the Council’s power and remit or functional areas of responsibility.

The Council will not accept a petition that contains:

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

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

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

- (a) To consider and decide on the refusal or removal of the registration of a private landlord or agent in prescribed circumstances.

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8 STRATEGIC LEADERSHIP FORUM

The Strategic Leadership Forum is not a formal decision-making meeting, but an internal informal forum for cross-party sharing of significant and/or high profile matters in respect of which officers believe senior elected member awareness and/or input would be beneficial. Its membership and meeting arrangements are as set out in its terms of reference, which are included in Appendix 1 to these Standing Orders and Scheme of Administration.

9 MEMBERS BUDGET WORKING GROUP

The Members Budget Working Group is not a formal decision-making meeting, but an internal informal forum for cross-party scrutiny, consideration and developing of the Council’s budget proposals. Its membership and meeting arrangements are as set out in its

terms of reference, which are included in Appendix 2 to these Standing Orders and Scheme of Administration.

10 GLASGOW AND CLYDE VALLEY CITY DEAL CABINET/SHARED SERVICES JOINT COMMITTEE

The Council has established (i) the Shared Services Joint Committee, with West Dunbartonshire Council, and (ii) the Glasgow and Clyde Valley City Deal Cabinet with various other local authorities, these both having been established as joint committees in terms of S.57 of the Local Government (Scotland) Act 1973. Council approved the Shared Services arrangements on 29 September 2016 and the City Deal arrangements on 4 December 2014, including the respective governance arrangements, remits and delegated functions.

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APPENDIX 1

[INSERT APPROVED SLF TERMS OF REFERENCE]

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APPENDIX 2

[INSERT APPROVED MBWG TERMS OF REFERENCE]

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Report To:	Inverclyde Council	Date:	30 June 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/057/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Administrative Arrangements: Cycle of Council, Committee, Sub-Committee and Board Meetings to June 2023		

1.0 PURPOSE

- 1.1 The purpose of this report is to set out for approval the schedule of Committee cycles for the period to June 2023.

2.0 SUMMARY

- 2.1 The timetable is based on a cycle of five meetings of the Council's thematic committees, the Audit Committee, the Local Police & Fire Scrutiny Committee and the Council. The Planning Board and the General Purposes Board, as regulatory committees, have dates set aside each month for the determination of applications and associated business.
- 2.2 In line with arrangements in previous years, the timetable has been designed to avoid, as far as practicable, the holding of the Council and Committee meetings during school holidays.
- 2.3 As in previous years, a number of pre-agenda meetings, the August Policy & Resources Committee, the October Audit Committee, the October and January Health and Social Care Committees and a number of Planning and General Purposes Board meetings are scheduled to take place during the school holidays. However, it is not proposed to make any changes to the dates of these for the reasons set out within section 4.4 of the report.

3.0 RECOMMENDATIONS

- 3.1 The Council is asked to approve the proposed cycle of Council/Committee/Sub-Committee/Board meetings for the year to June 2023 as set out in the report and appendix, subject to any amendments as are required to reflect the Council's decisions in respect of Item 4 on the agenda for this meeting.

Iain Strachan
Head of Legal & Democratic Services

4.0 BACKGROUND

- 4.1 Each year the Council at its meeting in June approves the schedule of Committee cycles for the period to June of the following year.
- 4.2 The timetable is based on a cycle of five meetings of the thematic committees, the Audit Committee, the Local Police & Fire Scrutiny Committee and the Council. The Planning Board and the General Purposes Board, as regulatory committees, have set dates each month for the determination of applications and associated business.
- 4.3 In line with arrangements in previous years, the timetable has been designed to avoid, as far as practicable, the holding of the Council and Committee meetings during the school holidays.
- 4.4 As in previous years, a number of pre-agenda meetings, the August Policy & Resources Committee, the October Audit Committee, the October and January Health and Social Care Committees and a number of Planning and General Purposes Board meetings are scheduled to take place during the school holidays and it is not proposed to make any changes to the suggested dates of these for the following reasons :
 - (a) The pre-agenda meetings are an integral part of the Committee process and cannot be altered without changing the dates of the Committee meetings themselves which would have a knock –on effect on the rest of the timetable;
 - (b) The additional Policy & Resources Committee held in August is arranged with the specific purpose of dealing with items arising during the summer recess period which cannot wait until the resumption of the Committee timetable;
 - (c) The Planning and General Purposes Boards have a date set aside each month for the determination of applications and associated business and it is necessary to continue to hold these meetings on the dates set out to allow the business to be disposed of.

5.0 PROPOSALS

- 5.1 It is proposed that the timetable will run as follows:
 - (a) the Planning Board will meet on the first Wednesday and the General Purposes Board on the second Wednesday of each month with the exception of the months of July and August 2022;
 - (b) all ordinary meetings of the thematic committees, the Audit Committee and Local Police & Fire Scrutiny Committee will normally be held at 3pm with the exception of the Education & Communities Committee which will be held at the times set out in the attached provisional Committee Timetable (Appendix 1), it being suggested that the Communities element of the Education & Communities Committee now starts at 2pm, and not 1pm as was the case previously;
 - (c) the ordinary meetings of the Council will take place at 4pm.
- 5.2 It is not proposed that the Council schedules a meeting of the Audit Committee in August, as it is not anticipated that there will be sufficient business to justify the holding of a meeting at that time. However, as in previous years, a meeting of the Audit Committee will be held at the end of June 2023 to review the draft annual accounts. There, therefore, remain 5 Audit Committee meetings in the Committee cycle.
- 5.3 Linked to the above, the annual accounts require to be considered by the Council before the end of November 2022. Given anticipated timings, and proposed meeting dates for 2022, it has been identified that there will be a need to hold a special meeting of the full Council in advance of the meeting scheduled for 1 December 2022. It is proposed that a special meeting is held at 4pm on Thursday 27 October to consider the annual accounts. It is to be noted that a meeting of the Environment & Regeneration Committee is also proposed to be held on that date, with the intention being that the Environment & Regeneration Committee would commence slightly earlier than normal at 2pm, and adjourn in time for the Council meeting starting at 4pm, with the Committee then recommencing after the Council meeting has finished, so that any remaining Committee business can be dealt with.

- 5.4 The Inverclyde Integration Joint Board (IJB) will be asked on 27 June 2022 to agree to convene five meetings of the Board and three meetings of the IJB Audit Committee in the period to June 2023 and the proposed dates are included in the provisional timetable.
- 5.5 The timetable again also includes proposed dates for the Petitions Committee established by the Council in October 2015 although these meetings will, of course, only be convened when there is relevant business to consider.

6.0 IMPLICATIONS

6.1 Finance

There are no financial implications.

Financial Implications:

One off Costs

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

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

There are no legal implications.

6.3 Human Resources

There are no HR implications.

6.4 Equalities

Equalities

- (a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

- (b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report’s recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

6.5 Repopulation

There are no repopulation implications.

7.0 CONSULTATIONS

7.1 None

8.0 BACKGROUND PAPERS

8.1 None.

PROVISIONAL TIMETABLE

	August/September 2022				October/November 2022			
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Policy & Resources Committee	Friday 15 July	Tuesday 26 July 12 noon	Friday 29 July	Tuesday 9 August 3pm	-	-	-	-
Audit Committee	NO MEETING				Friday 23 Sept	Monday 3 Oct 10am	Friday 7 Oct	Tuesday 18 Oct 3pm
Health & Social Care Committee	Friday 22 July	Tuesday 2 August 3pm	Friday 5 August	Thursday 18 August 3pm	Friday 23 Sept	Tuesday 4 Oct 3pm	Friday 7 Oct	Thursday 20 Oct 3pm
Environment & Regeneration Committee	Friday 29 July	Tuesday 9 August 1pm	Friday 12 August	Thursday 25 August 3pm	Friday 30 Sept	Tuesday 11 Oct 2pm	Friday 14 Oct	Thursday 27 Oct 2pm
Inverclyde Council (SPECIAL MEETING FOR ACCOUNTS)								Thursday 27 Oct 4pm
Education & Communities Committee	Friday 5 August	Monday 15 August 3pm	Friday 19 August	Tuesday 30 August 2pm & 4pm	Friday 7 Oct	Tuesday 18 Oct 12 noon	Friday 21 Oct	Tuesday 1 Nov 2pm & 4pm
IJB Audit Committee	Friday 26 August	Monday 5 Sept 2.15pm	Friday 9 September	Monday 26 Sept 12 noon & 1pm	NO MEETING			
Inverclyde Integration Joint Board	Friday 26 August	Monday 5 Sept 3pm	Friday 9 Sept	Monday 26 Sept 2pm	Friday 14 Oct	Monday 24 Oct 3pm	Friday 28 Oct	Monday 7 Nov 2pm
Petitions Committee	-	-	Friday 26 August	Thursday 8 Sept 3pm	-	-	Friday 28 Oct	Thursday 10 Nov 3pm
Policy & Resources Committee	Friday 19 August	Tuesday 30 August 10am	Friday 2 Sept	Tuesday 13 Sept 3pm	Friday 21 Oct	Tuesday 1 Nov 10am	Friday 4 Nov	Tuesday 15 Nov 3pm
Local Police & Fire Scrutiny Committee	Friday 19 August	Monday 29 August 10am	Friday 2 Sept	Thursday 15 Sept 3pm	Friday 21 Oct	Monday 31 Oct 10am	Friday 4 Nov	Thursday 17 Nov 3pm
Inverclyde Council	Monday 5 Sept	Monday 12 Sept 2pm	Thursday 15 Sept	Thursday 22 Sept 4pm	Monday 14 Nov	Monday 21 Nov 2pm	Thursday 24 Nov	Thursday 1 Dec 4pm

PROVISIONAL TIMETABLE

Committee/Inverclyde Council	January/February 2023				February/March/April 2023			
	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	Friday 25 Nov	Monday 12 Dec 10am	Friday 16 Dec	Tuesday 10 Jan 3pm	Friday 27 Jan	Monday 6 Feb 10am	Friday 10 Feb	Tuesday 21 Feb 3pm
Health & Social Care Committee	Friday 25 Nov	Tuesday 6 Dec 3pm	Friday 9 Dec	Thursday 5 Jan 3pm	Friday 27 Jan	Tuesday 7 Feb 3pm	Friday 10 Feb	Thursday 23 Feb 3pm
Environment & Regeneration Committee	Friday 2 Dec	Tuesday 13 Dec 2pm	Friday 16 Dec	Thursday 12 Jan 3pm	Friday 3 Feb	Tuesday 14 Feb at 2pm	Friday 17 Feb	Thursday 2 March 3pm
Education & Communities Committee	Friday 9 Dec	Tuesday 10 Jan 12 noon	Friday 13 Jan	Tuesday 24 Jan 2pm & 4pm	Friday 10 Feb	Monday 20 Feb 12 noon	Friday 24 Feb	Tuesday 7 March 2pm & 4pm
IJB Audit Committee	No Meeting				Friday 24 Feb	Monday 6 March 2.15pm	Friday 10 March	Monday 20 March 1pm
Inverclyde Integration Joint Board	Friday 16 Dec	Monday 9 Jan 3pm	Friday 13 Jan	Monday 23 Jan 2pm	Friday 24 Feb	Monday 6 March 3pm	Friday 10 March	Monday 20 March 2pm
Petitions Committee	-	-	Friday 13 Jan	Thursday 26 Jan 3pm	-	-	Friday 3 March	Thursday 16 Mar 3pm
Policy & Resources Committee	Friday 6 Jan	Tuesday 17 Jan 12 noon	Friday 20 Jan	Tuesday 31 Jan 3pm	Friday 24 Feb	Tuesday 7 March 10am	Friday 10 March	Tuesday 21 March 3pm
Local Police & Fire Scrutiny Committee	Friday 6 Jan	Monday 16 Jan 10am	Friday 20 Jan	Thursday 2 Feb 3pm	Friday 24 Feb	Monday 6 March 10am	Friday 10 March	Thursday 23 March 10am
Inverclyde Council	Monday 30 Jan	Monday 6 Feb 2pm	Thursday 9 Feb	Thursday 16 Feb 4pm	Monday 3 April	Tuesday 11 April 2pm *	Thursday 13 April	Thursday 20 April 4pm

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

* Inverclyde Council Pre-Agenda Meeting - Date takes account of Easter Monday (Monday 10 April)

PROVISIONAL TIMETABLE

	April/May/June 2023			
Committee/Inverclyde Council	Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Audit Committee	Friday 31 March	Tuesday 11 April 10am*	Friday 14 April	Tuesday 25 April 3pm
Health & Social Care Committee	Friday 31 March	Tuesday 11 April 3pm	Friday 14 April	Thursday 27 April 3pm
Environment & Regeneration Committee	Thursday 6 April **	Tuesday 18 April 2pm	Friday 14 April	Thursday 4 May 3pm
Education & Communities Committee	Friday 14 April	Monday 24 April 3pm	Friday 28 April	Tuesday 9 May 2pm & 4pm
Inverclyde Integration Joint Board	Friday 21 April	Tuesday 2 May 10am***	Friday 5 May	Monday 15 May 2pm
Petitions Committee	-	-	Friday 5 May	Thursday 18 May 3pm
Policy & Resources Committee	Friday 28 April	Tuesday 9 May 10am	Friday 12 May	Tuesday 23 May 3pm
Local Police & Fire Scrutiny Committee	Friday 28 April	Monday 8 May 10am	Friday 12 May	Thursday 25 May 3pm
Inverclyde Council	Monday 22 May	Monday 29 May 10am	Thursday 1 June	Thursday 8 June 4pm
IJB Audit Committee	Friday 2 June	Monday 12 June 2.15pm	Friday 16 June	Monday 26 June 1pm
Inverclyde Integration Joint Board	Friday 2 June	Monday 12 June 3pm	Friday 16 June	Monday 26 June 2pm
Audit Committee (ACCOUNTS)	Friday 26 May	Monday 5 June 10am	Friday 9 June	Thursday 22 June 3pm

*Audit Pre-Agenda Meeting– Date takes account of Easter Monday (Monday 10 April)

**E&R Submission Date - Date takes account of Good Friday (Friday 7 April)

***IJB Pre Agenda Meeting - Date takes account of May Day Holiday (Monday 1 May)

PROVISIONAL TIMETABLE

PLANNING BOARD			
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Thurs 25 Aug	n/a	Tue 30 Aug	Wed 7 Sep 3pm
Thurs 22 Sep	n/a	Tue 27 Sep	Wed 5 Oct 3pm
Thurs 20 Sep	n/a	Tue 25 Oct	Wed 2 Nov 3pm
Thurs 24 Oct	n/a	Tue 29 Nov	Wed 7 Dec 3pm
Thurs 15 Dec	n/a	Tue 20 Dec	Wed 4 Jan 3pm
Thurs 26 Jan	n/a	Tue 31 Jan	Wed 1 Feb 3pm
Thurs 23 Feb	n/a	Tue 28 Feb	Wed 1 Mar 3pm
Thurs 23 Mar	n/a	Tue 28 Mar	Wed 5 Apr 3pm
Thurs 20 Apr	n/a	Tue 25 Apr	Wed 3 May 3pm
Thurs 25 May	n/a	Tue 30 May	Wed 7 Jun 3pm

GENERAL PURPOSES BOARD			
Submission Date - 9am	Pre- Agenda Date	Issue Agenda	Date of Meeting
Fri 26 Aug	n/a	Thurs 1 Sep	Wed 14 Sep 3pm
Fri 23 Sep	n/a	Thurs 29 Sep	Wed 12 Oct 3pm
Fri 21 Oct	n/a	Thurs 27 Oct	Wed 9 Nov 3pm
Fri 25 Nov	n/a	Thurs 1 Dec	Wed 14 Dec 3pm
Fri 16 Dec	n/a	Thurs 22 Dec	Wed 11 Jan 3pm
Fri 20 Jan	n/a	Thurs 26 Jan	Wed 8 Feb 3pm
Fri 17 Feb	n/a	Thurs 23 Feb	Wed 8 Mar 3pm
Fri 17 Mar	n/a	Thurs 23 Mar	Wed 12 Apr 3pm
Fri 21 Apr	n/a	Thurs 27 Apr	Wed 10 May 3pm
Fri 26 May	n/a	Thurs 1 Jun	Wed 14 Jun 3pm

LICENSING BOARD DATES:

Thursday 1 September 2022 – 10am

Thursday 1 December 2022 – 10am

Thursday 3 March 2023 – 10am

Thursday 2 June 2023 – 10am

Report To:	Inverclyde Council	Date:	30 June 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/056/22
Contact Officer:	Colin MacDonald	Contact No:	01475 712113
Subject:	Definition of Islamophobia – Request by Councillor McCabe on behalf of Muslim Engagement and Development		

1.0 PURPOSE AND CONSIDERATIONS

- 1.1 The purpose of this report is to advise the Council of a request received from Councillor McCabe on behalf of Muslim Engagement and Development (MEND) in relation to the definition of Islamophobia.
- 1.2 The terms of the request are set out in Appendix 1 to the report. The Campaign Against Islamophobia guidelines on Islamophobia are attached as Appendix 2.
- 1.3 The Council is already committed to tackling discrimination, advancing equality of opportunity and promoting good relations in our workforce and across our communities, through the Equality Mainstreaming Reports and the Equality Outcomes 2021 – 2025, which ensures compliance with the Public Sector Equality Duty which was established by the Equality Act 2010.
- 1.4 The 2010 Act prohibits discrimination in relation to protected characteristics, which includes a prohibition against discrimination on the grounds of religion and belief. It should, therefore, be noted that adopting the definition of Islamophobia will not detract from or add to the Council's responsibility and commitment to the Public Sector Equality Duty –

<https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty>
- 1.5 If the definition is adopted it will require a commitment to ensuring a shared understanding of its meaning within the Council and wider communities within Inverclyde. For some, the definition may not be clear and Muslimness may be a concept that many people are not familiar with. In addition, it should be noted that there are other definitions of Islamophobia.
- 1.6 It is understood that at least three other Scottish local authorities, being Moray, West Lothian and East Ayrshire, have adopted the proposed definition of Islamophobia, with at least one other also considering doing so. As noted in Appendix 1, in 2019 the definition was also adopted by all political parties in the Scottish Parliament.

2.0 RECOMMENDATION

- 2.1 That the Council considers the request by Councillor McCabe on behalf of Muslim Engagement and Development.

**OPEN LETTER URGING SCOTTISH COUNCILS TO ADOPT THE
APPG DEFINITION OF ISLAMOPHOBIA**

23 February 2022

We, the undersigned, are calling on all city councils in Scotland to adopt the APPG definition of Islamophobia and the [accompanying guidelines](#) put forward by the Coalition Against Islamophobia.

The APPG definition states that:

“Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness.”

This definition has been [adopted](#) by all political parties in the Scottish Parliament.

The 2021 [report](#), “Scotland’s Islamophobia”, by the Scottish Parliament’s Cross-Party Group (CPG) on Tackling Islamophobia found that 83.4% of Scottish Muslim respondents have experienced Islamophobia directly. Islamophobic attacks in Scotland are becoming increasingly common and serious; for example, in December of last year, a neo-Nazi was [imprisoned](#) on charges of terrorism for threatening to burn down Fife Islamic Centre.

As per the Public Sector Equality Duty enshrined in the 2010 Equality Act, public bodies such as councils have a duty to advance equality of opportunity for members of communities with a protected characteristic. This includes Muslims, who should be able to participate in society on an equal footing with their non-Muslim counterparts.

Sadly, Islamophobia is one of the principal barriers to Muslim participation in public, economic, political, and social spheres of life and it must be urgently addressed. Without a definition of Islamophobia, policy-makers cannot identify how Islamophobia manifests itself and functions, and thus, they cannot devise meaningful strategies to address it. As such, a definition is essential.

We therefore call on all councils in Scotland to adopt the APPG definition of Islamophobia with accompanying guidelines. We firmly believe that this is a fundamental first step all councils must take to tackle the critical issue of Islamophobia in a targeted and effective manner.

SIGNED:

MEND (Muslim Engagement and Development)

Edinburgh Central Mosque, The Mosque of The Custodian of The Two Holy Mosques and Islamic Centre Of Edinburgh

Blackhall Mosque

Amal Charity (Dar Al-Arqam) Edinburgh

Masjid Salah-Aldin

Annandale Mosque

Ahl Al Bait Society Scotland

Iqra Academy Edinburgh

Idara Taleem Ul Quran Trust

Dundee Al-Makhtoum Mosque

Portobello Islamic Education Centre & Mosque

Church of Scotland

AMINA Muslim Women's Resource Centre

Colourful Heritage

CEMVO Scotland

Interfaith Scotland

Interfaith Edinburgh

West of Scotland Regional Equality Council

Central Scotland Regional Equality Council

Edinburgh and Lothian Regional Equality Council

Central Scotland Islamic Centre

Gilded Lily

Al Masaar

My Online School

8th Braid Salaam Scouts

Scottish Muslim Media

Radio Ramadan Edinburgh

Vibrant Scottish Mosques

North Lanarkshire Muslim Women and Family Alliance

Active Life Club

The Coalition Against Islamophobia believes that the APPG definition of Islamophobia should be adopted by the Government and other bodies in conjunction with the following guidelines, which demonstrate how Islamophobia is manifested in practice: Taking into account Islamophobia is demonstrated in, and articulated through, speech, writing, behaviours, structures, policies, legislation, or activities that work to control, regulate, or exclude Muslim participation within social, civic, economic and political life, or which embody hatred, vilification, stereotyping, abuse, discrimination, or violence directed at Muslims.

Causing, calling for, aiding, or justifying the killing or harming of Muslims or those perceived to be Muslim due to their religious identity.

Causing, calling for, aiding, or justifying the killing or harming of individuals due to their perceived or actual connection to or support of Muslims.

Charging Muslims with conspiring to harm humanity and/or the Western way of life, or blaming Muslims for the economic and social ills of society.

Making mendacious, dehumanising, vilifying, demonising, or stereotypical allegations about Muslims.

Objectifying and generalising Muslims as different, exotic or underdeveloped, or implying that they are outside of, distinct from, or incompatible with British society and identity.

Acts of aggression within which the targets, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Muslim(s) or linked to Muslims.

While criticism of Islam within legitimate realms of debate and free speech is not in itself Islamophobic, it may become Islamophobic if the arguments presented are used to justify or encourage vilification, stereotyping, dehumanization, demonization or exclusion of Muslims. For example, by using criticism of religion to argue that Muslims are collectively evil or violent.

Espousing the belief that Muslims are inferior to other social or religious groups.

Accusing Muslims as a collective of being responsible for real or imagined wrongdoing committed by a single Muslim person, group or nation, or even for acts committed by non-Muslims.

Applying double standards by requiring of Muslims a behaviour not expected or demanded of any other social, religious or ethnic group.

Applying ethnocentric approaches to the treatment of Muslims (judging another culture solely by the values and standards of one's own culture). For example, evaluating Muslim women's choice of dress exclusively through the speaker's expectations and without reference to the personal cultural norms and values of the women in question.

(Source: <https://coalitionagainstislamophobia.org/> accessed 15 June 2022)

Report To:	Inverclyde Council, as Trustee of the Watt Institution Trust Fund	Date:	30 June 2022
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	IC/03/22/AW
Contact Officer:	Alana Ward	Contact No:	01475 712330
Subject:	Request to use the Watt Institution Trust Fund for collections improvements at the Watt Institution		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Inverclyde Council's approval, as trustee of the Watt Institution Trust Fund, to use funds from the Watt Institution Trust Fund to improve the safety and security of collections at the Watt Institution.

2.0 SUMMARY

- 2.1 There is a requirement for improvements to be made at the Watt Institution, specifically to improve the safety and security of the archival collection and the taxidermy collection.
- 2.2 In order to maximise the archival information which can be stored at the Watt Institution, it is proposed to create a further archives store room in the ground floor (west wing) of the Watt Library. This will provide increased safety and security for the collection, and sensitive archival records will be prioritised for the move from external storage to the Watt Institution. The total cost of this work is £30,000 with building and racking costs of £20,000 (subject to tendering/procurement) and storage resource costs of £10,000. It is proposed that Property Services allocates £20,000 and the Watt Institution Trust Fund contributes the resources cost of £10,000.
- 2.3 In order to move the taxidermy collection from the Greenock Municipal Buildings (GMB) basement to the Watt Institution, the service requires professional advice and support from a specialist in the conservation of natural science collections. Officers would procure an appropriately qualified natural sciences conservator to undertake collections appraisal and inventory; and safely handle, pack, transport and move the collection back to the Watt Institution. The cost of undertaking this work will be a maximum of £13,000 for conservator assistance and £2,500 for lightweight shelving in the Watt Institution to store the repatriated collection. It is proposed that the Watt Trust funds the total cost of this work.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Inverclyde Council, as trustee of the Watt Institution Trust Fund, approves the proposal to use £25,500 from the Watt Institution Trust Fund to improve the safety and security of collections at the Watt Institution.

Ruth Binks

Corporate Director Education, Communities and Organisational Development

4.0 BACKGROUND

- 4.1 Greenock corporation took over responsibility for running the Watt Library, McLean Museum, Art Gallery and Watt Hall (collectively known as the Watt Institution) from the Watt Trust in 1973. Further to a *cy pres* scheme approved by the court of Session in 1984, Inverclyde Council, as the statutory successor of Greenock Corporation, is now 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. The Council is the sole trustee of the Watt Institution Trust Fund, this being an unincorporated trust.
- 4.2 The repairs programme at the Watt Institution which took place 2017-19 was a targeted refurbishment addressing core building fabric and associated works so did not involve works in all areas of the building. Where décor was addressed, it was targeted at areas of the building for public use. External funding has been sought for additional works, for example the National Lottery Heritage Fund has funded the creation of a Creativity Space. However, it is more difficult to obtain external funding for background spaces which are not used by the public.
- 4.3 As the service progresses its work on archiving and overall collections management, a requirement for improvements to be made at the Watt Institution, specifically to improve the safety and security of the archival collection and the taxidermy collection, has been identified.

4.4 Archival collection

Inverclyde Council's archiving function sits within Cultural Services at the Watt Institution, where the Council employs a permanent 0.6 FTE Archivist to preserve, conserve, and catalogue the archival collections in its care. The collection contains both the formal archive of the Inverclyde Council and its statutory predecessors, and also the historic archives of the Inverclyde area, for example family papers, business records etc. Both collections are stored between the Watt Institution and the Council's external store at Kingston dock.

In order to maximise the archival information which can be stored at the Watt Institution itself, rather than externally stored, it is proposed to create a further archives store room in the ground floor (west wing) of the Watt Library. This will provide increased safety and security for the collection, and sensitive archival records will be prioritised for the move.

The total cost of this work is £30,000 with building and racking costs of £20,000 (subject to tendering/procurement) and storage resources of £10,000. It is proposed that Property Services allocates £20,000 to fund the building work and the Watt Trust funds the resources cost of £10,000.

4.5 Taxidermy collection

Dating from the late 19th and early 20th centuries, the Watt Institution's natural sciences collection is estimated to consist of over 10,000 specimens encompassing taxidermy, zoology, palaeontology, geology, entomology, and herbariums. The collection's origins lie with the members of the Greenock Philosophical Society and are at the heart of the founding and early development of the museum.

Due to the nature of their contents, natural science collections often have health and safety implications in respect of safe handling, storage and access. The handling of taxidermy specimens in particular requires special care and attention due to the delicacy of the artefacts and the processes and chemicals historically used to preserve the specimens in the first place.

A large proportion of the taxidermy collection was removed from the museum and placed in the basement of the Greenock Municipal Buildings (GMB) approximately 30 years ago. The majority of the taxidermy specimens are uncased and have been untouched since. The collection has accumulated dust from various building works over the period, adding to the issues around safe handling, storing and transportation of the collection.

In order to move forward in addressing this issue, the service requires professional advice and support from a specialist in the conservation of natural science collections in order to:

- compile an inventory of the taxidermy collection and its condition;
- safely handle, pack, transport and repatriate the collection from the GMB basement to the top floor of the Watt Institution; and
- make recommendations with indicative costs for the long term care, conservation and display of the collection.

Following the completion of this work, officers would then be in a position to seek external funding for a conservation programme, collections research, and display of this nationally significant collection.

Officers would procure an appropriately qualified natural sciences conservator to undertake collections appraisal and inventory; and safely handle, pack, transport and repatriate the collection from the GMB basement to the Watt Institution. The cost of undertaking this work will be a maximum of £13,000 for conservator assistance and £2,500 for lightweight shelving in the Watt Institution to store the repatriated collection. It is proposed that the Watt Trust funds the total cost of this work.

5.0 PROPOSALS

5.1 It is proposed that:

- (1) a further archives store room be created in the ground floor (west wing) of the Watt Library, providing increased safety and security for the collection, and that sensitive archival records will be prioritised for the move;
- (2) the total cost of this work is £30,000 with building and racking costs of £20,000 (subject to tendering/procurement) and storage resources costs of £10,000. Property Services has indicated it would allocate £20,000 to fund the building work on the basis that the Watt Institution Trust Fund contributes the resources cost of £10,000;
- (3) the Watt Institution obtains professional advice and support from a specialist in the conservation of natural science collections in order to compile an inventory of the taxidermy collection and its condition; and safely handle, pack, transport and move the collection from the GMB basement to the top floor of the Watt Institution, where it will be stored on lightweight shelving on the upper floors;
- (4) the total cost of this work will be a maximum of £15,500 and it is proposed that the Watt Institution Trust Fund contributes this cost.

6.0 IMPLICATIONS

6.1 Finance

Financial Implications

One off Costs

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

Trust Funds	Watt Institution Trust Fund		£10,000 (resources for archives improvement work)		Property Services to fund £20,000 and the Watt Institution Trust Fund to fund the balance of £10,000.
			£15,500 (taxidermy improvement work)		Estimated fund balance as at 6 June 2022 is £56,887.98
TOTAL			£25,500		

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 funds accruing to the Watt Institution Trust Fund can be used for maintenance of assets and therefore the request for funds from the Watt Institution Trust Fund is appropriate as the activity to be funded directly contributes to the safekeeping of the moveable property. The legal background to the Council's status as sole trustee of the Watt Institution Trust Fund is summarised above at 4.1. Elected members have separately been given training on the legal duties of charity trustees.

6.3 Human Resources

There are no known human resources implications contained within this report.

6.4 Equalities

Equalities

(a) Has an Equality Impact Assessment been carried out?

YES	
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.	
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

X

YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.

NO

6.5 Repopulation

Culture, arts and heritage are useful ways in which to raise the profile of Inverclyde, and make it an attractive place to live, work and visit.

7.0 CONSULTATIONS

7.1 None.

8.0 BACKGROUND PAPERS

8.1 None.