

A meeting of the Policy & Resources Committee will be held on Tuesday 9 August 2022 at 3pm.

Members may attend the meeting in person or via remote online access. Webex joining details will be sent to Members and Officers prior to the meeting. Members are requested to notify Committee Services by 12 noon on Monday 8 August 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.

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IAIN STRACHAN
Head of Legal & Democratic Services

BUSINESS

**** Copy to follow**

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PERFORMANCE MANAGEMENT	
2. Revenue Budget Outturn 2021/22 Report by Interim Director Finance & Corporate Governance	p
3. 2021/22 Capital Programme Out-Turn & Impact of Material Shortages on the Delivery & Cost of the 2022/25 Capital Programme Report by Interim Director Finance & Corporate Governance	p
4. Treasury Management – Annual Report 2021/22 Report by Interim Director Finance & Corporate Governance	p
NEW BUSINESS	
5. Budget Strategy 2023/26 Report by Interim Director Finance & Corporate Governance	p
6. Corporate Health and Safety Policy Report by Head of Organisational Development, Policy & Communications	p

7.	Inverclyde Council and Inverclyde Licensing Board Records Management Plan – Public Records (Scotland) Act 2011 Report by Interim Director Finance & Corporate Governance	p
ROUTINE DECISIONS AND ITEMS FOR NOTING		
8.	Co-operative Councils Innovation Network Report by Head of Legal & Democratic Services	p
9.	Inverclyde Gaelic Language Plan Implementation Report 2021/22 Report by Corporate Director Education, Communities & Organisational Development	p
10.	National Care Service (Scotland) Bill – Call for Views Report by Interim Director Finance & Corporate Governance	p

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<p>Enquiries to – Colin MacDonald – Tel 01475 712113 Diane Sweeney – Tel 01475 212147</p>

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Interim Director Finance & Corporate Governance	Report No:	FIN/43/22/AE/AP
Contact Officer:	Angela Edmiston	Contact No:	01475 712143
Subject:	Revenue Budget Outturn 2021/22		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to advise Committee of the unaudited outturn of Service Committee Budgets for the year ending 31 March 2022. Furthermore the report highlights any significant variances between revised budgets, Period 9/10 Revenue Budget reports and outturn per the 2021/22 Unaudited Accounts.

1.3 The outturn per the Unaudited Accounts shows an underspend for 2021/22 of £1,361,000 (Appendix 1) for all Service Committees (inclusive of the Health & Social Care Committee). This represents an underspend of 0.72% against 2021/22 revised budget of £189,860,000. The main areas of underspend includes:

- Additional turnover savings achieved across the Council of £2,081,000
- Release of contingencies not required throughout 2021/22 £587,000
- Overspend of £357,000 within client package costs
- Under recovery of £326,000 for school meals and breakfast club income
- Under recovery of £185,000 within planning income

1.4 Appendix 1 shows an increase in the underspend reported to the last Policy & Resources Committee (Period 10) of £930,000 (0.49%). Appendix 2 provides the material variances for individual Committees and further explanations for the significant variances during the year which are also detailed in section three.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee note the underspend per the unaudited accounts for 2021/22 of £1,361,000, the reasons for the material variances from budget and the movement of £930,000 (0.49%) from Period 10 to the unaudited Outturn.

2.2 It is recommended that the Committee note that officers will identify where there are any matters which will impact on the 2023/26 Budget development.

Alan Puckrin
Interim Director Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

- 3.1 The outturn per the Unaudited Accounts for 2021/22 was an underspend of £1,361,000 for all Service Committees. The outturn comprises of underspends of £726,000 within Policy & Resources Committee, £537,000 within Education & Communities and £221,000 within Health & Social Care. There is an off-setting overspend of £123,000 within the Environment & Regeneration Committee. It should be noted that the underspend within Health & Social Care will be retained by the IJB and not impact on the Council's reserves.
- 3.2 As noted in point 1.3 the main areas of underspend relate to additional turnover savings achieved and the release of inflation contingencies not required. These are off-set with an overspend within Health & Social Care for client package costs and income under recoveries within Environment & Regeneration Committee for planning fees and Education & Communities for school meals and breakfast club charges. Other main variances are shown in Appendix 1.
- 3.3 Appendix 2 provides more details regarding the material variances since the Period 10 Policy & Resources Committee report and the reasons for these movements.
- 3.4 Further details on the 2021/22 outturn will be submitted to individual Committees with the first 2022/23 Revenue Budget Monitoring Reports due in the next Committee cycle.
- 3.5 The accuracy of budgeting and projections is an important measure of the Council's financial management performance. The percentage variance for 2021/22 is below 1% which is the lowest variance over the last 5 years. The reduction in percentage underspend in 2021/22 is due to the continued improvement in budgeting but also an indication that budgets are getting tighter. The following table shows the variance for the last 5 years and the percentage variance against revised revenue budget for the relevant year.

3.6

Year	Variance	Percentage Variance
2017/18	Underspend £2.797m	1.67%
2018/19	Underspend £3.181m	1.87%
2019/20	Underspend £2.172m	1.23%
2020/21	Underspend £2.370m	1.29%
2021/22	Underspend £1.361m	0.72%

4.0 PROPOSALS

- 4.1 It is proposed that the Committee notes the main variances between the approved Budget, P10 projections and out-turn and that these will be reported in more detail to the next cycle of Committees.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendations are agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk		X	
Human Resources		X	
Strategic (LOIP/Corporate Plan)		X	
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

5.2 Finance

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					

5.3 Legal/Risk

There are no legal implications arising from this report.

5.4 Human Resources

There are no HR implications arising from this report.

5.5 Strategic

This report helps with planning of the 2023/26 Budget and Finance Strategy.

6.0 CONSULTATION

6.1 The CMT have been consulted on the report.

7.0 BACKGROUND PAPERS

7.1 None

POLICY & RESOURCESREVENUE BUDGET PROJECTED POSITION AT PERIOD 10 TO FINAL OUTTURN

OBJECTIVE ANALYSIS	Approved Budget 2021/22 £000	Period 10 Revised Budget 2021/22 £000	Period 10 Projection 2021/22 £000	Period 10 Projected Over/(Under) Spend 2021/22 £000	Final Over/(Under) Spend 2021/22 £000	Movement from Probable Outturn £000	Variance as % of Revised Budget
Policy & Resources	18,902	19,006	18,852	(154)	(726)	(572)	-3.82%
Environment & Regeneration	22,020	21,856	21,972	116	123	7	0.56%
Education & Communities	95,925	91,405	91,056	(349)	(537)	(188)	-0.59%
Health & Social Care	54,652	57,593	57,549	(44)	(221)	(177)	-0.38%
COMMITTEE NET EXPENDITURE EXCLUDING EARMARKED RESERVES	191,499	189,860	189,429	(431)	(1,361)	(930)	-0.72%

Reasons: Final Outturn

Column H

POLICY & RESOURCES

Additional Turnover Savings Achieved (75)
 Inflation Contingencies not used (587)
 Internal Resource Interest under recovery 97
 ICT - Computer Software Maintenance (Mainly Microsoft Licensing) (95)
 Net under recovery of subsidy/DHP 146
 Various (Underspend)/Overspends all under £50k (212)

Reasons: Movement Period 10 to Final Outturn

Column I

POLICY & RESOURCES

Additional Turnover Savings Achieved (60)
 Changes in Inflation contingencies after P10 (167)
 Internal Resource Interest under recovery (73)
 ICT - Computer Software Maintenance (Mainly Microsoft Licensing) (115)
 Net under recovery of subsidy/DHP 146
 Miscellaneous Income (102)
 Various (Underspend)/Overspends all under £50k (201)

(726)

ENVIRONMENT & REGENERATION

Column H

Additional Turnover Savings Achieved (585)
 Net overspend BSU 147
 External income for MA & graduate posts (128)
 Increased Transport costs 245
 Increase in subcontractors due to increase in Traffic Management Service 58
 Central Repairs overspend due to rising prices for construction materials 139
 Underspend AMP (78)
 Under recovery in Planning Income 185
 Under recovery in Cremations Income 121
 Various (Underspend)/Overspends all under £50k 19

(572)

Column I

ENVIRONMENT & REGENERATION

Additional Turnover Savings Achieved (336)
 Net overspend BSU 146
 External income for MA & graduate posts (128)
 Increased Transport costs 242
 Decrease in Central Repairs recharge to Education 71
 Underspend AMP (78)
 Office Accom sits underspend within all Services 193
 Various (Underspend)/Overspends all under £50k (103)

123

7

POLICY & RESOURCESREVENUE BUDGET PROJECTED POSITION AT PERIOD 10 TO FINAL OUTTURN

<u>EDUCATION & COMMUNITIES</u>	Column H	<u>EDUCATION & COMMUNITIES</u>	
Additional Turnover Savings Achieved	(545)	Additional Turnover Savings Achieved	(178)
Catering Provisions & Milk Underspend	(71)	Property Costs & Utilities Overspend	129
IT Services Recharge Overspend	82	Additional Catering/Cleaning Expenditure	237
SPT School Buses Underspend	(82)	Additional Transport Costs	54
Other Transport Overspend	68	Clothing Grants Underspend	(86)
Clothing Grants Underspend	(86)	CLD IDEAS Project from HSCP (Previous Years Funding)	(100)
FM Income Shortfall	105	West Partnership Funding	(100)
ELC Wraparound Income Shortfall	95	FM Additional Income	(60)
CLD IDEAS Project from HSCP (Previous Years Funding)	(100)	Additional Resources Underspend	(83)
West Partnership Funding	(100)	ELC Wraparound Income Shortfall	95
School Meal & Breakfast Club Income Shortfall	326	Libraries Office Accomodation Underspend	(65)
Libraries & Museum Income Shortfall	60	Additional School Lets income	(58)
School Lets Income Over Recovery	(99)	Various (Underspend)/Overspends all under £50k	27
Various (Underspend)/Overspends all under £50k	(190)		
	(537)		(188)

<u>HEALTH & SOCIAL CARE</u>	Column H	<u>HEALTH & SOCIAL CARE</u>	
Additional Turnover Savings Achieved	(876)	C&F External Placements and Fostering, Adoption & Kinship	(158)
Shared Package Costs funded by CJ	114	Anticipated Day Care Internal Transport recharges not received	(80)
Overspend in Client Package Costs across all Services	357	CJ - ISP funding and minor slippage	(85)
Transport savings across all services	(187)	Various (Underspend)/Overspends all under £50k	146
Legal costs across all services	121		
Under Recovery of Income across Homecare & Learning Disability	108		
Various (Underspend)/Overspends all under £50k	142		
	(221)		(177)

A SELECTION OF MATERIAL VARIANCES FROM BUDGET (OVER £50,000)**POLICY & RESOURCES COMMITTEE****1. Contingencies – Outturn Underspend £587,000 (12.63%)**

Mainly due to a lower than anticipated requirement for non-pay inflationary pressures, the Council underspent by £587,000. As part of the 2022/23 budget process, a total of £150,000 of non-pay inflation was been released over the 2022/23 budget period. The non-pay Inflation Contingency is under considerable pressure in 2022/23 due to the current economic climate.

2. Internal Resources Income – Outturn Under Recovery £97,000 (48.26%)

Internal Resources Interest received was £97,000 less than budgeted in 2021/22 due to continuing low interest rates. As part of the 2022/23 budget, £300,000 budget was vired with Loan Charges in recognition of the current low interest rates.

3. Turnover Savings – Outturn Underspend £75,000 (0.90%)

Turnover savings of £75,000 was achieved by the Committee for 2021/22. There will be no change to the 2021/22 turnover target within the 2022/23 employee budgets.

4. ICT Computer Software Maintenance – Outturn Underspend £95,000 (13.89%)

A one-off underspend of £95,000 was achieved in 2021/22 due to the timing of the Microsoft Cloud software contract.

ENVIRONMENT & REGENERATION COMMITTEE**1. Turnover Savings – Outturn Over Recovery £585,000 (3.42%)**

The Services within the Environment & Regeneration Committee achieved additional Turnover Savings of £585,000 in 2021/22.

2. Central Repairs – Outturn Overspend £139,000 (11.30%)

An overspend of £139,000 was experienced in 2021/22 due to the rising prices for construction materials and the level of demand. Within 2022/23 £50,000 has been allocated to help offset the inflationary pressure.

3. Planning Income – Outturn Under Recovery £185,000 (25.17%)

Planning income out-turned with an under recovery of £185,000 in 2021/22. £110,000 was allocated to this budget in recognition of this pressure as part of the 2022/23 Budget.

4. Cremations Income – Outturn Under Recovery £121,000 (16.35%)

Cremations income has under recovered by £121,000 in 2021/22. £50,000 was allocated to this budget in recognition of this pressure as part of the 2022/23 Budget.

5. Increased Transport Costs – Outturn Overspend £245,000 (54.93%)

An overspend within transport costs of £245,000 was experienced in 2021/22; £114,000 due to COVID Social Distancing measures & £131,000 for non-COVID costs. The £131,000 included increased costs relating to hires, fuel and wear and tear as more vehicles were required over this time. These additional costs had to be met from the core budget.

EDUCATION & COMMUNITIES

1. Turnover Savings – Outturn Over Recovery £545,000 (0.67%)

The Committee achieved additional Turnover Savings of £545,000 which is an increase in savings achieved of £178,000 since reported to Committee at period 10, the movement is mainly within Early Years Teachers. There will be no change to the 2021/22 turnover target within the 2022/23 employee budgets.

2. School Meal & Breakfast Club Income – Outturn Under Recovery £326,000 (32.53%)

Under recovery within School Meal & Breakfast Club Income of £326,000. The school meals income line has been under pressure with decreasing pupil up take in recent years. £150,000 was allocated in recognition of this pressure as part of the 2022/23 Budget. Lower breakfast club income has been impacted by COVID. There is currently a working group set up looking at improving pupil uptake.

3. School Lets Income - Outturn Over recovery £99,000 (71.22%)

Over Recovery of £99,000 within School Lets income, which is an increase in income since last report to Committee of £58,000. Over Recovery is mostly due to increased football pitch hires at Inverclyde Academy & Notre Dame High School.

4. Additional Income – Outturn Over recovery £200,000

An additional income over recovery of £200,000 was not previously reported at Committee. This income was from two separate sources and had no corresponding income budget. Firstly £100,000 from West of Scotland Partnership funding for collaborative work which was contained within existing employee costs and other expenditure lines plus £100,000 from HSCP for CLD project work in relation to an externally funded project. These costs were incurred in 2020/21 and funding transferred in 2021/22.

HEALTH & SOCIAL CARE COMMITTEE**1. Turnover Savings – Outturn Over Recovery £876,000 (2.74%)**

The Committee achieved additional turnover savings for 2021/22 of £876,000. There will be no change to the 2021/22 turnover target within the 2022/23 employee budgets.

2. Client Commitments across all Services – Outturn Overspend £471,000 (1.26%)

Client Commitments were overspent by £471,000 during 2021/22. There is currently spend to save exercises being undertaken in 2022/23 looking at the historic overspend.

3. Transport costs across all Services – Outturn Underspend £187,000 (74.21%)

Within 2021/22 overall Transport costs underspend of £187,000. These are mainly due to COVID so less transport required.

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Interim Director Finance & Corporate Governance	Report No:	FIN/46/22/AP/MT
Contact Officer:	Matt Thomson	Contact No:	01475 712256
Subject:	2021/22 Capital Programme Out-Turn & Impact of Material Shortages on the Delivery & Cost of the 2022/25 Capital Programme		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to advise Committee of the performance in delivering of the 2021/22 Capital Programme and to highlight issues relating to the availability and supply of materials which will potentially impact upon the delivery of the 2022/25 Capital Programme.

1.3 The Capital Out-turn for the year past and explanations for material variances from when the budget was approved is reported annually to the Committee. The detail is included within the body of the report and in the Appendices, namely:

- Appendix 1 – Out-turn over the last 5 year period
- Appendix 2 – Summary of Slippage by Category and by Directorate
- Appendix 3 – Capital Slippage Summary by Service/Project
- Appendix 4 – Reported Slippage by Period

1.4 Subject to the audit of the Final Accounts, the Capital out-turn for 2021/22 is reporting slippage of 8.6% which is within the 10% threshold. However, without the inclusion of the BPRA loan write off which was included as part of the Annual Accounts preparation, slippage would have been £3.766 million (18.0%) and is a better indication of the challenges facing officers in the delivery of capital projects.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee notes the 2021/22 Capital Out-turn Position.

2.2 It is recommended that the Committee notes the pressure being experienced in relation to the availability and cost of materials and the impact this could have on the delivery and cost of the 2022/25 Capital Programme.

Alan Puckrin
Interim Director Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

- 3.1 Subject to the audit of the Final Accounts, the Capital out-turn for 2021/22 shows slippage of 8.6%. The continuing effect of the Covid pandemic had a significant impact on the delivery of the capital programme, Officers actively sought to advance projects that could be progressed and this, along with the planned write off of the BPRA loan as part of the Final Accounts, has resulted in slippage being contained within the 10% threshold, the factors impacting on this net figure are detailed in Appendix 3.
- 3.2 Appendix 2 provides an analysis of the main reasons for any slippage whilst Appendix 3 contains a commentary by the Lead Officer where appropriate on a project by project basis plus a categorisation of the type of slippage. This latter issue is a subjective assessment, but does give an indication of the main reasons for the slippage.
- 3.3 It can be seen that slippage of £5.437 million (71.9% of all slippage) arose from internal slippage and slippage involving 3rd Parties. Overall slippage was partly offset by project acceleration and the addition of new projects of £5.762m.
- 3.4 Directorate performance was as follows:

Environment, Regeneration & Resources – overall advancement 16.2%/£2.278million (2020/21: 6% advancement) this was mainly due to slippage within Roads (Spaces for People, Flooding Strategy), Environmental (Cremator Replacement and Play Areas), Town and Village Centre Regeneration and unused Cost Pressure Contingency offset by advancement in Roads (SPT), Property Minor Works and the write off of the BPRA Loan.

Education, Communities & Organisational Development – overall project advancement of 19.9%/£1.116million (2020/21: 100.01% advancement) mainly as a result of advancement across the School Estate and Early Years programme partially offset by slippage in the Indoor Tennis Facility and Waterfront Pool Floor.

Health & Social Care – overall slippage of 51.7%/£0.635million (2020/21: 18.3% advancement) mainly as a result of slippage in the New Learning Disability Facility and SWIFT upgrade offset by advancement in the Crosshill Childrens Home Replacement.

- 3.5 Allied to the early identification of slippage is the potential to identify alternative projects which could be accelerated. Roads investment in particular lends itself to this approach where projects can be developed and delivered in a far shorter timescale than many other capital projects. During 2021/22 a total of £5.530m (2020/21: £7.208m) was advanced, mainly within the School Estate Programme, Roads, Property Minor Works and also as a result of the write off of the BPRA Loan.

MATERIAL SHORTAGES/PRICE INCREASES & THE 2022/25 CAPITAL PROGRAMME:

- 3.6 Over the past 2 years, supply chain insecurity and associated financial pressures have been a recurring issue, through the initial impact of COVID, the UK exit from the EU, increased global demand for materials and most recently the impact of the invasion of Ukraine by Russia. This has created an extremely unpredictable market position in terms of construction sector activity through a combination of restricted working practices, sharply rising prices for construction materials, disrupted supply chains and labour shortages which have all had an impact on the delivery of the capital programme in 2021/22.
- 3.7 The current volatile materials situation is resulting in other challenges which can be seen in recent tender exercises and is predicted to continue in the short to medium term. Tenders being sought in this climate are facing the following issues:

- Material availability will impact on programmes with potentially extended lead-in/pre-site periods and/or site programmes.
- Contractors may be reluctant to hold tenders open for the normal period (120 days) currently included in the majority of Council tenders.
- Although the market generally remains keen, there may be a move towards more selective tendering and lower numbers of tenders returned (depending on individual project circumstances / type).
- Tender costs are likely to increase to reflect the cost of current materials increases and future risks impacting affordability unless additional funding is possible.

For longer term / larger projects Contractors may struggle to secure pricing from supply chain partners for work packages without inflated risk and additional contract protections

3.8 The above issues will undoubtedly lead to both cost pressures and delays and it is important that Members are sighted on this when reviewing project updates at Committee. The 2022/25 Capital Programme was approved in February 2022 before the full impact of the invasion of Ukraine had yet to be felt. As a result 2022/23 is likely to again be a challenging year for delivery of the capital programme. Whilst officers will endeavour to advance projects where possible it will be challenging to contain slippage within the 10% threshold.

4.0 PROPOSALS

- 4.1 The report is largely a review of the 2021/22 Capital Programme performance and as a result contains no direct proposals. The performance in terms of slippage within 2021/22 and the reasons for this are for noting only.
- 4.2 In terms of the pressures being experienced within the Capital Programme, both in terms of anticipated delays and cost pressures, Officers will continue to update Members through the regular update reports to the relevant Strategic Committees as well as the consolidated reporting to Policy & Resources Committee.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk		X	
Human Resources		X	
Strategic (LOIP/Corporate Plan)		X	
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

5.2 Finance

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					

5.3 Legal/Risk

There are no legal implications arising from this report.

5.4 Human Resources

There are no HR implications arising from this report.

5.5 Strategic

This report helps with planning of the 2023/26 Budget and Finance Strategy.

6.0 CONSULTATION

6.1 The CMT have been consulted on the report.

7.0 BACKGROUND PAPERS

7.1 None.

Annual Slippage Summary

Appendix 1

<u>Year</u>	<u>Budget</u> <u>£000's</u>	<u>Slippage /</u> <u>(Advancement)</u> <u>£000's</u>	<u>%age</u>
2017/18	32,271	398	1.2%
2018/19	27,995	(146)	(0.5)%
2019/20	25,544	3,428	13.4%
2020/21	13,059	(4,284)	(32.8)%
2021/22	20,892	1,797	8.6%
5 year average	23,952	239	1.0%

Summary of Reported Slippage by Category

Appendix 2

<u>Committee</u>	<u>Policy Decision</u> £000	<u>Project Cost Reduced</u> £000	<u>Internal Slippage</u> £000	<u>Delay involving 3rd Party</u> £000	<u>Minor Slippage</u> £000	<u>Accelerated Projects</u> £000	<u>Total</u> £000	<u>%age</u>
Policy & Resources	-	-	890	135	-	-	1,025	71.8%
Environment, Regeneration & Resources	-	604	2,879	917	410	(3,557)	1,253	9.9%
Education & Lifelong Learning	-	-	276	-	506	(135)	647	48.4%
School Estate	-	-	-	-	-	(1,763)	(1,763)	(41.2)%
Health & Social Care	-	600	340	-	2	(307)	635	51.7%
Total	0	1,204	4,385	1,052	918	(5,762)	1,797	8.6%
<u>Directorate</u>								
Environment, Regeneration & Resources	-	604	3,769	1,052	410	(3,557)	2,278	16.2%
Education, Communities & Organisational Development	-	-	276	-	506	(1,898)	(1,116)	(19.9)%
Health & Social Care	-	600	340	-	2	(307)	635	51.7%
Total	0	1,204	4,385	1,052	918	(5,762)	1,797	8.6%

	Approved Budget 2021/22 £000's	Draft 2021/22 Final Outcome £000's	Slippage from Approved Budget £000's	Slippage from Approved Budget %age	1 Policy Decision £000's	2 Project Cost Reduced £000's	3 Internal Slippage £000's	4 Delay involving 3rd Party £000's	5 Minor Slippage £000's	6 Accelerated Projects £000's	Variation Category	Additional Comments
Policy & Resources												
Rolling Replacement of PCs	305	232	73	23.93%				73			4 Delay involving 3rd Party	Supply chain issues.
Meeting Room, Videoconferencing & Hybrid Working Equipment	90	0	90	100.00%			90				3 Internal Slippage	Project delayed
Various Projects	232	170	62	26.72%				62			4 Delay involving 3rd Party	Supply chain issues.
Cost Pressure Contingency	800	0	800	100.00%			800				3 Internal Slippage	No calls against this funding were received during 2021/22
TOTAL Policy & Resources	1,427	402	1,025	71.83%	0	0	890	135	0	0		
Environment & Regeneration												
Environmental Services - Roads												
SPT	789	1,094	(305)	(38.66)%						(305)	6 Accelerated Projects	
Spaces for People	478	119	359	75.10%		359					2 Project Cost Reduced	Service maximised the spend against the awarded budget and project objectives but did not require the full funds.
Flooding Strategy - Future Schemes	326	81	245	75.15%		245					2 Project Cost Reduced	Initial project cost reduced with funds now available to progress second phase.
Former St Ninians School Site	75	0	75	100.00%			75				3 Internal Slippage	Changes considered for project delivery due to further site investigation.
Feasibility Studies	90	0	90	100.00%				90			4 Delay involving 3rd Party	No external Consultants available to carry out survey works.
Various Projects	509	451	58	11.39%			58				3 Internal Slippage	Reduced resource availability to progress projects
Roads Asset Management Plan												
Carriageways	1,562	1,759	(197)	(12.61)%						(197)	6 Accelerated Projects	
Footways	314	244	70	22.29%				70			4 Delay involving 3rd Party	No external contractor available to deliver external contracts.
Structures	94	208	(114)	(121.28)%						(114)	6 Accelerated Projects	
Lighting	415	197	218	52.53%			218				3 Internal Slippage	Reduced resource availability to progress projects.
Other Assets	183	130	53	28.96%			53				3 Internal Slippage	Reduced resource availability to progress projects.
Staff Costs	360	412	(52)	(14.44)%						(52)	6 Accelerated Projects	
Environmental Services												
Cemetery Development	480	584	(104)	(21.67)%						(104)	6 Accelerated Projects	
Cremator Replacement	496	83	413	83.27%			413				3 Internal Slippage	Complex procurement exercise requiring external consultant and legal input. Advance payment delayed.
Vehicles Replacement Programme	105	337	(232)	(220.95)%						(232)	6 Accelerated Projects	
Play Area Strategy	376	55	321	85.37%				321			4 Delay involving 3rd Party	Supplier mobilisation issues as a result of covid
Nature Restoration Fund	88	0	88	100.00%				88			4 Delay involving 3rd Party	Supply issues for materials
Various Projects	317	208	109	34.38%				109			4 Delay involving 3rd Party	Supply issues
Regeneration and Planning												
T&V - Jamaica Street Car Park	101	7	94				94				3 Internal Slippage	
T&V - Babylon Purchase & Demolition	400	161	239	59.75%				239			4 Delay involving 3rd Party	Combination of 3rd part delay and project cost reduced. Project start was dependant on agreement with multiple adjoining owners.
T&V - Other	372	14	358	96.24%			358				3 Internal Slippage	Material availability
Place Based Funding	675	0	675	100.00%			675				3 Internal Slippage	Material availability
Various Projects	177	91	86	48.59%					86		5 Minor Slippage	
Public Protection												
Scheme of Assistance	708	760	(52)	(7.34)%						(52)	6 Accelerated Projects	
Clune Park Regeneration	27	85	(58)	(214.81)%						(58)	6 Accelerated Projects	
Various Projects	15	0	15	100.00%					15		5 Minor Slippage	
Property Services												
Greenock Municipal Buildings - Clyde Square Re-roofing	897	733	164	18.28%					164		5 Minor Slippage	Contractor delayed on site linked to slow start and minor variations etc.
Greenock Municipal Buildings - Air Handling	87	6	81	93.10%			81				3 Internal Slippage	
Greenock Cemetery - Ivy House Replacement	354	35	319				319				3 Internal Slippage	Impacted by internal QS resource issues.
Waterfront Leisure Centre Lifecycle Works	210	27	183	87.14%				183			3 Internal Slippage	
Bogstone Community Centre Roof	520	292	228	43.85%				228			3 Internal Slippage	Impacted by internal QS resource issues.
Customhouse Square - Risk/DDA Works	247	123	124	50.20%				124			3 Internal Slippage	Impacted by internal QS resource issues.
Former BPPRA - Wallace Place	0	1,825	(1,825)							(1,825)	6 Accelerated Projects	Planned write off of BPPRA Loan, spend had not previously been reported.
Former BPPRA - Princes House	0	144	(144)							(144)	6 Accelerated Projects	Planned write off of BPPRA Loan, spend had not previously been reported.
Minor Works - Inverclyde Leisure Properties	14	200	(186)	(1,328.57)%						(186)	6 Accelerated Projects	
Minor Works - General Works	19	236	(217)	(1,142.11)%						(217)	6 Accelerated Projects	
Statutory Duties - Fire Risk	37	108	(71)	(191.89)%						(71)	6 Accelerated Projects	
Various Projects	702	557	145	20.66%					145		5 Minor Slippage	
TOTAL Environment & Regeneration	12,619	11,366	1,253	9.95%	0	604	2,879	917	410	(3,557)		

	Approved Budget 2021/22 £'000's	Draft 2021/22 Final Outturn £'000's	Slippage from Approved Budget £'000's	Slippage from Approved Budget %age	1 Policy Decision £'000's	2 Project Cost Reduced £'000's	3 Internal Slippage £'000's	4 Delay involving 3rd Party £'000's	5 Minor Slippage £'000's	6 Accelerated Projects £'000's	Variation Category	Additional Comments
Education & Lifelong Learning												
Non-SEMP												
Education & Communities (Non-SEMP)												
Safer Communities												
Indoor Sports Facility for Tennis	600	94	506	84.33%					506		5 Minor Slippage	
Waterfront Leisure Centre Training Pool Moveable Floor	300	24	276	92.00%			276			(124)	3 Internal Slippage	Procurement exercise required specialist external consultant. Partly impacted by internal QS resource issues.
PG New Community Hub (King George VI Building)	0	124	(124)							(11)	6 Accelerated Projects	
Various Projects	437	448	(11)	(2.52)%						(135)	6 Accelerated Projects	
TOTAL Education & Lifelong Learning (excl School Estate)	1,337	690	647	48.39%	0	0	276	0	506	(135)		
SEMP												
Lifecycle Fund	737	1195	(458)	(62.14)%						(458)	6 Accelerated Projects	
Gourcock PS Extension	466	744	(278)	(59.66)%						(278)	6 Accelerated Projects	Project is overall in delay, funding supplemented from Covid contingency shown as accelerated.
Interactive Whiteboard Replacement	0	672	(672)							(91)	6 Accelerated Projects	New project
CO2 Monitors in Schools	0	91	(91)							(99)	6 Accelerated Projects	New project
Rainbow Family Centre - Extension	697	796	(99)	(14.20)%						(165)	6 Accelerated Projects	
Various Projects	2380	2545	(165)	(6.93)%						(1,763)	6 Accelerated Projects	
TOTAL SEMP	4,280	6,043	(1,763)	(41.19)%	0	0	0	0	0	(1,763)		
Health & Social Care Committee												
Crosshill Childrens Home Replacement	221	528	(307)	(138.91)%						(307)	6 Accelerated Projects	Project is overall in delay, funding supplemented from Covid contingency shown as accelerated.
New Learning Disability Facility	406	66	340	83.74%			340				3 Internal Slippage	Design stage delays linked to Covid, site abnormal investigations and alternative design approach exercise.
Swift Upgrade	600	0	600	100.00%		600					2 Project Cost Reduced	Overall costs less than anticipated following procurement process
Various Projects	2	0	2	100.00%						2	5 Minor Slippage	
Total Health & Social Care	1,229	594	635	51.67%	0	600	340	0	2	(307)		
Council Total	20,892	19,095	1,797	8.60%	0	1,204	4,385	1,052	918	(5,762)		
Movement per Category as %age of Capital Programme												
				8.60%	.00%	5.76%	20.99%	5.04%	4.39%	(27.58)%		
Movement per Category as %age of total Slippage (Excluding Acceleration)												
				100.00%	.00%	15.93%	58.01%	13.92%	12.14%			

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Interim Director Finance & Corporate Governance	Report No:	FIN/45/22/KJ/AP
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	Treasury Management – Annual Report 2021/22		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is:

- a. To advise the Committee of the operation of the treasury function and its activities for 2021/22 as required under the terms of Treasury Management Practice 6 (“TMP6”) on “Reporting Requirements and Management Information Arrangements”.
- b. To request that the Committee remits the report to the Full Council for their approval.

1.3 As at 31 March 2022 the Council had gross external debt (including PPP) of £246,163,995 and investments of £34,338,655. This compares to gross external debt (including PPP) of £257,757,141 and investments of £39,905,732 at 31 March 2021.

1.4 The Council operated within the required treasury limits and Prudential Indicators for the year set out in the Council’s Treasury Policy Statement, annual Treasury Strategy Statement, and the Treasury Management Practices.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee notes the contents of the annual report on Treasury Management for 2021/22 and the ongoing work to seek to ensure the delivery of financial benefits for the Council during the current uncertainty and beyond.

2.2 It is requested that the Committee remits the report to the Full Council for approval.

2.3 It is recommended that the Committee notes that a Member training session on Treasury Management has been arranged for 6 September.

Alan Puckrin
Interim Director Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

- 3.1 The Council is required by regulations issued under the Local Government in Scotland Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2021/22.
- 3.2 Treasury Management in this context is defined as: “The management of the local authority’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
- 3.3 This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). Paragraphs 3.16 to 3.18 of the report include information on Loan Fund Advances required by regulations that came into effect on 1 April 2016.
- 3.4 The treasury management issues arising during the year were:
- a. The Council’s debt (including PPP) reduced during the year by £11.593m whilst Council investments reduced by £5.567m. The reduction in debt was due to repaying maturing debt without undertaking new borrowing.
 - b. The Council remained within its Prudential Indicator and Treasury Management limits during 2021/22.
 - c. As at 31 March 2022 the Council had under borrowed against its capital financing requirement by £39.016m. This under borrowing is £4.941m higher than at the end of 2020/21.
 - d. In February 2021 the Treasury Consultants forecast that the Bank Rate would remain at the historic low of 0.10% through to at least March 2024 but concerns over inflation led the Bank of England to increase the rate to 0.25% in December 2021, 0.50% in February 2022, 0.75% in March and with further increases to 1.00% and then 1.25% in May and June. Further increases are forecast during 2022/23.
 - e. PWLB rates for new borrowing were expected to increase by 0.30% during the year. Rates for short-term loans increased by up to 1.24% with the level of increase tapering down to 0.38% for some long-term loans. Much of the increase in short-term rates comes from market concerns on inflation.
 - f. Rates for investments were low for much of the year due to the 0.10% Bank Rate but are now higher and increasing following the Bank Rate increases since December.
 - g. The Council’s investments earned a rate of return of 0.244% during the year and outperformed the benchmark return of 0.171% resulting in additional income to the Council of £30,000.
 - h. All investments were in accordance with the Council’s investment policy and no institutions with which investments were made had any difficulty in repaying those investments and interest in full during the year.
 - i. The Council’s investment performance is due to undertaking fixed term and notice account investments at interest rates that were above the benchmark with counterparties which have high creditworthiness (the Bank of Scotland, Santander UK, and Nationwide Building Society) and in accordance with the Council’s investment strategy.
- 3.5 The Covid-19 crisis continued to cause economic uncertainty in the UK and around the world during 2021/22 with additional uncertainty and concerns later in the financial year from inflation and the conflict in Ukraine.

The economic situation continues to be closely monitored.

3.6 The Council's Year End debt position was as follows:

	At 31 March 2021	At 31 March 2022
	£	£
Total Excluding PPP	198,761,141	188,748,995
PPP Debt	58,996,000	57,415,000
Total Including PPP	257,757,141	246,163,995

Further detail is given in the following table:

	At 31 March 2021		At 31 March 2022		Movement 2021/22
	Principal	Rate	Principal	Rate	Principal
	£000		£000		£000
Fixed Rate Funding:					
- PWLB	99,065		89,029		(10,036)
- Market *	56,000		71,000		15,000
	155,065	3.67%	160,029	3.84%	4,964
Variable Rate Funding:					
- PWLB	0		0		0
- Market *	43,400		28,400		(15,000)
- Temporary #	296		320		24
	43,696	4.91%	28,720	4.87%	(14,976)
Total Debt (Excl PPP)	198,761	3.94%	188,749	4.00%	(10,012)
PPP Debt	58,996		57,415		(1,581)
Total Debt (Incl PPP)	257,757		246,164		(11,593)

* - Market Loans are shown as variable when they have less than 1 year to go until their next call date. The total value of Market Loans has not changed between financial years, just the split between fixed and variable.

- Temporary Loans includes funds held by the Council on behalf of the Common Good and Trust Funds and that are to be treated as borrowing for Treasury Management purposes under Scottish Government requirements.

3.7 The Council's cash balances investment position was as follows:

	At 31 March 2021		At 31 March 2022		Movement 2021/22
	Principal	Return	Principal	Return	Principal
	£000		£000		£000
Investments:					
- Fixed Term Deposits	10,000	0.25%	0	0.00%	(10,000)
- Notice Accounts	14,534	0.40%	14,594	0.55%	60
- Deposit Accounts	15,372	0.01%	19,745	0.66%	4,373
Totals	39,906	0.21%	34,339	0.61%	(5,567)

Investments as at 31 March 2022: £34,338,655
 Maximum level of investments in 2021/22: £60,355,118 on 17 August 2021
 Minimum level of investments in 2021/22: £21,611,755 on 14 March 2022
 Daily average for the year 2021/22: £41,039,742

The Council's forecast and actual Investment Balances for 2021/22 for "investments" as defined in the Investment Regulations (including loans/holdings not managed under the treasury function) are shown in Appendix 1.

3.8 2021/22 Outturn Compared to Estimates in 2021/22 Strategy

The 2021/22 outturn compared to the estimates in the 2021/22 strategy:

	2021/22 Estimate	2021/22 Outturn
<u>Borrowing Requirement</u>	£000	£000
New borrowing	0	0
Alternative financing requirements	0	0
Replacement borrowing	7,500	0
TOTAL	7,500	0
<u>Prudential/Treasury Management Indicators</u>	£000	£000
Gross external debt including PPP (As at 31 March 2022)	255,357	246,164
Capital financing requirement (CFR) (As at 31 March 2022)	285,800	285,180
(Under)/over borrowing against CFR	(30,443)	(39,016)
	£000	£000
Gross capital expenditure	18,072	21,602
Ratio of financing costs (including PPP) to net revenue stream	11.27%	10.16%
Ratio of net debt (debt and PPP less investments) to net revenue stream	111.5%	97.1%

3.9 The table in paragraph 3.8 above shows that as at 31 March 2022 the Council had under borrowed against its capital financing requirement by £39.016m. Under borrowing means that the Council is using cash it already has (e.g. in earmarked reserves and other balances) to cash flow capital expenditure and maturing debt rather than bringing in new funds from borrowing. The level of under borrowing is considered manageable but is kept under review in light of Council capital financing and other funding requirements.

3.10 2021/22 Outturn Compared to Limits in 2021/22 Strategy

The 2021/22 outturn compared to limits in the 2021/22 strategy:

	2021/22 Limits	2021/22 Outturn
<u>Prudential/Treasury Management Indicators</u>		
Authorised limit for external debt	£000	£000
• Borrowing	232,000	188,749
• Other long term liabilities	61,000	57,415
	293,000	246,164

Operational boundary for external debt

- Borrowing
- Other long term liabilities

Upper limit on sums invested for periods longer than 365 days (Actual is maximum in period)

Limits on fixed and variable rate borrowing maturing in each period at 31 March 2022 (LOBOs included based on call dates and not maturity dates)

- Under 12 months
- 12 months and within 24 months
- 24 months and within 5 years
- 5 years and within 10 years
- 10 years and within 30 years
- 30 years and within 50 years
- 50 years and within 70 years

Council Policy Limits

Maximum Percentage of Debt Repayable In Any Year (Actual is as at 31 March 2022 and relates to Financial Year 2077/78)

Maximum Proportion of Debt At Variable Rates (Actual is as at 31 March 2022)

Maximum Percentage of Debt Restructured In Year (Actual is as at 31 March 2022)

2021/22 Limits		2021/22 Outturn	
£000		£000	
214,000		188,749	
61,000		57,415	
275,000		246,164	
£000		£000	
10,000		0	
Fixed	Var.	Fixed	Var.
45%	35%	4.0%	15.2%
45%	35%	20.4%	0%
45%	35%	0.0%	0%
45%	35%	6.0%	0%
45%	35%	9.3%	0%
45%	35%	23.9%	0%
45%	35%	21.2%	0%
25%		21.2%	
45%		15.2%	
30%		0%	

3.11 The Prudential Code requires that the Council states how interest rate exposure is managed and monitored.

The position in 2021/22 was that all of the Council's PWLB debt was at fixed rates. The Market debt contained some debt at fixed rates, some small elements at variable rates and some where the rates could change (but none did). The Council's investments, which were all for less than 1 year, were all variable or regarded as variable under the treasury management rules.

During 2021/22, these interest rate exposures were managed and monitored by the Council through management reports on treasury management that were received and reviewed by the Interim Director Finance & Corporate Governance.

3.12 The forecast from the Treasury Consultants in the Strategy for the Bank Rate as at 31 March and the latest forecast (produced on 21 June 2022) are:

	Forecast Per 2021/22 Strategy	Actual/ Latest Forecast
2021/22	0.10%	0.75% (Actual)
2022/23	0.10%	2.75% (Forecast)
2023/24	0.10%	2.50% (Forecast)

3.13 The Council's Loans Fund Pool Rate for Interest is used to allocate interest charges to the General Fund and reflects the actual cost of the Council's Treasury activities. The rates for the last 5 years (excluding expenses) are as follows:

Year	Loans Fund Pool Rate
2017/18	3.557%
2018/19	3.608%
2019/20	3.436%
2020/21	3.362%
2021/22	3.363%

It is expected that there will be a further small increase in the Pool Rate in the medium term.

3.14 The Council's investment policy for the year is governed by Scottish Government Investment Regulations and was implemented in the annual investment strategy approved by the Council on 22 April 2021 (after review by the Policy & Resources Committee on 23 March 2021). The policy sets out the approach for choosing investment categories and counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data such as rating outlooks, credit default swaps, bank share prices etc.

All investments in 2021/22 and 2022/23 to date were in accordance with the policy and no institutions with which investments were made had any difficulty in repaying investments and interest in full.

3.15 The result of the investment strategy undertaken by the Council in 2021/22 is as follows:

Average Investment	Rate of Return (gross of fees)	Benchmark Return (3 month LIBID un compounded)
£41,039,742	0.244%	0.171%

The Council has outperformed the benchmark by 0.073% resulting in additional income to the Council of £30,000.

3.16 Where capital expenditure is funded by borrowing (referred to as loans fund advances), the debt financing costs are paid from the Revenue Budget as loan charges comprised of the repayments of debt along with interest and expenses costs on the borrowing.

The Council is required to set out its policy for the repayment of loans fund advances.

- a. For loans fund advances made before 1 April 2016 the policy will be to maintain the practice of previous years and use the Statutory Method (option 1) with annual principal repayments being calculated using the annuity method.
- b. The same method was used for loans fund advances made after 1 April 2016 for the permitted 5 year transitional period to the end of 2020/21. In applying the annuity method to new advances in any year, the interest rate used in the annuity calculation is the Council's loans fund pool rate for the year (including expenses) as rounded up to the nearest 0.01%.
- c. Of the options available for new capital expenditure from 1 April 2021 onwards, it was approved by the Full Council on 22 April 2021 to maintain the use of the annuity method as set out in option b. above.

3.17 The outstanding loans fund advances (representing capital expenditure still to be repaid from the Revenue Budget) are:

	2021/22
	Actual
	£000
Balance As At 1 April	232,386
Add: Advances For The Year	2,918
Less: Repayments For The Year	8,275
Balance As At 31 March	227,029

3.18 For the loans fund advances outstanding as at 31 March 2022, the liability to make future repayments (excluding debt interest and expenses) is as follows:

	£000
Year 1	8,181
Years 2-5	31,640
Years 6-10	40,482
Years 11-15	39,253
Years 16-20	34,619
Years 21-25	34,477
Years 26-30	21,682
Years 31-35	9,552
Years 36-40	3,192
Years 41-45	1,142
Years 46-50	1,090
Years 51-55	1,001
Years 56-60	158
Years 61-65	39
Years 66-70	47
Years 71-75	56
Years 76-80	67
Years 81-85	79
Years 86-90	95
Years 91-95	113
Years 96-100	64
TOTAL	227,029

4.0 PROPOSALS

- 4.1 It is proposed that the Committee consider the contents of Section 3 of the report, seek any assurances from Officers, and thereafter remit the Annual Report to the Council for approval.
- 4.2 An all Member training session on Treasury Management has been arranged for 6 September. The session will be delivered by Link Treasury Services Ltd.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendations are agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk		X	
Human Resources			X
Strategic (LOIP/Corporate Plan)			X
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

5.2 Finance

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					

5.3 Legal/Risk

None.

5.4 Human Resources

None.

6.0 CONSULTATION

- 6.1 This report includes the latest advice from the Council's treasury consultants (Link Treasury Services Limited).

7.0 BACKGROUND PAPERS

- 7.1 CIPFA - Treasury Management in the Public Services – Code of Practice and Cross-Sectoral Guidance Notes – 2021 Edition
- Inverclyde Council – Treasury Management Strategy Statement and Annual Investment Strategy 2021/22-2024/25.

**FORECAST OF INVESTMENT BALANCES
ESTIMATE FOR 2021/22 AND ACTUAL AT 31 MARCH 2022**

Investment Regulation 31 requires the Council to provide forecasts for the level of investments. The estimate for 2021/22 and the actual as at 31 March 2022 are:

	2021/22 Estimate	2021/22 Actual At 31 March 2022
	£000	£000
Cash balances managed in-house		
- At 1 April 2021	40,000	39,906
- At 31 March 2022	31,337	34,339
- Change in year	(8,663)	(5,567)
- Average daily cash balances	35,669	41,040
Holdings of shares, bonds, units (includes local authority owned company)		
- At 1 April 2021	2	2
- Purchases	0	0
- Sales	0	0
- At 31 March 2022	2	2
Loans to local authority company or other entity to deliver services		
- At 1 April 2021	442	398
- Advances	0	0
- Repayments	43	45
- At 31 March 2022	399	353
Loans made to third parties		
- At 1 April 2021	1,402	1,409
- Advances	0	10
- Repayments	1,290	1,298
- At 31 March 2022	112	121
Total of all investments		
- At 1 April 2021	41,846	41,715
- At 31 March 2022	31,850	34,815
- Change in year	(9,996)	(6,900)

The movements in the forecast investment balances shown above are due largely to ongoing treasury management activity in accordance with the Council's treasury management strategy or, for loans made to third parties, in accordance with Council decisions made in respect of such loans.

All of the Council's cash balances are managed in-house with no funds managed by external fund managers.

The "holdings of shares, bonds, units (includes authority owned company)" are historic and relate to the Common Good.

The Loans made to third parties includes a £50,000 loan to Shared Interest Society Limited ("Shared Interest") as approved by the Policy & Resources Committee in August 2017, Shared Interest being a company that uses funds invested by individuals and organisations to allow it to provide loans to fair trade businesses around the world.

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Interim Director Finance & Corporate Governance	Report No:	FIN/42/22/AP
Contact Officer:	Alan Puckrin	Contact No:	01475 712090
Subject:	Budget Strategy 2023/26		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to seek Committee agreement for the approach to the next Budget period in the context of the forecast unprecedented financial challenges and to seek approval for an initial batch of proposed adjustments/efficiencies.

1.3 The Financial Strategy approved by the 30 June Council included mid-range estimated funding gaps of £15.2 million (23/25) and £19.2 million (23/26). Capital resources are also expected to fall approximately £3.0 million / year short of the minimum amount needed to maintain current assets at an acceptable level. The CMT has commenced the development of potential savings and the next steps and proposed approach are set out in the report and Appendix 2. The first adjustments/efficiencies are included in Appendix 1 and total £435,000.

1.4 Members will also be aware of the considerable challenges which lie ahead for the Capital Programme especially once Policy aspirations around the Net Zero, Town Centre Regeneration and investment in new assets are included. Members will therefore need to ensure best value in the use of its limited capital resources and that capital decisions are joined up with the revenue budget/use of reserves.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee agree that the forthcoming Budget covers the period 2023/26 for both Revenue and Capital with the intention that proposals will be approved no later than March, 2023 which will financially balance the Revenue Budget for the period 2023/25.

2.2 It is recommended that the Committee notes that this report is written on the basis that the Council Budget process will exclude budget decisions relating to the IJB on which a formal decision by the Council and IJB is due in September.

2.3 It is recommended that the Committee note the current estimated 2023/26 Revenue Budget funding gap and the actions taken to date to develop savings options for Members to consider over coming months.

2.4 It is recommended that the Committee approve the adjustments/efficiencies set out in Appendix 1 and approves the high level Budget Timetable set out in Appendix 2.

- 2.5 It is recommended that the Committee confirm the intention to agree the first £4.0million of savings for the 2023/25 Budget prior to the Christmas break in order to address the use of one off Reserves approved as part of the 2022/23 Budget.
- 2.6 It is recommended that the Committee note that there will be updates on the forthcoming Budget presented to each meeting of the Committee until the Budget is formally approved and that proposals for Budget Consultation will be presented to the next meeting of the Committee.

Alan Puckrin
Interim Director, Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

- 3.1 The Council approved the 2022/23 Revenue Budget and 2022/25 Capital Programme on 24 February, 2022. The Revenue Budget was approved after the one off use of £4million from the General Fund Reserves. The Capital Budget was based on a £2.87million (4.8%) over provision of projects compared to estimated resources, this being within the agreed 5.0% limit.
- 3.2 The Scottish Government announced the intention to provide Councils with 3 year funding figures for the period 2023/26 in the latter part of 2022. Building on this, on the 31 May the Scottish Government issued the 5 year Resource Spending Review (RSR) which set out the high level portfolio funding figures for the period 2022/27.
- 3.3 The RSR confirmed that in Revenue terms, Local Government would receive flat cash settlements for its core funding over the 4 year period 2022/26 and then receive a £100million (0.98%) increase in 2026/27. It was confirmed at the same time that the previously announced 2021/26 flat cash Capital Grant settlements remained unchanged.
- 3.4 On the 30 June, the full Council approved the 2022/32 Finance Strategy which took into account the latest financial information including the estimated impact of the RSR, inflationary pressures and demand / policy pressures identified by services. The Finance Strategy estimated mid-range estimated funding gaps were £15.2million (2023/25) and £19.2million (2023/26).

The following table summarises the make up of the 2023/25 estimated funding gap:

	<u>£m</u>
Use of Reserves in 2022/23	4.0
Original Inflation Allowance	7.0
Scottish Government Grant	0.2
General Pressures	1.2
Previously approved savings	(0.2)
Cost of Living Inflation Increase	3.0
	<u>15.2</u>

- 3.5 Using the estimates the Interim Director, Finance & Corporate Governance included in the Financial Strategy, the Council faces two/three year funding gaps in excess of anything that Inverclyde Council has previously experienced. An element due to the one off use of Reserves in 2022/23 whilst a further factor is the significant increase in the level of inflation and the impact this is expected to have on pay inflation and other inflation such as materials/utilities/fuel.
- 3.6 At the June Policy & Resources Committee members approved a refreshed Delivering Differently Programme. The Programme included a number of pressures and cost avoidance exercises as well as a number which, subject to Member approval, could deliver savings.
- 3.7 Reports to date are based on the assumption that the Council will not be taking decisions around the levels of service delivery within services delegated to the Integrated Joint Board and as such all figures reported to date exclude pressures, pay awards, service development costs in respect of the IJB. A decision on this matter is scheduled to be taken at the IJB and Policy & Resources Committee in September.

- 3.8 For a number of years Councils have asked the Scottish Government to make multi-year funding announcements to aid medium term financial planning / decision making. Due to the RSR and the 3 year Council level figures now expected in December, 2022, the Council will have greater certainty regarding levels of grant funding. As such it makes sense, especially in light of the very significant financial challenges ahead that the Council proceeds on the basis of developing a multi-year budget.
- 3.9 Officers acknowledge that there is a balance to be struck between using the increased certainty of funding levels provided by the Scottish Government whilst being aware of the volatility and uncertainty in some of the key figures which underpin the future expenditure estimates used in the Finance Strategy. In light of this Members need to assess the practicalities of developing, considering, consulting upon and approving sufficient savings to close the estimated £19.2million 2023/26 funding gap by February/March, 2023.
- 3.10 Having considered this the CMT would recommend that the Council target a 2023/25 "firm" Revenue Budget supported by robust detailed proposals to close the funding gap and thereafter an indicative 2025/26 Budget highlighting areas where officers will continue to develop proposals to be delivered in 2025/26 but which are developed during 2023/24.
- 3.11 Even on this basis it will be a major piece of work for Members and Officers to develop and deliver proposals to close a £15.2million 2023/25 funding gap. Recognising this, the CMT has commenced a potential savings identification exercise with the two Directorates; Education, Communities & Organisational Development and Environment, Regeneration & Resources, each tasked with developing options totalling £5.0million to be delivered no later than 2024/25. It is planned to share the CMT options with the MBWG and Joint Budget Group later this month and report thereon to the next Policy & Resources Committee.
- 3.12 Committee will note that this action will only identify £10million of options and that the estimated funding gap over 2023/25 is currently £15.2million. As is always the case officers will propose budget adjustments and corporate saving over and above the Directorate savings options. However, it is clear given the unprecedented funding gap that decisions around Council Tax will play a larger part in how the budget is balanced compared to previous years with Members having to weigh up the potential need for a significant increase in Council Tax to protect services with the impact this could have on some households already under pressure from the Cost of Living Crisis.
- 3.13 Between the savings options being developed, adjustments, potential increased funding from the Scottish Government and increased Council Tax, the intention is to give Members an element of choice regarding options, albeit this could be limited
- 3.14 A key contributor to the estimated funding gap over 2023/25 is addressing the use of £4.0million Reserves agreed as part of the 2022/23 Budget. The approach agreed as part of the March, 2022 Budget was that by 2024/25 the Council would balance the Budget without any use of Reserves. This therefore is something that the Council knows it needs to address and it would be recommended that in order to break decisions on savings into a more manageable exercise, decisions on addressing the first £4.0million of the estimated £15.2million funding gap are taken prior to the Christmas break.
- 3.15 Understandably, given the estimated funding gap, focus is on the Revenue Budget however, Members will be aware of the considerable challenges will lie ahead for the Capital Programme with estimated Grant funding falling well short of the basic investment requirements. This situation has been made worse by the above inflation increases in certain material costs (roads materials, steel, wood, concrete, computer chips etc) all of which are integral to the Council maintaining its assets.

- 3.16 To the above are added the Policy aspirations around the Net Zero, Town Centre Regeneration and investment in new assets then a similar exercise regarding reviewing priorities and funding will be required to ensure that the Council achieves best value in the use of its limited capital resources and that capital decisions are joined up with the revenue budget.
- 3.17 Finally, the position regarding Reserves will be integral to addressing both the Revenue funding gap and the pressure on the Capital Programme. Due to the unforeseen inflation pressures not known about when the 2022/23 Budget was approved and the need to potentially allocate greater funding to the VER earmarked reserve, it is likely that Free Reserves will drop below the recommended £4.0million level in 2022/23 and this will also require to be addressed as part of the budget.

4.0 PROPOSALS

- 4.1 Appendix 1 presents to first adjustments/efficiencies for approval. These will have no impact on service delivery or employee numbers and their approval is recommended by the CMT.
- 4.2 An outline timeline is attached as Appendix 2 and this will be fleshed out as discussions develop with both the MBWG and JBG and after the confirmation of key dates from the Scottish Government. What the current timeline does highlight is that there is little room for slippage and that in order to achieve the delivery of a large number of savings in the early part of 2023/24, some decisions will be required from Members before the Budget is formally approved in order to give appropriate notice to employees, partners and / or service users.
- 4.3 A key part of the Budget and the savings exercise in particular will be consultation on proposals and carrying out the appropriate Impact Assessments. Officers will start work on the latter almost immediately whilst proposals for Budget Consultation will be presented to the next meeting of the Committee.
- 4.4 A significant number and value of savings require to be approved prior to the Christmas break to address the unprecedented funding gap into a more manageable process.
- 4.5 Finally, the Reserves will be reviewed in detail to ensure that they are targeted to the appropriate priorities and being used to best effect to support the Revenue and Capital Budgets whilst maintaining Reserves at the recommended level in the medium term.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendations are agreed:

SUBJECT	YES	NO	N/A
Financial	X		
Legal/Risk		X	
Human Resources		X	
Strategic (LOIP/Corporate Plan)			X
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

5.2 Finance

Appendix 1 contains a small number of adjustments/efficiencies which represent the first proposals to begin to reduce the 2023/25 Funding Gap.

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
Various		From 2023/24	(£435k)		See Appendix 1

5.3 Legal/Risk

The Council requires to set a legally balanced budget and approve the level of Band D Council Tax for 2023/24 no later than March, 2023. The proposals in this report move the Council towards that requirement.

5.4 Human Resources

As the Budget process progresses there is the potential for significant implications for employees. These will require Trades Union consultation and direct communication to employees.

6.0 CONSULTATION

6.1 The report has been considered by the Members Budget Working Group and Joint Budget Group.

7.0 BACKGROUND PAPERS

7.1 None

**2023/26 Budget
Adjustments/Efficiencies- August Policy & Resources Committee**

	Savings 2023/24 £000	Savings 2024/25 £000	Comments	FTE
ERR				
1/ Reduction in Mobile Phone Contract charges	9	9	Saving will be allocated as follows: ECOD £4k, ERR £5k. The IJB may opt to reduce the Social Care budget as part of their Budget process.	0
2/				
3/				
ECOD				
1/ P4/5 Free School Meals - Funding not required	100	100	The Council took some initial savings from the Scottish Government P4/5 funding as part of the 2022/23 Budget. Based on latest information officers advise that a further reduction can be made without any impact service delivery.	0
2/				
3/				
HSCP				
1/ Reduction in contribution to IJB in 2022/23 following confirmation of actual passported grants	17	17	Confirmed passported grant lower than estimated when approving the Council contribution	0
Corporate				
1/ Increased Council Tax Base partly offset by reduction in Prior Years Collection Budget	200	200	The Council Tax base (Band D equivalents) has been reviewed and is approximately 250 higher than used when setting the 22/23 Budget. (£300k extra income) This is partly offset by a £100k proposed reduction in the Prior Years Council tax Budget due to the economic impacts of Covid and the cost of living pressures.	0
2/ Government Grants- Efficiencies arising from use of existing resources	109	109	DHP Admin (£25k) , Adult Disability Assessment (£45k), Music Charges (£22k), Curriculum Charges (£17k)	0
3/				
4/				
5/				
Total	435	435		0

24/6/22

Appendix 2

Date		Committee
9 August	Budget Strategy approved.	P&R
By 31 August	Initial savings areas/proposals reviewed.	MBWG/JBG
13 September	Approach to Budget Consultation approved.	P&R
13 September	Budget Update Report. (Including detailed consultation proposals).	P&R Committee
October/December	VER Trawls progressed.	
15 November	Budget Update Report	P&R
1 December	Revised Financial Strategy (Inc. review of Funding Models).	Inverclyde Council
X December	3 year Council funding settlement announced. Council approves savings to address the initial £4.0million of savings required over 2023/25	Scottish Government Inverclyde Council
16 February	Council Tax for 2023/24 approved.	Inverclyde Council
Feb/March	2023/25 Budget approved.	Inverclyde Council

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Head of Organisational Development, Policy & Communications	Report No:	PR/15/22/PR
Contact Officer:	Pauline Ramsay	Contact No:	714723
Subject:	Corporate Health and Safety Policy		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written statement of its general policy with respect to the health and safety at work of its employees and the organisation and arrangements in force for carrying out that policy.
- 1.3 The health and safety policy sets out the Council's general approach to health and safety and explains how we, as an organisation, will manage health and safety.
- 1.4 The policy requires to be updated to take into account organisational changes and changes in leadership of the Council.

2.0 RECOMMENDATIONS

- 2.1 The Committee is recommended to approve the reviewed policy for signing by the Chief Executive.

Steven McNab
Head of Organisational Development Policy and Communications

3.0 BACKGROUND AND CONTEXT

- 3.1 By law (Health and Safety at Work etc Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains a statement of general policy on health and safety at work and the responsibilities and arrangements in place for putting that policy into practice.
- 3.2 An effective health and safety policy will set a clear direction for the Council to follow, it will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It will demonstrate a shared common understanding of the Council's vision, values and beliefs. A positive health and safety culture is fostered by the visible and active leadership of senior managers. This is reflected within the policy.
- 3.3 The health and safety policy should be subject to regular review, this is generally:
- on an annual basis,
 - where there are significant changes to the organisational structures or personal responsibilities, or
 - legislative or other changes require it to be updated.
- 3.4 Due to the formation of a new administration, the appointment of a new Chief Executive and some changes in organisational structure the policy was reviewed by the Corporate Health and Safety Committee. The Committee comprises trades union and management representatives. No major changes were recommended.
- 3.5 The principal changes made were:
- Revision of job titles and organisational structure
 - Formalisation of the review process
 - Change of name of the Chief Executive.
- Appendix 1

4.0 PROPOSALS

- 4.1 The Corporate Health and Safety Policy revision to be adopted by Inverclyde Council and used as a framework to further enhance the health and safety of employees and those affected by the work of the Council.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial			X
Legal/Risk	X		
Human Resources			X
Strategic (LOIP/Corporate Plan)			X
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

5.2 Finance

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					

5.3 Legal/Risk

Failure to have in place a documented and signed health and safety policy would constitute a breach of the Health and Safety at Work etc Act 1974 and could result in enforcement action being taken against the Council.

5.4 Human Resources

A training course "Health and Safety – Understanding your Responsibilities" is available.

5.5 Strategic

This report helps deliver Corporate Plan Organisational Priorities 9 and 10, delivering effective management of resources and motivated, trained and qualified employees that deliver quality services.

6.0 CONSULTATION

6.1 Consultation with Trades Union colleagues and CMT.

7.0 BACKGROUND PAPERS

7.1 Corporate Health and Safety Policy August 2022
Health and Safety Charter

Version 0.8
Produced by:
Health & Safety,
OD, Policy and Communications
Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

Inverclyde Council Corporate Health and Safety Policy 2022



INVERCLYDE COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

THIS POLICY BOOKLET IS AVAILABLE ON REQUEST, IN LARGE PRINT, BRAILLE, ON
AUDIOTAPE, OR CD

FOREWORD

This Health and Safety Policy represents the continuing commitment by Inverclyde Council to improve standards of health and safety throughout its operation. It requires action at all levels of the organisation.

Everyone employed by the Council shares the responsibility for maintaining high standards of Health and Safety within their own working environment, and managers have a considerable responsibility for encouraging a positive health, safety culture amongst employees.

This document will be central to the management of health, safety and welfare within the Council. It requires the support and commitment of all employees to achieve the benefits to be derived from good health and safety management. To this end I commend this document to you.

Louise Long
Chief Executive
Inverclyde Council

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DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
Pauline Ramsay	Health and Safety Team Leader	Organisational Development, HR and Performance

Change History		
Version	Date	Comments
0.2	June 2006	Signature change from Robert Cleary to John Mundell. Addition of attachments index.
0.3	September 2007	Policy review in light of organisation restructure.
	April 2009	Reviewed no changes
0.4	October 2011	CMT and management team updated Directorate changes incorporated
0.5	November 2012	Directorate changes incorporated and Union Representatives updated
0.6	November 2013	Corporate Director with responsibility for Health and safety changed Arrangements updated.
0.7	September 2017	Signature change from John Mundell to Aubrey Fawcett. Removal of a signed H&S charter, general update of job titles.
0.8	September 2022	Signature change from Aubrey Fawcett to Louise Long Update of organisational responsibilities

Distribution		
Name	Title	Location
CMT and Extended Management Team		
Union Representatives		
Stuart Graham	UNITE	Ingleston Park
George Steele	UNISON	Princes Street House Port Glasgow
	GMB	
Paula McEwan	EIS	St Andrews Primary
Paul Cochrane	SSTA	Port Glasgow High School
	NASUWT	

Distribution may be made to others on request

Policy Review		
Review Date	Person Responsible	Service
August 2023	H&S Team Leader	OD, HR and Comms

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INTRODUCTION

This document is the Corporate Health and Safety Policy, Organisation and Arrangements for Inverclyde Council, having regard to the requirements of the Health and Safety at Work etc. Act 1974, Section 2(2). It is set out in the following parts: -

Section 1

The statement of the Health and Safety Policy approved by Inverclyde Council. The Policy Statement applies to all Council Services.

Section 2

The strategy for safety management sets out the overarching aims of the Council's health and safety process.

Section 3

Identifies the Council's organisation for health and safety and establishes the responsibilities for developing the organisation and arrangements for health and safety throughout the Council.

Section 4

Establishes the common operating standards to be achieved throughout all Council Services. These are the Council's Arrangements for Health and Safety and they are communicated within the organisation through the Policy and Arrangements.

This reviewed Health & Safety Policy was approved and adopted by Inverclyde Council, Policy and Resources Committee on 09 August 2022, and is reviewed and updated annually by the Head of Organisational Development, Policy and Communications as per his delegated authority.

SECTION 1

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

- 1.1 The Elected Members, Chief Executive, Corporate Directors and the Heads of Service (hereafter “Senior Management”) of Inverclyde Council recognise that health and safety is a fundamental part of both efficient and effective delivery of local government services.
- 1.2 Senior Management is committed to its responsibilities as a good employer for ensuring, so far as is reasonably practicable, the health and safety of its employees at work, any other person whether employed or otherwise and the community at large who may be affected by the activities, operations or statutory undertakings of Inverclyde Council.
- 1.3 Senior Management are committed to the objective of attaining a high standard of health and safety performance in the delivery of services. This standard will be achieved by:-
 - 1.3.1 Creating and maintaining a positive health and safety culture which ensures the commitment and participation of all employees;
 - 1.3.2 Meeting its responsibilities to employees, to other persons and to the environment in a way which recognises that legal requirements are the minimum standard;
 - 1.3.3 Adopting a planned and systematic approach to the implementation of the Council’s Health and Safety Policy.
- 1.4 As a demonstration of their commitment they will lead by example in establishing a positive safety culture and ensuring, as far as is reasonably practicable:-
 - 1.4.1 the provision and maintenance of plant, equipment and systems of work that are, so far as reasonably practicable, safe and without risks to health;
 - 1.4.2 the provision of arrangements for the safe use, handling, storage and transport of articles and substances that ensures the absence of risk;
 - 1.4.3 the provision of such information, instruction, training and supervision as is necessary, to empower competent employees to undertake their assigned tasks, roles and responsibilities with due regard for themselves and other persons who may be affected by their acts or omissions in the course of their employment;
 - 1.4.4 that all places of work under their control are maintained in a condition that is safe and without risks to the health and safety, including the means of access to and egress from it;
 - 1.4.5 the provision of safe places of work, safe methods of work, the provision of appropriate training and the promotion of workplace consultation with employees, to engender a culture of risk management throughout the business operations of the Council;

- 1.4.6 the adequate and appropriate provision of facilities that meet the welfare requirements of employees and such other appropriate persons, to include service users, under their control. This provision will be maintained to provide suitable levels of personal hygiene that are appropriate to the work or personal environment, and not be detrimental in any way;
 - 1.4.7 encouragement of each employee to co-operate in accident prevention and to exercise personal responsibility so as to avoid accidents to themselves, fellow workers and others who may be affected by their acts or omissions;
 - 1.4.8 unsafe working practices are not to be condoned and that all employees are required to report deficiencies in the operation of safe systems of work, work equipment and other systems, preferably in writing to their line manager as soon as they become aware of such situations;
 - 1.4.9 the systematic identification and assessment of risks associated with the activities of the Service and business units there-in, drawing the results of such assessments and the identified control measures to the attention of all affected; and
 - 1.4.10 support for the identification of resources necessary to meet the requirements of implementing this Health and Safety Policy of Inverclyde Council.
- 1.5 Senior management will plan for continued improvements in health and safety by the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards.
 - 1.6 Senior management will monitor and review performance on a regular basis to ensure that high standards are maintained and report this through update reports to Council Committees and the Corporate Health and Safety Committee.
 - 1.7 Senior management will develop a system of joint consultation with health and safety representatives and other representatives of employee safety and provide them with facilities and assistance to enable them to carry out their functions.
 - 1.8 The Chief Executive, each Corporate Director and Head of Service will demonstrate their personal commitment and support of this Health and Safety Policy by displaying a copy of the Health and Safety Charter (Appendix 1) within their office and work areas for which they are responsible.
 - 1.9 This Health and Safety Policy Statement, along with the supporting organisation and arrangements for health and safety will be kept under review and all amendments made drawn to the attention of those employees affected.
 - 1.10 This policy and the procedures that stem from it, support the wider corporate objectives of the Council in their provision of services to the community of Inverclyde.

1.11 This Policy Statement will be reviewed annually as a part of the Council's ongoing commitment to monitoring the effectiveness of the Safety Policy and its implementation throughout the provision of its services.

This Policy will only be effective if all employees accept responsibility for its implementation and adhere to the Policy and to the procedures and standards referred in it.

Signed _____ Date _____

Louise Long
Chief Executive

SECTION 2

THE STRATEGY FOR SAFETY MANAGEMENT

- 1.1 Inverclyde Council has adopted a single Health and Safety Policy that applies to all Services of the Council.
- 1.2 The Chief Executive, Corporate Directors and Heads of Service are required to lead by example, in establishing a positive safety culture. As a demonstration of their commitment to this Policy, they will also display a Safety Charter within their office and on appropriate notice boards within those Service areas they are responsible for.
- 1.3 Directorates will display only those elements of the safety management systems that are appropriate to the Service areas within their field of responsibility.
- 1.4 The Council's arrangements for health and safety are made available on Icon the Council's intranet system. Where service areas have groups of employees who do not have access to Icon it is the responsibility of the relevant Head of Service to ensure that information on health and safety arrangements appropriate to that Service are made available in a form which is easily accessible to employees.
- 1.5 The Council's health and safety policy and arrangements comprise of three key areas:
 - The Council Health and Safety Policy Statement, and organisation.
 - The corporate procedure or arrangements to be adopted for the Council to comply with the law. Each document will be identified as a procedure or standard to be complied with and, in appropriate cases, guidance will support that document.
 - Specific information supporting the corporate standards as they affect individual Services. These documents will be developed locally in co-operation with Corporate Health and Safety, and in conjunction with the relevant safety representatives or representatives of employee safety.
- 1.6 The Council will undertake both active and reactive monitoring of safety performance through the Corporate Health and Safety Committee, Policy and Resources Committee, individual Service Committees, Joint Consultative Committees and similar consultation forums at all levels within the organisation.
- 1.7 Annual Targets, in the form of the Corporate Health and Safety Action Plan will be set by the Council and their progress monitored through the Policy and Resources Committee and the Corporate Health and Safety Committee.

- 1.8 Each Head of Service will consider the corporate health and safety action plan and develop a service action plan to complement the corporate goals and set appropriate actions and targets specific to the development of health and safety management within their service area.

SECTION 3

THE ORGANISATION AND RESPONSIBILITIES FOR HEALTH & SAFETY

1 ORGANISATION

- 1.1 This health and safety policy statement will be supported by service specific documents detailing the organisation and arrangement interpretations in place to ensure policy objectives are met and the safe systems of work implemented through the risk assessment process.
- 1.2 An outline of the responsibilities of Elected Members, the Chief Executive, Corporate Directors, Heads of Service, Managers, Supervisors, Head of Organisational Development, Policy and Communications, and employees is set out below.

2 ELECTED MEMBERS

- 2.1 Elected Members are advised and informed in the development and approval of Council Policy, including Health and Safety Policy, by the Corporate Management Team and their senior staff.
- 2.2 Elected Members will consider the proposals being presented to the relevant committees and confirm the course of action they consider appropriate, having due regard for the health and safety of employees fulfilling their duties and obligations, as well as the community at large

3 CHIEF EXECUTIVE

- 3.1 The Chief Executive has the overall accountability for ensuring the effective implementation of the Health and Safety Policy of the Council. The Chief Executive will therefore develop a culture amongst the Corporate Management Team that encompasses the integration of health and safety into the general ethos of the organisation.
- 3.2 The Chief Executive will ensure that, as far as is practicable, adequate finance and other resources are allocated to ensure the safety and health of employees and those other persons who may be affected by the activities and actions of the Council, its employees and those persons working on behalf of the Council.
- 3.3 The Chief Executive will nominate a Corporate Director, to lead health and safety matters at a corporate level, providing for the strategy to be implemented across all directorates.
- 3.4 The Chief Executive will ensure adequate resources are allocated to provide for health and safety. This allocation will include the provision of competent health and safety assistance to the Council as well as such other technically competent individuals as may be necessary to fulfill the requirements imposed upon the Council under the relevant statutory provisions.

- 3.5 The Chief Executive will ensure systems are in place that makes for the provision and maintenance of a safe place of work that has adequate protection from a harmful environment.
- 3.6 The Chief Executive will ensure that appropriate structures are in place to implement the Policy and for delegating the day to day responsibility for such implementation within the directorates to the Corporate Directors and their Senior Staff.
- 3.7 The Chief Executive will ensure, so far as is reasonably practicable, the establishment and maintenance of health, safety and welfare management systems within Services which will ensure the assessment of significant risks, effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to reduce and control the identified risks.
- 3.8 The Chief Executive will ensure, so far as is reasonably practicable, adequate mechanisms are in place for the provision of corporate training systems in all service areas.
- 4 CORPORATE DIRECTOR EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT
- 4.1 The Chief Executive has confirmed the Corporate Director, Education, Communities and Organisational Development, with particular responsibility for corporate health, safety and welfare policy. This Corporate Director will take the overall lead on corporate health and safety issues affecting more than one department.
- 4.2 The Corporate Director Education, Communities and Organisational Development, in addition to their duties as a Corporate Director, will take lead responsibility for ensuring that: -
- 4.2.1 The Council Health and Safety Policy is effectively implemented, with managers, to whom specific responsibilities are allocated being aware of their responsibilities and appropriately trained to discharge their duties correctly.
- 4.2.2 Appropriate action is taken on matters pertaining corporately to health, safety and welfare, which are brought to his/her attention and that the Chief Executive is made aware of those matters out with his/her control.
- 4.2.3 Corporate Health and Safety Standards are monitored to ensure that they are relevant and reflect industry best practice or statutory minimum standards where no such practice is recognised.
- 4.2.4 The corporate safety auditing system is effectively supported and an appropriate programme of functional audits are undertaken, to ensure reasonable feedback is provided to assess the management of health and safety within the Council.
- 4.2.5 Arrangements are made/maintained to provide for the effective discussion and consultation on health and safety matters and that appropriate facilities are made available to the recognised Trades Union

Safety Representatives to allow them to carry out their prescribed function.

- 4.3 The Corporate Director Education, Communities and Organisational Development will ensure that matters requiring specialist advice are brought to the attention of the Health and Safety Team Leader, in order that appropriate assistance may be sought.

5 CORPORATE DIRECTORS

- 5.1 Are responsible for ensuring, so far as reasonably practicable, the health, safety and welfare at work of employees in their respective services and all other persons who may be affected by the work of the service.
- 5.2 Each Corporate Director will promote the health and safety of employees at work and of service users through the implementation of the Council's Health and Safety Policy in accordance with all relevant statutory requirements, in each case leading by example.
- 5.3 Each Corporate Director has the overall responsibility for ensuring that there is a suitable organisation in place within their directorate, to implement the arrangements for health, safety and welfare in accordance with the Health and Safety Policy Statement of the Council.
- 5.4 Each Corporate Director will ensure that those persons with management responsibilities for health and safety are made aware of those responsibilities and receive relevant training to effectively implement the requirements of the Health and Safety Policy of the Council.
- 5.5 Each Corporate Director will ensure that adequate information, instruction and training are given to employees to ensure they are able to discharge competently their responsibilities.
- 5.6 Each Corporate Director will ensure that there are adequate levels of competent supervision to provide for the safety of employees and others who may be affected by the activities and operations of the Council.
- 5.7 Each Corporate Director will ensure, as far as is practicable, the adequate provision of financial resources to meet the foreseeable expenditure pertaining to health, safety and welfare requirements.
- 5.8 Each Corporate Director will ensure that where new work equipment or systems of work or, where significant changes in systems of work are introduced, they are appropriately assessed for their risks and the workforce consulted in relation to health and safety matters, including what control measures are required to be implemented.
- 5.9 Each Corporate Director will ensure that employees are only tasked with those duties and responsibilities for which they are competent. The Corporate Director will therefore, ensure each employee is aware of the Health and Safety Policy and procedure documents in so far as it affects the operations and activities undertaken by the individual.
- 5.10 Each Corporate Director will ensure the maintenance of a safe place of work that has an adequate provision for welfare. Where that workplace is a premise,

the premises and all services connected with it will be maintained in a condition that does not expose the users to risk.

- 5.11 Each Corporate Director will support the implementation of a corporate health and safety audit programme, reporting outcomes to the Corporate Health and Safety Committee and relevant Joint Consultative Committee. Areas identified requiring attention will be included into the annual service health and safety action plan.
- 5.12 Corporate Directors will ensure there are effective communications with the Health and Safety Team Leader and the relevant information provided to enable the undertaking of statutory duties in the provision of competent health and safety assistance.
- 5.13 Corporate Directors will ensure that any matters brought to their attention likely to affect the Council on health, safety or welfare issues, are addressed or brought to the attention of the Corporate Director, with responsibility for health and safety matters as appropriate.
- 5.14 Each Corporate Director will ensure there are effective communications and consultations with employees and their recognised Trades Union representatives on matters of health, safety and welfare.
- 5.15 Each Corporate Director will ensure there is effective communication and co-operation between the Corporate Management Team and the Corporate Director. with responsibility for health and safety, in order that the council policy may be implemented.

6 HEADS OF SERVICE AND OTHER CHIEF OFFICERS

- 6.1 Each Head of Service, will lead in the promotion of a positive safe working culture by setting the standard and leading by example.
- 6.2 Ensure the effective implementation of the arrangements of the Health and Safety Policy of the Council in those areas under their control or influence.
- 6.3 Ensure they are aware of the Council's policy and procedures on health and safety and what is expected of them in ensuring the required standards are applied.
- 6.4 Ensure that those employees for whom they are responsible are made aware of their responsibilities and what is expected of them with due regard for the health and safety of themselves in following safe working practices as dictated by applicable regulations, approved codes of practice or council safety standards.
- 6.5 Ensure the allocation of appropriate resources to permit the operation of a safe working environment with safe systems of working being adopted by all concerned.

- 6.6 Ensure that managers to whom specific duties and responsibilities are given are made aware of and discharge them correctly, having received suitable training.
- 6.7 Ensure that appropriate courses of action is taken when health and safety deficiencies are brought to their attention. Where such matters are out-with their control, they in turn will ensure their Corporate Director is informed.
- 6.8 Ensure that adequate and appropriate access is provided for employees within their control to the Council's arrangements for safety in the form of the Health and Safety Policy and arrangements/guidance documents.
- 6.9 Ensure that local procedures are developed in support of the Health and Safety Policy and arrangements/guidance standards and drawn to the attention of appropriate employees.
- 6.10 Ensure that appropriate health and safety training is programmed and provided to managers with specific responsibilities for others.
- 6.11 Ensure that a training needs analysis is carried out for all employees under their control and that suitable training and instruction is provided at appropriate intervals.
- 6.12 Ensure effective investigation into all incidents and near miss reports, by management, including acts of physical or verbal abuse, or threatening behaviour. They will also provide appropriate support and facilities required for investigations by independent bodies or directorates.
- 6.13 Ensure arrangements are made for appropriate consultation with local managers, Trades Union representatives or representative of employee safety and employees on matters of health and safety.
- 6.14 Ensure key objectives and developments are managed through structured health and safety planning, including the assessment and control of risks, with appropriate built in review mechanisms and realistic timescales.
- 6.15 Ensure systems are in place to allow for the purchase, maintenance and safe disposal of work equipment and premises, that take due cognisance of statutory and Council policy requirements, appropriate at the time.
- 6.16 Ensure matters requiring specialist advice are brought to the attention of the Health and Safety Team Leader as appropriate.
- 6.17 Ensure Safety Representatives are allowed reasonable time and resources to allow them to fulfil their duties under the Safety Representatives and Safety Committee Regulations 1977.

7 LEAD OFFICERS/HEADS OF ESTABLISHMENTS

- 7.1 For each Property/Establishment under the control of the Council the Corporate Management Team/Heads of Service will nominate Lead Officers or Heads of Establishment as appropriate, to ensure the co-ordination and implementation of health and safety issues and corporate policy within that establishment/property.
- 7.2 The Lead Officer or Head of Establishment will have overall responsibility for the co-ordination of emergency arrangements including fire and first aid. They shall act as the Lead Person in the case of implementation of the findings of the Fire Risk Assessment and ensure compliance with the Fire Safety and First Aid Policies of the Council.
- 7.3 The Lead Officer will co-ordinate corporate health and safety policy with members of other directorates occupying the same identified premises. Where the premises are shared with other employers or agencies, the Lead Officer will co-operate in meeting those statutory requirements placed upon them by the Management of Health and Safety at Work Regulations 1999 (as amended).
- 7.4 The lead officer will ensure that arrangements are made for the appropriate consultation with employees through their recognised Trades Union on matters of Health and Safety.

8. MANAGERS/TEAM LEADERS/SUPERVISORS

- 8.1 Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given will assist in the promotion of a positive safe working culture by setting a standard and leading by example.
- 8.2 Ensure that they are aware of the Council's Policy and procedures on health and safety and what is expected of them in ensuring the required standards are applied.
- 8.3 Ensure those employees for whom they are responsible are made aware of their responsibilities and what is expected of them with due regard for the health and safety of themselves in following safe working practices as dictated by applicable Regulations, Approved Codes of Practice or Council safety policies and procedures.
- 8.4 Ensure that personal protective equipment which has been agreed as necessary as a result of applicable legislation or as a result of any risk assessment is issued and correctly used for its intended purpose.
- 8.5 Ensure that once advised of any reports of unsafe conditions, defective work or other deficiency likely to affect the safety or health of any person, they take the necessary appropriate immediate action to prevent injury or ill-health.

- 8.6 Ensure that all instances of near misses, injury or ill health reported to them are recorded and investigated appropriately as per the incident reporting arrangements and guidance.
- 8.7 Ensure that a system of hazard identification is in place and that risk assessment findings are communicated to staff.
- 8.8 Ensure that all matters outwith their personal experience or authority are brought to the attention of an appropriate Manager or Head of Service.
- 8.9 Ensure that matters requiring specialist health and safety advice are brought to the attention of the Health and Safety Team Leader.

9 EMPLOYEES

- 9.1 Every employee of Inverclyde Council is required to co-operate in the implementation of the Council's Health and Safety Policy.
- 9.2 By undertaking activities in the course of their employment with due care for their own safety and for that of others, who may be affected by their actions or failures to act.
- 9.3 By co-operating to ensure the Council undertakes its business in accordance with the relevant legal requirements in force at the time.
- 9.4 By using correctly, all work items, plant and equipment provided by the Council in accordance with training or instructions they receive, or in the absence of such, to draw that fact to the attention of their Supervisor.
- 9.5 By reporting any near miss incident, injury, dangerous occurrence or case of disease to their immediate Supervisor and to co-operate in the ensuing investigation by appropriate persons.
- 9.6 By bringing to the attention of their immediate Supervisor/Line Manager any shortcomings they become aware of in respect of the Council's health and safety arrangements.
- 9.7 By attending health and safety training courses, including induction training as instructed by line/ service managers.
- 9.8 By attending occupational health appointments as necessary under the requirements of the appropriate statutory legislation.

10. STATUTORY APPOINTMENTS RELEVANT TO HEALTH AND SAFETY

- 10.1 The Council will be advised on health and safety matters by the Health and Safety Team Leader, appointed within Organisational Development, Policy and Communication. The Health and Safety Team Leader is the appointed Competent Person within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- 10.2 The Health and Safety Team Leader will be responsible to the Head of Organisational Development, Policy and Communication. However, should the situation arise they will have direct communications with the Chief Executive and Corporate Directors, in order that they can perform their appropriate statutory functions.

- 10.3 The Health & Safety Team Leader will be supported in his/her function by Health and Safety Advisors, and other support staff that may form the Health and Safety Section.
- 10.4 The Council is advised on road transportation matters by the Team Leader Refuse Collection and Vehicle Maintenance, based in Roads and Environmental Shared Services. The Team Leader Refuse Collection and Vehicle Maintenance is the confirmed competent person in relation to the Operator's Licence of the Council.

SECTION 4

CORPORATE POLICIES OR ARRANGEMENTS FOR HEALTH AND SAFETY

1 HEALTH & SAFETY POLICY ARRANGEMENTS

- 1.1 The accepted arrangements for the Health and Safety Policy of Inverclyde Council are contained within the Policy and Guidance Section of ICON, reference to specific arrangements sections will be by title. This information is available at all main offices and depots and electronically through the Council Intranet.
- 1.2 The Policy and Guidance Section of ICON contains the Corporate Arrangements in the form of policy documents, procedures or operational standards. These in turn may be supported by guidance material.
- 1.3 Service sections of ICON or other appropriate storage medium should contain the local Directorate or Service specific arrangements, in support of the corporate arrangements. These are intended to provide more direct guidance as to how the Directorate or Service implements the Corporate Policy or Standards.
- 1.4 The Council seeks to develop a positive attitude towards health and safety among all employees by ensuring that it becomes an integral part of the overall business culture. For this to be achieved, every employee is encouraged to promote safe working practices, report defects and deficiencies in systems of work, plant, equipment and premises.

2 ASSESSMENT OF RISK

- 2.1 Due to the diversity of the operations of the Council, the assessment of risks is undertaken in a variety of ways:-
 - 2.1.1 General activity and workplace risks are assessed and recorded in a suitable format as identified in the Risk Assessment arrangements. All such assessments will be carried out by trained appointed assessors from within the Services.
 - 2.1.2 Workplace fire safety risks are assessed and recorded in a suitable format as identified in Fire Risk Assessment and Fire Safety Policy. Workplace fire risk assessments will be carried out either by trained appointed assessors or external assessors as appropriate to the degree of risk within the building. Property Services are the responsible body for ensuring completion of fire risk assessments.
 - 2.1.3 Within Education; Culture, Communities and Education Resources and the HSCP, the assessment of moving and handling of persons will be undertaken by trained assessors within these directorates. All moving and handling will be carried out in accordance with the

- Council's Moving and Handling Policy. Where a need is identified outside these Services, the Health and Safety Section will be the first point of contact.
- 2.1.4 The assessment of risks from the manual handling of inanimate objects will be carried out by trained appointed assessors from within the Services or appropriate external trainers in accordance with the requirements of the Moving and Handling Policy.
- 2.1.5 The assessment of noise and vibration requires training in the use of specialist equipment. Noise and vibration assessments will be undertaken by trained appointed assessors (Competent Persons) from within the Council, or appropriate external assessors. The assessments will be carried out in accordance with the requirements of the Control of Noise at Work Policy and the Control of Vibration at Work – Hand Arm Vibration Policy.
- 2.1.6 With the exception of Education Services, where alternative arrangements have been made through the Technician's Service, the assessment of substances hazardous to health is undertaken through the Health & Safety Section or trained appointed assessors within Services. The services of an external agency will be employed for the technical assessment of substances, (dust monitoring, WEL's etc). Supervisory staff will notify the Health & Safety Section of those substances potentially hazardous to health in the approved format as identified in the Control of Substances Hazardous to Health arrangements.
- 2.1.7 Display Screen Equipment (DSE) workstations are assessed and recorded in the corporate format as identified in the Display Screen Equipment arrangements.
- 2.1.8 The assessment of risks to new and expectant mothers is required when supervisory staff are made aware of the fact by the employee. In accordance with the Risk Assessment arrangements, all such assessments are to be carried out in the corporate format by the line manager.
- 2.1.9 Other assessments may be undertaken in prescribed forms by Services implementing local procedures. These equally will form a part of the arrangements for safety and will be treated accordingly.
- 2.2 Inverclyde Council has in place arrangements for ensuring Council compliance with statutory legislation. These arrangements may be expanded or altered to meet the specific requirements of Services. This should be carried out in consultation with the Head of Organisational Development, Policy and Communication.
- 2.3 The Corporate policies, procedures or arrangements are available on ICON, or through the Corporate Health and Safety Section.



Inverclyde Council

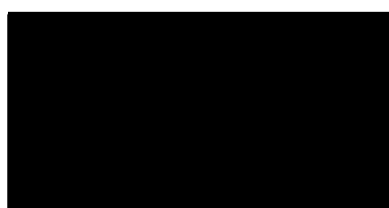
Health and Safety Charter

We are committed to a health and safety culture within Inverclyde Council and accept that it is a reflection of our personal commitment to health and safety.

Improving health and safety is one of our key priorities. In this we will lead by example and visibly promote continuous improvement in the standards of health and safety.

To achieve this we will:

- Ensure that Annual Health and Safety Action Plans and challenging improvement targets are put in place and communicated to employees in our charge
- Monitor the health and safety performance within our directorate
- Encourage and influence workforce involvement and ownership of health and safety at all levels of our directorate
- Ensure as far as is practicable adequate resources for training and support of health and safety initiatives
- Establish and maintain an effective audit and inspection programme within our directorate's workplaces
- Ensure that incidents and near miss events are reported, investigated and that preventative measures are put in place
- Communicate effectively with employees on all relevant health and safety matters, ensuring regular dialogue with their Trades Union representatives and
- Ensure that good safety behaviour is recognised, encouraged and supported



Louise Long / Chief Executive

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Interim Director Finance & Corporate Governance	Report No:	LS/62/22
Contact Officer:	Iain Strachan Head of Legal & Democratic Services	Contact No:	01475 712498
	Martin Hughes – Information Governance Solicitor		
Subject:	Inverclyde Council and Inverclyde Licensing Board Records Management Plan – Public Records (Scotland) Act 2011		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to seek the Committee's approval for the submission of the Council's Records Management Plan to the Keeper of the Records of Scotland. The Records Management Plan also covers Inverclyde Licensing Board, this having been reported to the Board in June. The Records Management Plan needs submitted by 30 August 2022.

1.3 Under the Public Records (Scotland) Act 2011, all local authorities are required to have a Records Management Plan, with the plan having to be agreed by the Keeper of the Records of Scotland. Having a Records Management Plan will help the Council comply with the notable regulatory duties it has around records, information and data, but also support the Council in developing efficiencies and improvements in service delivery.

1.4 If Committee approves submission of the Records Management Plan this will then be assessed by the National Records Office, with any updates being made before it is agreed by the Keeper. Delivery of the new Records Management Plan will be overseen by the cross-service Information Governance Steering Group, with an action plan being specifically developed for this, and regular updates submitted to the Corporate Management Team and Committee.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee:-

- a) approve the proposed Records Management Plan (RMP) on behalf of the Council and its submission to the Keeper of the Records of Scotland, with authority being delegated to the Head of Legal & Democratic Services to make any minor changes to the RMP that might be needed following submission, in order to have the Keeper of the Records of Scotland agree the RMP;
- b) note that the RMP will also be submitted on behalf of the Inverclyde Licensing Board; and

- c) note that the Council's Information Governance Steering Group will oversee delivery of the RMP once agreed by the Keeper of the Records of Scotland.

Alan Puckrin
Interim Director, Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

- 3.1 The Public Records (Scotland) Act 2011 requires all named public authorities to produce a Records Management Plan (RMP) setting out its current arrangements and any necessary improvements to records management practices across the authority. The Council's last submission was in 2015. The Council's previous RMP also incorporated records held by Inverclyde Licensing Board, and the same approach is proposed again.
- 3.2 Records management is the adoption of procedures and systems that allow control of the information resources of the Council. Records management ensures that records are kept only as long as they are needed for commercial, legislative or administrative purposes; that records of historical importance are identified; and that records are stored appropriately.
- 3.3 Establishing effective records management arrangements will deliver the following benefits:
 - Ensure compliance with the Public Records (Scotland) Act 2011 and other legislative requirements;
 - Supporting improvements and developments in service delivery; and
 - Support transparency and open government.
- 3.4 A RMP submitted by a public authority for the agreement of the Keeper of the Records of Scotland must detail the functions of each authority and the types of records created in pursuit of these functions. The RMP must also show what policies are in place for the appropriate storage, retention, disposal, archiving and security of records.

4.0 PROPOSALS

- 4.1 A public authority must keep its RMP under review, and if the Keeper so requires, carry out a review of the plan by a specified date. In April 2022, the Keeper of the Records of Scotland requested that the Council submit its updated RMP by 30 August 2022.
- 4.2 Since April, the Information Governance Steering Group (IGSG), being a cross-service group of relevant Council officers, has been preparing an updated RMP on behalf of both Inverclyde Council and the Inverclyde Licensing Board. The previous RMP was submitted by the Council in 2015.
- 4.3 On 23 June, the Inverclyde Licensing Board granted delegated authority to its Clerk to finalise the RMP on its behalf, in consultation with the Chair, and then arrange for its submission.
- 4.4 The RMP relates to records throughout their lifecycle, from creation and acquisition to archive and destruction. It encompasses all records across all Council service areas. As noted above, the plan also incorporates records held by Inverclyde Licensing Board.
- 4.5 The IGSG has consulted relevant service areas on the proposed RMP and this is submitted for approval by the Committee. Once submitted, the RMP would be effective from 30 August 2022 and will be the subject of ongoing review, overseen by the IGSG.
- 4.6 Following submission to the Keeper of the Records of Scotland, the National Records of Scotland (NRS) assessment team, on behalf of the Keeper, will consider the RMP and produce an Interim Report. This Report will be issued to the Council and the Inverclyde Licensing Board, and contain the Keeper's initial consideration of the RMP and provide an opportunity for correction and clarification of any points raised by the assessment team. The Report also enables the NRS assessment team to suggest ways in which the RMP may be strengthened. The Council has

been advised that it may take several months before the NRS are in a position to issue the Interim Report.

- 4.7 Following the issue of the Interim Report, and any updating to the RMP, it will be finalised, with the assessment team issuing a Final Report to the Keeper for their consideration, and hopefully their agreement of the RMP. Once agreed, the RMP will be kept by the Keeper for reference and an acknowledgment that the RMP has been agreed will be published on the NRS website. The Keeper may identify areas of improvement and in respect of which the Council would put in place an action plan. The Council will, in any event, create a new operational action plan to ensure delivery of the RMP, which will be overseen by the IGSG, with progress being reported regularly to the Corporate Management Team.
- 4.8 A copy of the proposed RMP is annexed to this report in Appendix 1.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendations are agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk	X		
Human Resources		X	
Strategic (LOIP/Corporate Plan)		X	
Equalities & Fairer Scotland Duty		X	
Children & Young People’s Rights & Wellbeing		X	
Environmental & Sustainability		X	
Data Protection	X		

5.2 Finance

At this time there are no direct financial implications. This may change upon specific responses to developing and improving procedures and will be identified separately.

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					

5.3 Legal/Risk

This is a legal requirement placed on the Council to submit the RMP by the Public Records (Scotland) Act 2011. The RMP Plan will also help ensure the Council complies with its various regulatory and legislative requirements related to records, such as the Data Protection Act 2018 and the Freedom of Information (Scotland) Act 2002.

Likewise, the RMP will help ensure the Council is able to mitigate the notable risks associated with poor management of records, information and data, these risks being operational, legal, financial but also to the Council's reputation.

5.4 Human Resources

There are no direct Human Resources implications arising from this report.

5.5 Strategic

The RMP will help secure compliance with a number of Council policies, around records, information and data management, and in turn help support delivery of the Council's strategic objectives. However, it will not of itself directly deliver objectives in the Local Outcome Improvement Plan or the Council's Corporate Plan.

5.6 Data Protection

The Data Protection box has been stated as applicable, at 5.1, given the direct link between the RMP and the Council's data protection duties. However, as noted below, a Data Protection Impact Assessment has not been carried out, as no actual data processing is involved in this report or the drafting of the RMP.

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 – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

6.0 CONSULTATION

6.1 Extensive consultation took place with relevant officers who form part of the IGSG, together with the Corporate Management Team and the Chair of the Inverclyde Licensing Board.

7.0 BACKGROUND PAPERS

7.1 N/a.

Inverclyde Council and Inverclyde Licensing Board

Records Management Plan

Version 2.4
Produced by:
Information Governance
Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX
2022

INVERCLYDE COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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DOCUMENT CONTROL

Document Responsibility

Name of Officer	Title	Service
Head of Legal & Democratic Services	Record Management Plan	Legal and Democratic Services

Change History

Version number	Date	Comments
Version 1.0	12 November 2015	Final version
Version 2.1	23 May 2022	Draft version or comments from IG/Legal Services
Version 2.2	6 June 2022	Comments from IS/IGSG
Version 2.3	24 June 2022	Revised version
Version 2.4	20 July 2022	Approved by CMT
Version 2.5	26 July 2022	Final updates by Head of Legal & Democratic Services

Distribution

Name/ Title	Date	Comments
Legal & Democratic Services		

Distribution made to others on request

Review

Review Date	Person Responsible	Service
August 2025	Information Governance Team	Legal and Democratic Services

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Introduction

The Public Records (Scotland) Act 2011 (“the Act”) came fully into force in January 2013. The Act obliges Inverclyde Council and Inverclyde Licensing Board and other public authorities in Scotland to prepare and implement a Records Management Plan (RMP).

The RMP sets out the proper arrangements for the management of records within the Council. The plan is agreed with the Keeper of the Records of Scotland (the Keeper) and is reviewed by the Council. The scope of the Plan applies to all records irrespective of the technology used to create and store them. Records management is the adoption of procedures and systems that allow the most efficient control of the information resources of the Council. Records management ensures that records are kept only as long as they are needed for commercial, legislative or administrative purposes; that records of historical importance are identified; and that records are stored in the most cost-effective way.

Good records management is essential for any corporate body to function effectively. Inverclyde Council’s and Inverclyde Licensing Board’s records are essential for us to carry out our jobs, to provide information for decision making and evidence our activities.

Our records are an essential part of enabling the Council and Inverclyde Licensing Board to achieve priority outcomes that reflect what is most important to the people and communities of Inverclyde, as set out in Inverclyde Council's [Corporate Plan](#). Effective management of corporate information allows fast, accurate and reliable access to records, ensuring the timely destruction of redundant information and the identification and protection of vital and historically important records.

Inverclyde Council and Inverclyde Licensing Board will maintain records management policy, procedures and practices across all Services of the Council (Services). These will be based upon the requirements of the Public Records (Scotland) Act 2011 and [National Records of Scotland guidance for local authorities](#) in relation to records management best practice and principles.

Records Management Plan

The Records Management Plan for Inverclyde Council and Inverclyde Licensing Board is based on the Keeper's published Model Records Plan and covers 15 Elements:

1. Senior Management Responsibility
2. Record Manager Responsibility
3. Records Management Policy Statement
4. Business Classification
5. Retention Schedules
6. Destruction Arrangements
7. Archiving and Transfer Arrangements
8. Information Security
9. Data Protection
10. Business Continuity and Vital Records
11. Audit Trail
12. Competency Framework for Records Management Staff
13. Assessment and Review
14. Shared Information
15. Work with Contractors

Guidance on each of these elements can be found [here](#).

Inverclyde Council and Inverclyde Licensing Board have provided the Keeper with evidence of policies, procedures, guidance and operational activity on all elements of the plan.

This version of the Records Management Plan is effective from ##### 2022. This plan will be continually reviewed and updated.

Elements 1 – 3: Responsibility & Record Management Policy Statement

The senior responsible officer within Inverclyde Council for records management is:

Head of Legal & Democratic Services
Inverclyde Council
Municipal Buildings
Greenock
PA15 1LY

Records Management responsibility for the Inverclyde Licensing Board has been delegated to Inverclyde Council. The senior responsible officer within Inverclyde Licensing Board is:

Iain Strachan
Head of Legal & Democratic Services and Clerk to the Licensing Board
Inverclyde Council
Municipal Buildings
Greenock
PA15 1LY

The point of contact for the day-to-day and operational records management within Inverclyde Council and Inverclyde Licensing Board is:

Martin Hughes
Solicitor (Information Governance)
Legal & Democratic Services
Inverclyde Council
Municipal Buildings
Greenock
PA15 1LY

Records Management Policy

The Council's commitment to effective records management is set out in the Council's Record Management Policy. The Council continues to implement this policy.

The Records Management Policy (Appendix 1) was originally approved at the Council's Policy & Resources Committee on [24 March 2015](#). The Policy highlights the importance placed on records management within the Council and the responsibilities placed on its staff. A review of the Records Management Policy will be progressed by the Information Governance Steering Group (IGSG) as part of the updated Records Management Plan process.

All Council reports and policies once approved by the appropriate formal process are made available to staff via the Council's communication channels; email, Inverclyde Council Online (ICON) and to the public on the public facing website.

Revised Policies and Guidance

The Council has continued to revise various policy and guidance documents since our last formal submission to the Keeper. Since our last formal RMP submission in 2015, the following policies/guidance have been approved, please see the links below:

- [The Policy for the Retention and Disposal of Documents and Records Paper and Electronic.](#)
- [The Data Protection Impact Assessment Guidance and Template](#)
- [The Data Protection Policy.](#)

The following can also be found at Appendix 2-

- The Version Control and Naming Guidance
- The Subject Access Request Guidance
- The Clear Desk Policy
- The Information Classification Policy
- The Business Classification Scheme

The following policy is being amended and will be presented to the Council's Policy and Resources Committee for approval later in 2022:

- Acceptable Use of Information Policy

Element 4: Business Classification

In our last formal submission, no Business Classification Scheme (BCS) was in place for Inverclyde Council. We are pleased to confirm that BCS has now been successfully introduced by the Council.

As part of BCS Services were required to transfer data to new file drives, with the Council's Policy for the Retention and Disposal of Documents and Records Paper and Electronic then being applied, old file drives have now been decommissioned.

In order to carry out BCS, the Council identified two stages to help progress the implementation of BCS. Stage 1 related to Services having file structures in place for new drives and stage 2 related to the migration of data. To complete stage 1, the Council carried out the following steps:-

- Services submitted BCS diagrams to the Information Governance team
- Services reorganised their network folders/paper systems where they store documents to reflect corporate BCS.
- Services migrated files from old drives to the new BCS structure.

We can confirm that Services have completed stage 1. In relation to stage 2, this is under ongoing review by Services. BCS Implementation has been a standing item on the agenda of our Information Governance Steering Group (IGSG), which is responsible for the oversight and management of information governance and record management responsibilities.

Element 5: Retention Schedules

Retention Schedules are included within the Council's Policy for the Retention and Disposal of Documents and Records Paper and Electronic ([Retention/Disposal Policy](#)). The Retention Schedule was developed with reference to the Retention Guidelines for Local Authorities, produced by the Information and Records Management Society and in collaboration with Services.

The Council continues to base its Retention/Disposal Policy on the model retention and disposal schedules produced by the Scottish Council on Archives.

The Council was required to revise and update its Retention/Disposal Policy to reflect the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Council's updated Retention/Disposal Policy was approved by the [Policy and Resources Committee](#) in September 2020.

Each Service of the Council has appointed a records management representative. The role of the representative is to advise their Service in relation to retention, disposal, archiving and to ensure this complies with effective records management outlined in our Retention/Disposal Policy. The IGSG monitors the individual approaches adopted by Services in relation to their records management processes.

Like most local authorities, the Council is complying with any requests for information as part of the Scottish Child Abuse Inquiry (SCAI) and therefore some Social Work Records have not been destroyed as per the Council's Retention/Disposal Policy.

Element 6: Destruction Certificates

Records may be disposed of by archiving for permanent preservation or by destruction. This guidance is available in our [Retention/Disposal Policy](#).

Records selected for destruction are destroyed in accordance our Destruction Certificates model - Disposal/Destruction of Records Authorisation Form. Destruction Certificates involve a responsible officer within individual Services completing a paper Destruction Certificate.

The Destruction Certificate includes the date of destruction, the manner of disposal either by destruction or by transfer, description of records and the name of the Officer.

Destroying Paper/Physical records

For destruction of bulk physical records, the Council has used an external supplier for the bulk destruction of paper records on an ad-hoc basis. Destruction takes place on-site and is a supervised process. The Council also uses on-site confidential waste shredders which ensure that paper is securely destroyed.

Destroying Electronic records

As advised previously, in order to address the destruction of electronic files, the Business Classification Scheme was introduced as a new system for destroying old electronic records and to assist with the provision of new storage spaces for ongoing/new electronic records. The Council is currently considering its approach in relation to storing long-term electronic records and is hopeful that it can work towards a long term system for digital preservation.

The Council is aware that that we have committed to provide an update in relation to implementing an Electronic Document and Records Management System (EDRMS). We can advise that a business case for a corporate roll-out for EDRMS is being developed and will be submitted to the Council's Corporate Management Team in October 2022. This will introduce a new system to assist Services with complying with destruction processes.

The Council is also aware that there will be paper and electronic records that EDRMS will not be able to address. We are currently considering solutions to adopt a pragmatic approach towards these current records with Corporate Management Team oversight to ensure that Services are complying with record management responsibilities.

Element 7: Archiving and Transfer

Archiving and transfer arrangements are detailed within the [Retention/Disposal Policy](#). The Council's historic archive repository is the Inverclyde Archives.

Inverclyde Archives
Watt Institution
15 Kelly Street
Greenock
PA16 8JX

Records selected for permanent preservation are transferred to the appointed officer within individual Services responsible for archiving records. The Policy provides that officers manage the records and complete the Archiving Certificate. Records identifiable for permanent retention are currently stored at the Watt Institution, within office premises and also in the Greenock Municipal Buildings (GMB) basement. Archiving is a priority on the IGSG's Action Plan.

The Council also has a storage facility at Unit 5, Kingston Business Park, Port Glasgow where hard copy records and museum artefacts are being stored. Fire resistant secure storage units are in the GMB and these are being assessed for suitability to store permanent and longer-term retention records. The Council has taken steps to address the preservation of permanent records as part of the Watt Complex Refurbishment Project Development. The Archivist position has now been made permanent who helps to oversee archiving responsibilities for the Council.

GMB Basement Refurbishment Work

In relation to the GMB Basement Stores, work is now complete and storage space has been allocated to certain services. Alterations work has also been made to an area of the Finance wing and further storage space has been made available which is being used by Services. We can advise that in relation to the refurbishment work, more storage space has been allocated for services to use. A museum store at the GMB basement is now able to be used along with nearby storage space previously used by Health & Social Care Partnership (HSCP). Further alterations work have been carried out to an area of the Finance wing.

In relation to long-term provision in place for physical records, structural work in relation to floor joists that was required to achieve a further archives store at the Watt Institution has been completed. We can confirm that further funding has been secured to refurbish and rack the space to create further suitable storage space. The refurbishment works have a building warrant and tender report with more

works commencing shortly. Refurbishment of the Library and Museum Services store will progress next subject to funding to remove the hazardous materials.

The Council is aware that it has made previous commitments on carrying out a feasibility study on the current external archives storage and work to produce 'Proper Arrangements' guidance.

Unfortunately, as advised previously the Watt Institution was closed during the COVID 19 pandemic and these matters have been impacted. The Council is however aware and is currently taking steps to reconsider proposals to help progress current archiving arrangements.

Element 8: Information Security

The Council continues to have Public Sector Network (PSN) Accreditation which was first introduced in December 2014.

The Public Services Network provides the Council with secure access to a number of services provided by National and Regional Government departments; Registers of Scotland (Births, Deaths and Marriage records), Department of Work and Pensions (DWP), Violent and Sex Offender Register as well as providing secure interdepartmental communications via GCSX Email. The Council has been accredited as a Cyber Essential Plus Organisation.

The Council continues to adopt the [UK Government Secure Policy Framework](#) which is the basis on which we secure our network. The Council has a dedicated ICT team who have responsibility for the ongoing management and delivery of ICT including the provision of strategic advice and support. The Council also adopts the [Scottish Government's Cyber Action Plan](#).

The Council uses an [Acceptable Use of Information Systems Policy](#) which is available to all staff. This policy applies to all Council employees and elected members and covers the use of the internet and email, as well as equipment security and working from home on Council business. Inverclyde Council now operates a hybrid working model, on a pilot scheme basis, and has issued information security guidance to all staff on use of systems when working from home (Appendix 2).

ICT ensure that the Council's systems maintain the appropriate security and integrity for its data: all systems are password protected, staff are required to change passwords regularly and portable equipment and portable media is encrypted and there are restrictions on using non-council external devices.

Information Security is a core training requirement for Heads of Service, Service Managers and Service Team Leaders. All staff must complete mandatory information security awareness training which includes information governance and records management. New starts must complete security training on first day of work before they are given full access to the Council's ICT system.

Employee terms and conditions have been updated and oblige staff to comply with Council policies and procedures. This includes the [Employee Code of Conduct](#) which has reference to the Data Protection Act 2018, Computer and other Systems, use of Council Intranet, Internet, Email, Confidentiality of Information and Managing Information.

The Council has developed a data/information classification system which identifies owners for critical information systems. An Information Asset Register has been developed which enables information

asset owners to monitor and apply controls to the information they are responsible for. The Council continues to update its security classifications in line with the UK Government Security Classifications.

As part of the Council's GDPR Implementation Plan, a Data Protection Breach Management Protocol (Appendix 1) was introduced. In addition, all data breaches are now recorded in the Council's Data Breach Register. In addition, the Council has committed to implement in full the requirements of the [Scottish Government's Cyber Action Plan](#) in line with their Key Action Timeline.

Element 9: Data Protection

In order to deliver services to the communities and citizens of Inverclyde, the Council requires to gather and process personal data about residents, staff and other individuals. Inverclyde Council is a data controller and is registered with the Information Commissioner's Office. The Council's registration can be found on the ICO's Data Protection Public Register website [ICO website](#) Registration Number Z5004355. The Inverclyde Licensing Board holds a separate registration at ZA151373.

The Council's Data Protection Officer has responsibility for monitoring data protection compliance throughout the Council. Legal & Democratic Services are responsible for providing routine advice on Data Protection to services throughout the Council and other officers within services who co-ordinate responses to Subject Access Requests made to that service.

Members of the public are made aware of their right to submit a [Subject Access Request](#) on the Council's website. The Council has a [Data Protection Policy](#) in place for employees and Elected Members and an [Acceptable Use of Information Systems Policy](#).

In addition, there is a Protocol in place which details steps to be taken when an employee believes a breach of data protection has or may have taken place. The Employee Code of Conduct states all employees are obliged to comply with the terms of the Data Protection Act 2018 with all staff undertaking training on Data Protection and Confidentiality of Information/Managing Information.

Council's GDPR Implementation

In order to action changes required for GDPR and the Data Protection Act 2018, the Council progressed a GDPR Implementation Plan and took the following steps:-

- a Data Protection Officer was appointed in February 2018.
- the Council created an Information Governance Team in March 2018 which is the principal point of oversight for record management responsibilities and information governance matters.
- the Council implemented a Data Breach Management Protocol; a Data Breach Register; and published Data Sharing Agreement Templates.
- the Council introduced guidance documents such as Privacy Notice Template and Guidance; an [Employee GDPR Guide](#); an e-learning GDPR module which is mandatory for all employees; and Elected Members GDPR Guide (Appendix 2).
- The [Council's Corporate Privacy Notice](#) has been updated, together with Service specific Privacy Notices, and these are available on the Council's website.
- [Data Protection Impact Assessment Guidance](#) and Template was approved by the Policy & Resources Committee on 26 March 2019

- Subject Access Request Guidance has been created.
- Additional e-learning modules have been developed focusing on Data Breaches and how to carry out DPIAs. These modules are available to all staff.

Element 10: Business Continuity and Vital Records

The Joint Civil Contingencies Service (CCS) is a shared service hosted by Renfrewshire Council and working, in addition to Renfrewshire, across Inverclyde, East Renfrewshire and West Dunbartonshire Councils. The CCS supports each Council's discharge of statutory duties under the Civil Contingencies Act 2004 and associated legislation/regulations. These duties include ensuring the development and testing of business continuity plans. Service Business Continuity Plans are maintained for each service area and are complemented by an overarching Corporate Business Continuity Plan.

These Business Continuity Plans are normally reviewed on an annual basis, or following any incident that necessitates plan activation. The Council has a dedicated Council Resilience Management Team (CRMT) consisting of senior directorate representatives, that meets quarterly to coordinate and develop contingency planning arrangements and Business Contingency is a standing agenda item. The CRMT may also convene during an emergency to ensure the Council's response to an emergency is effectively coordinated, with identified Essential Services prioritised accordingly. This has been demonstrated most recently with meetings of varying frequency throughout the Covid Pandemic reflective of the level of response / consideration required.

The CCS delivers an annual training programme, which is agreed in conjunction with the Joint Management Board, which comprises the Chief Executives of the four participating Council areas (meeting quarterly). Training and exercise elements throughout the year include bespoke response role training for officers and response teams at strategic, tactical and operational level, and 'call cascade' exercises, to test the accuracy of contact details in plans.

An Information Asset Register (IAR) Management System has been developed in-house to allow Services to maintain their respective IARs more effectively and efficiently. In addition, as a result of the UK's exit from the EU, the IAR has been updated to capture processing of personal data out-with the UK.

Business Continuity Plans continue to be reviewed annually. The standard review process for 2020 was affected by the response to the COVID 19 Pandemic. However, existing plans were developed to reflect requirements and adapt to the significant challenges that continue to be placed on the Council. A full systemic review of Business Continuity Plans took place in 2021/22 adopting key learning from the Covid pandemic response and accounting for such factors as improved resilience from remote working arrangements. Additionally and a comprehensive consideration to the identification and prioritised delivery of Essential Services in incidents of varying scale. This learning and adaption process will continue in 2022 to account for further learning from incidents, including the Scottish Government's Storm Arwen Review.

Element 11: Audit Trail

In our last formal submission, the Council did not have a procedure in place in relation to audit trails. The Business Classification Scheme is now operational which has assisted the Council in carrying out its audit functions. In addition to this, Document Version Control and Naming Convention (Appendix 1) came into place and also assists the Council in providing an internal audit process.

Use of Electronic Systems for Audit Purposes

The following electronic systems are used by individual Council Services which are able to provide audit capabilities.

SWIFT Social Work Information System – SWIFT has an inbuilt restriction of access system and can show significant events that have taken place to a record i.e. which employee has modified/added to a record. Modified notes on SWIFT can show who has changed a note but not what they have changed which is separately picked up through the Business Objects Reporting tool. Please note that the SWIFT system is due to be replaced by the end of 2023.

NORTHGATE Benefits and Revenues System – Access is restricted by an inbuilt system function within Northgate. The access levels that staff are allocated are dependent on their job title and grade. A monthly review of user accounts and permission levels is carried out to ensure that user access to the system and data is in line with users' job roles. The Northgate system audit trail is able to report details of actions taken, the user name of the person who carried out the action and the date and time that the modifications took place.

SEEMIS (Scottish Educational Establishments Management Information System) - SEEMiS is the provider of a wide range of systems used by Education Services. Access to SEEMIS is controlled by the School Business Officer/Coordinator and key staff in Education HQ who ultimately have the ability to start/stop accounts and also control the level of access that a person is given.

The access levels that staff are allocated are dependent upon their role within, or supporting, Education Services. Access to SEEMIS is restricted to the establishments that a person is working with and to particular parts of the SEEMIS system. The School Business Officer/Coordinator audit the accounts on a regular basis, making changes as and when staff join or leave an establishment.

CIVICA - The Council currently use Civica360 ERDMS for Revenues & Benefits and HSCP Services. As part of the upgrade to the new version of CIVICA, this will enable the automation and secure deletion of documents and data across all Service modules. Access to CIVICA is controlled by individual

Services. Service Administrators (directed by Service Managers) are responsible for setting up new users and providing access based on the user role, depending on job function and responsibilities.

With regards to the audit process capabilities. CIVICA keeps a full history of user activity. If the user has been given the required permissions for document access to view data changes, the user will have access to view the audit history against the claim, claimant, property, document etc.

For any highly sensitive information, for example, Child Protection, High Risk Offenders within the Criminal Justice system, with only specific users able to gain access confidential files.

Idox – This is used by Public Protection and Regeneration and Planning. Service Administrators are responsible for providing access to users based on the user role, depending on job function and responsibilities. The audit trail provides a history of updates to and deletions of records; specifying the user, date of change and screen changed but not a record of the changes to text.

Audit trails - Paper

The following audit trails are in place for some paper records:

- The Document Version Control and Naming Convention (Appendix 1)
- HSCP Advice Services use a card system to trace when a file is removed and when it has been returned.

Element 12: Competency Framework

Information Governance Framework

The Council does not have a dedicated Records Manager post nor dedicated Corporate Records Team. The Council does have an Information Governance team, with a Data Protection Officer, an Information Governance/FOI/Complaints Officer and an Information Governance Solicitor who feed into an Information Governance Steering Group (IGSG) which is the main oversight of records management responsibilities.

The IGSG will submit progress reports on the information governance and management framework and updates on the progression of the RMP to the Corporate Management Team and Policy & Resources Committee periodically. The Council also employs staff who have specific responsibilities for Information Management and Records Management.

Employees – Training and Guidance

The Council is also aware that all staff have a role in relation to record management responsibilities. The Council's Training and Development team provide a number of training resources in information governance including e-Learning. All staff now have to undertake mandatory information governance training which include Information Governance – an introduction, Information Security and Records Management.

As part of the Council's GDPR Implementation, and noted above, a full training programme was carried out which covered: Information Security, an Introduction to GDPR aimed at managers, how GDPR will impact on Elected Members, Data Breaches, Data Protection Impact Assessments.

An e-learning module on GDPR has been developed which is mandatory for all employees processing personal data. A robust Corporate Induction procedure has been introduced to ensure effective integration of new employees into and across the Council.

This requires to be completed before the new employee can access the system. Additional e-learning modules have been developed focusing on Data Breaches and Data Protection Impact Assessment which is available to all employees.

Element 13: Assessment and Review

The Information Governance Steering Group (IGSG) will submit progress reports on information governance and updates on the progression of record management responsibilities to the Corporate Management Team and Policy & Resources Committee periodically.

As part of the Council's annual governance arrangements, Heads of Services undertake a self-assessment of compliance with Local Code of Governance (Appendix 2) which includes an assessment of compliance with areas of information governance such as records management, information security and mandatory training.

This is validated by the Chief Internal Auditor and any significant governance issues are included within the [Annual Governance Statement](#) which forms part of the Annual Accounts process. This is reviewed and validated by our external auditors.

To support the Council's GDPR Implementation, an Implementation Group was created that included subject matter experts from across Council services. Quarterly updates on GDPR Implementation were provided to the CMT and annual updates provided to the Policy and Resource Committee.

An audit of GDPR Implementation was carried out by Internal Audit to provide the Audit Committee with an assessment of the adequacy and effectiveness of the governance, risk management and controls surrounding the key risks faced by the Council in relation to the arrangements for managing the General Data Protection Regulation (GDPR). The overall control environment opinion for this audit review was satisfactory with one amber action identified to develop the control environment.

The amber issue identified was in relation to managing GDPR Training in particular this focused on identification of specific training needs of all key post-holders by assessing the impact of GDPR on service delivery. The review identified three issues, one of which was considered to be individually significant and an action plan was put in place to address all issues by 31 March 2018. The actions were implemented in line with the Audit recommendations - [Audit Committee Report](#).

The sub groups highlighted previously highlighted in our Progress Update Review have been consolidated into one group, the Information Governance Steering Group (IGSG), to ensure efficiency. The Record Management Plan continues to be reviewed regularly by the IGSG. An IGSG Action Plan was reviewed by CMT in June 2022. An update report regarding Data Protection will be submitted to the Policy & Resources Committee in 2022.

Element 14: Shared Information

The Council routinely shares information on its public facing website [Inverclyde Council website](#) and through requests made under the Freedom of Information (Scotland) Act 2002. The Council also shares personal and confidential information with other organisations, relevant partner agencies and internally between its services under the terms of information sharing agreements.

An Inverclyde Information Sharing Protocol was approved at the [Policy & Resources Committee](#) on 21 May 2019. Its purpose is to ensure consistency in approaching information sharing and to reflect our legal duties to share information appropriately, proportionately, legally and responsibly within the organisation and out with the organisation. The Protocol ensures existing and proposed data sharing arrangements are consistent.

A copy of the Information Sharing Protocol was updated and provided as part of the GDPR Implementation work, Data Sharing Agreement Templates were developed and the Information Sharing Protocol was amended.

As part of the GDPR Post Implementation Plan a Data Sharing Agreement repository has been published on the Council's Intranet.

Element 15: Working with Contractors

Retention and destruction arrangements for records created as a result of partnership working and where Services have been commissioned from external suppliers are detailed in the Records Management Policy under Partnership Working and Commissioned Services and Suppliers.

Where contractors create or manage public records, this will be considered as part of the procurement strategy and where required include an assessment of the tenderers' records management capability as part of the procurement process.

These contracts make specific provision for the survivorship and transfer of public records to the council or a successor contractor at the end of the contract period. Appropriate records management, confidentiality, freedom of information, data protection and business continuity clauses are included in every contract.

Bidders are also asked to confirm any recent cyber security incidents in our Data Protection certificates that require to be completed and returned with tender submissions.












Record management clauses are included in Inverclyde Councils General Conditions of Contract agreed with contractors (Appendix 2).




In the event that Inverclyde Council utilise a framework agreement by any of the national bodies such as Scotland Excel, Procurement Scotland, the Crown Commercial Service, SCAPE Scotland or ESPO then officers will review the terms and conditions from these frameworks on a case by case basis to ensure that Record Management clauses are included where necessary prior to any award.

Appendix 1

Element 1/3	Record Management Policy	 Records Management Policy.p
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Appendix 2

Element 1/3 and 8	Version Control & Naming Conventions	 Version Control & Naming Convention C
Element 1/3 and 9	SAR Guidance	 SAR Guidance (Final) Version 1.3.pdf
Element 1/3	Clear Desk Policy	 Clear Desk Policy v01.0.pdf
Element 1/3	Information Classification Policy	 Information Classification Policy 1.
Element 1/3	Business Classification Scheme	 Business Classification Scheme
Element 5, Element 6	Council's Policy for the Retention and Disposal of Documents and Records Paper and Electronic	 Retention Policy (Final).doc
Element 8	Hybrid Working Guidance	 10802-Covid-19-ICT-safety-and-security.
Element 8	Data Breach Management Protocol	 Data Protection Breach Management P
Element 9	Elected Member GDPR Guidance	 GDPR Elected Members Presentation
Element 8	Elected Member Training	 Refresher Training for Elected Members.p
Element 12	Data Breach Training	 Data+Breach+Training+Version+2.ppt

<p>Element 1/3 and 8</p>	<p>Version Control & Naming Conventions</p>	 <p>Version Control & Naming Convention C</p>
<p>Element 13</p>	<p>Local Code of Governance</p>	 <p>Local Code of Governance 2021-22</p>
<p>Element 15</p>	<p>General Terms and Conditions of Contract</p>	 <p>Terms-Conditions-March-2020.doc</p>

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/60/22
Contact Officer:	Iain Strachan	Contact No:	01475 2710
Subject:	Co-operative Councils Innovation Network		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to note that the Council has received an invitation to join the Co-operative Council's Innovation Network, and to note that further assessment of this will be undertaken, with a report being brought back to the next meeting of the Committee.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee notes:-

2.1.1 the invitation the Council has received to join the Co-operative Council's Innovation Network; and

2.1.2 that officers will arrange a briefing for elected members from the Network, in advance of bringing a report back to the next meeting of the Committee to consider whether or not the Council should join the Network.

Iain Strachan
Head of Legal & Democratic Services

3.0 BACKGROUND AND CONTEXT

- 3.1 Cllr McCabe, as Leader of the Council, received an invitation for the Council to join the Co-operative Councils' Innovation Network ("the Network"). A copy of the invitation is annexed to this report.
- 3.2 More information on the Network can be found on its website.
<https://www.councils.coop/about-us/>

4.0 PROPOSALS

- 4.1 The Network, established in 2012, describes itself as "the fastest-growing network in local government", having over 100 councils, organisations and supporters from across the UK. According to the information made available to the Council, City of Edinburgh Council and Glasgow City Council are members of the Network. The Network states that member councils are committed to reforming the way they work by building an equal partnership with local people based on the values and principles of the International Co-operative Alliance.
- 4.2 The Network is open to all UK councils, and at a time of notable challenge for all local authorities, regardless of their location in the UK, the ability to access new networks and ideas for transformation could be of assistance to the Council.
- 4.3 It is to be noted that the Council already has access to similar networks, in particular through its membership of COSLA, the Improvement Service, Scotland Excel and APSE. Officers do, however, believe this proposal is worth further consideration. As such, the Committee is asked to note the invitation from the Network and that officers will arrange a briefing for elected members from the Network, in advance of bringing a report back to the next meeting of the Committee to consider whether or not the Council should join the Network. Officers have already sought feedback from the Improvement Service, City of Edinburgh Council and Glasgow City Council.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial	X		
Legal/Risk		X	
Human Resources		X	
Strategic (LOIP/Corporate Plan)			X
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

5.2 Finance

The current annual membership fee for joining the Network would be £6,000. There is no identified budget for this. However, this would be considered as part of the report to the next meeting of the Committee, as part of the assessment as to whether or not the Council should join the Network.

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					

5.3 Legal/Risk

None.

5.4 Human Resources

None.

6.0 CONSULTATION

6.1 Not applicable.

7.0 BACKGROUND PAPERS

7.1 None.



Cllr Stephen McCabe
 Leader of the Council - Inverclyde Council
 Municipal Buildings
 Greenock
 PA15 1NB

21 June 2022

Dear Cllr McCabe

Invitation to join the Co-operative Councils' Innovation Network

Congratulations on your election as Leader of Inverclyde Council. On behalf of our Chair, Councillor Sharon Taylor OBE, I am delighted to invite Inverclyde Council to join the fastest-growing network in local government.

Established in 2012, the Network was the brainchild of Steve Reed OBE, MP (now our Honorary President), who, together with Jim McMahon OBE, MP and Cllr Sharon Taylor OBE (our Chair), turned the idea into reality. Today the Network comprises over 100 councils, organisations and supporters from across the UK and is the fastest-growing network in local government.

There is an increasing interest, across the political spectrum, in sharing power and responsibility with citizens, supporting the development of community and civic life and finding more cost-effective ways to create thriving and resilient communities. The Network is a Special Interest Group of the Local Government Association and is open to all UK councils.

Our members believe that the unprecedented challenges facing the public sector and local communities mean that traditional top-down governance models and economic growth are no longer fit for purpose. They want to reclaim the traditions of community action, community engagement, and civic empowerment that can transform communities. This approach will help deliver radical and innovative programmes designed, led, and delivered in partnership with communities and other sector partners, maximising the social dividend they bring. It has always been the purpose of the Network to share our developing good practice and support one another in our cooperative aims and values. Councillors and Officers are encouraged to participate in Network discussions and events, sharing ideas and best practice across the UK.

Each year CCIN Members are supported to suggest projects where they can work with other members to find cooperative policy solutions to the challenges facing local government. We are open to all ideas, the more innovative, the better! More information on our projects can be found here: <https://bit.ly/CCIN-projects>.

Our latest reports are:

Understanding the Digital Divide (2022) - Led by [Cheshire West & Chester Council](#), this practical toolkit helps tackle Digital Poverty and the Digital Divide. The gap between those who can confidently and conveniently go online and those who cannot. <https://bit.ly/CCIN-digital>

Cooperative Approaches to Reaching Net Zero (2022) - Led by [Kirklees Council](#). Reaching Net Zero is the biggest and most crucial shared challenge we face globally and locally. This report and toolkit showcase how Co-operative Councils achieve this and provides resources to implement approaches most applicable to your places rapidly. <https://bit.ly/CCIN-Net-Zero>

The Co-operative Difference in Care (2022) - Compiled by [Peopletoo](#). The wide variety of work undertaken by our Members highlights how the cooperative principles can be applied to create new and effective ways of working, help support communities and become part of a solution to the care crisis. <https://bit.ly/CCIN-care>

Community Economic Development Plans (2022) - Led by **Birmingham City Council** and **Cooperative Futures**.

Community economic development planning or CEDP is a process of economic development within a specific geographic area to make the economy in that area work well for that community. This report shows the value of councils cooperating with communities to undertake community economic development planning.

<https://bit.ly/CCIN-comm-econ-devt-plans>.

You can access a copy of the 2022 edition of our Case Studies Pack: <https://bit.ly/CCIN-case-studies-22>.

Our members lead our Governance. We will be holding elections at the end of the year:

<https://www.councils.coop/about-us/governance/>.

The benefits of joining the Network are:

- access the **latest ideas** and think about putting Cooperative principles into practice
- position your council as an **innovator**
- help to **influence** policy thinking at a national level
- share examples of projects and initiatives and **learn from others** about what works
- co-produce **tools and techniques** to support the development of cooperative approaches
- be invited to **Cooperative Conferences** around the country where you can meet and work with peers
- join an **officer network** who are leading the development of new approaches
- have access to a cadre of ambitious **political leaders** who are trying to bring change to their communities
- access a growing body of **resources** on the new CCIN website
- join the **debate** on our active social media platforms
- access our multi-supplier **Dynamic Purchasing System** of specialist organisations to help you develop policy, implement prototypes and build capacity when you need to move quickly and flexibly
- profile your council's **achievements** nationally

Based on the figures provided, the membership fee for Inverclyde Council is £6000. Subscriptions are invoiced in September; our membership year runs from August to July. If you joined now, you would not be invoiced until later in the year.

I would be happy to arrange a presentation to your Cabinet (on Zoom) if that would be useful. Let me know if you would like me to send a hard copy of our Case Studies Pack.

I look forward to hearing from you.

Best wishes

Nicola

Nicola Huckerby
Operations and Communications Lead
Co-operative Councils' Innovation Network

[councils.coop](https://www.councils.coop) | **Twitter:** [@CoopInnovation](https://twitter.com/CoopInnovation) | **Facebook:** [@CoopCouncils](https://www.facebook.com/CoopCouncils) | **Mob:** 00 44 7813 687 292

Chair, Councillor Sharon Taylor OBE – Leader of Stevenage Borough Council
Accountable Body: Oldham Council

UK councils who are driving global public policy using Co-operative Values & Principles

Introduction

Established in 2012, the Network was the brainchild of Steve Reed OBE, MP (now our Honorary President), who, together with Jim McMahon OBE, MP and Cllr Sharon Taylor OBE (our Chair), turned the idea into reality. The Network comprises over 100 councils, organisations and supporters from across the UK and is the fastest-growing network in local government.

Our members believe that the unprecedented challenges facing the public sector and local communities mean that traditional top-down governance models and economic growth are no longer fit for purpose. They want to reclaim the traditions of community action, community engagement, and civic empowerment that can transform communities. This approach will help deliver radical and innovative programmes designed, led, and delivered in partnership with communities and other sector partners, maximising the social dividend they bring. It has also always been the purpose of the Network to share our developing good practice and support one another in our cooperative aims and values.

There is a growing interest, across the political spectrum, in how to share power and responsibility with citizens, support the development of community and civic life and find more cost-effective ways to create thriving and resilient communities.

The Network is a Special Interest Group of the Local Government Association and is open to all UK councils. Councillors and Officers are encouraged to participate in Network discussions and events, sharing ideas and best practice across the UK.

From coop councils to coop places

Council policy is informed by experience and practice, drawing on, influencing, and framing national and international policy and political debates about the future of public services, local democracy, and communities across the country. It has enormous

Our Members

Our Member Councils represent 9.2m citizens and hold an annual directly managed budget of £14.8bn.

Barking & Dagenham Council
Bassetlaw District Council
Birmingham City Council
Brent Council
Bristol City Council
Cardiff Council
Cheshire West & Chester Council
City of Edinburgh Council
Glasgow City Council
Greater Manchester Combined Authority
Royal Borough of Greenwich
Hull City Council
Kirklees Council
Knowsley Metropolitan Borough Council
Lewisham Council
Liverpool City Council
Milton Keynes Council
Newcastle City Council
North Hertfordshire District Council
Oldham Council
Oxford City Council
Preston City Council
Rochdale Metropolitan Borough Council
Salford City Council
South Ribble Borough Council
South Tyneside Council
Stevenage Borough Council
Stroud District Council
Sunderland City Council
Tameside Council
Telford and Wrekin Council
Torbay Council
Wigan Council
Worthing Council

potential for sharing its approach elsewhere in the UK and overseas. Our work recognises the need to define a new model for local government built on civic leadership, with councils working in equal partnership with local people to shape and strengthen communities; replacing traditional models of top-down governance and service delivery with local leadership, genuine cooperation, built on the founding traditions of the co-operative movement: collective action, cooperation, empowerment, and enterprise.

The cooperative business model allows people and communities to meet their needs and aspirations, offering a unique answer to contemporary problems. The model is a proven self-help model.

Cooperative enterprises play a significant role in driving our economy, showing resilience in tough economic times by creating jobs, adapting to social change, and continuing growth and success.

Statement of Values & Principles

Member Councils are committed to reforming the way they work by building an equal partnership with local people based on the values and principles of the [International Co-operative Alliance](#).

Our Co-operative Values are what we believe in:

Whilst not a registered co-operative, the CCIN has adopted the ICA values of *self-help, self-responsibility, democracy, equality, equity and solidarity*. *In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.*

Our Co-operative Principles guide the way our members put our values into action:

The Co-operative Councils' Innovation Network endorses the principles of the International Co-operative Alliance:

- voluntary and open membership
- democratic member control
- member economic participation
- autonomy and independence
- education, training, and information
- cooperation among co-operatives and
- concern for community

In acknowledging that **Councils are not in themselves registered co-operatives**, we have developed Principles that have grown from those of the International Co-operative Alliance and are relevant within the context of local government.

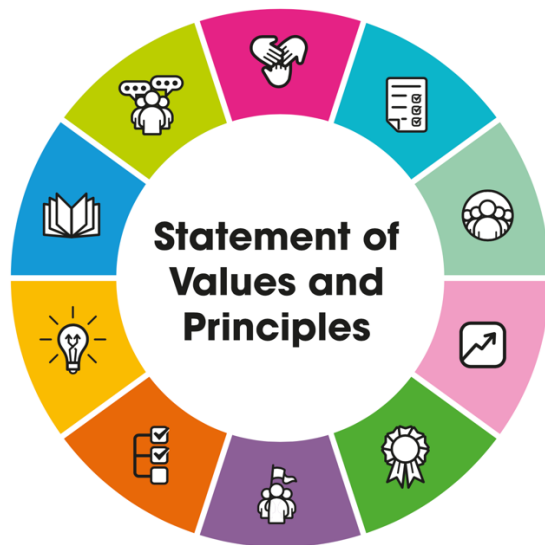
Associate Members

Billingham Town Council
Burntwood Town Council
Gloucester Labour Group
Great Dawley Town Council
Halewood Town Council
Hillingdon Labour & Co-op Group
Kingsgrove Town Council
Medway Labour & Co-op Group
Newcastle-U-Lyme Labour & Co-op Group
North Warwickshire Labour Group
Peterborough Labour Group
Plymouth Labour Group
Polesworth Parish Council
Renfrewshire Labour Group
Seaton Valley Community Council
Silverdale Parish Council
Staffordshire Labour & Co-op Group
Winsford Town Council
Witney Town Council
Woughton Community Council
York Labour Group

Affiliate Members

4OC
The Active Wellbeing Society
Anthony Collins Solicitors
Bates Wells
Beartas
The Behaviouralist
Branding.coop
C.Co
Co-operative and Mutual Solutions
Co-operative Care Colne Valley
Co-operative College
Co-operative Futures
Co-operatives UK
Cooperatives West Midlands
Community Broadband Network Limited
Constellia
Cwmpas
Demos
Development.coop
Evenbreak
Governance International
Greenwich Cooperative Development Agency
ICS.AI Ltd
Ideas Alliance
Lambeth GP Food Coop

The CCIN Statement of Values & Principles



See the full details here: <https://www.councils.coop/about-us/values-and-principles/>.



Locality
 Marks Out Of Tenancy
 Mutual Ventures
 Oxygen Finance
 Peopletoo
 POhWER
 Power to Change
 Public Service Transformation Academy
 RedQuadrant
 Royal Society of Arts
 SBI/E3M
 Social Value Exchange
 Stir to Action
 Trueman Change
 Unlimited Potential
 Value Match
 West and West
 Workers Educational Association

Our Supporters

Individuals

Chris Bain
 Stephen Barry-Stanners
 Stephanie Baxter
 Michael Bell
 Andy Boys
 Paul Byrne
 Richard Eason
 Sandra Hamilton
 Christin Marshall
 Cllr Keith Martin
 Cllr Thomas Mewies
 Rani Moorcroft MBE
 Ben Procter
 Cllr Mike Roberts
 Peter Sagar
 Glyn Thomas JP FRSA

Organisations

Community Catalysts
 The Finance Innovation Lab
 Midcounties Co-operative Gloucestershire & Swindon Co-op Party Council
 Resonance Ltd
 South West Peninsula Party Council
 Southwark Co-operative Party



Our Projects

Each year CCIN Members are encouraged to suggest projects where they can work with other members to find cooperative policy solutions to the challenges facing local government. We are open to all ideas, the more innovative the better! Find out more about the process here: <https://www.councils.coop/funded-projects/>.

From Co-operative Councils to Co-operative Places (2017) - Led by **Oldham Council working with Collaborate**. “We know more about what we don’t want than what we do...” It is up to Co-operative Councils to take the intellectual and policy risks required of their strong social ethos. <https://bit.ly/CCIN-coop-places>

Community-Led Housing (2018) - The Housing Commission was led by **Croydon Council**, with a practical focus on encouraging local authorities to foster cooperative, community-led solutions to the housing crisis. <http://bit.ly/CCIN-housing>

Cooperatives Unleashed: as seen from the Grassroots (2020) – Led by **Plymouth City Council**, this project was designed to inspire ambition and tenacity – with the people, policy, funders, projects, and business ideas and training – to put wealth directly into communities. <http://bit.ly/CCIN-unleashed>

CCIN Action Learning: Co-operation through Covid-19 2020 - The unprecedented impact of Covid-19 on communities throughout the UK has meant that councils have had to respond in quick and innovative ways. This publication has Case Studies from 15 Member Councils. <http://bit.ly/CCIN-Covid>

Beyond Asset Transfer – harnessing community asset transfer to create stronger local communities (2021) - Led by **Newcastle City Council** and completed by **Mutual Ventures**. Transferring assets to communities or not-for-profit organisations is not always easy, even when you know it is the right solution. This report seeks to demystify the Asset Transfer process and encourage more councils to be bold in their plans for community assets. <https://bit.ly/CCIN-Asset-Transfer>

Understanding the Digital Divide (2022) - Led by **Cheshire West & Chester Council**, this practical toolkit helps tackle Digital Poverty and the Digital Divide. The gap between those who can confidently and conveniently go online and those who cannot. <https://bit.ly/CCIN-digital>

Cooperative Approaches to Reaching Net Zero (2022) - Led by **Kirklees Council**. Reaching Net Zero is the biggest and most crucial shared challenge we face globally and locally. This report and toolkit showcase how Co-operative Councils are achieving this and provides resources to implement approaches most applicable to your places rapidly. <https://bit.ly/CCIN-Net-Zero>

The Co-operative Difference in Care (2022) - Compiled by **Peopletoo**. The wide variety of work undertaken by our Members places a spotlight on how the co-operative principles can be applied to create new and effective ways of working, help support communities and become part of a solution to the care crisis. <https://bit.ly/CCIN-care>

Community Economic Development Plans (2022) - Led by **Birmingham City Council** and **Cooperative Futures**. Community economic development planning or CEDP is a process of economic development within a specific geographic area, to make the economy in that area work well for that community. This report shows the value to Councils of working in cooperation with communities to undertake community economic development planning. <https://bit.ly/CCIN-comm-econ-devt-plans>

Membership Benefits

- access the **latest ideas** and thinking about putting Cooperative principles into practice
- position your council as an **innovator**
- help to **influence** policy thinking at national level
- share examples of projects and initiatives and **learn from others** about what works
- co-produce **tools and techniques** to support the development of cooperative approaches
- be invited to **Cooperative Conferences** around the country where you can meet and work with peers
- join an **officer network** who are leading the development of new approaches
- have access to a cadre of ambitious **political leaders** who are trying to bring change to their communities
- access a growing body of **resources** on the new CCIN website
- join the **debate** on our active social media platforms
- access our multi-supplier **Dynamic Purchasing System** of specialist organisations to help you develop policy, implement prototypes and build capacity when you need to move quickly and flexibly
- profile your council's **achievements** nationally

Join here: <https://www.councils.coop/how-can-i-join/>.

Our Governance

The Network is politically driven, with elected councillors chairing and forming the Executive Oversight Committee and Values and Principles Board and representatives of our Associate and Affiliate Membership. Elections take place every two years.

Read the CCIN Constitution: <https://www.councils.coop/about-us/governance/our-constitution/>.



Executive Oversight Committee 2021-22



Cllr Paul Stewart
Cabinet Member
Sunderland City Council



Cllr Shabir Pandor
Leader
Kirklees Council



Cllr Sharon Taylor OBE
Chair of CCIN
Leader, Stevenage Borough Council



Cllr Peter Bradbury
Vice Chair of CCIN
Cabinet Member Cardiff Council



Cllr Barbara Brownridge
Cabinet Member
Oldham Council



Cllr Steve Darling
Leader
Torbay Council



Cllr Leanne Feeley
Cabinet Member
Tameside Council



Cllr Louise Gittins
Leader
Cheshire West & Chester Council



Cllr Sue Smith
Cabinet Member
Rochdale MB Council



Cllr Clare Gamble
Chair
Billingham Town Council



Jonathan Bland
Managing Director – Social
Business International/E3M



Cllr Joyce McCarty
Newcastle City Council
Chair of V&P – Ex-Officio

Representatives from the national cooperative sector sit alongside elected Members on our Values and Principles Board, providing insights and expertise.



Cllr Joyce Welsh
South Tyneside Council



Cllr Frank Walsh
Knowsley MB Council



Cllr Joyce McCarty
Chair of V&P
Newcastle City Council



Cllr John Fahy
Vice Chair of V&P
Royal Borough of Greenwich



Cllr Rae Evans
Telford & Wrekin Council



Cllr Sue Woodward
Vice Chair of V&P
Burntwood Town Council



Cllr Peter Curling
Hillingdon Labour &
Coop Group



Cllr Michael Stubbs
Newcastle-U-Lyme
Labour & Coop Group



Cllr Hayden Phillips
North Warks Labour
& Coop Group



Cllr Donna Fuller
Woughton Community
Council



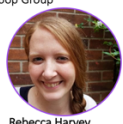
Gus Della Porta
Vice Chair of V&P
Bates Wells



Michael Curnow
Peopletoo



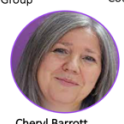
Vacancy



Rebecca Harvey
Co-operative News



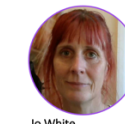
Neil Calvert
Co-operative College



Cheryl Barrott
Co-operatives UK



Richard McCready
Co-operative Party



Jo White
Co-operative Futures



Paul Bell
Unison

The Network has an 'Officer Group' which meets monthly to discuss topical issues of mutual benefit.

Types of Membership

In addition to the [Member Specific Benefits](#), by becoming a member of the Network, you will:

Full Membership

- Local councils (Unitary, County, District and Borough) in England, Northern Ireland, Scotland and Wales
- Combined Authorities and Police and Crime Commissioners

Affiliate Membership

Our Affiliate Membership scheme is open to non-governmental organisations and corporations wishing to show their support and engage in developing innovative Co-operative Councils. The values and principles of Affiliate Members align with the Networks. They support the development of cooperative policy and practice and can demonstrate they deliver a positive social impact to local communities.

Associate Membership

Our Associate Membership scheme is open to the following organisations:

- Town and Parish Councils in England, Northern Ireland, Scotland and Wales
- Groups of elected representatives engaged in local councils (Unitary, County, District and Borough) in England, Northern Ireland, Scotland and Wales:
 - Minority administrations of local councils where opposition parties block membership and the administration, therefore, join as a political group
 - Opposition groups will seek to become Full Members if they take control of their local authority
- Other elected authorities:
 - The devolved administrations of the United Kingdom of Great Britain and Northern Ireland
 - Local and regional government within Europe and beyond

Contact: Nicola Huckerby - Operations and Communications Lead, CCIN

councils.coop | comms@councils.coop | 07813 687 292 | Twitter: [@CoopInnovation](https://twitter.com/CoopInnovation) | Facebook: [@CoopCouncils](https://www.facebook.com/CoopCouncils)

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	PR/14/22/KM
Contact Officer:	Morna Rae	Contact No:	01476 712042
Subject:	Inverclyde Gaelic Language Plan Implementation Report 2021/22		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The Gaelic Language (Scotland) Act 2005 enables Bòrd na Gàidhlig to instruct a public authority to submit an annual report on the delivery of the commitments within its Gaelic Language Plan. Inverclyde Council has been directed by the Bòrd to submit an Implementation Report for the reporting period 8 March 2021 to 8 March 2022.
- 1.3 At its meeting on 1 February 2022, the Policy and Resources Committee agreed to receive the Council's Gaelic Language Plan Implementation Report each year. Accordingly, the Implementation Report 2021/22 is appended to this report for the information of the Committee. The Report is due to be submitted to Bòrd na Gàidhlig on 10 August 2022, after which it will be assessed by the Bòrd and a written response provided to Inverclyde Council in due course.

2.0 RECOMMENDATIONS

2.1 The Committee is asked to note:

1. That an Inverclyde Council Gaelic Language Plan Implementation Report, relating to the period 8 March 2021 to 8 March 2022, has been produced;
2. That the Implementation Report will be submitted to Bòrd na Gàidhlig on 10 August 2022.

**Ruth Binks,
Corporate Director
Education, Communities &
Organisational Development**

3.0 BACKGROUND AND CONTEXT

- 3.1 The Gaelic Language (Scotland) Act 2005 seeks to secure the status of the Gaelic language as an official language of Scotland, commanding equal respect to the English language.
- 3.2 The Act established Bòrd na Gàidhlig as an executive non-departmental public body with responsibility for promoting Gaelic development and to prepare a National Gaelic Language Plan. It also gives the Bòrd the power to request that public authorities, including local authorities, prepare and publish their own Gaelic Language Plan. This was designed to ensure that the public sector in Scotland plays its part in creating a sustainable future for Gaelic by raising its status and profile and creating practical opportunities for its use.
- 3.3 Section 6(2) of the Gaelic Language (Scotland) Act 2005 enables Bòrd na Gàidhlig to instruct a public authority to submit a report on the extent to which it has implemented the measures set out in its Gaelic Language Plan. The Bòrd also has the authority to assess these reports and provide feedback to a public authority on this assessment.
- 3.4 The Inverclyde Council Gaelic Language Plan Implementation Report 2021/22 is appended to this report and has been produced using the template provided by the Bòrd.
- 3.5 The report sets out the Council's progress across a range of primary indicators as well as examples of how the Council is:
- Increasing the use of Gaelic
 - Increasing the learning of Gaelic
 - Promoting a positive image of Gaelic; and
 - Promoting Gaelic education

In addition, the report also includes a section on the Council's progress in delivering the Bòrd's Corporate Service aims. The aims have been devised by the Bòrd and are applicable to every public authority.

- 3.6 On a related matter, the Inverclyde Council Gaelic Language Plan 2022/27, which was submitted on 8 February 2022, is currently being assessed by Bòrd na Gàidhlig. The Bòrd aims to complete this assessment within 6 months after which the assessment will be returned to Inverclyde Council. As the new Plan has not yet received Bòrd approval, Inverclyde Council continues to deliver the commitments within the 2017/22 edition.

4.0 PROPOSALS

- 4.1 The Committee is asked to note Inverclyde Council's progress in delivering its Gaelic Language Plan commitments over the period March 2021 to March 2022 and that this latest Implementation Report will be submitted to Bòrd na Gàidhlig, as per the Bòrd's instruction.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk		X	

Human Resources		X	
Strategic (LOIP/Corporate Plan)		X	
Equalities & Fairer Scotland Duty		X	
Children & Young People's Rights & Wellbeing		X	
Environmental & Sustainability		X	
Data Protection		X	

5.2 Finance

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					

5.3 Legal/Risk

The Council has a statutory duty to submit an Implementation Report on the extent to which it has delivered the commitments within its Gaelic Language Plan if instructed by Bòrd na Gàidhlig.

5.4 Human Resources

None

5.5 Strategic

Delivery of the commitments in the Gaelic Language Plan helps to deliver the following Corporate Plan Organisational Priorities:

OP1: To promote Inverclyde to both residents and visitors alike, as a great place to live, work, study and visit

OP3: To preserve, nurture and promote Inverclyde's unique culture and heritage

OP9: To deliver services that are responsive to community needs and underpinned by a culture of innovation, continuous improvement and effective management of resources

6.0 CONSULTATION

6.1 None

7.0 BACKGROUND PAPERS

7.1 Draft Inverclyde Council Gaelic Language Plan 2022/27, report to Policy and Resources Committee, 1 February 2022.

BÒRD NA GÀIDHLIG

FOIRM DÀTA BLIADHNAIL 2021-2022 ANNUAL RETURN FORM 2021-2022

Ainm na buidhne Organisation's name	Inverclyde Council
------------------------------------------------------	---------------------------

Prìomh Dhàta Measaidh Primary Indicator Data

Fios bhon Phoball Communications from the Public	<p>Cia mhead brath sgrìobhte a fhuair am buidheann bhon phoball ann an Gàidhlig am-bliadhna? How many written communications have the organisation received from the public in Gaelic this year?</p>	<p>Whinhill Primary School and Nursery which provide Gaelic Medium Education (GME) has received a number of e-mails from national bodies in Gaelic.</p> <p>One response to the public consultation on the draft Inverclyde Gaelic Language Plan 2022/27 was partially written in Gaelic.</p> <p>No other written correspondence in Gaelic was received.</p>
A' sgaoileadh fiosrachaidh Dissemination of information	<p>Cia mhead pìos a sgaoil am buidheann air na meadhanan sòisealta ann an Gàidhlig am-bliadhna? How many posts did the organisation distribute on social media in Gaelic this year?</p>	<p>To promote the consultation on the draft Gaelic Language Plan, two social media posts, both written in Gaelic, were regularly posted over a 6 week period, 29 October – 10 December 2021. This included 'Your Council, Your Say' and a separate post encouraging the public to participate in the consultation.</p> <p>The CLD service included a small amount of Gaelic on leaflets aimed at learners. The service estimates that the posts reached over 2000 people.</p> <p>Whinhill Primary School and Nursery regularly post in Gaelic and it is estimated that more than 100 posts were made during the reporting year.</p>
	<p>Cia mhead fios-naidheachd a chaidh a sgaoileadh leis a' bhuidheann anns a' Ghàidhlig am-bliadhna? How many press releases did the organisation publish in</p>	<p>The Council published bilingual press releases / information on its website during the year in relation to the consultation on the draft Gaelic Language Plan and the proposal to establish a catchment area for Gaelic provision in Inverclyde.</p>

Appendix 1

	Gaelic this year?	In addition to this, a School Transport Survey was distributed in Gaelic to the parents of children receiving Gaelic medium education.
Luchd-obrach Staff	Cia meud neach-obrach a fhuair cothrom trèanaidh ann an sgilean Gàidhlig am-bliadhna? How many staff received Gaelic skills training this year?	In total, 5 members of staff received Gaelic skills training during the year. This includes 3 members of staff from Whinhill PS and 2 members of staff from Library Services.
	Cia mheud dreuchd a th' agaibh an-dràsta far a bheil Gàidhlig ann mar sgil riatanach? How many posts do you currently have where Gaelic is an essential skill?	Within Whinhill PS and Nursery, there are 7 employee posts where Gaelic has been identified as an essential skill. Within the CLD Service, 2 employee posts include Gaelic language skills as an essential requirement.
	Cia mheud neach-obrach a th' agaibh an-dràsta aig a bheil sgilean Gàidhlig? How many staff currently within the organisation have Gaelic skills?	In October 2021, Inverclyde Council carried out an employee audit of Gaelic skills. This was done via a voluntary online survey. 29 respondents noted that they have some level of Gaelic skills (ranging from a few words of Gaelic to fluent, native speaker).
Foillseachaidhean Publications	Cia mheud foillseachadh a dh'fhoillsich am buidheann gu dà-chananach am-bliadhna? How many organisational publications have been published bilingually (Gaelic and English) this year?	Two organisational publications, produced by Whinhill PS, were published bilingually. In addition to this, the headings in newsletters / parents letters issued by the school are produced in Gaelic. School planning is shared with all in both Gaelic and English. No requests were received from the public to have a Corporate publication translated into Gaelic.
Inbhe Status	Cia mheud soidhne dà-chànanach a chuir am buidheann an àirde am-bliadhna? How many new bilingual signs has the organisation erected this year?	Whinhill PS and Nursery produced more than 10 signs during the year for use by the school (non-commercial signage). All signage around the school continues to be bilingual. Gaelic language is given equal prominence to English on displays and in assemblies. Signage located at the entrance to Inverclyde's towns is bilingual. No additional new bilingual signage has been erected in the reporting period, however a number of actions in relation to signage have been included in the new Inverclyde Gaelic Language Plan 2022/27.

Prìomhachasan a' Phlana Cànan Nàiseanta Gàidhlig National Gaelic Language Plan Priorities

Cleachdadh na Gàidhlig / Using Gaelic

Ciamar a tha a' bhuidhinn a' toirt fàs air cleachdadh na Gàidhlig?

How is the organisation increasing the use of Gaelic?

During the year Inverclyde supported the increased use of Gaelic in a variety of ways, including:

- Inverclyde Council produced a new Gaelic Language Plan 2022/27 which was subject public consultation. This consultation was promoted in both English and Gaelic on the Council's website. Employees were also encouraged via e-mail and the Council's intranet to participate in the consultation. Details of where to find information on local Gaelic Language Classes was also provided to employees.
- As part of the public consultation, respondents were encouraged to leave contact details if they wished further information on, or would like to participate in, Gaelic skills courses run by the CLD Service.
- An employee audit of Gaelic Language Skills was also carried out in 2021.
- GME continues to be a priority for Inverclyde Council and we continued to deliver Gaelic as L3 for English medium children in P4 – P7. Pupils and staff across the school engage in Gaelic lessons which promotes the growth of the language, as well as creating a positive image towards learning Gaelic.
 - Gaelic is used in school newsletters, Whinhill PS website, on twitter and in a variety of publications. The language is given equal prominence to English on displays and in assemblies.
- Continued support delivered to parents through useful websites to support their children with school work.
- The Library Service distributed Gaelic Bookbug bags to Gaelic Medium early years and primary establishments. The libraries also hold a small stock centrally of Gaelic bags for the baby & toddler age group which is promoted through health visitors.
- Opportunities to develop Gaelic language skills were promoted via email to employees and the Council's intranet (e.g. Speak Gaelic and courses offered by the University of Aberdeen - Gaelic for businesses and local authorities 1 and 2).
- Leaflets produced by the CLD Service includes Gaelic on leaflets aimed at learners.
- Inverclyde Council's website includes information on Gaelic medium education and links to wider Gaelic medium education [Gaelic medium education - Inverclyde Council](#)

Ionnsachadh na Gàidhlig / Learning Gaelic

Ciamar a tha a' bhuidhinn a' toirt fàs air ionnsachadh na Gàidhlig?

How is the organisation increasing the learning of Gaelic?

During the year Inverclyde supported the increased learning of Gaelic in a variety of ways, including:

- A statutory consultation on Gaelic education began in February 2022 with the purpose of establishing the whole of Inverclyde as the catchment area for Whinhill Primary GME.
- Inverclyde Council is currently exploring options to develop GME at a secondary level. An advisory group has been established to support this ongoing work.
- Children in English medium receive weekly Gaelic lessons, with class teachers (English medium) also participating in these lessons.
- 2 EYECOs in the Gaelic medium nursery have been participating in an immersion course for the last two years held both online and in South Uist.
- Gaelic continues to be promoted across all school channels to increase awareness of Gaelic Medium Education in Inverclyde. Information aimed at parents of children of nursery and early years' parents

encourages the consideration of GME for their children. Gaelic Learners in Primary School training opportunities are offered to all schools when available.

- 9 respondents to the Gaelic Language Plan consultation said that they were interested in finding out more about Gaelic language and cultural activities provided by the Council. These respondents have been kept informed about the services available.
- The CLD Service offers 2 beginners Gaelic practice classes, an A1 Speak Gaelic class and 1 intermediate level classes. These classes have been provided at South West Library and Auchmountain Halls while the Speak Gaelic A1 class has been piloted online. Following initial success, the level of drop-out has led to a move to a blended learning model for the coming August 2022 term. Additionally, the service also offers a Scottish History class which has elements of Gaelic such as place names and local dialects. 31 learners participated in language classes and 7 learners participated in Scottish History classes.
- Following the promotion of Gaelic Language courses to employees, 2 employees undertook online training over 5 weeks at the University of Aberdeen: “Gaelic for Business and Local Authorities 1”. Employees may also have participated in the Speak Gaelic service that was promoted, however these numbers are not captured by the Council
- Library staff distributed Gaelic Bookbug bags to Gaelic Medium early years and primary establishments. The service also holds a small stock centrally of Gaelic bags for the baby & toddler age group which is promoted through health visitors.

A’cur air adhart na Gàidhlig / Promoting Gaelic

Ciamar a tha a’ buidhinn a’ cur deagh iomhaigh air adhart airson na Gàidhlig?

How is the organisation promoting a positive image of Gaelic?

Inverclyde Council is promoting a positive image of Gaelic through the following:

- The Inverclyde Gaelic Language Plan 2022/27 was produced by a steering group from across a wide range of Council services, promoting awareness of the Plan and ownership of the actions within it.
- Inverclyde Council’s Corporate Equalities Group, provides the overall governance at a strategic level of the Inverclyde Gaelic Language Plan. The group is chaired by the Corporate Director, Education Communities and Organisational Development.
- Whinhill PS showcases Gaelic within the community where possible. This includes social media (school website, Twitter etc) is used to promote Gaelic within Inverclyde and showcases the work of the school. This includes day to day classwork, school initiatives and videos. Information is tweeted in both English and Gaelic, and video titles and content is bilingual where appropriate.
- The school name and welcome message on the school website is bilingual and there is a range of detailed information about GME available to all. There are also external links to more information on Gaelic and the benefits of GME.
- Gaelic/Scottish culture is celebrated across the school and nursery and the ethos of the school and nursery supports mutual respect between for education in both English and Gaelic.
- Gaelic Language skills courses are advertised to all employees by both the Council’s HR and OD Service and Corporate Communications.
- There has been an increase during the year in the number of bilingual communications issued by the Council e.g. press releases and social media posts in relation to the Gaelic Language Plan 2022/27, GME provision in Inverclyde and a School Transport Survey.

Fiosrachadh dearcnachaidh eile

Other monitoring information

A' brosnachadh Foghlam Gàidhlig

Promotion of Gaelic Education

Chan fheum ach Ùghdarrasan Ionadail seo a lionadh a-steach
For Local Authorities only to complete

Fo Earrainn 15 de dh'Achd an Fhoghlaim (Alba) 2016, feumaidh ùghdarrasan ionadail aig a bheil foghlam Gàidhlig anns an sgìre aca seo a shanasachd ann an dòigh iomchaidh. Feumaidh gach ùghdarras ionadail sanasachd a dhèanamh air na còraichean a th' aig pàrantan gus tagradh a dhèanamh airson foghlam Gàidhlig aig ìre na bun-sgoile agus foghlam luchd-ionnsachaidh na Gàidhlig a stèidheachadh. Ciamar a tha sibh a' coileanadh an dleistanais seo?

Under Section 15 of the Education (Scotland) Act 2016, local authorities which already provide Gaelic education in their area must take reasonable steps to promote this. All local authorities must take reasonable steps to promote the rights which parents have under the Act to make a request for Gaelic Medium Primary Education and the potential provision of Gaelic Learner Education. Could you tell us how you are undertaking this?

For the Council, its primary role is in the support, promotion and delivery of Gaelic education. The Council promotes Gaelic education through the distribution of leaflets when new classes are being offered; through the inclusion of information in enrolment procedures highlighting the Gaelic nursery and primary classes; information on the Council's website advertising Gaelic Language classes and Gaelic Medium Education (GME); and liaison between pre-school and primary to highlight the GME primary class.

Whinhill PS is rigorous in its promotion of Gaelic experiences in the school across many media outlets.

Inverclyde Council is also engaging in statutory consultation activity to establish a catchment for GME provision at Whinhill Primary School and to further explore options for secondary provision.

Pàrantan Corporra

Corporate Parenting

Chan fheum ach Pàrantan Chorporra seo a lionadh a-steach
For Corporate Parents only to complete

Am b' urrainn dhuibh dàta a thoirt dhuinn air an àireimh de dhaoine òga le Gàidhlig a tha, no a tha air a bhith, fo chùram a tha clàraichte leis an Ùghdarras.

Please provide data on the number of Gaelic-speaking care experienced young people registered with the Authority.

At present there are no Gaelic speaking care experienced young people registered in Inverclyde.


<p>Am b' urrainn dhuibh fiosrachadh a thoirt dhuinn air tachartasan no cothroman a tha sibh a' cur air dòigh airson daoine òga le Gàidhlig a tha, no a tha air a bhith, fo chùram a tha clàraichte leis an Ùghdarras.</p> <p>Please provide information on activities or opportunities you provide for Gaelic-speaking care experienced young people.</p>
<p>N/A as per above response.</p>
<p style="text-align: center;">Co-ionannachd Equalities</p> <p style="text-align: center;">Bu chòir don a h-uile buidheann seo a lìonadh a-steach</p> <p style="text-align: center;">For all organisations to complete</p>
<p>An do chomharraich an t-ùghdarras poblach agaibh cùisean sònraichte sam bith co-cheangailte ri co-ionannachd chothroman a thaobh leasachadh na Gàidhlig?</p> <p>Has your public authority identified any particular issues relating to equality of opportunity with regard to the development of Gaelic language?</p>
<p>One issue regarding local access to secondary GME provision has been identified by Inverclyde Council. To address this, the Council is currently exploring options in order to develop GME provision at a secondary level.</p>
<p>A bheil poileasaidhean, modhan-obrach no dòighean-obrach sam bith co-cheangailte ri co-ionannachd a chaidh a chur an gnìomh leis an ùghdarras phoblach agaibh, no a tha gan cur an gnìomh an-dràsta, a bhuineas ri bhith a' cur co-ionannachd chothroman air adhart an lùib leasachadh na Gàidhlig? An inns sibh dhuinn mun deidhinn?</p> <p>Are there any equalities policies, procedures or measures that have been implemented by your public authority, or are in the process of being implemented, that are relevant to advancing the equality of opportunity in the development of Gaelic language? Can you tell us about them?</p>
<p>In 2021 Inverclyde Council developed a new Gaelic Language Plan 2022/27 and an Equality Impact Assessment was carried out on the Plan.</p> <p>As previously highlighted, a statutory consultation to establish a Gaelic Medium Education catchment area for primary Gaelic provision in Whinhill Primary School has been carried out. The Council is presently exploring options in order to develop GME provision at secondary level.</p> <p>Whinhill Primary School produces a school Improvement Plan. While all aspects of the Plan are relevant to Gaelic Medium, discreet development areas for Gaelic are also included. In addition a Gaelic action plan is available which sits under the improvement plan.</p>
<p>A bheil eisimpleirean ann de cheumannan sònraichte a ghabh sibh gus piseach a thoirt air in-ghabhail agus com-pàirteachas a tha air obrachadh gu sònraichte math a thaobh leasachadh na Gàidhlig taobh a-staigh an ùghdarras phoblaich agaibh? An inns sibh dhuinn nam biodh sibh toilichte nan sgaoileadh Bòrd na Gàidhlig na h-eisimpleirean agaibh agus nan dèanamaid sanasachd orra.</p> <p>Are there examples of implementing specific measures to improve inclusivity or engagement that have worked particularly well regarding Gaelic language development for your public authority? Please indicate if you would be happy for Bòrd na Gàidhlig to share and promote the examples provided.</p>
<p>N/A</p>

Amasan airson Seirbhisean Corporra	Corporate Service Aims			
Àrd Phrionnsabalan	Overarching Principles			
<p>Spèis Cho-ionann A h-uile gealladh anns a’ phlana Ghàidhlig air a libhrigeadh dhan aon ìre anns a’ Ghàidhlig agus anns a’ Bheurla.</p>	<p>Equal Respect Gaelic language plan commitments delivered to an equal standard in both Gaelic and English.</p>	<ul style="list-style-type: none"> ● Amber Inverclyde Council awards equal respect to both English and Gaelic but recognises that there has been slippage in delivering some of its Gaelic Language Plan commitments 2017/22. 		
<p>Cothroman Follaiseach Gnìomhan practaigeach agus dèanamh cinnteach gu bheil fios aig luchd-obrach na buidhne agus am poball daonnan air na cothroman a th’ ann agus Gàidhlig a chleachdadh leis an ùghdarras phoblach.</p>	<p>Active Offer Practical measures to ensure that staff and public are kept regularly informed of all opportunities that exist to use Gaelic in relation to the work of the public authority.</p>	<ul style="list-style-type: none"> ● Amber Whinhill PS and Nursery inform parents and pupils up to date via regular newsletters, social media etc. The CLD service also maintains ongoing contact with local Gaelic learners. For all other employees, relevant information is sent out via the Corporate Communications team. A commitment is made in the new GLP 2022/27 to improve our active.offer 		
<p>Treas Phàrtaidhean A’ dearbhadh gum bi ALEOs agus cunnraidhean eile ag obair gus plana Gàidhlig an ùghdarras phoblach a chur an gnìomh.</p>	<p>Third Parties Ensure that Arm’s Length Executive Organisations and other contractors help with the delivery of the public authority Gaelic language plan.</p>	<p>There are no actions in Inverclyde Council’s GLP which were identified for delivery in partnership with ALEOs.</p>		
<p>Gàidhlig na nì àbhaisteach Geallaidhean bhon phlana Ghàidhlig air an gabhail a- steach ann an structaran an ùghdarras phoblach tro thìde, le sgrùdadh cunbhalach airson cothroman a chomharrachadh taobh a-staigh bhuidseatan stèidhichte gus Gàidhlig a thoirt air adhart.</p>	<p>Normalisation Gaelic plan commitments are normalised within the structures of the public authority over time, with opportunities to grow Gaelic within existing budgets constantly assessed.</p>	<ul style="list-style-type: none"> ● Amber Whilst there is still further work to be done in this area, the profile of Gaelic plan commitments has increased considerably in the past year with the development of the new Plan which was developed by a cross- Council working group. A formal governance structure has also been established in the past year. 		
<p>Pàrantan Corporra Gu bheil mothachail air na dleasan a th’ ann mar Phàrant Corporra gum bi a h-uile pàiste is neach òg fo chùram no a b’ àbhaist a bhith fo chùram le Gàidhlig a’</p>	<p>Corporate Parenting That the authority is aware of the duties of a Corporate Parent to ensure that looked after children and young people and care leavers with Gaelic receive the same</p>	<ul style="list-style-type: none"> ● Green The council has not looked after children and young people with Gaelic at present however in its role as Corporate Parent should 		

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faighinn na h-aon cothroman 's a tha clann le cànan eile.	opportunities as those with other languages.	this change in future the council would seek to ensure equality of opportunities for all looked after children and young people		
Inbhe	Status			
Suaicheantas Ag amas air suaicheantas corporra anns a' Ghàidhlig agus anns a' Bheurla a chruthachadh nuair a thig a' chiad chothrom agus mar phàirt den phròiseas ùrachaidh. Bu chòir an aon ìre follaiseachd a bhith ann airson an dà chànan san t-suaicheantas.	Logo Aim to render the corporate logo in both Gaelic and English at the first opportunity and as part of any renewal process. The logo should demonstrate equal prominence for both languages.	<ul style="list-style-type: none"> ● Amber This was reviewed as part of the planning process for the new GLP and has been included as an action within the Plan. 		
Soidhnichean Prìomh shoidhnichean air an dèanamh dà-chànanach nuair a thathar gan ùrachadh.	Signage Prominent signage will include Gaelic and English as part of any renewal process.	<ul style="list-style-type: none"> ● Amber Signage displayed at the entrance to Inverclyde's towns is in both languages and bilingual signs will be considered as part of the renewal process. 		
Conaltradh leis a' phoball	Communicating with the public			
Adhartachadh A' toirt teachdaireachd bhrosnachail seachad gum bithear daonnan a' cur fàilte air conaltradh a nì am mòr-shluagh ris an ùghdarras ann an Gàidhlig.	Promotion Positive message that communication from the public in Gaelic is always welcome.	<ul style="list-style-type: none"> ● Amber Inverclyde Council welcomes all forms of communication however, there is potential to make this more explicit. 		
Conaltradh sgrìobhte Bithear daonnan a' gabhail ri conaltradh sgrìobhte ann an Gàidhlig (litricean, puist-d agus na meadhanan sòisealta) agus thèid freagairtean Gàidhlig a thoirt seachad a rèir a' phoileasaidh choitcheinn.	Written Communication Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy.	<ul style="list-style-type: none"> ● Green Whilst the council does not have a formal policy on written communication, we accept all forms of communication and if a reply was requested in Gaelic, translation services would be secured to provide this. 		
Ionad-fàilte agus am fòn Nuair as urrainn do luchd-obrach le Gàidhlig an t-seirbheis seo a thoirt seachad, gheibh iad taic airson sin a dhèanamh, agus thèid sanasachd a dhèanamh air an t-seirbheis am measg a' mhòr-shluaigh.	Reception and phone Where Gaelic speaking staff are capable of providing this service, they are supported to do so and the service is promoted to the public.	<ul style="list-style-type: none"> ● Green The Council does not currently have Gaelic provision in its reception areas. This has not been identified as an area for development by the public visiting the reception area but will be reviewed as part of the new GLP commitments. 		


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<p>Coinneamhan Thèid coimhead gu cunbhalach air na cothroman a th' ann gus coinneamhan poblach a chumail gu dà-chànanach no ann an Gàidhlig, agus thèid sanasachd a dhèanamh orra.</p>	<p>Public meetings Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted.</p>	<p>● Green Prior to any public meeting, member of the public are requested to notify the Council of any individual requirements and the Council will endeavor to meet these requirements. To date there has been no requests to hold public meeting bilingually.</p>
<p>Fiosrachadh</p>	<p>Information</p>	
<p>Fiosan-naidheachd Prìomh fhiosan-naidheachd agus fiosan-naidheachd mu dheidhinn na Gàidhlig air an cuairteachadh sa Ghàidhlig agus sa Beurla.</p>	<p>News releases High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.</p>	<p>● Amber News / website releases related to Gaelic were published in both English and Gaelic during the reporting year. Other high profile news releases are considered individually and would only be published in Gaelic if it is felt appropriate. Whinhill PS also distributes school information in both English and Gaelic.</p>
<p>Na Meadhanan sòisealta Thèid susbaint Ghàidhlig a sgaoileadh gu cunbhalach sna meadhanan sòisealta, agus sin a rèir an uiread luchd-cleachdaidh Gàidhlig a th' ann agus a dh'fhaodadh a bhith ann.</p>	<p>Social Media Gaelic content distributed regularly through social media, guided by the level of actual and potential users</p>	<p>● Green Regular tweets are issued by the school and nursery in both languages. The Council's Corporate Communications service will also retweet and re-post Gaelic content. Social media posts were also issued on the public consultation on the draft GLP 2022/27. The CLD Service also included some Gaelic content on its information posted on social media.</p>
<p>An Làrach-lìn Bu chòir susbaint Ghàidhlig a bhith ri faotainn air làrach-lìn an ùghdarras phoblaich, agus prìomhachas ga thoirt do na duilleagan a dh'fhaodadh an àireamh as motha de dhaoine a tharraing.</p>	<p>Website Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach.</p>	<p>● Amber The council's website includes dedicated pages on the Gaelic Language Plan and Gaelic Medium Education as well as a number of related links to Gaelic related information</p>
<p>Foillsichidhean Corporra Thèid an ullachadh ann an Gàidhlig is Beurla, agus prìomhachas ga thoirt don fheadhainn a</p>	<p>Corporate Publications Produced in Gaelic and English, with priority given to those with the highest potential reach.</p>	<p>● Amber Due to budget pressures the Council does not publish corporate documents in both languages at</p>

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dh'fhaodadh an àireamh as motha de dhaoine a leughadh.		present, however if requested documents will be translated into other formats.
Tairbhe a' Chànain Bidh pròiseas ann gus dèanamh cinnteach gu bheil a' Ghàidhlig a gheibhear san fhiosrachadh chorporra uile aig deagh ìre agus gun gabh a tuigsinn	Language Utility A process is in place to ensure that the quality and accessibility of Gaelic language in all corporate information is high.	<ul style="list-style-type: none"> ● Green The Council uses an independent Gaelic translation service which includes translation, independent proofreading and checking of proofs prior to its inclusion in all corporate information.
Taisbeanaidhean Bu chòir beachdachadh gu cunbhalach air cothroman gus taisbeanaidhean poblach a shealltainn gu dà-chànanach no ann an Gàidhlig, le prìomhachas ga thoirt don fheadhainn a dh'fhaodadh a' bhuaidh as motha a thoirt air cùisean.	Exhibitions Opportunities to deliver public exhibitions bilingually or in Gaelic should be explored on a regular basis, with priority given to those with the highest potential impact.	<ul style="list-style-type: none"> ● Amber Again, due to budget pressures the Council does not host public exhibitions in both languages however a commitment is given in the new GLP to explore options for bilingual text/ signage for new exhibitions.
Luchd-obrach	Staff	
Sgrùdadh air sgilean Thèid sgrùdadh a dhèanamh air sgilean Gàidhlig an luchd-obrach agus na feumalachdan trèanaidh aca a thaobh Gàidhlig rè ùine gach plana.	Internal audit Conduct an internal audit of Gaelic skills and training needs through the life of each plan.	<ul style="list-style-type: none"> ● Green An internal audit of skills was carried out in 2021 via a voluntary survey. The Council received 120 responses, approx. 3% of all employees. The audit has informed the new Gaelic Language Plan.
Fiosrachadh Inntrigidh Bidh fiosrachadh mu Phlana Gàidhlig an ùghdarrais phoblaich mar phàirt den fhiosrachadh inntrigidh a gheibh luchd-obrach ùr.	Induction Knowledge of the public authority's Gaelic language plan included in new staff inductions	<ul style="list-style-type: none"> ● Green The Gaelic Language Plan is included in the mandatory 'Policies' section of the Council's induction course.
Trèanadh cànan Thèid cothroman trèanaidh is leasachaidh airson sgilean Gàidhlig a thabhann don luchd-obrach, gu h-àraidh mar thaic do bhith a' coileanadh Plana Gàidhlig an ùghdarrais phoblaich.	Language training Gaelic language skills training and development offered to staff, particularly in relation to implementing the public authority's Gaelic language plan.	<ul style="list-style-type: none"> ● Green Where the Council is aware of training opportunities in relation to Gaelic language skills these are advertised to employees by the HR&OD and Corporate Communications Service
Trèanadh le Fiosrachadh mun Ghàidhlig Trèanadh le fiosrachadh mun Ghàidhlig, le prìomhachas air luchd-	Awareness training Gaelic awareness training offered, with priority given to senior staff, other key decision makers and staff	<ul style="list-style-type: none"> ● Amber Training opportunities (as described above) are publicised to

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obrach aig àrd ìre, luchd co-dhùnaidh eile agus luchd-obrach air a bheil dleastanas a bhith a' conaltradh leis a' mhòr-shluagh.	dealing directly with the public.	all employees, however Gaelic awareness training sessions are not carried out separate to this.
Fastadh A' toirt aithne do is a' cur sùim ann an sgilean Gàidhlig an lùib nam pròiseasan fastaidh air feadh an ùghdarras phoblaich.	Recruitment Recognising and respecting Gaelic skills within the recruitment process throughout the authority	● Amber Gaelic is only specified in job / person description where the role has a specific Gaelic function associated with it.
Fastadh Bidh Gàidhlig air a h-ainmeachadh mar sgil riatanach agus / no a tha na buannachd ann an tuairisgeulan obrach gus cuideachadh le bhith a' cur a' Phlana Ghàidhlig an gnìomh agus a rèir an stiùiridh bho Bhòrd na Gàidhlig airson luchd-obrach fhadadh.	Recruitment Gaelic named as an essential and / or desirable skill in job descriptions in order to deliver the Gaelic language plan and in accordance with the Bòrd na Gàidhlig recruitment advice.	● Green The Council ensures that Gaelic is specified as an essential skill in all Gaelic related posts.
Fastadh Bidh sanasan-obrach dà-chànanach ann no ann an Gàidhlig a-mhàin airson a h-uile dreuchd far a bheil Gàidhlig na sgil riatanach.	Recruitment Bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill.	● Red Vacant posts are currently advertised in English only
Corpas na Gàidhlig	Gaelic Language Corpus	
Gnàthachas Litreachaidh na Gàidhlig Thèid cumail ris an tionndadh as ùire de Ghnàthachas Litreachaidh na Gàidhlig anns na stuthan sgrìobhaidh uile a thèid fhoillseachadh leis an ùghdarras phoblach.	Gaelic Orthographic Conventions The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority.	● Green This is adhered to in our Gaelic communications
Ainmean-àite Iarrar agus gabhar ri comhairle bho Ainmean-Àite na h-Alba air ainmean-àite Gàidhlig.	Place names Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used.	● Amber Gaelic place names appear on signage to the main towns in Inverclyde as well as in and around Whinhill PS. There is limited usage of Gaelic place names outwith this however it will be considered as part of ongoing signage replacement and advice sought from Ainmean-Àite na h-Alba

Report To:	Policy & Resources Committee	Date:	9 August 2022
Report By:	Interim Director Finance & Corporate Governance	Report No:	LS/61/22
Contact Officer:	Iain Strachan Head of Legal & Democratic Services	Contact No:	01475 712710
Subject:	National Care Service (Scotland) Bill – Call for Views		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The purpose of this report is to advise the Policy and Resources Committee of the publication of the National Care Service (Scotland) Bill and the Call for Views from the Scottish Parliament.
- 1.3 On 20th June 2022 the Scottish Government introduced the National Care Service (Scotland) Bill to the Scottish Parliament proposing the establishment of a new National Care Service. As part of the Bill's progress, the Scottish Parliament's Health, Social Care and Sport Committee has published a Call for Views on the terms of the Bill.
- 1.4 A Members' briefing has been organised to seek views on the Bill. As the Call for Views will close on Friday 2nd September, approval is sought for a special meeting of the Policy & Resources Executive Sub-Committee to be convened at the end of August for members to review and approve the Council's consultation response and its submission to the Scottish Parliament, with the draft response having first been considered by the Social Work & Social Care Scrutiny Panel.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Policy and Resources Committee notes the content of this report and approves that a special meeting of the Policy & Resources Executive Sub-Committee be convened to review and approve the submission of the Council's response to the Call for Views on the National Care Service (Scotland) Bill, with the draft response having first been considered by the Social Work & Social Care Scrutiny Panel.

Alan Puckrin
Interim Director, Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

- 3.1 The Scottish Government recently carried out a public consultation on its proposals for a National Care Service (NCS) to achieve changes to the system of community health and social care in Scotland. The full response to the consultation can be found here [National Care Service: consultation analysis - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/consultations/national-care-service/analysis/pages/1.aspx)
- 3.2 On 20th June 2022, the Scottish Government introduced the National Care Service (Scotland) Bill to the Scottish Parliament. The Bill would establish a National Care Service in Scotland, and allow Scottish Ministers to transfer responsibility for a range of social care services from local authorities to the new service. This could include adult and children's services, as well as areas such as justice and social work. New "care boards" would be responsible for delivering care locally.
- 3.3 Other provisions include:
- giving rights to people living in adult care homes to see the people important to them (known as "Anne's law");
 - allowing information to be shared between the National Care Service and the NHS; and
 - introducing a right to breaks for carers.
- 3.4 Views are now being sought on the Bill by Scottish Parliament Committees as they begin their Stage 1 scrutiny of the Bill. The Scottish Parliament's Health, Social Care & Sport Committee will lead scrutiny of the Bill, but given its wide ranging nature, other committees will scrutinise certain provisions.
- 3.5 The Call for Views includes general questions about the Bill, questions about the Financial Memorandum and the option to provide more detailed comments on individual sections of the Bill. It is primarily aimed at groups and organisations who are looking to input their views on the Bill. Further detail on the Call for Views can be found here - [National Care Service \(Scotland\) Bill \(Detailed\) - Scottish Parliament - Citizen Space](https://www.scottish.parliament.uk/committees/health-social-care-sport/national-care-service-scotland-bill-detailed-citizen-space).
- 3.6 There is also a Your Priorities digital consultation which offers an opportunity to ask questions or to highlight specific hopes or concerns about the Bill. Respondents can also rate specific provisions in the Bill (agree, disagree, don't know) and make brief comments about them. The Your Priorities digital consultation offers an opportunity for individual members of the public to give their views about the Bill.
- 3.7 Inverclyde Integration Joint Board will be submitting a separate, standalone response to the Call for Views.
- 3.8 Both the Call for Views and the Your Priorities digital consultation will close on 2nd September 2022.

4.0 PROPOSALS

- 4.1 There will be a number of opportunities for the Council to feed into the development of the National Care Service proposals and the Bill, including indirectly through COSLA and other representative bodies. As such, it might not be necessary, of the best use of Elected Member/officer time, for all aspects of future consultation to be responded to. However, it is felt that given the recent introduction of the Bill, and again considering the importance of the National Care Service proposals to the Council and Inverclyde as a whole, that this Call for Views should be responded to.

- 4.2 Members will be consulted on a draft Council response to the Bill and a Members' briefing has been arranged.
- 4.3 It is also noted, following the recent review of the Council's political decision-making arrangements, that the Social Work and Social Care Scrutiny Panel has a specific remit to consider reports on the progress of the development of proposals around the introduction of a National Care Service.
- 4.4 Given this, and the timescales for submission of the Call for Views response, it is recommended that a special meeting of the Policy & Resources Executive Sub-Committee be convened to review and approve the submission of the Council's response to the Call for Views on the National Care Service (Scotland) Bill, with the draft response having first been considered by the Social Work & Social Care Scrutiny Panel at its scheduled 18th August meeting.

5.0 IMPLICATIONS

- 5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk		X	
Human Resources		X	
Strategic (LOIP/Corporate Plan)		X	
Equalities & Fairer Scotland Duty			X
Children & Young People's Rights & Wellbeing			X
Environmental & Sustainability			X
Data Protection			X

5.2 Finance

There are no financial implications arising from this report.

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					

5.3 Legal/Risk

There are no legal or risk implications arising from this report. This is a factual report for noting.

5.4 Human Resources

There are no human resources implications arising from this report.

5.5 Strategic

None

6.0 CONSULTATION

6.1 None

7.0 BACKGROUND PAPERS

7.1 None