

A meeting of the Policy & Resources Committee will be held on Tuesday 13 September 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 12 September 2022 how they intend to access the meeting.

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

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

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

IAIN STRACHAN
Head of Legal & Democratic Services

BUSINESS

**** Copy to follow**

1. Apologies, Substitutions and Declarations of Interest	Page
PERFORMANCE MANAGEMENT	
2. 2022/23 Policy & Resources Committee and General Fund Revenue Budget Update as at 31 July, 2022 Report by Interim Director Finance & Corporate Governance, Corporate Director Education, Communities & Organisational Development and Chief Executive	p
3. Policy & Resources Capital Budget and 2022/25 Capital Programme Report by Interim Director Finance & Corporate Governance	p
4. Finance Services Update Report by Interim Director Finance & Corporate Governance	p
5. Corporate Policy and Performance Update Report Report by Corporate Director Education, Communities & Organisational Development	p
NEW BUSINESS	
6. 2023/26 Budget Update Report by Interim Director Finance & Corporate Governance	p

7.	2023/26 Budget Consultation Report by Head of Organisational Development, Policy & Communications	p
8.	People and Organisational Development Strategy 2020-2023 Action Plan 2022/23 Report by Head of Organisational Development, Policy & Communications	p
9.	NRS Mid-2021 Population Estimates, Scotland and Census 2022 Report by Corporate Director Education, Communities & Organisational Development	p
10.	Progress and Development for Anti-Poverty Interventions 2021-2023 Report by Corporate Director Education, Communities & Organisational Development	p
11.	Progress Report on Participatory Budgeting in Inverclyde Report by Corporate Director Education, Communities & Organisational Development	p
12.	Community Council Update Report by Head of Legal & Democratic Services	p
13.	Co-operative Councils Innovation Network Report by Head of Legal & Democratic Services	p
14. **	Pakistan Floods Appeal – Request by Councillor McCabe on behalf of the Disasters Emergency Committee Report by Head of Legal & Democratic Services	p
ROUTINE DECISIONS AND ITEMS FOR NOTING		
15.	Meliora Events, Community Fund and Platinum Jubilee Report by Corporate Director Education, Communities & Organisational Development	p
16.	Annual Update on the Regulation of Investigatory Powers (Scotland) Act 2000 Report by Head of Legal & Democratic Services	p

The reports are available publicly on the Council's website and the minute of the meeting will be submitted to the next standing meeting of the Inverclyde Council. The agenda for the meeting of the Inverclyde Council will be available publicly on the Council's website.

Please note: this meeting may be recorded or live-streamed via YouTube and the Council's internet site, where it will be capable of repeated viewing. At the start of the meeting the Provost/Chair will confirm if all or part of the meeting is being recorded or live-streamed.

You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during any recording or live-streaming will be retained in accordance with the Council's published policy, including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site or YouTube.

If you are participating in the meeting, you acknowledge that you may be filmed and that any information pertaining to you contained in the recording or live-stream of the meeting will be used for webcasting or training purposes and for the purpose of keeping historical records and making those records available to the public. In making this use of your information the Council is processing data which is necessary for the

performance of a task carried out in the public interest. If you are asked to speak at the meeting then your submission to the committee will be captured as part of the recording or live-stream.

If you have any queries regarding this and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact the Information Governance team at dataprotection@inverclyde.gov.uk

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

Report To:	Policy & Resources Committee	Date:	13 September 2022
Report By:	Interim Director Finance & Corporate Governance, Corporate Director Education, Communities & Organisational Development and Chief Executive	Report No:	FIN/54/22/AP/AB
Contact Officer:	Alan Puckrin	Contact No:	01475 712090
Subject:	2022/23 Policy & Resources Committee and General Fund Revenue Budget Update as at 31 July, 2022		

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 2021/22 Policy & Resources Revenue Budget final out turn, the 2022/23 Committee Revenue Budget projected position at 31 July 2022 and the overall General Fund Revenue Budget projection after the first cycle of 2022/23 Budget reports. The report also highlights the position of the General Fund Reserve.
- 1.3 The revised 2022/23 Revenue Budget for the Policy & Resources Committee is £21,239,000 excluding Earmarked Reserves. The latest projection is an overspend of £2,796,000 (13.2%) and is almost entirely down to projected pay and non-pay inflation pressures which are being held centrally. Section 3 of the report contains more detail on the position and the assumptions around the 2022/23 pay award.
- 1.4 Due to these inflationary pressures the General Fund is projecting an overspend of £2.944million after the one-off use of £4million of Reserves which was agreed by the Council in February when Members approved the 2022/23 Revenue Budget. Based on these figures the Council's unallocated Reserves are currently projected to fall below the minimum recommended level of £4.0million by 31 March, 2023. This will require to be addressed as part of the 2023/26 Budget.
- 1.5 There report outline a remit from the Education & Communities Committee for the Committee to consider relating to an increase in funding of £278,000 for Inverclyde Leisure in 2022/23 due to the unavoidable increase in utility costs.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Committee note the final out turn for 2021/22 and the current projected overspend for 2022/23 of £2,796,000 as at 31 July 2022 within the Committee's Budget.

- 2.2 It is recommended that the Committee note that the Interim Director Finance & Corporate Governance and Heads of Service will review areas where non-essential spend can be reduced in order to bring the corporate service element of the budget back on track.
- 2.3 It is recommended that the Committee notes the projected 2022/23 surplus of £18,040 for the Common Good Budget.
- 2.4 It is recommended that the Committee notes the projected overspend of £2,940,000 for the General Fund and that action will need to be taken as part of the 2023/26 Revenue Budget to bring the unallocated Reserves back to the minimum recommended level of £4.0million and address the underlying budget shortfall.
- 2.5 It is recommended that the Committee agree to allocate £278,000 from the Covid Recovery Contingency to increase the sum paid to Inverclyde Leisure in 2022/23 due to the significant increase in utility costs and note that this matter will form part of the review of Inverclyde Leisure funding due to be considered as part of the 2023/26 Budget.

Alan Puckrin
Interim Director
Finance & Corporate Governance

Louise Long
Chief Executive

Ruth Binks
Corporate Director
Education, Communities
& Organisational Development

3.0 BACKGROUND AND CONTEXT

3.1 The revised 2022/23 Revenue Budget for the Policy & Resources Committee is £21,239,000 excluding Earmarked Reserves. This is a decrease of £454,000 from the approved budget largely due to allocations from the inflation contingency. Appendix 1 gives more details of this budget movement.

3.2 2021/22 Committee Out-turn (£726,000 Underspend)

The main variations from budget and movements from the projected outturn position at Period 10 for 2021/22 were as follows:

	Revised Budget 2021/22	Out Turn 2021/22	Variance to Budget	P10 Projected Variance	Movement Since Period 10
Finance	7,051	6,998	(53)	35	(88)
Legal	1,877	1,835	(42)	18	(60)
Organisational Development, Policy & Communications	2,101	2,079	(22)	29	(51)
Chief Executive	323	331	8	14	(6)
Miscellaneous	7,654	7,037	(617)	(250)	(367)
TOTAL NET EXPENDITURE	19,006	18,280	(726)	(154)	(572)

3.3 The major variances making up the underspend were as follows:

- (a) Inflation Contingency underspend £587,000. This was mainly due to lower than anticipated requirement for non-pay inflationary pressures. The non-pay inflation contingency is under considerable pressure in 2022/23 due to the current economic climate
- (b) Internal Resources Income under-recovery £97,000, due to continuing low interest rates.
- (c) ICT Computer Software Maintenance overspend £95,000. A one-off overspend due to the timing of the Microsoft Cloud software contract.
- (d) Additional Turnover savings £75,000.

3.4 2022/23 Projected Outturn (£2,796,000 Overspend 13.2%)

The main projected variances contributing to the net overspend are listed below –

- (a) Projected underspend of £45,000 for Finance/ICT Employee costs due to exceeding turnover targets.
- (b) ICT Computer Software Maintenance projected overspend £54,000.
- (c) Previous Years Council Tax under-recovery of £40,000 in line with last year

- (d) Projected overspend of £56,000 for Legal Employee costs due to turnover target not yet met.
- (e) Projected overspend of £1,200,000 for the Non-Pay Inflation Contingency largely due to rising utility and fuel costs and contracts linked to rates of RPI.
- (f) Projected shortfall of £1,500,000 in the Pay Inflation allowance based on the latest offer agreed by Cosla Leaders and after netting off an estimated share of extra recurring funding from the Scottish Government. The projection assumes the IJB will receive a share of the £140million Scottish Government funding. It should be noted that the pay offer has not been accepted and there is the possibility that the projected overspend will increase further.

More details are shown in Appendices 2 and 3

3.5 Earmarked Reserves

Appendix 4 gives an update on the operational Earmarked Reserves, ie excluding strategic funding models. Spend to date is currently £3,856,000 largely due to the delivery of the Council Cost of Living payments. Appendix 7 gives a summary breakdown of the current earmarked reserves position. It can be seen that expenditure at 31 July was £4,519,000 which is £181,000 (3.8%) less than the phased budget.

3.6 Common Good Fund

The Common Good Fund is projecting a surplus fund balance of £18,040 as shown in Appendix 5 and which results in projected surplus fund balance of £123,700 at 31 March 2023.

3.7 General Fund Budget & Reserves Position

Based on the significant over spend projected within this Committee's Budget it is no surprise to see from Appendix 6 that as at 31 July 2022 the General Fund is projecting a £2,940,000 overspend (excluding Health & Social Care Directorate) which represents 1.3% of the net Revenue Budget.

- 3.8 Appendix 8 shows the latest position in respect of the General Fund Reserves and shows that the projected balance at 31 March, 2023 is £2.497 million which is £1.5million below the minimum recommended balance of £4 million. This is the lowest the unallocated Reserves have been for many years and is before the consideration of further pressures.

3.9 Remit from Education & Communities Committee

Following increases in utility costs on a similar scale to those experienced by the Council, Inverclyde Leisure (IL) have approached the Council requesting an increase in funding during 2022/23. The requested increase of £278,000 is after IL have taken actions to reduce the impact of the increases by over £140,000. Committee are reminded that the Council is already allocating £798,000 one off increased funding to IL in 2022/23 as part of assisting IL recover from the loss of income resulting from Covid.

- 3.10 The Education & Communities Committee considered the matter on 30 August and agreed to remit the matter to this Committee for consideration.

4.0 PROPOSALS

- 4.1 In respect of the projected overspend of £82,000 within the 3 Corporate Services, the Interim Director and Heads of Service will ensure that steps are taken to reduce expenditure where this will not have a direct impact on service delivery.
- 4.2 In relation to the General Fund overspend the Committee are asked to note that similar action is being taken by the Corporate Director of Education, Communities and OD and Interim Director Environment & Regeneration to bring their 2 Committees back within their approved budgets.
- 4.3 However it must be recognised that even if this is achieved, a net overspend of £2.3million would remain and decisions will need to be approved as part of the 2023/26 Budget to bring unallocated Reserves back to their minimum recommended level and address the underlying budget shortfall.
- 4.4 Officers are liaising with the IL Chief Executive to get updated estimated Budgets for 2023/25 and this will form part of the review of Inverclyde Leisure future funding and service delivery levels due to be considered as part of the 2023/26 Budget. In light of this, Officers would recommend that the request for a further £278,000 funding in 2022/23 be approved and that it be funded from the unallocated balance in the Covid Recovery Reserve.

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

As has been previously reported the Council is facing financial challenges it has not faced before and decisive action will need to be taken in coming months to ensure the Council's Budget, service delivery requirements and priorities remain affordable in the medium term.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Covid Reserve	Contingency	22/23	£278,000		Contingency balance is currently £0.75million

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 approved Governance Documents set out the roles and responsibilities of Committees and officers in ensuring budgets are not overspent and the process to be followed in the event approved limits are projected to be breached.

5.4 **Human Resources**

There are no specific human resources implications arising from this report.

5.5 **Strategic**

The current and projected financial position will require to be borne in mind when developing the forthcoming strategic plans for the Council.

6.0 **CONSULTATION**

6.1 The Chief Executive and Corporate Director Education, Communities and OD have been consulted in the preparation of this report.

7.0 **BACKGROUND PAPERS**

7.1 There are no background papers.

Policy & Resources Budget Movement - 2022/23**Period 4: 1 April 2022 - 31 July 2022**

Service	Approved Budget	Movements			Transferred to	Revised Budget
	2022/23 £000	Inflation £000	Virement £000	Supplementary Budgets £000	EMR £000	2022/23 £000
Finance	7,555	0	40	0	0	7,595
Legal	1,961	(7)	0	0	0	1,954
Organisational Development, Policy & Communications	2,116	33	0	0	0	2,149
Chief Exec	331	0	0	0	0	331
Miscellaneous	9,730	(520)	0	0	0	9,210
Totals	<u>21,693</u>	<u>(494)</u>	<u>40</u>	<u>0</u>	<u>0</u>	<u>21,239</u>

Supplementary Budget Detail

£000

Inflation

Legal: HOS Overbudgeted, back to Inflation Contingency
 HR - Occupational Health contract increase
 Miscellaneous - Non Pay Inflation allocated out

(7)

33

(520)(494)Virements

Finance (ICT): New Ways of Working

40

40

Total Inflation & Virements(454)

REVENUE BUDGET MONITORING REPORT**CURRENT POSITION****Period 4: 1 April 2022 - 31 July 2022**

2021/22 Actual £000	SUBJECTIVE ANALYSIS	Approved Budget 2022/23 £000	Revised Budget 2022/23 £000	Projected Out-turn 2022/23 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
8,144	Employee Costs	8,367	8,363	8,389	26	0.3%
487	Property Costs	569	569	569	0	-
905	Supplies & Services	888	889	927	38	4.3%
1	Transport & Plant	4	4	4	0	-
1,253	Administration Costs	1,309	1,305	1,158	(147)	(11.3%)
29,661	Payments to Other Bodies	39,852	39,402	42,100	2,698	6.8%
(26,838)	Income	(29,296)	(29,293)	(29,112)	181	(0.6%)
13,612	TOTAL NET EXPENDITURE	21,693	21,239	24,035	2,796	13.2%
	Earmarked reserves				0	
13,612	Total Net Expenditure excluding Earmarked Reserves	21,693	21,239	24,035	2,796	

2021/22 Actual £000	OBJECTIVE ANALYSIS	Approved Budget 2022/23 £000	Revised Budget 2022/23 £000	Projected Out-turn 2022/23 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
7,487	Finance	7,555	7,595	7,578	(17)	(0.2%)
1,353	Legal Services	1,961	1,954	2,043	89	4.6%
8,840	Total Net Expenditure Environment, Regeneration & Resources	9,516	9,549	9,621	72	0.8%
2,117	Organisational Development, Policy & Communications	2,116	2,149	2,159	10	0.5%
2,117	Total Net Expenditure Education, Communities & Organisational Development	2,116	2,149	2,159	10	0.5%
337	Chief Executive	331	331	345	14	4.2%
2,318	Miscellaneous	9,730	9,210	11,910	2,700	29.3%
13,612	TOTAL NET EXPENDITURE	21,693	21,239	24,035	2,796	13.2%
	Earmarked reserves					
13,612	Total Net Expenditure excluding Earmarked Reserves	21,693	21,239	24,035	2,796	

REVENUE BUDGET MONITORING REPORT

MATERIAL VARIANCES (EXCLUDING EARMARKED RESERVES)

Period 4: 1 April 2022 - 31 July 2022

Outturn 2021/22 £000	Budget Heading	Budget 2022/23 £000	Proportion of Budget £000	Actual to 31/07/22 £000	Projection 2022/23 £000	Over/(Under) Budget £000
	<u>Finance/ICT Services</u>					
4,753	Employee Costs	4,879	1,484	1,451	4,834	(45)
782	Supplies & Services - Computer Software Maint	780	768	654	834	54
318	Admin Costs - Legal Expenses/Other Rechargeable Costs	329	119	53	214	(115)
24,407	Benefits & Allowances - DHP Expenditure Budget Overstated	27,747	9,269	8,964	27,722	(25)
(316)	Income - Legal Expenses/Other Rechargeable Costs - Recoveries	(327)	(118)	(63)	(212)	115
(303)	Income - Council Tax Income Previous Years	(356)	(119)	(86)	(316)	40
	<u>Legal Services</u>					
1,321	Employee Costs	1,371	493	503	1,427	56
	<u>Miscellaneous Services</u>					
1,014	Non Pay Inflation	2,927	773	773	4,127	1,200
2,816	Pay Inflation	2,876	0	0	4,376	1,500
34,792	TOTAL MATERIAL VARIANCES	40,226	12,669	12,249	43,006	2,780

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Policy & Resources

C a t e g o r y	Project	Lead Officer/ Responsible Manager	Total Funding	Phased Budget P4	Actual P4	Projected Spend	Amount to be Earmarked for 2023/24 & Beyond	Lead Officer Update
			2022/23	2022/23	2022/23	2022/23		
			£000	£000	£000	£000		
B	Early Retiral/Voluntary Severance Reserve	Alan Puckrin	1,473	0	0	1,473	0	Significant call expected on the reserve due to 23/25 Budget gap. High likelihood that more funding will be needed.
C	Equal Pay	Steven McNab	200	0	0	0	200	Balance for equal pay which is under review on an annual basis.
C	Digital Strategy	Alan Puckrin	160	0	13	57	103	Project officer £88k over 2 years starting 01/10/21. £60k uncommitted. All needed for new ways of working project
C	Welfare Reform - Operational	Alan Puckrin	153	0	26	81	72	£72k unallocated balance which will be used from 22/23.
C	Anti-Poverty Fund	Ruth Binks	1,072	200	226	1,072	0	£763k relates to c/f of the recurring element of the Anti Poverty fund. It is anticipated that this will be fully spent this financial year. The remainder will be used for holiday meals/child payments.
C	Community Facilities Digital Inclusion	Alan Puckrin	116	0	1	1	115	Budget holders have confirmed that the project is largely delivered and the unused balance will be written back to General Fund Reserves
C	GDPR	Iain Strachan	35	0	0	18	17	Information governance system contract (Workpro) awarded (2yr+1yr+1yr). Spend committed - £10k per year. Continued corporate training programme being organised.
C	Local Government Elections	Iain Strachan	110	108	108	110	0	Cost for May 2022 Local election. Overspend of £15k being reported as part of Legal Services overspend.
C	Contribution from the SG Omicron Funding - £350 Payment	Alan Puckrin	500	500	500	500	0	Complete.

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Policy & Resources

C a t e g o r y	<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>Total</u>	<u>Phased Budget</u>	<u>Actual</u>	<u>Projected</u>	<u>Amount to be</u>	<u>Lead Officer Update</u>
			<u>Funding</u>	<u>P4</u>	<u>P4</u>	<u>Spend</u>	<u>Earmarked for</u>	
			<u>2022/23</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2023/24</u>	
			<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>& Beyond</u>	
C	New Ways of Working	Steven McNab	286	14	14	142	144	Ongoing to the summer of 2023. Project requires 150k employee costs alongside 150k non employee other costs. The non-employee costs relate to expenditure in rationalising office estate with regards to hybrid working that will see office refurbishments, relocation of staff and IT Costs that improve digital capabilities.
C	Contribution to IJB budget 2022/23	Alan Puckrin	550	0	0	550	0	Budget transferred to IJB March 2023
C	Support with Energy Bill Costs - £350 Payment	Alan Puckrin	3,000	3,000	2,960	3,000	0	All to be used /written back by 30.9.22
Total Category C to E			6,210	3,830	3,856	5,559	651	

REVENUE BUDGET MONITORING REPORT 2021/22

Period 4: 1 April 2022 - 31 July 2022

	Final Outturn 2021/22	Approved Budget 2022/23	Budget to Date 2022/23	Actual to Date 2022/23	Projected Outturn 2022/23
PROPERTY COSTS	72,380	29,000	9,300	21,160	33,660
Repairs & Maintenance	47,450	9,000	3,000	0	9,000
Rates	21,720	19,000	6,300	21,160	21,160
Property Insurance	3,210	1,000	0	0	3,500
ADMINISTRATION COSTS	15,050	7,700	500	1,610	9,700
Sundries	8,850	1,500	500	1,610	3,500
Commercial Rent Management Recharge	2,200	2,200	0	0	2,200
Recharge for Accountancy	4,000	4,000	0	0	4,000
OTHER EXPENDITURE	26,000	61,500	0	0	61,500
Christmas Lights Switch On	10,500	10,500	0	0	10,500
Gourock Highland Games	0	29,400	0	0	29,400
Armistice Service	6,530	8,300	0	0	8,300
Comet Festival	0	13,300	0	0	13,300
Bad Debt Provision	8,970	0	0	0	0
INCOME	(118,620)	(109,800)	(36,400)	(63,000)	(122,900)
Property Rental	(158,050)	(159,000)	(53,000)	(90,420)	(159,000)
Void Rents	39,690	49,700	16,600	27,420	36,600
Internal Resources Interest	(260)	(500)	0	0	(500)
NET ANNUAL EXPENDITURE	(5,190)	(11,600)	(26,600)	(40,230)	(18,040)
EARMARKED FUNDS	0	0	0	0	0
TOTAL NET EXPENDITURE	(5,190)	(11,600)	(26,600)	(40,230)	(18,040)

Fund Balance as at 31st March 2022 105,668

Projected Fund Balance as at 31st March 2023

123,708

Notes:

1 Rates (Empty Properties)

Rates are currently being paid on empty properties, projection reflects current Rates levels however all historic Rates costs are being examined to ensure all appropriate empty property relief has been obtained. Any subsequent credit will be included in future reports.

2 Current Empty Properties are:Vacant since:

12 Bay St
6 John Wood Street
10 John Wood Street
15 John Wood Street

April 2015, currently being marketed
January 2019, currently being marketed
August 2018
June 2017

Policy & Resources CommitteeRevenue Budget Monitoring ReportPosition as at 31st July 2022

Committee	Approved Budget 2022/2023	Revised Budget 2022/2023	Projected Out-turn 2022/2023	Projected Over/(Under) Spend	Percentage Variance
	£,000's	£,000's	£,000's	£,000's	
Policy & Resources	21,692	21,015	23,811	2,796	13.30%
Environment & Regeneration	21,424	21,253	21,536	283	1.33%
Education & Communities (Note 1)	99,748	95,969	96,178	209	0.22%
Health & Social Care	65,522	65,522	64,547	(975)	(1.49%)
Committee Sub-Total	208,386	203,759	206,072	2,313	1.14%
Loan Charges (Including SEMP) (Note 1)	11,977	16,633	16,633	0	0.00%
Identified Savings (Note 2)	39	39	(9)	(48)	0.00%
Saving Approved yet to be Allocated (Note 3)	(30)	(30)	(30)	0	0.00%
Transfer to Earmarked Reserves	0	565	565	0	0.00%
Total Expenditure	220,372	220,966	223,231	2,265	1.03%
Financed By:					
General Revenue Grant/Non Domestic Rates	(185,285)	(185,879)	(185,879)	0	0.00%
Contribution from General Reserves	(4,000)	(4,000)	(4,000)	0	100.00%
Contribution to Reserves (SG Grant)	1,858	1,858	1,858	0	100.00%
Council Tax (Note 4)	(32,945)	(32,945)	(33,245)	(300)	0.91%
Integration Joint Board - Contribution to Reserves	0	0	975	975	100.00%
Net Expenditure	0	0	2,940	2,940	

Note 1 - Reduction reflects transfer of SEMP loans charges

Note 2 - Identified savings to be allocated

Note 3 - Approved savings yet to be allocated (New Ways of Working)

Note 4 - Council Tax base is 250 Band D equivalents higher than used when setting the 2022/23 budget, resulting in £300k additional income

Transfer to Earmarked Reserves

DMR	300
City Deal	265
Contribution to General Earmarked Reserves	565

Earmarked Reserves Position Statement

Appendix 7

Summary

<u>Committee</u>	<u>Total Funding 2022/23</u>	<u>Phased Budget to</u>	<u>Actual Spend To 31 July 2022</u>	<u>Variance Actual to Phased Budget</u>	<u>Projected Spend 2022/23</u>	<u>Earmarked 2023/24 & Beyond</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Education & Communities	2,224	512	510	(2)	1,887	337
Health & Social Care	3,199	234	42	(192)	1,534	1,665
Regeneration & Environment	4,194	124	111	(13)	1,776	2,418
Policy & Resources	6,210	3,830	3,856	26	5,559	651
	15,827	4,700	4,519	(181)	10,756	5,071

<u>2022/23 %age Spend Against Projected</u>	<u>2022/23 %age Over/(Under) Spend Against Phased Budget</u>
27.03%	(0.39%)
2.74%	(82.02%)
6.25%	(10.48%)
69.36%	0.68%
42.01%	(3.84%)

Actual Spend v Phased Budget Behind Phasing = (£181k) (3.84%)

Appendix 8

GENERAL FUND RESERVE POSITION
Position as at 31/07/22

	<u>£000</u>	<u>£000</u>
Projected Usable Balance 31/3/22 (Subject to Audit)		3719
<u>Available Funding:</u>		
Share of Scottish Government £120m funding 2022/23	<u>1858</u>	1858
Projected Surplus/(Deficit) 2022/23	<u>(2940)</u>	(2940)
<u>Use of Balances:</u>		
Local Elections (Approved April 2022)	<u>(140)</u>	(140)
Projected Reserve Balance 31/03/23		<u><u>2497</u></u>

Minimum Reserve required is £4 million

Report To:	Policy & Resources Committee	Date:	13 September 2022
Report By:	Interim Director Finance & Corporate Governance	Report No:	FIN/55/22/AP/MT
Contact Officer:	Matt Thomson	Contact No:	01475 712256
Subject:	Policy & Resources Capital Budget and 2022/25 Capital Programme		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The purpose of the report is to provide Committee with the latest position of the Policy & Resources Capital Programme and the 2022/25 Capital Programme.
- 1.3 This report advises the Committee in respect of the progress of the projects within the Policy & Resources Capital Programme, the Committee's capital budget over 2022/25 is £2.552m with total projected spend on budget. The Committee is projecting to spend £0.743m in 2022/23 after advancement of £0.200m (36.83%).
- 1.4 In overall terms the 2022/25 Capital Programme budget is £80.687m and is currently projected to be on budget. In the current year net slippage of £0.066m, 0.29% is being reported with expenditure at 30 June being £1.859m (8.3% of projected spend).

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Committee notes the current position of the 2022/25 Policy & Resources Capital Budget.
- 2.2 It is recommended that Committee note the current position of the 2022/25 Capital Programme.
- 2.3 It is recommended that the Committee notes the ongoing pressure being experienced with regards to the cost/availability of materials and the impact this continues to have on the delivery of the 2022/25 Capital Programme.

Alan Puckrin
Interim Director Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

- 3.1 On 24 February 2022 the Council approved the 2022/25 Capital Programme as part of the overall Budget approval. This report shows the current position of the approved Policy & Resources Capital Programme as well as the position of the overall 2022/25 Capital Programme.

2022/25 Policy & Resources Capital Position

- 3.2 The Policy & Resources capital budget is £2.552m. The current projection is £2.552m which means total projected spend is on budget. The balance in the Covid Cost Pressure Budget is £325,000.
- 3.3 The budget for 2022/23 is £0.543m and the Committee is projecting to spend £0.743m in 2022/23, advancement of £0.200m (36.83%) relating mainly to the Server & Switch Replacement Programme and Rolling Replacement of PC's
- 3.4 PC Refresh Programme – In conjunction with the Smartboard Refresh Programme, completed by Property Services as part of the SEMP, ICT have completed the first phase of the PC Refresh Programme by replacing 631 Whiteboard/Teacher Desktop PCs with laptops. This work was scheduled to be completed over the summer break. Phase 2 will replace/upgrade the 620 desktop PCs in the Secondary Computer Suites. This will be scheduled during the term time, working with Education HQ and the schools to ensure minimal disruption within the classroom and provide a realistic timeline for completion.
- 3.5 Server and Switch Replacement – An implementation programme to replace and expand the Corporate Network Storage system has been scoped and an order placed with suppliers to provide the services. Deployment of core services in support of Office 365 and replacement of Virtual Server Estate. Infill of the School and Corporate Wireless network following availability and coverage surveys completed by ICT.
- 3.6 ICT & Digital Strategies – As part of New Ways of Working a programme to identify systems and services to support Hybrid Meetings. A small ongoing refresh of headsets and other equipment to enable home working has been established. Equipment for use in hybrid meeting rooms, breakout and working areas are being evaluated as part of the New Ways of Working programme.

2022/25 Capital Programme

- 3.7 The Capital Programme reflects the confirmed 2022/23 capital grant. While the Scottish Government are advising that national grant allocations are likely to remain at the same level until 2026/27, changes to allocation methods are likely to reduce the grant to Inverclyde Council and as a result estimated capital grant allocations for 2023/24 and 2024/25 have been reduced to £6.0m per year.
- 3.8 An over provision of projects against estimated resources of up to 5% is considered acceptable to allow for increased resources and/or cost reductions. Currently the Capital Programme is reporting a deficit of £2.700m which represents 4.17% of the 2022/25 resources and is therefore within acceptable limits.
- 3.9 In terms of the overall Capital Programme it can be seen from Appendix 2 that as at 30 June 2022 expenditure in 2022/23 was 8.3% of projected spend. Phasing and projected spend has been reviewed by the budget holders and the relevant Director. The position in respect of each individual Committee is reported in Appendix 2 and in paragraph 3.12 of this report. Overall Committees are projecting to outturn on budget.

3.11 In the current year net slippage of £0.066m, (0.29%) is currently being reported. This is due to slippage within the Environment & Regeneration Committee (£0.133m) and Education & Communities Committee (£0.133m) offset by advancement within the Policy & Resources Committee (£0.200m).

3.12 The position in respect of individual Committees for 2022/23 is as follows:

Policy & Resources

Expenditure as at 30 June 2022 is £0.102m against an approved budget of £0.543m.

Advancement of £0.200m (36.83%) is being reported at this stage within the Server and Switch Replacement Programme and Rolling Replacement of PC's.

Environment & Regeneration

Expenditure as at 30 June 2022 is £1.081m against an approved budget of £16.343m. Net slippage of £0.133m (0.81%) is being reported mainly due to slippage within the Port Glasgow Town Centre Regeneration (£0.428m) offset by advancement within the RAMP (£0.145m) and Scheme of Assistance (£0.100m).

Education & Communities

Expenditure as at 30 June 2022 is £0.642m against an approved budget of £4.270m. Net slippage of £0.133m (3.11%) is being reported mainly due to slippage in the Waterfront Leisure Centre Moveable Pool Floor (£0.340m) and PG New Community Hub (£0.157m) offset by advancement of Lady Alice Bowling Club (£0.130m) and Leisure Pitches (£0.231m).

Health & Social Care

Expenditure as at 30 June is £0.034m against an approved budget of £1.346m. No slippage is being reported.

Material Shortages/Price Increases & the 2022/25 Capital Programme

3.13 The UK exit from the EU, the impact of COVID, increased global demand for materials and most recently the impact of the conflict in Ukraine continue to have a significant impact on the delivery of the capital programme. This has been seen in recent tender exercises and is predicted to continue in the short to medium term with the following issues likely to be faced:

- Material availability issues will potentially extend lead-in/pre-site periods and/or site programmes.
- Price volatility may lead to contractors being reluctant to hold tenders open for the normal (120 day) period 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 number of tenders returned.
- Tender prices are likely to increase to reflect the rising cost of materials and future uncertainty/risk.
- For larger/longer term projects in particular Contractors may struggle to secure pricing from supply chain partners without inflated risk and additional contract protections.

3.14 The above issues will inevitably lead to both cost pressures and project delays and it is important Members consider this when reviewing project updates. It is likely 2022/23 will be another challenging year for delivery of the capital programme and while officers will endeavour to advance projects where possible to mitigate slippage it will be challenging to contain slippage within the 10% threshold.

4.0 PROPOSALS

4.1 The Committee is asked to note the progress on the Policy & Resources Capital Programme and the position of the 2022/25 Capital Programme.

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 approved Governance documents set out the roles and responsibilities of Committees and officers in ensuring budgets are not overspent and the process to be followed in the event an overspend is unavoidable.

5.4 Human Resources

There are no HR implications arising from this report.

5.5 Strategic

There are no Strategic implications arising from this report.

6.0 CONSULTATION

6.1 This report has been prepared based on updates to the relevant Strategic Committees.

7.0 BACKGROUND PAPERS

7.1 None.

COMMITTEE: POLICY & RESOURCES

Project Name	1	2	3	4	5	6	7	8
	<u>Est Total Cost</u>	<u>Actual to 31/3/22</u>	<u>Approved Budget 2022/23</u>	<u>Revised Est 2022/23</u>	<u>Actual to 31/07/22</u>	<u>Est 2023/24</u>	<u>Est 2024/25</u>	<u>Future Years</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
<u>Environment, Regeneration & Resources</u>								
<u>ICT</u>								
Storage/Backup Devices/Minor Works and Projects	25		13	25	9	0	0	0
Rolling Replacement of PC's	442		73	442	22	0	0	0
Meeting Room, Videoconferencing & Hybrid Working Equipment	60	-	30	60		0	0	0
Server & Switch Replacement Programme	195		26	195	71	0	0	0
Home Working Allocation	25	15	10	10		0	0	0
Annual Allocation	1,357	-	380	0		764	593	0
<u>ICT Total</u>	2,104	15	532	732	102	764	593	0
<u>Finance</u>								
Modernisation Fund	123	112	11	11		0	0	0
Cost Pressure Contingency	325	-	0	0		325	0	0
<u>Finance Total</u>	448	112	11	11	0	325	0	0
TOTAL	2,552	127	543	743	102	1,089	593	0

Appendix 2a

Capital Programme - 2022/23 - 2024/25

Available Resources

	A	B	C	D	E
	2022/23	2023/24	2024/25	Future	Total
	£000	£000	£000	£000	£000
Government Capital Support	6,417	6,000	6,000	-	18,417
Capital Receipts (Note 1)	642	315	315	-	1,272
Capital Grants (Note 2)	4,492	3,090	-	-	7,582
Prudential Funded Projects (Note 3)	1,640	9,461	3,659	147	14,907
Balance B/F From 21/22	14,787	-	-	-	14,787
Capital Funded from Current Revenue	3,353	1,815	2,750	-	7,918
	<u>31,331</u>	<u>20,681</u>	<u>12,724</u>	<u>147</u>	<u>64,883</u>

Overall Position 2022/25

	<u>£000</u>
Available Resources (Appendix 2a, Column A-C)	64,736
Projection (Appendix 2b, Column B-D)	67,436
(Shortfall)/Under Utilisation of Resources	<u>(2,700)</u>
(Shortfall)/Under Utilisation of Resources %	<u>(4.17)%</u>

Notes to Appendix 2a

Note 1 (Capital Receipts)

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>Future</u>	<u>Total</u>
	£000	£000	£000	£000	£000
Sales	315	315	315	-	945
Contributions/Recoveries	327	-	-	-	327
	<u>642</u>	<u>315</u>	<u>315</u>	<u>-</u>	<u>1,272</u>

Note 2 (Capital Grants)

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>Future</u>	<u>Total</u>
	£000	£000	£000	£000	£000
Government Grant - Place Based Funding	584	-	-	-	584
Renewal of Play Parks	-	-	-	-	-
Cycling, Walking & Safer Streets	493	-	-	-	493
SPT	1,275	-	-	-	1,275
Road Safety Improvement Fund	116	-	-	-	116
Spaces for People	-	-	-	-	-
Nature Restoration Fund	160	-	-	-	160
CO2 Monitors in Schools	42	-	-	-	42
HES - Watt Complex	-	-	-	-	-
Electric Vehicles	13	-	-	-	13
Sustrans	-	2,100	-	-	2,100
Watt Complex Creativity Space	-	-	-	-	-
SFA Pitches	75	-	-	-	75
VDLIP - New Learning Disability Hub	-	990	-	-	990
RCGF - King George VI	1,734	-	-	-	1,734
	<u>4,492</u>	<u>3,090</u>	<u>-</u>	<u>-</u>	<u>7,582</u>

Note 3 (Prudentially Funded Projects)

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>Future</u>	<u>Total</u>
	£000	£000	£000	£000	£000
Vehicle Replacement Programme	719	964	964	-	2,647
Asset Management Plan - Depots	310	149	-	-	459
Capital Works on Former Tied Houses	3	150	60	147	360
CCTV	15	-	-	-	15
Clune Park Regeneration	276	-	-	-	276
Neil Street Childrens Home Replacement - CoS	13	-	-	-	13
Crosshill Childrens Home Replacement	192	50	-	-	242
New Learning Disability Facility	884	5,248	1,135	-	7,267
Interactive Whiteboard Replacement	28	-	-	-	28
Additional Prudential Borrowing to Fund Capital Programme	(1,000)	1,500	1,500	-	2,000
Additional Prudential Borrowing to meet anticipated Cost Pressures	200	1,400	-	-	1,600
	<u>1,640</u>	<u>9,461</u>	<u>3,659</u>	<u>147</u>	<u>14,907</u>

Capital Programme - 2022/23 - 2024/25

Agreed Projects

Committee	A Prior Years £000	B 2022/23 £000	C 2023/24 £000	D 2024/25 £000	E Future £000	F Total £000	G Approved Budget £000	H (Under)/ Over £000	I 2021/22 Spend To 30/6/2022 £000
Policy & Resources	127	743	1,089	593	-	2,552	2,552	-	102
Environment & Regeneration	7,134	16,210	17,921	6,989	147	48,401	48,401	-	1,081
School Estate	2,423	1,855	5,089	3,000	1,001	13,368	13,368	-	622
Education & Communities (Exc School Estate)	270	2,282	1,609	170	-	4,331	4,331	-	20
HSCP	2,149	1,346	5,298	3,242	-	12,035	12,035	-	34
Total	12,103	22,436	31,006	13,994	1,148	80,687	80,687	-	1,859

Report To:	Policy & Resources Committee	Date:	13 September 2022
Report By:	Interim Director, Finance & Corporate Governance	Report No:	FIN/53/22/AP/LA
Contact Officer:	Alan Puckrin	Contact No:	01475 712090
Subject:	Finance Services Update		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to provide an update to the Committee on progress on a number of matters within the Finance Service and to seek a decision regarding the permanent transfer of part of the Accountancy team to the HSCP.

1.3 The annual update to Committee regarding the Council's Debt Recovery performance is contained in section 3 and highlights the future challenges around collecting key income streams due to the current economic situation. The Revenues and Benefits team continue to be involved in providing a number of specific areas of support to the more vulnerable members of the community and progress is outlined.

1.4 The migration to the Cloud/Office 365 is at a critical stage with migration expected to be completed during October. Work will thereafter focus on the replacement of the Council's telephony systems.

1.5 Committee are asked to consider the permanent transfer of the Finance team which support the HSCP from Finance to Social Care. More details are included in paragraphs 3.21-3.23.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee note the strong performance by the Debt Recovery Team and Debt Recovery Partner over the last 12 months and note the progress in respect of other initiatives delivered by the Revenues & Benefits team.

2.2 It is recommended that the latest position in respect of the migration to the Cloud/Office 365 is noted.

2.3 It is recommended that the Committee approves the transfer of the employees which support the HSCP from Finance to Social Care and approve the permanent virement shown in paragraph 5.2.

Alan Puckrin
Interim Director, Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

3.1 Debt Recovery Annual Performance

There is a requirement within the Financial Regulations for the Committee to consider on an annual basis the performance of the Council in terms of Debt Recovery including the Council's Debt Recovery Partners.

- 3.2 The impact of the Covid-19 Pandemic on debt recovery activity continued during much of 2021/22. This impacted on the timing of some follow up action as well as the finances of many in our community. In year collection however remained high at 95.5%, an increase of 1.15% from 2020/21 with the Scottish average in year collection being 95.7%. Collection of all Council Tax billed since 1993 at 31st March 2022 was 96.9%, an improvement of 0.1% since the same point in 2021. The Council has now exceeded the budgeted collection rate for all years up to and including 2018/19.
- 3.3 Payment of Council Tax by direct debit remained high at 81% of in year receipts. Direct debit continues to be promoted as the preferred payment method. Council Tax Online, launched in January 2020 allows council tax payers to manage their account remotely. 2,100 Council Tax payers have online accounts and of these 1,395 have opted for an e-bill.
- 3.4 Debt passed to the Council's Debt Recovery Partner improved with the level of Council Tax debt recovered up by 41% and Non Domestic Rates by 25%. It is acknowledged that improved performance is against a year when actions were subject to Coronavirus restrictions. **Appendix 1** shows the level of debt collected against respective years; it compares total collection with 2020/21 and includes 2019/20 data for information.
- 3.5 The increased cost of living will severely affect the financial position of the majority Council Tax payers and businesses. Cost of Living Awards administered in early 2022/23 have eased the pressure however without further support from both the UK and Scottish Governments to mitigate exceptionally high utility costs and other essentials such as food, "in-year" Council Tax collection and people's ability to meet prior year debts will be affected. Services are in place to support those who ask by way of spreading payment over 12 months instead of 10; help to claim Council Tax Reduction; and referral on to money and debt advice services. A sensitive approach continues to be followed by the Council's Sheriff Officer.
- 3.6 Reliefs continued to be provided by the Scottish Government in 2022/23 for Non Domestic Rates payers. 50% rates relief was available for a period of 3 months from April until June 2022 to those operating in the retail, hospitality and leisure sectors who apply and meet the criteria. The latest position is that the relief in 2022/23 amounts to £244,000, this compares to Government support of £3.56m in 2021/22 and £7.7m in 2020/21.
- 3.7 The gross debt as at 31 March 2022 is £33.1 million as shown in **Appendix 2**. There is a bad debt provision of £20.4 million, leaving a net debt of £12.7 million.

3.8 Revenues & Benefits Activity

Cost of Living Awards - The Revenues and Benefits team is nearing the completion of the delivery of two Cost of Living Awards launched during spring 2022. The Scottish Government's £150 award has been credited to the Council Tax accounts of 30,056 council tax payers, reducing the amount due by more than £4.5m. The Inverclyde Council £350 Cost of Living Award has helped 9,860 low income householders, costing £3.451m. The grant was paid directly to the bank accounts of 8,450 low income householders and the remaining 1,410, who did not apply received a credit to their Council Tax account. Requests for the £350 payment to be refunded received up to and including 31st July 2022 have been processed.

- 3.9 Scottish Welfare Fund - The Council's allocation of £756,000 in 2022/23 was the same as 2021/22 but is supplemented by £100,000 provided on a one off basis by the Council to maintain a 40% uplift in Crisis Grants above the Scottish Government's minimum payment levels. Expenditure to July 2022 is £290,000 comprising crisis grants of £85,000 and £205,000 community care grants which is 101% of budget to date. It is officers' view that the Council's £350 Cost of Living Award and the first of two DWP payments of a similar amount paid to a wider group over this period are likely to have masked demand meaning close attention will be required going forward to remain within budget.
- 3.10 Self Isolation Support Grant (SISG) - The number of grant applications has dropped significantly since May 2022 when Covid-19 community testing was removed, isolation rules changed and the grant reduced from £500 to £225. 161 applications were received in the 3 months from May until July 2022 compared with 2,015 applications in 4 months from January until April 2022.
- 3.11 Social Security Scotland (SSS) introduced the Adult Disability Payment in Inverclyde on 29 August 2022 replacing Disability Living Allowance (DLA) and Personal Independence Payment (PIP). Existing DLA and PIP claims will transfer from DWP to the new benefits by summer 2024 without the need for a new application to be made. Local services have attended Scottish Government training to be ready to support service users. HSCP and the Education service play a key role by providing information to support claims and a Scottish Government portal launched giving access to benefit records to assess Council Tax Reduction, Housing Benefit, Scottish Welfare Fund, Discretionary Housing Payment, Blue Badge applications and Adult Social Care.
- 3.12 DWP published data shows that the number of adults on Universal Credit continues to be around 9,100 and the number of households at around 7,100. The UK Government pilots to actively migrate legacy benefit claimants to Universal Credit by the end of 2024 continue. Anyone who thinks they will be better off can move straight away although assistance is strongly advised before doing this. DWP's wider roll-out plans have not as yet been published.
- 3.13 The Covid-19 Tenant Grant Fund launched during November 2021. The fund is to assist tenants who have incurred rent arrears as a direct result of the Covid-19 pandemic who are at risk of homelessness. By August 2022, £85,900 of Inverclyde's £93,000 funding had been paid in respect of 93 tenants. All but 2 grants have been paid to social housing sector landlords. Grants ranged from £126 to £2,975.
- 3.14 **ICT & Migration to Office 365**
- Implementation of Microsoft 365 for Schools has been completed by ICT – all of the main features including MS Teams, One Drive, Email are available for roll-out within the schools as required. Corporate Microsoft 365 implementation continues to progress well. ICT Services have fully migrated onto the Cloud based platform and are currently testing and completing a “lessons learned” process prior to the first roll-out for a service. On completion of the first service ICT will conduct another review prior to the wider deployment phase.
- 3.15 ICT Aim to begin wider deployment to a pilot service in the week beginning 12 September and completion of the main roll-out aiming for the end of September/early October 2022. An updated deployment plan, communications plan and a series of user guides are currently being produced.
- 3.16 Committee meetings will continue to use Webex room equipment in the Council Chambers and Boardroom 1 until suitable replacement equipment is sourced as part of proposed enhancements.

- 3.17 ICT have been engaging with Communications suppliers “market testing” available options to replace our existing telephony system. An options appraisal exercise will be completed before the end of this year for a tender exercise to begin early next year. A target implementation date for the end of the 2023/24 financial year. In addition to a replacement for the existing telephony systems the tender will incorporate other channels such as chat, bots and social media integration.
- 3.18 Channel Shift - There is a continued increase in the number of contacts and payments being completed by eform although telephone payments remain the largest channel for taking payments within the Council. A review of current channels and engagement with suppliers for new opportunities is being included with the project to migrate to Cloud Based Telephony Services
- 3.19 The Servicedesk continues to deliver a high-quality service however, there remains a challenge to ensure that this is maintained in light of on-going resource pressures arising from the increasing use of ICT arising from Covid-19. In the year to end July 2022 the IT Servicedesk received 25,694 Incidents and 7578 Service requests, of which 85.3% and 78% respectively were resolved within the agreed timescales.

3.20 **Accountancy**

The audit of the 2021/22 Annual Accounts is on going with a Council Meeting arranged for 27 October for Members to consider the Annual Report & Accounts via a presentation from Audit Scotland. The Council's new External Auditors have been appointed by the Accounts Commission. KPMG will be the Council's new Auditors for the 2022/23- 2026/27 period.

- 3.21 At the March 2021 IJB and Health & Social Care Committee it was agreed that a new Head of Finance, Planning & Resources be appointed. The appointee would also be the IJB Chief Financial Officer. The establishment of a Finance Manager to support budgeting and financial planning across Social Care and Health was also approved. At the same time it was agreed that to support both post holders the existing Social Care Finance team would transfer on a temporary basis from Finance Services to report to the new Head of Finance, Planning & Resources with a review to be carried out in the summer of 2022. As part of the arrangement to Council also provided increased annual funding of £550,000 to meet the costs of the employees temporarily transferred.
- 3.22 The HSCP finance team were transferred from Finance to the HSCP in July, 2021. The team has carried out normal reporting in line with Council timeframes, reported into the relevant Council and IJB meetings and assisted the IJB & Council CFO discharge their statutory duties in terms of financial governance and reporting. In addition the HSCP Finance team has produced audited 2021/22 IJB accounts, produced the IJB 2022/23 budget and produced a set of unaudited IJB 2022/23 accounts.
- 3.23 The HSCP finance team has worked closely with the Council finance team in all relevant areas and has embraced a joined up and partnership approach. These new arrangements have also meant that all the Health and Social Care elements of the finance function have been together in the one location. This has allowed for better and closer working relationships to form. Being located in Hector McNeil house has also allowed the HSCP finance team closer access to the service functions in which they work. This has been of benefit to the wider HSCP function.

4.0 PROPOSALS

- 4.1 The Committee are asked to note the strong performance by the Debt Recovery team and Debt Recovery Partner over what has been a challenging year and also note the challenges the current economic situation will bring in collecting Council Tax, Non-Domestic Rates and other debts.
- 4.2 The Committee are asked to note the timelines for the migration to the Cloud and Office 365 but that for the time being Webex will continue to be used within the Council Chamber and Board Room 1.
- 4.3 It is the view of the Corporate Management Team and the Health & Social Care Senior Management Team that the transfer of the Social Care Finance team should be made permanent and the employees should be transferred from Finance Services to the HSCP. There are no net financial implications for the Council arising from this proposal. It should be noted that this proposal will also require the approval of the IJB.

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 To	Other Comments
Finance	Employee Costs	2022/23	(£550,000)	Social Care – Employee Costs	Makes permanent a one off virement agreed in 2021/22

5.3 Legal/Risk

There are no legal/risk related issues from the proposals/recommendations in the report.

5.4 Human Resources

The transfer of the employees from Finance to Social Work has been discussed with the Trades Unions and no concerns raised.

5.5 Strategic

The continued modernisation of the Council's ICT infrastructure will assist services in their requirement to work more efficiently and to provide more on line services to customers.

6.0 CONSULTATION

6.1 The proposal in respect of the transfer of employees from Finance to Social Care has been supported by both the CMT and HSCP SMT.

7.0 BACKGROUND PAPERS

7.1 None.

Analysis of Debt Recovery Partner Performance 2021/22

Council Tax

Financial Year	Payments Received £000's
Pre 2000	13
2000/01	10
2001/02	8
2002/03	7
2003/04	8
2004/05	8
2005/06	10
2006/07	9
2007/08	16
2008/09	18
2009/10	22
2010/11	22
2011/12	26
2012/13	28
2013/14	43
2014/15	34
2015/16	44
2016/17	51
2017/18	71
2018/19	96
2019/20	211
2020/21	669
2021/22	1042
Total	2466

Non Domestic Rates

Financial Year	Payments Received £000's
Pre 2000	0
2000/01	0
2001/02	0
2002/03	0
2003/04	0
2004/05	0
2005/06	0
2006/07	0
2007/08	0
2008/09	0
2009/10	0
2010/11	0
2011/12	0
2012/13	0
2013/14	0
2014/15	0
2015/16	1
2016/17	6
2017/18	0
2018/19	4
2019/20	39
2020/21	122
2021/22	96
Total	268

Comparison 2019/20, 2020/21 & 2021/22

	2019/20 £000's	2020/21 £000's	2021/22 £000's	Difference: 2020/21 – 2021/22 £000's %	
Council Tax	2517	1752	2466	714	41%
Non Domestic Rates	241	215	268	53	25%
Total	2758	1967	2734	767	39%

Appendix 2

	Position 31/03/2022 £'000	Position 31/03/2021 £'000	Movement £'000
<u>Council Tax</u>			
Gross Debt	17,854	17,676	178
Less: Bad Debt Provision	16,509	16,002	507
Net Debt	1,345	1,674	(329)
<u>Sundry Debt</u>			
Gross Debt	11,549	1,012	10,537
Less: Bad Debt Provision	569	523	46
Net Debt	10,980	489	10,491
<u>Industrial & Commercial Rent</u>			
Gross Debt	192	46	146
Less: Bad Debt Provision	130	73	57
Net Debt	62	(27)	89
<u>Statutory Additions</u>			
Gross Debt	3,209	3,156	53
Less: Bad Debt Provision	3,209	3,156	53
Net Debt	0	0	0
<u>Long Term Debtors</u>			
Gross Debt	311	377	(66)
Less: Bad Debt Provision	0	0	0
Net Debt	311	377	(66)
<u>Overall Totals</u>			
Gross Debt	33,115	22,267	10,848
Less: Bad Debt Provision	20,417	19,754	663
Net Debt	12,698	2,513	10,185

Notes

1. Sundry Debt majority of movement £10.370m HSCP - NHS COVID Monies

Report To:	Policy & Resources Committee	Date:	13 September 2022
Report By:	Corporate Director, Education, Communities and Organisational Development	Report No:	PR/16/22/MR
Contact Officer:	Morna Rae	Contact No:	01475 712042
Subject:	Corporate Policy and Performance Update Report		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 This report provides the Committee with an update on a number of performance and policy matters relating to:

- Developments in relation to the Council's Strategic Planning and Performance Management Framework (SPPMF);
- National developments relating to Best Value;
- Self-evaluation within Inverclyde Council, and
- The results from the Citizens' Panel Winter 2021/22 Survey.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee note the latest update in relation to Corporate Policy and Performance.

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

3.0 BACKGROUND AND CONTEXT

STRATEGIC PLANNING AND PERFORMANCE MANAGEMENT FRAMEWORK

3.1 Elected Members participated in a workshop on 29th June to discuss strategic priorities for Inverclyde. The Inverclyde Strategic Needs Assessment had previously been shared with all Members. There was also discussion on the process for the development of the new Council Plan and Partnership Plans. The related community consultation is scheduled to take place over August and September, led by Community Learning and Development. The results of this will be provided to a future meeting of this Committee. There will be further opportunities for Elected Members to shape the development of these plans, both through workshops and reports to Committees, prior to their finalisation in 2023.

NATIONAL DEVELOPMENTS IN RELATION TO BEST VALUE

3.2 Since the last Best Value update report was considered by the Committee on 22nd March 2022, a further three Best Value Assurance Reports (BVAR) have been published by Audit Scotland. These are:

3.3 *Moray Council Progress Report (published March 2022)*

This report set out the progress made by Moray Council since the publication of its BVAR in August 2020, in which the Account's Commission noted its serious concerns about a lack of sustained improvement in the Council over many years. In the latest report, the Council is found to have made progress in some important areas, including:

- Approval of a clearer vision of its Improvement and Modernisation Programme;
- An updated medium and longer term financial strategy in March 2021 and an improvement in its financial position over the past two years';
- Improved performance management arrangements, with a clearer focus on outcomes;
- A comprehensive Elected Member development strategy.

3.4 Whilst acknowledging improvement, the Commission expressed concern over whether this momentum will be maintained. In particular, it found that the strong cohesive leadership required from Elected Members is still not in place and recommended that post-election (May 2022), Members consider how they can best achieve and maintain the changes needed, including decision-making and scrutiny. The Commission states that it expects progress to be demonstrated within a year of the election. A further report has been instructed, to be presented to the Accounts Commission as a priority early in the new approach to auditing and reporting Best Value, in place from mid-2023.

3.5 *Angus Council (published July 2022)*

Angus Council was found to have achieved an impressive pace of improvement since previous Best Value reports and was praised for having a clear vision, strong partnership working and collaboration. The strong leadership of Elected Members was highlighted and the Council was found to have served the people of Angus well in the face of the pandemic. To improve further, the Commission recommends the full implementation of the Council's performance management framework and the introduction of its vitally important long-term financial planning framework.

3.6 *Shetland Islands (published August 2022)*

The Commission found that Shetland Islands Council has not yet demonstrated that it is meeting its Best Value duty in a number of important areas. Whilst there has been some very recent progress, the Council's prospects for making the changes needed are uncertain. The Commission's recommendations included improving performance management by ensuring performance indicators are in place for plans and strategies at the time of their development as

well as setting targets for its KPIs in a timely manner. The other main area of concern was in respect of community engagement. It was recommended that the Council engage communities on key strategic plans and developments, including the Council Plan and annual budget, and demonstrate how the results of community engagement exercises have fed into plans and services and ensure locality plans are in place.

- 3.7 All BVAR reports are available to read in full here: <https://www.audit-scotland.gov.uk/our-work/best-value>

SELF-EVALUATION

- 3.8 All services of the Council that are not governed by a formal self-evaluation or inspection (e.g. Care Inspectorate, How Good is our Public Library Service, Validated Self-Evaluation etc.) carry out a self-assessment using the Public Service Improvement Framework (PSIF) model. This is currently a three yearly cycle.
- 3.9 The current schedule of service self-assessment has now been completed and a new assessment cycle is due to begin in 2023. A further update will be provided to the Committee in the next Corporate Policy, Performance and Partnership update report.
- 3.10 In addition to this, a Council wide self-assessment exercise on the theme of workforce will be carried out. This will draw from the results of the Employee Survey. It will also involve Managers and Heads of Service considering the relevant sections of the Best Value and PSIF frameworks in a workshop format. A report on the outcomes of these exercises and areas for development or change will be brought to the Committee.

RESULTS FROM THE CITIZENS' PANEL WINTER 2021/22 SURVEY

- 3.11 The Citizens' Panel Winter 2021/22 Survey focused on three topics: Inverclyde Council hybrid meetings and events; participatory budgeting - road and footpaths repairs; and satisfaction with Council services. The response rate to the Survey was approximately 63%.
- 3.12 In light of the initial restrictions imposed by the Covid-19 pandemic, the Council moved the majority of its meetings and some of its events on-line. Respondents were asked if they had ever participated in a number of examples of Council meetings or events, with fairly low numbers indicating that they had done so. Encouragingly, 37% of Panel members expressed an interest in participating in on-line Council meetings and events in future, even if they simply mean to attend/observe them.
- 3.13 In terms of potential barriers to local residents' participation in Council hybrid meetings and events – including, for example, knowledge of how the on-line meeting or event process works (as indicated by 26% of respondents) - the Community Learning and Development Team provides training on the upskilling of digital skills. Officers in the Council's libraries also provide help with digital access. To enhance public awareness of the streaming of Committee meetings, the Council will take steps to further promote the fact that the meetings are live-streamed/recordings are available on the Council's website.
- 3.14 In terms of participatory budgeting we advised Panel members that this is a democratic process in which residents decide how part of the Council's budget should be spent. Information was given on the Roads Asset Management Plan and participants provided feedback on areas for improvement. This was considered alongside wider public engagement and will influence the projects programmed for repair during this financial year.

- 3.15 Respondents were asked how satisfied they were with a range of Council services. Panel members were asked to respond to this question only if they had used the service(s) in the last year.
- 3.16 With the exception of the McLean Museum and Art Gallery, satisfaction with the Council services asked about fell between 2019 and 2021/22. Historically, we have compared Panel members' responses to this question with the results of the Scottish Household Survey (SHS). However, the SHS data set relating to the relevant reporting period is not available, therefore, no meaningful comparisons can be made on this occasion. During the development of the Corporate Directorate Improvement Plans 2023/26, Officers will review the results of this part of the Citizens' Panel Winter 2021/22 Survey and consider what action should be taken in response to feedback, as appropriate.

4.0 PROPOSALS

- 4.1 It is proposed that the Committee note the latest updates relating to the area of Corporate Policy and Performance, as provided in section 3.0.

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 implications arising from this report.

5.4 Human Resources

There are no human resources implications arising from this report.

5.5 Strategic

The issues covered in this report are of direct relevance to the following Corporate Plan priorities:

Organisational Priority 2: To work collaboratively to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them.

Organisational Priority 9: 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 None.

Report To:	Policy & Strategy Committee	Date:	13 September 2022
Report By:	Interim Director, Finance & Corporate Governance	Report No:	FIN/52/22/AP
Contact Officer:	Alan Puckrin	Contact No:	01475 712090
Subject:	2023/26 Budget Update		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to update Committee on the latest position of the 2023/26 Budget and to seek decisions regarding initial savings, the Council's role within the IJB Budget setting process and the next steps including the approach to voluntary severance trawls.

1.3 Section 3 of the report provides an update on recent developments around the 2023/26 Budget and the latest estimated remaining funding gap which is also presented in Appendix 1. Appendix 2 is a summarised list of the current savings options developed by the Corporate Management Team. Appendix 3 lists initial savings proposals counting towards the £4.0million savings it is intended to approve before the Christmas Break.

1.4 The report seeks approval for the approach to arriving at the Council's contribution to the IJB from 2023/24 onwards whilst providing an overview of the role Elected Members will have in contributing towards the decisions ultimately taken by the IJB.

1.5 Finally, the report seeks delegated authority be granted to the Chief Executive to carry out any Voluntary Early Release (VER) Trawls which are required to inform the delivery of any savings ultimately approved.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee notes the latest position of the 2023/26 Budget, the savings options developed by the Corporate Management Team summarised in Appendix 2 and those savings which it is recommended are considered as part of the December savings exercise.

2.2 It is recommended that the Committee agree that, having considered the potential impact of the savings options, the Members Budget Working Group meet the local MSPs to highlight the unavoidable impacts on local services unless there is a significant increase in grant funding announced by the Scottish Government as part of the 2023/26 Local Government Grant Settlement in December.

2.3 It is recommended that the Committee approves the savings proposed in Appendix 3 which will count towards the £4.0million target to be addressed prior to the Christmas Break.

- 2.4 It is recommended that the Committee approve the proposed approach for determining the Council contribution to the IJB from 2023/24 onwards and notes how Members will be able to provide input into the IJB Budget process set out in paragraphs 3.12 to 3.15.
- 2.5 It is recommended that the Committee delegate authority for the Chief Executive to undertake VER trawls as required to inform the delivery of savings ultimately approved and note the potential need for an increase in the VER Earmarked Reserve.

Alan Puckrin
Interim Director
Finance & Corporate Governance

3.0 BACKGROUND AND CONTEXT

- 3.1 The Committee approved the 2023/26 Budget Strategy at its August meeting on the basis of approving a balanced 2023/25 Budget by March, 2023 with an indicative budget for 2025/26. In addition an initial list of adjustments totalling £435,000 were agreed.
- 3.2 On the basis of a £15.2million 2023/25 Funding Gap first reported in June, 2022 then the current funding gap broken down over years is shown in Appendix 1. This appendix will be built upon as clarity is received on issues such as pay, pressures and savings over coming months but at present it can be seen that prior to any decisions taken at today's meeting the funding gap is £14.8million.
- 3.3 In addition to the £15.2million funding gap there are 6 to 7 Delivering Differently projects being progressed by officers where the targeted outcome is to reduce/remove a budget pressure (referred to as cost avoidance). These include Inverclyde Leisure, School Catering, Trade Waste and Technical Design Services. Reports will be brought back to the relevant Committee in coming months and if the pressure cannot be eliminated then this will add to the funding gap.

3.4 Latest Position

A major part of the estimated funding gap relates to pay inflation not only over 2023/25 but also 2022/23, the award for which has not been agreed. Members will be aware that the Scottish Government have offered £140million on a recurring basis to Councils from 2022/23 which will fund around a 1.5% increase in pay. The current Cosla pay offer for 2022/23 is 5.0% of which the Council would fund 3.5%. The £15.2million funding gap includes for a 4.0% uplift funded by the Council in 2022/23 plus 3.0% in 2023/24 and 2.0% in 2024/25. Given the current high levels of inflation and cost of living pressures on employees it remains to be seen whether these allowance are sufficient.

- 3.5 Earlier in the agenda the 2022/23 Revenue Budget update was reported and from this it can be seen for the first time in many years the Council is projecting an overspend and this is after the use of one off funding totalling £4.0million. Even if all strategic Committees bring their 2022/23 Budgets back into balance it is projected that there could be an overall overspend in excess of £2.0million in 2022/23 due to increased inflationary pressures. This will result in the Council's minimum reserves policy being breached and this will require to be addressed as part of the Budget.
- 3.6 There is a Pressures allowance of £600,000/year included in the 2023/25 figures. Officers are identifying unavoidable pressures for consideration by Members. These will be reviewed and collated then reported to the Members Budget Working Group (MBWG) prior to being considered by the November Policy & Resources Committee. Given the longer term impact arising from Covid on certain income streams and the impact of utility cost increases within the Leisure estate, there is a risk that the £1.2million allowance over 2023/25 may not be sufficient which would add further to the 2023/25 funding gap.

3.7 Savings

The Corporate Management Team (CMT) have been developing savings options since June for Members to consider and these continue to be refined with detailed savings sheets and Equality Impacts Assessments (EqIA) are being drafted with the aim of these being available for Members in October. The list of the savings options is included in Appendix 2 and has been the subject of an initial briefing to all Members.

- 3.8 It can be seen that the options currently total approximately £12.0 million which is clearly less than the £14.8million estimated remaining gap referred to in 3.2 above. As previously advised it is anticipated that Members will ultimately have some element of choice as to which savings to take once further adjustments, reviews of funding models, the potential for further Scottish Government funding and ultimately increases in Council Tax are factored in. Even so, it is accepted that as things stand a large proportion of the options in Appendix 2 will require to be taken in order to balance the 2023/25 Budget unless there is a significant increase in Scottish Government funding.
- 3.9 The CMT are acutely aware that many of the savings in Appendix 2 will have a significant impact upon the area, the community and residents. It is important that the Council continues to lobby for increased funding at a local level as well as supporting campaigns via Colsa.
- 3.10 In order to deliver the level of savings currently envisaged there will need to be a material reduction in the number of Council employees and this will require to be informed via VER trawls. These will require to commence in coming weeks in order to inform discussions with Members, Trades Unions and employees.
- 3.11 Linked to this exercise is the fact that the Council's VER earmarked reserve is sitting at just under £1.5million. Based on the potential level of releases required and likely one off costs associated with these releases it is likely that the Council will require to identify further one off funding to top up the earmarked reserve.

3.12 Integration Joint Board Contribution

The Public Bodies (Joint Working) (Scotland) Act 2014 sets out the framework and responsibilities for the Integration Joint Boards (IJB), Councils and Health Boards in relation to delegated social care functions. This framework states that the IJB is responsible for planning health & care services and has full power to decide how to use the resources allocated to it. Thereafter the IJB allocates resources (via Directions) to the Council and Health Board to deliver the services set out and monitors service delivery.

- 3.13 As part of the 2022/23 Budget the Council agreed for the first time that it would not determine any operational savings or charging changes within Social Care but rather any decisions of this nature would be considered by the IJB within the overall funding envelope. The trade-off being that the IJB required to contain any pressures, inflationary or service based within the contribution from the Council. It was agreed that this approach would be reviewed prior to commencing the 2023/24 Budget process.
- 3.14 The Council contribution to the IJB has grown due to savings/adjustments being less than growth/inflationary pressures plus the significant increase in ring fenced funding over the 2021/23 Budget period. The following represents the position over the last 5 years:

	<u>Council Contribution</u> <u>£million</u>	<u>% of Council Budget</u>
2018/19	47.79	25.1%
2019/20	50.53	26.2%
2020/21	52.29	26.3%
2021/22	54.65	26.9%
2022/23	65.52	29.7%

Despite the major investment in Early Years funding over the same period it can be seen that the IJB share of the Council's net Revenue Budget is 4.6% greater than in 2018/19. In addition, based on the 2021/22 Unaudited Accounts the IJB reserves now sit at over £28million.

3.15 The current £15.2m 2023/25 Funding Gap assumes that the IJB would contain all demand pressures, pay and other inflationary pressures within the funding allocated. Within this figure the Council contribution to the IJB was estimated to be the core 2022/23 allocation adjusted for any ring fenced funding changes.

4.0 PROPOSALS

4.1 The Committee are asked to note the savings options developed by the CMT and the further work on going. Focus will be on those savings indicated as being on the December Council list albeit any savings from this list not taken in December will require to roll forward to February/March to ensure elected Members have sufficient options from which to choose.

4.2 In order to raise awareness of the Council's unprecedented financial challenges, the Committee is asked to agree that the MBWG meet with local MSPs to highlight the unavoidable impacts on the local services unless there is a significant increase in grant funding announced by the Scottish Government as part of the 2023/26 Local Government Grant Settlement in December.

4.3 Appendix 3 contains 8 savings totalling £608,000 from Appendix 2 and seeks Committee approval for these on the basis there are no impacts on front line services or employees. If agreed these will be counted against the £4.0million savings target and reduce the estimated 2023/25 Funding Gap to £14.2million.

4.4 The Committee is asked to give Delegated Powers to the Chief Executive to undertake VER trawls from October onwards to inform advice given to Members and Trades Unions regarding the employee impact of implementing those savings involving Council employees.

4.5 The Committee is asked to agree that, after recognising the different role that the Council has in determining the use of funding allocated to the IJB :

1. That the start point for the Council contribution to the IJB over the 2023/26 period be the 2022/23 contribution adjusted for any changes to ring fenced funding received by the Council and earmarked for the IJB.
2. That the initial position is that no specific extra funding is allocated to the IJB to meet demand pressures, service development proposals or inflationary pressures (pay & non-pay) other than that specifically identified by the Scottish Government
3. That the Chief Executive and Interim Director, Finance & Corporate Governance engage closely with the IJB CO and CFO to identify common issues and approaches relating to the development of the Council and IJB budgets including opportunities to issue communications and undertake consultations including with the Trades Unions.
4. That any early release costs arising from the IJB savings are funded from the IJB Reserves
5. That Elected members will have the opportunity to comment upon IJB savings proposals via the Social Work and Social Care Scrutiny Panel which will receive regular updates from the IJB Chief Officer and IJB Chief Financial Officer.

The Committee is asked to note that this approach requires agreement by the IJB later this month.

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

The specific pressures on the Council's reserves are highlighted in the report and a comprehensive review of all the Council's reserves will be required in coming months to ensure that Reserves remains in line with the approved Reserves Policy and the Council can afford to deliver the savings ultimately agreed.

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	Various	2023/24	(£608,000)		Savings outlined in Appendix 3.

5.3 Legal/Risk

The proposals in respect of the Council role in determining the IJB Budget are in line with the Public Bodies (Joint Working) (Scotland) Act 2014.

5.4 Human Resources

The scale of the VER trawls and the associated administration and communication will place considerable strain on the HR Team. A proposal elsewhere in this report seeks agreement to fund the extension of 2 temporary arrangements to support this process.

5.5 Strategic

It can be seen that some of the savings will have a significant impact on the Council's key strategies. These will be highlighted further in both the detailed savings sheets and EqlAs.

6.0 CONSULTATION

6.1 The contents of this report has been considered by the MBWG and JBG and are supported by the CMT.

7.0 BACKGROUND PAPERS

7.1 None.

2023/25 Funding Gap Remaining

	2023/24	2024/25	Total
	£m	£m	£m
Block Grant	(0.8)	1.0	0.2
Inflation - Pay	3.0	2.0	5.0
- Non Pay	1.0	1.0	2.0
Pressures	0.6	0.6	1.2
2022/23 Inflation Shortfall	3.0	0	3.0
Reduced Use of Reserves	2.0	2.0	4.0
Savings to March 2022	(0.2)	0	(0.2)
	8.6	6.6	15.2
Adjustments - August P&R	(0.4)	0	(0.4)
	8.2	6.6	14.8

AP/LA
12/8/22

Overall Directorate Savings Summary2023/25 Budget Process

<u>Directorate</u>	<u>Est Saving 2023/24 £000's</u>	<u>Est Saving 2024/25 £000's</u>	<u>Est Saving 2025/26 £000's</u>	<u>Est Saving Total £000's</u>	<u>Est FTE Impact</u>
Policy & Resources	1,556	63	7	1,626	2.8
Environment & Regeneration	3,858	1,264	26	5,148	96
Education & Communities	3,188	1,858	189	5,235	115.8
Directorate Total	8,602	3,185	222	12,009	214.2

<u>December Total £000's</u>	<u>February Total £000's</u>	<u>People £000's</u>	<u>Place £000's</u>	<u>Corp/ Charging £000's</u>
1,626	-	658	21	947
2,403	2,745	3,421	1,647	80
1,521	3,714	4,178	954	103
5,550	6,459	8,257	2,622	1,130

Policy & Resources Directorate Savings Summary2023/25 Budget Process

<u>Service</u>	<u>Est Saving 2023/24 £000's</u>	<u>Est Saving 2024/25 £000's</u>	<u>Est Saving 2025/26 £000's</u>	<u>Est Saving Total £000's</u>	<u>Est FTE Impact</u>
Finance & ICT Services	50	51	7	108	2.0
Legal Services	16	-	-	16	-
HR Services	56	12	-	68	0.8
Corporate Services	1,434	-	-	1,434	-
Directorate Total	1,556	63	7	1,626	2.8

<u>December Total £000's</u>	<u>February Total £000's</u>	<u>People £000's</u>	<u>Place £000's</u>	<u>Corp/ Charging £000's</u>
108	-	58	-	50
16	-	-	-	16
68	-	-	21	47
1,434	-	600	-	834
1,626	-	658	21	947

Policy & Resources Directorate Savings Summary
Finance & ICT Services
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
Fin1	ICT Recharges	Recharge to ICT capital & for Non-Core equipment	50			50	-
Fin2	Benefits	Reduction in benefit assessors	-	30		30	1.0
Fin3	Registrars	Reduction in registrars		21	7	28	1.0
						-	
Service Total			50	51	7	108	2.0

Timescale	Theme
December	Corporate/Charging
December	People
December	People

Policy & Resources Directorate Savings Summary

Legal Services

2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
Leg1	Taxi Licence Fees	Uplift fees by 10%	16			16	
						-	
						-	
						-	
Service Total			16	-	-	16	-

Timescale	Theme
December	Corporate/Charging

Policy & Resources Directorate Savings Summary

HR Services

2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
ODHR1	Firework Event	Stop annual firework events	13			13	-
ODHR2	Corporate Policy	Reduction in Policy team	35	12		47	0.8
ODHR3	Tourism & Events	50% reduction to the recurring Tourism revenue budget	8			8	-
Service Total			56	12	-	68	0.8

Timescale	Theme
December	Place
December	Corporate/Charging
December	Place

Policy & Resources Directorate Savings SummaryCorporate Services2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact	Timescale	Theme
Corp1	Revenue cost of Capital Projects	Delete Budget	134			134	-	December	Corporate/Charging
Corp2	Anti Poverty Budget	Reduction to the recurring annual budget	600			600	-	December	People
Corp3	Contribution to IJB	IJB to contain 2022/23 pay award	500			500	-	December	Corporate/Charging
Corp4	Turnover	Increase turnover targets within ECOD and ERR Directorates	200			200	-	December	Corporate/Charging
Service Total			1,434	-	-	1,434	-		

Environment & Regeneration Directorate Savings Summary2023/25 Budget Process

<u>Service</u>	<u>Est Saving 2023/24 £000's</u>	<u>Est Saving 2024/25 £000's</u>	<u>Est Saving 2025/26 £000's</u>	<u>Est Saving Total £000's</u>	<u>Est FTE Impact</u>
Regeneration, Planning & Public Protection	1,336	776	26	2,138	31
Roads and Environmental	2,409	458	-	2,867	64
Property	93	45	-	138	1
Directorate Total	3,838	1,279	26	5,143	96

<u>December Total £000's</u>	<u>February Total £000's</u>	<u>People £000's</u>	<u>Place £000's</u>	<u>Corp/ Charging £000's</u>
1,153	985	1,000	1,058	80
1,107	1,760	2,421	446	-
138	-	-	118	20
2,398	2,745	3,421	1,622	100

Environment & Regeneration Directorate Savings Summary
Regeneration & Planning Services
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
RP01	Employability	Reduction in employability services	500	500		1,000	-
RP02	Rent Increases	Increase rental income across Commercial & Industrial	-	30	26	56	-
RP03	Grant Recharges	Management recharge to external grants	14			14	-
RP04	RI SLA	Increase RI SLA charges	10			10	-
RP05	Social Protection	Cease Community Warden Service	604	201		805	25.0
RP06	CCTV	Cease CCTV Service	135	45		180	5.7
RP07	Tourism	Reduce Tourism budget 50%	24			24	-
RP08	Workforce Development	Reduce Workforce Development Budget 50%	28			28	-
RP09	SME Revenue Grant	Reduce SME Revenue Grant 50%	21			21	-
Service Total			1,336	776	26	2,138	30.7

Timescale	Theme
December	People
December	Corporate/Charging
December	Corporate/Charging
December	Corporate/Charging
February	Place
February	Place
December	Place
December	Place
December	Place

Environment & Regeneration Directorate Savings Summary
Roads & Environmental Services
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
RE01	Grounds	Delete Seasonal Budget	435			435	16.5
RE02	Grounds	50% reduction in budget	408	144		552	12.0
RE03	Kirn Drive	Close Gourock civic amenity facility	45	15		60	2.4
RE04	Ingleston	Closure of Administration block, Ingleston	12	13		25	-
RE05	Pets Corner	Close Pets Corner facility within Gourock Walled Garden	30	11		41	1.0
RE06	Capital recharges	Charge Salaries within Grounds/Environmental to capital	120			120	-
RE07	Burial Grounds/Cremation Income	10% increase in charges.	108			108	-
RE08	Public Conveniences	Close Hunter Place/Shore St public conveniences	13			13	-
RE09	Garden Waste Income	Increase charge for garden waste to £40/annum	78			78	-
RE10	Burial Grounds Maintenance	Reduce the number of grave diggers by 25%	82	28		110	4.0
RE11	Street Scene Reduction	Reduce the street cleaning service by 50%	500	163		663	23.0
RE12	Roads Street Lighting	Street lighting reductions and service delivery changes	100			100	-
RE13	Road Opening Charging	Increase the charge for section 56 road opening permits	5			5	-
RE14	Permit Parking	Introduce charges for parking permits for residents and introduce business permits	45			45	-
RE15	Electric Charging	Remove subsidy for electric charging	10			10	
RE16	Parking Charges	Increased daily parking charges by £1/day	80			80	-
RE17	Roads (Technical)	Reduction in roads technical and engineering section	100	34		134	3.0
RE18	Roads Feasibility Studies	Remove Budget	35			35	
RE19	Reduce Roads revenue repairs	Reduce pothole spend by 50% and increase use of structured patching.	150	50		200	2.0
RE20	Winter Service Reductions	Reduce Winter service.	20			20	-
RE21	Christmas Lights	Reduction in Christmas Trees and Lighting	33			33	
							-
Service Total			2,409	458	-	2,867	63.9

Timescale	Theme
February	Place
February	Place
December	Place
December	Place
December	Place
December	Corporate/Charging
December	Corporate/Charging
December	Place
December	Corporate/Charging
February	Place
February	Place
December	Corporate/Charging
December	Corporate/Charging
December	Corporate/Charging
December	Place
December	Place
December	Place
December	Place
December	Place

Environment & Regeneration Directorate Savings Summary
Property Services
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
P01	Central Repairs	Reduce by £125k after transfer £75k into Central Repairs from Early Years,	95	30		125	1.0
P02	General Surveys/Feasibility	Delete budget	18			18	-
						-	
						-	
Service Total			113	30	-	143	1.0

Timescale	Theme
December	Place
December	Place

Education & Communities Directorate Savings Summary**2023/25 Budget Process**

Service	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
Communities	766	408	-	1,174	18.0
Culture	283	79	-	362	10.6
Education Other	296	405	132	833	7.0
Facilities Management	188	195	57	440	19.3
Early Years	288	106	-	394	7.5
Schools	1,367	665	-	2,032	53.4
Committee Total	3,188	1,858	189	5,235	115.8

December Total £000's	February Total £000's	People £000's	Place £000's	Corp/ Charging £000's
745	429	835	286	53
40	322	134	228	-
364	469	783	-	50
51	389	-	440	-
202	192	394	-	-
119	1,913	2,032	-	-
1,521	3,714	4,178	954	103

Education & Communities Directorate Savings Summary
Communities
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
COM1	School Lets	Reduce school let availability and introduce charge for uniformed organisations	45	27		72	2.7
COM2	Crawl Spaces	Removal of crawl space support	19			19	-
COM3	Free Swimming	Removal of free swimming provision for under 16s (IL)	80			80	-
COM4	Home Link Workers	Removal of Home Link Workers Service	166	80		246	6.3
COM5	Road Safety Officers	50 % reduction in number of Road Safety Officers	26	8		34	1.0
COM6	Community Safety	Delete post within Community Safety	31	11		42	1.0
COM7	Community Grants Fund	Reduction in grants available to community organisations by 50%	97	97		194	-
COM8	Self Managed Centres	Reduction of 30% of funding to self-managed community centres	73	73		146	-
COM9	Playschemes	Remove playschemes subsidy	53			53	-
COM10	Auchmountain Halls	Removal of support staff from Auchmountain Halls	18	6		24	1.0
COM11	CLD Youth Work & iYouth Zone	Deletion of two posts from Youth Work under CLD and closure of iYouth Zone.	47	30		77	2.0
COM12	CLD Health & Wellbeing	Deletion of one health & wellbeing post within CLD	-	47		47	1.0
COM13	CLD Community Capacity	Deletion of 1FTE within Community Capacity Building under CLD	31	11		42	1.0
COM14	CLD Adult Learning	Deletion of 2FTE posts under Adult Learning in CLD	55	18		73	2.0
COM15	Communities Resources	30% reduction in Communities Resources Budget	25			25	-
Service Total			766	408	-	1,174	18.0

Timescale	Theme
February	Place
December	Place
December	People
February	People
December	People
December	People
December	Place
December	Corporate/Charging
December	Place
February	People
December	People
December	People
December	People
December	Place

Education & Communities Directorate Savings Summary
Culture
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
CUL1	The Recruit	Removal of the Recruit programme	9			9	-
CUL2	Library Service	Review of Library Services - reconfigure of service	91	23		114	2.5
CUL3	Library Service	Closure of Central Library	156	52		208	8.2
CUL4	Cease Saturday Music Service	Cease Saturday Music Service	7	4		11	-
CUL5	Beacon Arts Contribution	Reduce contribution to Beacon Arts Centre by 10%	20			20	
Service Total			283	79	-	362	10.6

Timescale	Theme
December	People
February	People
February	Place
December	People
December	Place

Education & Communities Directorate Savings Summary
Education Other
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
OTH1	St Columba's Subsidised Transport	Removal of subsidised bus transport to St Columba's HS		46	24	70	-
OTH2	Secondary School Transport	Move to statutory provision of school transport (2 miles to 3 miles)		185	95	280	-
OTH3	FSM Transport Grant	Removal of 1-2 miles Free School Meal transport grant	50	25		75	-
OTH4	Gaelic Transport	Cease to provide transport for pupils attending Gaelic Secondary School		27	13	40	-
OTH5	Breakfast Clubs	Removal of Breakfast Club provision	78	41		119	7.0
OTH6	Clothing Grant	Implement national qualifying criteria for Clothing Grants.	58	34		92	-
OTH7	Clothing Grant Primary	Reduce to national award	31	11		42	
OTH8	Free School Meals	Implement national qualifying criteria for Free School Meals	39	11		50	
OTH9	Fruit for Schools	Remove provision of Fruit for Schools	7	8		15	-
OTH10	School Meal Income Charges	10% increase in school meal charging	33	17		50	
Service Total			296	405	132	833	7.0

Timescale	Theme
February	People
February	People
December	People
December	People
February	People
December	People
December	People
December	People
December	People
December	Corporate/Charging

Education & Communities Directorate Savings Summary
Facilities Management
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
FAC1	Janitorial Provision	Reduce the Janitorial Provision - Primary Schools		96	57	153	6.0
FAC2	Janitorial Provision	Reduce the Janitorial Provision - Secondary Schools	32	19		51	2.0
FAC3	Cleaning Provision	Reduction in Cleaning hours in all Education establishments	156	80		236	11.3
						-	
						-	
Service Total			188	195	57	440	19.3

Timescale	Theme
February	Place
December	Place
February	Place

Education & Communities Directorate Savings Summary
Early Years
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact	Timescale	Theme
EYS1	EY Access to a Teacher	Reduction in number of 'Access to a Teacher' posts in EY. This is 3 FTE out of 6FTE.	110	55		165	3.0	December	People
EYS2	Early Years Framework	Central budget for Early Years Resources superseded by 1140 funding	37			37		December	People
EYS3	Family Support Workers	This saving removes family support workers from early years establishments	117	39		156	4.5	February	People
EYS4	Blairmore Nursery	Review Blairmore Nursery Management Structure (Subject to consultation outcome).	24	12		36	-	February	People
Service Total			288	106	-	394	7.5		

Education & Communities Directorate Savings Summary
Schools
2023/25 Budget Process

Number	Saving Title	Proposal	Est Saving 2023/24 £000's	Est Saving 2024/25 £000's	Est Saving 2025/26 £000's	Est Saving Total £000's	Est FTE Impact
SCH1	DMR	5% Reduction in schools' DMR budget	20	19		39	-
SCH2	Outdoor Education	Removal of Outdoor Education grant	29			29	-
SCH3	School Staffing - Deprivation	Removal of additional allocation of teachers linked to deprivation from core staffing formula	447	224		671	12.2
SCH4	Pupil Support Assistants and Teachers	Reduction in Teachers and Pupil Support Assistants	820	422		1,242	41.2
SCH5	Supported Study	Removal Education HQ contribution to Supported Study budget	28			28	-
SCH6	Removal of P4 Swimming	Cease to provide free swimming lessons for P4 pupils	23			23	
						-	
Service Total			1,367	665	-	2,032	53.4

Timescale	Theme
December	People
December	People
February	People
February	People
December	People
December	People

**2023/26 Budget
Adjustments/Savings- September Policy & Resources Committee**

ERR	Savings 2023/24 £000	Savings 2024/25 £000	Comments	FTE
1/ ICT Salary Recharges	50	50	Recharges will be made to ICT Capital to reflect officer work on the Refresh Programme and create an income line for support to extra equipment bought by services (Schools/HSCP)	0
2/ Regeneration Mangement Recharge	14	14	Recharges will be made against various external funding streams to reflect officer time spent.	0
3/ Environmental Services Salary recharges	120	120	Recharges to capital for officer time spent on various core Capital projects plus Scottish Government Grant funded projects including Play Areas , Vehicle Replacement, Parks & Restoration Fund	0
4/ Delete Roads Feasibility Budget	35	35	Will mean funding will need to be identified at the time of requesting anything other than the most minor of feasibility studies to be undertaken by the Roads Service	0
5/ Delete Property Feasibility Budget	18	18	Will mean funding will need to be identified at the time of requesting anything other than the most minor of feasibility studies to be undertaken by Property Services	0
ECOD				
1/ Delete Early Years central resources Budget	37	37	This budget is no longer needed due to separate 1140 hours funding	0
2/				
HSCP				
1/				0
Corporate				
1/ Delete Revenue implications from the Capital Programme Budget	134	134	Means that any revenue implications from capital projects have to either be contained by the relevant Committee or remitted to Policy & Resources for consideration	0
2/ Increase turnover target for ECOD & ERR Directorates	200	200	Increasing the target may mean that vacancies will have to be managed to stay within budget	0
3/				
Total	608	608		0

22/8/22

Report To:	Policy and Resources Committee	Date:	13 September 2022 2022
Report By:	Head of Organisational Development, Policy and Communications	Report No:	PR/22/22/GB
Contact Officer:	George Barbour	Contact No:	01475 712385
Subject:	2023/26 Budget Consultation		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to propose a suggested approach to budget consultation to support the current year budget setting expected to cover the periods 2023 to 2026.

2.0 RECOMMENDATIONS

2.1 The Policy and Resources Committee agrees the approach and timing of budget consultation contained in the report.

Steven McNab
Head of Organisational Development,
Policy and Communications

3.0 BACKGROUND AND CONTEXT

- 3.1 Inverclyde Council's latest financial strategy was approved by the Council at its meeting on 30 June 2022 and it included mid-range estimated funding gaps of £15.2m (23/25) and £19.2m (23/26).
- 3.2 In recent years the budget consultation has been a key element of the council's budget setting process.
- 3.3 The budget consultation has ranged, depending on the requirements, from high level broad topic engagement to detailed specific savings proposals.
- 3.4 Face to face meetings and online engagement have been used at various budget consultations by the council including engagement through locality groups and the use of a dedicated budget simulator tool allowing residents to 'set' the budget as they examine detailed savings and the council has also used digital surveys to examine savings.

4.0 PROPOSALS

- 4.1 It is proposed that as part of the Council's budget setting process a budget consultation is launched based on savings proposal.
- 4.2 It is proposed that the budget consultation breaks down savings into easily manageable groups:
 - PEOPLE SAVINGS - These are savings that will affect people in our community. It could affect the wider community or particular groups of people such as families or young people.
 - PLACE SAVINGS - These are savings that will affect services delivered in specific parts of Inverclyde, such as the outdoor spaces or town centres.
 - CHANGES TO CHARGES - These are increases to existing charges or new charges for services which have previously been free.
 - COUNCIL TAX – This question will focus on possible increased rates of Council Tax and seeks views on what level of increase would be acceptable.
- 4.3 Appendix 1 outlines the arrangements for presenting the proposed savings/changes to charges setting out the detail of the saving and its impact. A test site is set out at: <https://www.smartsurvey.co.uk/s/ZD7D6T/> (it should be noted that the subjects included in the test site and appendix are randomly chosen headings from proposed savings to give an idea of how content would look).
- 4.4 The main mechanisms proposed for the budget consultation would be:
 - Consultation page created on the council website consultation pages: www.inverclyde.gov.uk/yoursay setting out the savings proposed, timescales and background and link to an online survey and downloadable version of the savings and questions.
 - Creation of an online survey with savings and changes to charges proposals set out: <https://www.smartsurvey.co.uk/s/ZD7D6T/>
 - Printed version of the savings list and survey available to download and also in each council library.
 - Printed posters distributed to every council run and owned property, workplace and facility to encourage residents, customers and employees to take part in the consultation.
 - Digital promotion through council website, intranet and social media
 - Press releases issued encouraging residents to take part in the survey

- Messages to council employees to encourage uptake and wider promotion
- Managers to support promotion of the survey to their service users/customers/clients affected or potentially affected by proposed savings or changes to charges taking account of hard to reach groups affected by savings proposals outline in the Equality Impact Assessments (EQIA) completed for each saving.
- Update issued to Inverclyde Alliance members
- Listening events arranged with locality groups
- Engagement with young people through Education and Communities directorate consultation group
- Messages to active community councils to encourage uptake and wider promotion to the community.
- Briefing offered to MP and MSPs.

The above list is not comprehensive and will be subject to change following completion of the full equalities impact assessments for each saving and increase to charges.

4.5 The proposed timescale for the consultation:

- Monday 10 October 2022 - Budget consultation launched.
- Monday 31 October 2022 – Budget consultation closes, result report compiled for review by Corporate Management Team and Members Budget Working Group in November/December.

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 budget consultation provides a direct support to the council's budget setting process and provides important input to the process for the council and councillors.

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

While there is no specific legal duty to the council in failing to carry out a budget consultation, it has been the practice of the council to engage the community in the budget process since 2013.

5.4 Human Resources

The budget consultation process aims to support employee relations by ensuring that employees and trade union representatives are fully informed throughout the process.

5.5 Strategic

The overall budget position of the council is guided by its available resources and ability to support the community through those resources and budget engagement is crucial to ensuring awareness and involvement of the community in any savings, reductions or increases to charges.

6.0 CONSULTATION

6.1 CMT and Trade Union Colleagues have been consulted on the proposals within this report.

7.0 BACKGROUND PAPERS

7.1 None

APPENDIX 1: CONSULTATION SURVEY QUESTIONS

It is proposed that the questions on each of the budget savings should be posed as set out below:

Savings will be grouped into the following headings:

- People savings
- Places savings
- Changes to charges
- Council tax

Questions in relation to three randomly chosen proposed savings are set out below which include space for a short description of each saving and its financial and staffing impact where relevant. The structure of the questions will provide a response from people completing the survey, ie. whether they agree or disagree or have no opinion on the survey.

While the proposal below sets out 'agree and disagree' as the main choices and when completed, the final report will naturally rank savings based on the number of people who agree or disagree, when the final list of savings are agreed a review of the layout will include an examination of whether ranking, (for example 1-5) for groups of savings may provide a different level of information.

PEOPLE SAVINGS

Name of service/saving area

Description of the saving inserted here to a maximum of two paragraphs for each saving.

Total cost saving: £1m

Impact on jobs: No council jobs would be lost.

Do you agree or disagree that this budget saving should be taken?

- Agree
- Disagree
- No opinion

2. Name of service/saving area

Description of the saving inserted here to a maximum of two paragraphs for each saving.

Total cost saving: £158,000

Impact on jobs: No council jobs would be lost.

Do you agree or disagree that this budget saving should be taken?

- Agree
- Disagree
- No opinion

Name of service/saving area

Description of the saving inserted here to a maximum of two paragraphs for each saving.

Total cost saving: £9,000

Impact on jobs: No council jobs would be lost.

Do you agree or disagree that this budget saving should be taken?

- Agree
- Disagree
- No opinion

Report to:	Policy & Resources Committee	Date:	13 September 2022
Report By:	Head of Organisational Development, Policy and Communications	Report No:	HR/15/22/AH/BM
Contact Officer:	Barbara McQuarrie	Contact No:	01475 712845
Subject:	People and Organisational Development Strategy 2020-2023 Action Plan 2022/23		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The purpose of this report is to seek agreement from the Policy and Resources Committee on the key actions and initiatives being progressed for 2022/23 to support the Council's People and Organisational Development Strategy 2020-2023.
- 1.3 The People & Organisational Development (OD) Strategy 2020-2023 was formally approved by the Policy and Resources Committee on 4th February 2020. The Strategy was designed to support the range of planned transformation and change management projects and to ensure the required skills are in place to deliver these and any required savings. An annual update on the strategy is reported to Committee, the latest updates being submitted to the Policy and Resources Committee in March 2022 which outlined key actions and initiatives progressed over 2021-2022.
- 1.4 The priorities contained in the 2020-23 People & OD strategy remain highly relevant and have influenced the development of the action plan for 2022/23 which members are asked to agree (see Appendix 1). The actions outlined will support workforce planning arrangements, the Council's ability to deliver effective services and its significant programme of change (Our Delivering Differently Programme).
- 1.5 This report sets out key actions and initiatives for 2022/23 which focus on managing the HR implications of the projected budget gap (£15.2 million over next two years), leading and managing change, succession planning, employee wellbeing and new ways of working. Work will commence on the new Organisational Development Strategy for Jan 2024 – 2026 during 2023 once the Council's and Partnership Plans are agreed.
- 1.6 The Committee is asked to note the intention to redirect directorate resources as outlined in paragraph 5.7 in order to address additional demands placed on the HR/OD team and to support the delivery of the People & OD Action plan.

2.0 RECOMMENDATIONS

- 2.1 That the Policy & Resources Committee agree the key actions and initiatives for 2022/23 outlined in Appendix 1 of this report; and
- 2.2 Note the intention to redirect resources as outlined in paragraph 5.7 which will support the Council to manage the workforce implications required to address budget savings and also to support our employees through the next period of significant change.

Steven McNab
Head of Organisational Development,
Human Resources and Communication

3.0 BACKGROUND AND CONTEXT

- 3.1 In order to support the large range of transformation and change management projects, Inverclyde Council formally introduced an Organisational Development Strategy in 2009, shortly after the successful introduction of Single Status. Since then the Council has continued to give Organisational Development (OD) a prominent role, placing a high value on OD and workforce planning activity. The strategies continue to ensure that positive people management and workforce planning initiatives are supported, introduced and recognised as playing a valuable role in achieving key Council priorities and objectives and securing high service delivery standards.
- 3.2 The Council has recognised the importance of supporting employees through periods of sustained change and this has been demonstrated through the delivery of our Organisational Development Strategies from 2009 and the current People and Organisational Development Strategy for 2020-2023. It recognises that in order to deliver on the Council's policy ambitions during Covid and in the recovery period, in a national climate of reducing resources, the Council will need a workforce that is developed appropriately and remains engaged and motivated.
- 3.3 The impact of the pandemic on the public sector has seen significant changes being introduced and offered opportunities for the Council to think how services are delivered now and in the future. It is important that the Council has a strategy and workforce plans in place which drive and deliver change across services while ensuring the workforce continues to be, sufficiently trained, qualified and experienced to deliver quality services which meet current and anticipated service needs.
- 3.4 The Council is pursuing an ambitious and wide ranging agenda through the Corporate Directorate Improvement Plans (CDIPs) and IJB Strategic Plan. One of the greatest challenges in the coming years is to continue to deliver high quality services to customers in extremely challenging financial circumstances. The delivery of the objectives within council plans will require the commitment and hard work of the Council's workforce.
- 3.5 In addition, the Council and its partners are operating in an environment dominated by a public sector reform agenda, involving anticipated changes in legislation and policy which directly affect the way the Council services are delivered in the future and will make new demands on the skills and capabilities of our workforce. It is essential therefore that the People and Organisational Development Strategy and workforce plans respond to these challenges and enable the Council to continue to work corporately and effectively to deliver on its policy ambitions.

4.0 PROPOSALS FOR PEOPLE & OD PLAN

- 4.1 The proposed key actions and initiatives for 2022/23 focus on managing the HR implications of the projected budget gap (£15.2 million over next two years), leading and managing change, succession planning, employee wellbeing and new ways of working. There are four agreed themes contained within the strategy. The key actions and initiatives for the year ahead are highlighted below and are shown against the relevant theme from the People and Organisational Development Strategy. A more detailed action plan is attached at Appendix 1.

Theme 1 – Organisational Development (Planning for the Future)

- Managing HR Impact of the projected budget gap
- Implementation of Hybrid Working Strategy
- Supporting New Ways of Working Project
- Supporting Recruitment and Retention initiatives
- Implementation of Inverclyde Jobs Recovery Plan- Workforce Refresh

Theme 2 – Employee Skills Development, Leadership, Succession Planning (Employees our most Valuable Resource)

- Deliver leadership development events

- Review succession planning arrangements
- Provide relevant training and qualifications opportunities

Theme 3 – Employer of Choice (Continuous Improvement) Outcomes – What we plan to achieve

- Undertake employee satisfaction survey (Running from 19th Aug 2022 to 16th Sept 2022)
- Review key HR policies
- Improve occupational health services and employee wellbeing initiatives

Theme 4 – Fairness & Equality (Promoting Equality, Dignity and Respect) Outcomes – What we plan to achieve

- Implement British Sign Language Action Plan
- Maintain Disability Confident Leader Status
- Refresh and deliver equality awareness and diversity training
- Achieve Equally Safe at Work Accreditation

4.2 The delivery of the key actions and initiatives over the next year will be taken forward in consultation with the Trades Unions and with the workforce. The Corporate Workforce Planning and Development Group will continue to have a key role in monitoring the consistent implementation of the People and Organisational Development Strategy across the Council.

5.0 PROPOSED MANAGEMENT ARRANGEMENTS AND RESOURCES

5.1 Although the Council has successfully managed workforce changes in recent years it is recognised that the scale of workforce changes over the next two years may be greater than previously required due to the impact of the Covid pandemic and the challenging financial environment. Accordingly, it is vital that detailed workforce plans reflect the planned workforce implications of the projected Budget gap and the Council’s ability to deliver services and its significant programme of change

5.2 It is proposed that resources within the directorate are redirected to extend the contracts of two temporary officers within the HR/OD team in order to address additional demands currently placed on the team and to support the delivery of the People & OD Action plan. In general there have been additional demands placed upon HR/OD team over the past couple of years to the extent that work has required to be reprioritised leading to some tasks and projects taking longer to complete.

5.3 Additional workload and demands on the team have arisen through significant increase in recruitment activity and additional staffing numbers being recruited, particularly within HSCP and teaching staff in schools. The increase in recruitment activity over the past few years is shown in the table below:

	2019	2020	2021	2022 (year to date)
Recruitment Adverts	450	247	507	562 (Full Yr Projection 1124)

The main reasons for the increase in recruitment activity during this time is due to new temporary posts being created a result of the pandemic, the workforce refresh programme and we have seen a significant increase in posts being re-advertised due to recruitment difficulties.

- 5.4 The overall staffing complement of the Council has increased by approximately 300 employees since 2020 which has increased demands on the HR team around employee relations activity. The key areas where employee numbers have increased during this time are shown below:

Service Area	Approx. Increase
Teaching Staff	150
Early Years	80
HSCP	50

There are also significant HR implications to manage the reduction in staffing linked to Attainment and Covid funding.

- 5.5 Additional temporary resources have been agreed for the team since 2019 mainly to support change management activity associated with the budget. An extension to these resources was agreed in 2021 with the focus shifting towards supporting employee wellbeing and relations issues arising from Covid as well as supporting the workforce refresh programme. A HR Adviser and an Administrative Assistant post were created on a temporary basis with funding up to March 2023 (Admin post) and August 2023 (HR Adviser post).
- 5.6 There will continue to be significant resource implications for the team in supporting managers, employees and services in implementing the attached People and OD action plan. In particular, support will be required around change management, service reviews and the development and implementation of budget savings including workforce profiling, VER Trawls, pension calculations and service redesign and restructures.
- 5.7 It is proposed that £75k of earmarked reserve funding is redirected from the £40k unallocated Workforce Refresh Balance and £35k from Discover Inverclyde Project (Covid Recovery Funding) to extend the additional resources of one HR Adviser and one Administrative Assistant up to March 2024. This temporary additional resource will assist in the smooth reduction in workforce numbers over the next 18 months.
- 5.8 The Council's Workforce Planning & Development group will contribute to the development and monitoring of the key actions outlined in the attached plan and within the wider strategy. Progress reports will continue to be brought to the Corporate Management Team and the Policy and Resources Committee. Work will commence on the new Organisational Development Strategy for Jan 2024 – 2026 during 2023 once the Council's and Partnership Plans are agreed.

6.0 IMPLICATIONS

- 6.1 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	

Finance

6.2 N/A

Financial Implications:

Costs associated with learning & development of employees will be contained within existing training budgets.

It is proposed that £75k of earmarked reserve funding is redirected from the £40k unallocated Workforce Refresh Balance and £35k from Discover Inverclyde Project (Covid Recovery Funding) to extend the additional resources of one HR Adviser and one Administrative Assistant up to March 2024.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
EMR	Workforce Refresh	23/24	£40		
EMR	Discover Inverclyde Covid Recovery	23/24	£35		

Annually Recurring Costs/ (Savings)

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

6.3 Legal/Risk

None - agreed themes and work streams will continue with due regard to legal requirements. Full consultation with Legal Services will be sought as required.

6.4 Human Resources

The actions outlined in this report will support workforce planning arrangements and the development of the workforce. The report proposes the extension of 2 temporary posts within the HR/OD Team.

6.5 Strategic

The actions outlined in this report will support the Council's ability to deliver effective services and meet its' key objectives in LOIP and Corporate Plan. This report helps deliver Corporate Plan Organisational Priority 10 – To develop motivated, trained and qualified employees that deliver quality services that meet current and anticipated service needs.

6.6 Equalities and Fairer Scotland Duty

a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

X	YES – Assessed as relevant and an EqlA is required and will be made available on the Council website: https://www.inverclyde.gov.uk/council-and-government/equality-impact-assessments
	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqlA is required. Provide any other relevant reasons why an EqlA is not necessary/screening statement.

b) Fairer Scotland Duty

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

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

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – Assessed as not relevant under the Fairer Scotland Duty for the following reasons: Provide reasons why the report has been assessed as not relevant.

6.7 **Children and Young People**

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
X	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights.

6.8 **Environmental/Sustainability**

Summarise any environmental / climate change impacts which relate to this report.

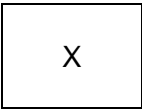
Has a Strategic Environmental Assessment been carried out?

	YES – assessed as relevant and a Strategic Environmental Assessment is required.
X	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

6.9 **Data Protection**

Has a Data Protection Impact Assessment been carried out?

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



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.

7.0 CONSULTATION

7.1 This people and OD strategy and key actions and initiatives has been developed following consultation with the full Extended Corporate Management Team (ECMT) and Trades Unions Colleagues

8.0 BACKGROUND PAPERS

8.1 People & Organisational Development Strategy 2022/23 (approved by the Policy and Resources Committee on 4th February 2020)

People and Organisational Development Strategy 2020-2023

2022/23 Action Plan

Theme 1 – Organisational Development (Planning for the Future)

Excellence in people & performance management and organisational design. To continue to identify current and future workforce challenges and solutions.

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Manage the HR implications of the projected £15.2m budget gap over the next two years.	Successfully manage the reduction in workforce numbers as part of budget savings, service reviews and change management projects	<p>Advice and support will be provided throughout 2022 to CMT, ECMT and Service Managers.</p> <p>Key areas of work will include: workforce profiling, redeployment of employees, targeted voluntary severance trawls, service redesign and restructures.</p> <p>Working closely with trade union colleagues to progress the above areas of work</p>	The HR impact of Budget savings, service reviews and change management projects will be successfully implemented in consultation with our trade union colleagues	Budget savings, service reviews and change management projects are now being developed in consultation with trade unions and elected members for implementation in 2023 and beyond.	Theme 1 – Organisational Development (Planning for the Future)	Green	Head or Organisational Development, Policy and Communication

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Hybrid Working Strategy	Pilot of hybrid working evaluated.	A phased introduction of the Pilot Hybrid Working Strategy began from the beginning of March 2022 to May 2022.	The pilot will run for 12 months and will be reviewed in Summer 2023.	Project started in March 2022	Theme 1 – Organisational Development (Planning for the Future)	Green	Head or Organisational Development, Policy and Communication
New Ways of Working Project	The project will focus on the development and implementation of new modern ways of working within the Council and explore the rationalisation of office space	HR will have a key partnership role in progressing the Council's New Ways of Working Project which commenced in January 2022.	Taking account of property and technological requirements as well as enhancing opportunities to work remotely.	Project started in January 2022	Theme 1 – Organisational Development (Planning for the Future)	Green	Corporate Director Education, Communities and Organisational Development

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Recruitment and Retention.	<p>Have appropriate balance of Temp/Perm employees which enables the Council to be an employer of choice and attract and retain skilled and experienced employees</p> <p>Streamline recruitment processes utilising digital technology to improve timescales</p>	<p>Improve statistical analysis of temps and link with Heads of Service. To monitor position and make decisions on permanent and temporary status of employees.</p> <p>Introduce electronic processes to support recruitment process</p>	<p>We will improve the recruitment and retention of key skills and experience across the Council.</p> <p>Improve recruitment timescales</p>	Project started in January 2022 and runs throughout year	Theme 1 – Organisational Development (Planning for the Future)	Green	Head or Organisational Development, Policy and Communication
Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Inverclyde Job Recovery Plan-Workforce Refresh	Recruitment initiatives to support the Inverclyde Job Recovery Plan focusing on our local community.	Project on-going throughout 2022/23	By developing the Council's recruitment web page; support our modern apprentices into vacancies; maintain strong links	On-going up to Summer 2023	Theme 1 – Organisational Development (Planning for the Future)	Green	Head or Organisational Development, Policy and Communication

			with our local external partner agencies (Skills Development Scotland; Inverclyde Community Development Trust; local Department of Work and Pensions office)					
--	--	--	--	--	--	--	--	--

Theme 2 – Employee Skills Development, Leadership, Succession Planning (Employees our most Valuable Resource)

Ensuring our employees are sufficiently trained, qualified and experienced and our leaders are developed to lead, motivate and inspire to deliver quality services which meet service demands.

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Continue to arrange Leadership Development Events for senior managers across the Council	Supporting managers with relevant leadership events	Focusing on outcomes which matter to staff as both an employee and manager in Inverclyde Council. Next event to be arranged for autumn. Completion: December 2023	HR to link with the Improvement Service to explore/review what they can offer on leadership sessions on change and project management and delivering results.	Ongoing from autumn 2022 to December 2023	Theme 2 – Employee Skills Development, Leadership, Succession Planning (Employees our most Valuable Resource)	Green	Head or Organisational Development, Policy and Communication
Succession Planning	Refresh our current succession planning process and ensure an effective process is in place going forward.	Participated in national workforce planning in liaison with the Improvement Service. Review other councils succession planning software with a view to implementation in Inverclyde	Having improved workforce information which will help with succession planning, quick and easy access	CMT report planned for Autumn 2022.	Theme 2 – Employee Skills Development, Leadership, Succession Planning (Employees our most Valuable Resource)	Green	Head or Organisational Development, Policy and Communication

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
		Completion: March 2023	to real time staff reports and demographics				

Theme 3 – Employer of Choice (Continuous Improvement)

To enhance our reputation as an employer of choice and as a Local Leader on innovative and modern employment practices, attract future and retain existing employees by promoting Inverclyde Council as a great place to live and work.

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Employee Survey	3 yearly survey has been answered by employees and a self assessment exercise has been undertaken on the theme of 'workforce'	Questions updated after consultation and CMT report approved in May 2022 and survey will be sent out by end of August 2022	Survey results analysed and any working groups setup to respond.	Ready to send in August 2022 after school break.	Theme 3 – Employer of Choice (Continuous Improvement)	Green	Head or Organisational Development, Policy and Communication
HR policies	Modern & Innovative HR Policies which support new, more efficient ways of working will be implemented	Research and benchmark similar policies across the public sector and consult with appropriate stakeholders.	A range of Modern & Innovative HR Policies will be reviewed and implemented which support	Programme of review is underway focusing on employee wellbeing policies, new ways	Theme 3 – Employer of Choice (Continuous Improvement)	Green	Head or Organisational Development, Policy and Communication

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
		Completion: Dec 2023.	new, more efficient ways of working	of working and flexible working.			
Occupational Health and Employee Wellbeing	An occupational health service fit for purpose which supports our employees mental and physical wellbeing	A tendering process is underway to procure a new Occupational Health service.	Supplier awarded and meeting the Councils occupational health needs	New Contract to take effect from October 2023	Theme 3 – Employer of Choice (Continuous Improvement)	Green	Head or Organisational Development, Policy and Communication

Theme 4 – Fairness & Equality (Promoting Equality, Dignity and Respect)

Continue to work with our community partners to promote equality, dignity and respect and ensure our employees, customers and partners are treated fairly and with respect at all times. Ensure equality requirements are met through our grading and pay model and job evaluation processes.

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
British Sign Language	British Sign Language Action Plan in Place	<p>Action plan will be progressed including offering staff training and further qualifications in sign language.</p> <p>Sign-up to the contact SCOTLAND-BSL video relay service in the later part of 2022 which will allow customers who use sign language to contact services with queries</p>	<p>Pilot is being prepared and once successfully taken place plan to roll out the video relay services to all services.</p>	<p>Work on-going to start pilot during autumn 2022.</p> <p>Other actions on-going required for BSL Action Plan</p>	Theme 4 – Fairness & Equality (Promoting	Green	Head or Organisational Development, Policy and Communication

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Continue to maintain Disability Confident Leader status and promote and support other organisations within Inverclyde to achieve this status	To have retained Disability Confident Leader status for the next three years by passing the new assessment standards for validation that apply	To have passed the external assessment and retained Leader status at renewal in 2023. Data capture during 2022/23 to apply for renewal in 2024	Obtain accreditation by September 2024	Project started in January 2022	Theme 4 – Fairness & Equality (Promoting Equality, Dignity & Respect)	Green	Head or Organisational Development, Policy and Communication
Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Equality Awareness and Training	Training delivered to staff on Equality Awareness, Equality Impact assessments and trauma.	Promote Equality and Diversity E-Learning modules to all employees. Further training for employees will be developed and implemented around Equality impact Assessments and Trauma.	Training delivered	E-learning being promoted with EQIA training and guidance will be issued in Autumn Discussions started with Education service re Trauma training.	Theme 4 – Fairness & Equality (Promoting Equality, Dignity & Respect)	Green	Head or Organisational Development, Policy and Communication

Area of activity	Where do we want to be?	How will we get there (including timescale)?	How will we know we are getting there?	Progress	Theme	RAG Status	Lead Officer
Equally Safe at Work Award	To have achieved equally safe at work status by passing the assessment standards for validation that apply. Equally Safe is a National Strategy to take action on all forms of violence against women and girls.	To have passed the external assessment in 2023.	Obtain accreditation by October 2023	Project started in July 2022. Working group and action plan with timeline agreed.	Theme 4 – Fairness & Equality (Promoting Equality, Dignity & Respect)	Green	Head or Organisational Development, Policy and Communication

Report To:	Policy & Resources Committee	Date:	13 September 2022
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	PR/17/22/KM
Contact Officer:	Morna Rae	Contact No:	01475 712146
Subject:	NRS Mid-2021 Population Estimates, Scotland and Census 2022		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 This report provides the Committee with an overview of the latest mid-2021 population estimates, published by the National Records of Scotland (NRS). In summary, Inverclyde's estimated population as at 30 June 2021 was 76,700, which is a 0.5% decrease from the previous year and the 5th largest percentage population decrease in Scotland. Fewer births than deaths continues to be the major driver of population decline in Inverclyde, however net migration in the year was estimated to be positive (+90).

1.3 The report also contains more detailed information on population change locally and nationally including:

- Trend information on births and deaths and the resultant natural change;
- An overview of migration patterns; and
- Specific population changes of note within Scotland

1.4 Information is included on the national Census and work locally to maximise the response rate, which was 84.2% for Inverclyde.

2.0 RECOMMENDATIONS

2.1 That the Committee note the latest official mid-year population estimates which show a further decrease in the population of Inverclyde, predominately due to natural change; and

2.2 Note that officers will raise concerns around the local response rate to the Census 2022 with NRS due to the potential impact on the Council's future government funding.

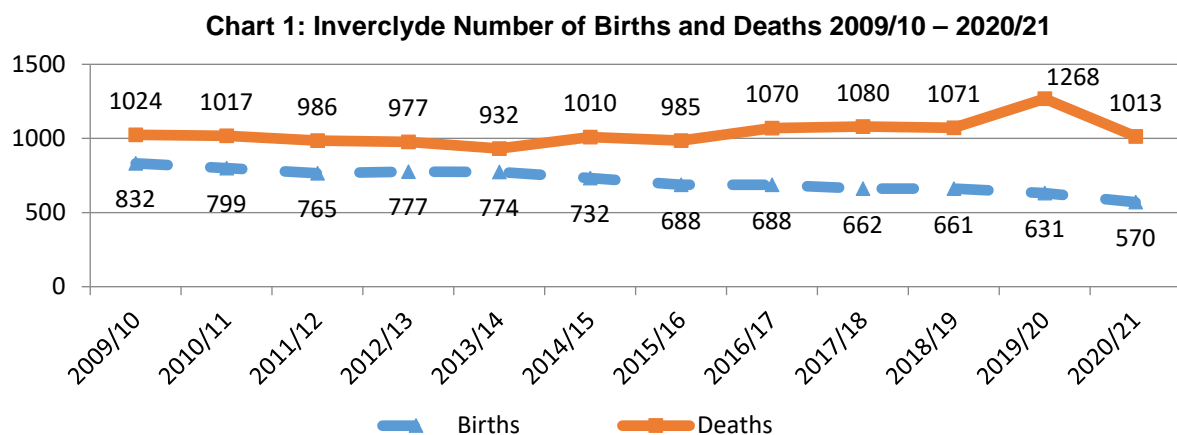
Ruth Binks
Corporate Director,
Education, Communities and Organisational Development

3.0 BACKGROUND AND CONTEXT

- 3.1 The National Registers of Scotland (NRS) is the responsible agency of the Scottish Government that handles all matters relating to population and household statistics, including the Census and mid-year estimates. On 13 July 2022 NRS published 'Mid-2021 Population Estimates, Scotland', providing population estimates for Scotland, its Council areas and NHS boards by sex and age.
- 3.2 Population estimates are based on the Census (2011) and are updated annually to account for the population change in the period 1 July - 30 June. The Census and associated population measures have a significant bearing on a number of strategic issues, most notably Government Funding.
- 3.3 Tackling population decline is a key strategic priority for both Inverclyde Council and the Inverclyde Alliance and both the Policy and Resources Committee and the Inverclyde Alliance Board consider reports on the latest NRS data on an annual basis.

INVERCLYDE MID YEAR POPULATION ESTIMATE (30 JUNE 2021)

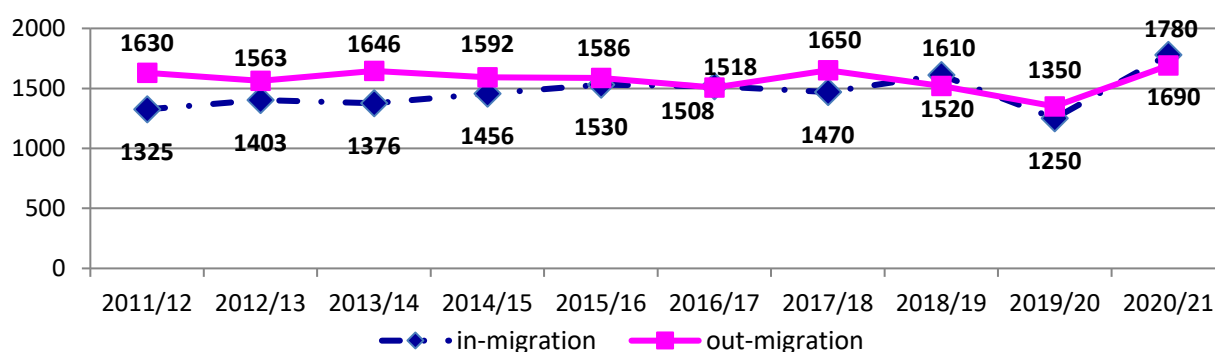
- 3.4 As at 30 June 2021, the population of Inverclyde was estimated to be 76,700, this is a 360 (-0.5%) decrease compared to the 2020 mid-year population estimate, 77,060. Inverclyde is one of 8 Scottish Council areas estimated to have had a fall in population between mid-2020 and mid-2021. Appendix 1 shows the population change across all Council areas in Scotland between mid-2020 and mid-2021.
- 3.5 Population decline in Inverclyde between mid-2020 and mid-2021 continues to be driven by fewer births than deaths, with only 570 births in the year compared with 1,013 deaths. Following a sharp increase last year, the number of deaths in Inverclyde has fallen to its lowest level since 2015/16, however the number of births also fell to a new low (Chart 1).



Additional information on how natural change in Inverclyde compares over the period 2009/10 to 2020/21 is provided in Appendix 2.

- 3.6 Encouragingly, net migration was estimated as positive at the end of mid-year 2021, due to 1,780 people moving into the area and 1,690 moving out, resulting in a net migration total of 90. Inverclyde also had positive net migration in the year mid-2016/17 and again in mid-2018/19.

Chart 2: Inverclyde migration pattern mid 2011/12 to mid 2020/21



- 3.7 Inverclyde's positive net migration in the year mid-2020 to mid-2021 is largely due to net migration from the rest of the UK (+130), with the area losing more residents than it gained from the rest of Scotland (-20) and overseas (-20).
- 3.8 Appendix 3 shows the how the main components of population change in Inverclyde compares over the period 2011 to 2021. It is evident that negative natural change has been the most significant driver of population decline locally and that whilst this is also a national issue, Inverclyde has been disproportionately affected compared to Scotland as a whole.
- 3.9 NRS population figures over a 20 year period (2001- 2021) shows that Inverclyde was one of four Council areas to have had a population decrease; whilst Scotland's population has grown. The other three Councils are West Dunbartonshire, Argyll and Bute and North Ayrshire. Inverclyde however had the largest population decrease of all areas, -8.9%. Data for all Councils is provided in Appendix 4.

NATIONAL POPULATION CHANGES

- 3.10 The estimated population of Scotland as at 30 June 2021 is 5,479,900. This is an increase of 13,900 (0.25%) from the previous year, which is lower than the average annual growth in the 5 years before the pandemic (0.43%). Scotland experienced the largest natural population decrease on record (-14,500), due to the number of births being lower than the number of deaths for the 7th year in a row, however this was offset by migration adding to Scotland's population, with 27,800 more people moving to Scotland than leaving.
- 3.11 The new data shows that the pattern of population change in Scotland between mid-2020 and mid-2021 was different to previous years with the population of the Scotland's largest cities falling, contrary to an increasing trend in recent years. The most common moves within Scotland were from the largest cities (Glasgow, Aberdeen and Edinburgh) to their neighbouring Council areas.
- 3.12 Such moves will have contributed to 15 Council areas reported as having a decrease in population last year (up to mid-2020) followed by an estimated population increase between mid-2020 and mid-2021. In all 15 areas, this increase was driven by migration. The largest estimated population change between the two years has occurred in Argyll and Bute (-0.5% to 0.9%), followed by Western Isles (-0.8% to 0.5%) and Highland (-0.2% to 1.1%). All three Council areas had population gains from the rest of Scotland and the UK, with Highland also having positive net migration as a result of international migration.
- 3.13 NRS suggest that the higher figures for moves between Scotland and other parts of the UK may be due to a combination of:
- People being more likely to make long term moves, such as from cities to rural areas;

- People making short term moves, such as students moving from their term time address to their parents' address, and
- People registering a change of address with their GP, when the move itself could have taken place in the past e.g. people updating their GP records due to Covid-19.

THE IMPACT OF COVID-19

3.14 This is the first mid-year estimates that cover a full year of the pandemic. There were 61,300 deaths in Scotland in the year compared to 63,100 in the year to mid-2020, the second highest number of deaths since year ending mid-1994. NRS attribute this to excess deaths caused by the Covid-19 pandemic, with the total number of deaths registered in the period being 5.6% higher than five year average before 2020. Whilst there were more deaths than in the previous year due to the pandemic, overall counts of deaths from all causes was lower. Provisional data shows that this was driven by fewer deaths from other respiratory diseases.

SCOTLAND'S CENSUS 2022

- 3.15 Data from Scotland's Census 2022, which is due to be published in 2023 will also be important in assessing local population change across a variety of demographics. As Members will be aware accurate Census data is vital for service planning as well as forming the basis of funding allocation decisions, including national government resources.
- 3.16 Scotland was due to carry out the Census in 2021 however, the impact of the pandemic caused NRS to move its launch date to March 2022. For the first time, it was completed on a "digital-first" basis, with households receiving an internet access code on 28th February 2022. Paper versions could be obtained on request. The original completion deadline was pushed back to 31 May 2022.
- 3.17 In addition to the national promotion of the Census Inverclyde Council and partners supported local messaging on the importance of completion including newspaper articles, social media posts, leafleting and promotion at local events and groups. NRS funding was made available to support community engagement. However confirmation of the Inverclyde award was delayed until 13th May with spend to be completed by 31st May. The Council worked in partnership with Your Voice Inverclyde who deployed Community Connectors to raise the profile of the Census with our communities.
- 3.18 The Census response rate for Inverclyde was 84.2%, compared to the national return of 87.9%. 10 Local Authorities achieved return rates greater than 90%. The lowest rate was in Glasgow, with 83.2%.
- 3.19 The Census Coverage Survey is separate to that of the main Census. It has been running since June 2022. It is used to help estimate how many households and people have not returned a Census form, or who have been counted twice. This then allows additions to the Census returns to increase the accuracy of the figures. It is carried out in specific postcodes. These have been provided by NRS and we have shared local intelligence on these areas to support their approach as well as further local promotion of this aspect of the survey work.

4.0 PROPOSALS

- 4.1 This latest data will be considered alongside the recent Fraser of Allander Institute study and the Inverclyde Strategic Needs Assessment in terms of the challenges and profile of population decline.

- 4.2 As the Committee is aware, actions to address depopulation have been a focus for the Council and Inverclyde Alliance. As the new strategic plans are developed this latest information about what is driving these changes will have an important role to play in targeting resources where they are likely to have most impact.
- 4.3 Due to the Council's funding allocation being directly linked to population, officers will raise the Council's concerns about the local Census return rate with NRS colleagues.

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

Population is a determining factor in GAE calculations which drive the Council's Scottish Government Grant allocation and therefore these latest population estimates, which show that Inverclyde has had a further population decrease will result in a reduction in the level of grant funding made to Inverclyde Council in the future.

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 / Risk implications associated with this report.

5.4 Human Resources

There are no Human Resources implications associated with this report.

5.5 Strategic

Tackling population decline is a key strategic priority for both the Inverclyde Council and the Inverclyde Alliance. This latest population data links directly to the delivery of:

LOIP Priority 1: Inverclyde's population will be stable and sustainable with an appropriate balance of socio - economic groups that is conducive to local economic prosperity and longer term population growth.

Corporate Plan Priority 1: To promote Inverclyde to both residents and visitors alike, as a great place to live, work, study and visit.

6.0 CONSULTATION

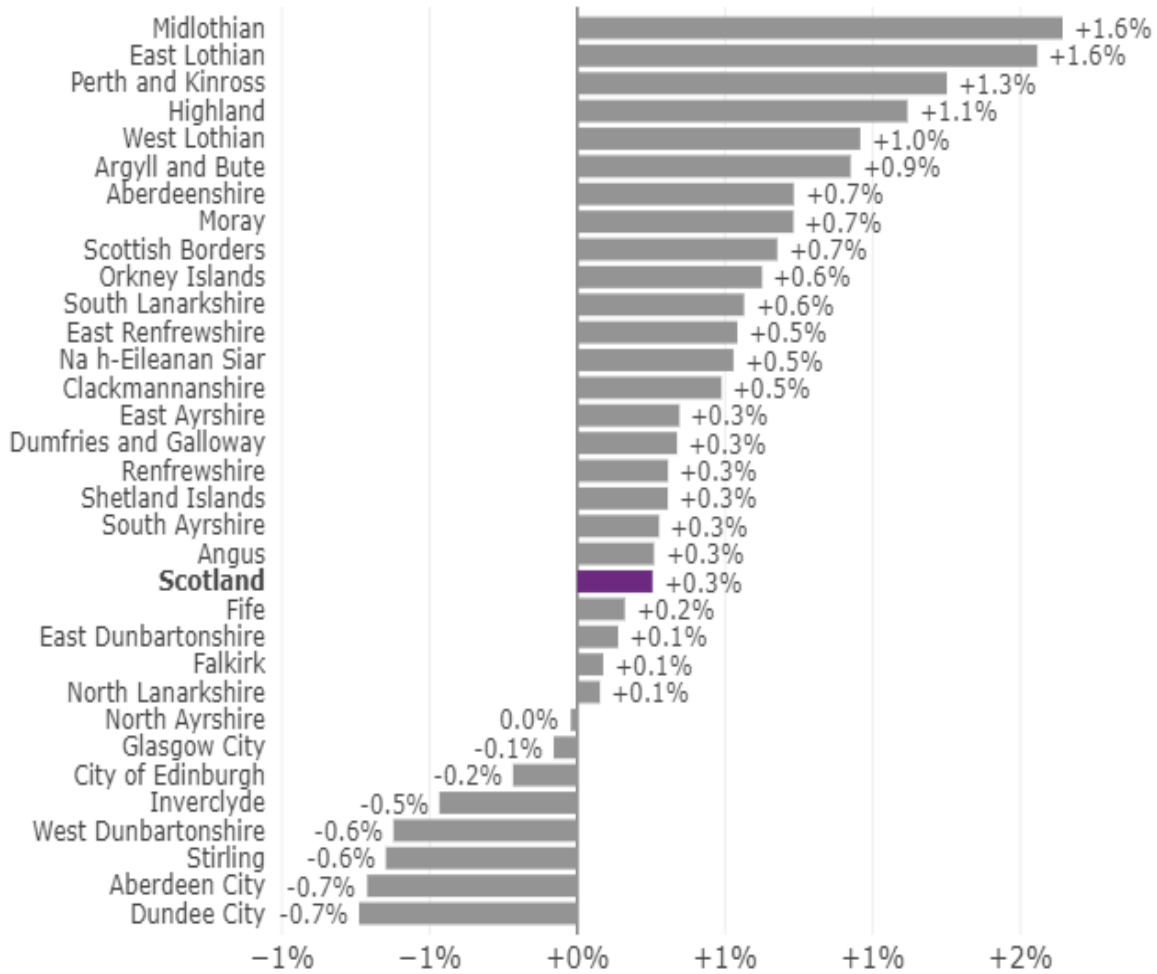
6.1 None.

7.0 BACKGROUND PAPERS

7.1 None.

Scotland

Percentage population change, 2020-2021



Natural Change in Inverclyde (number of births minus deaths)

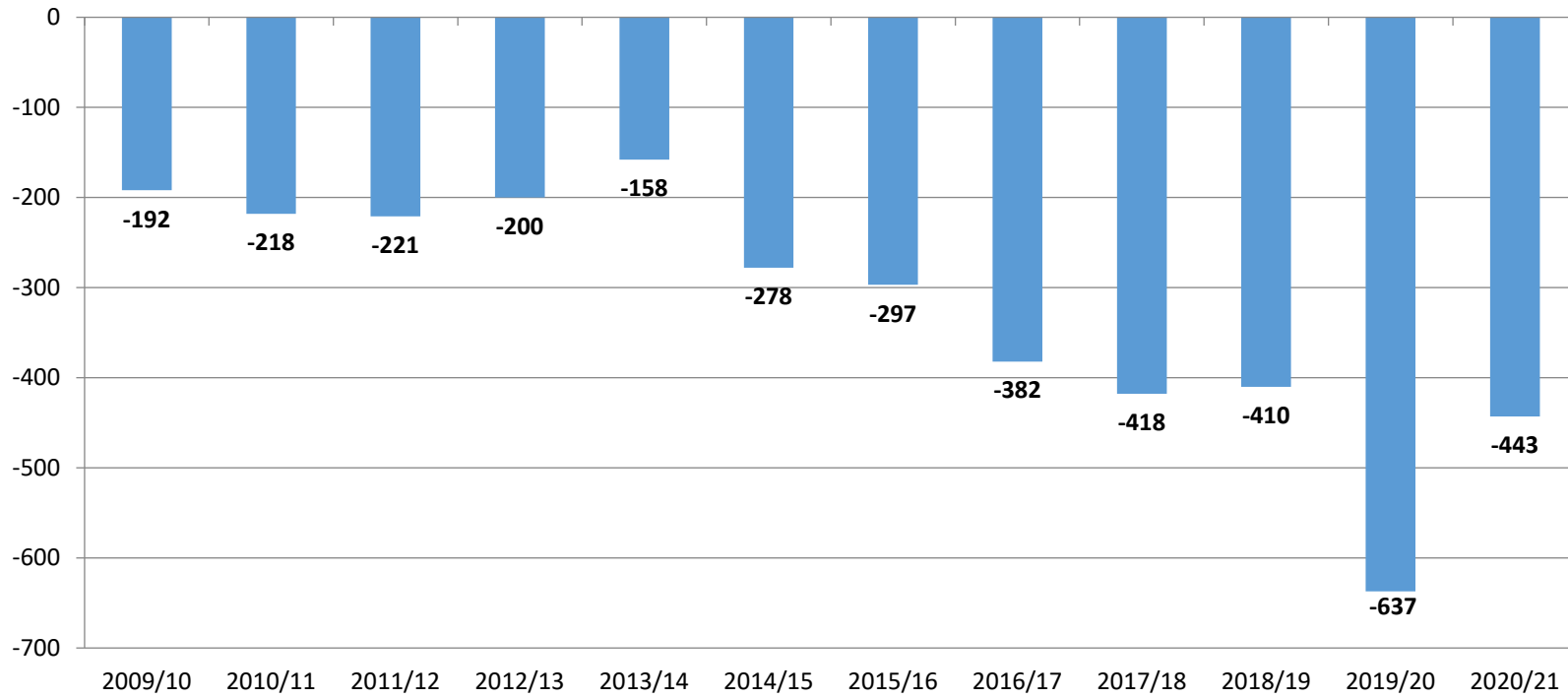


Chart 3a

Inverclyde, Components of population change 2011-2021

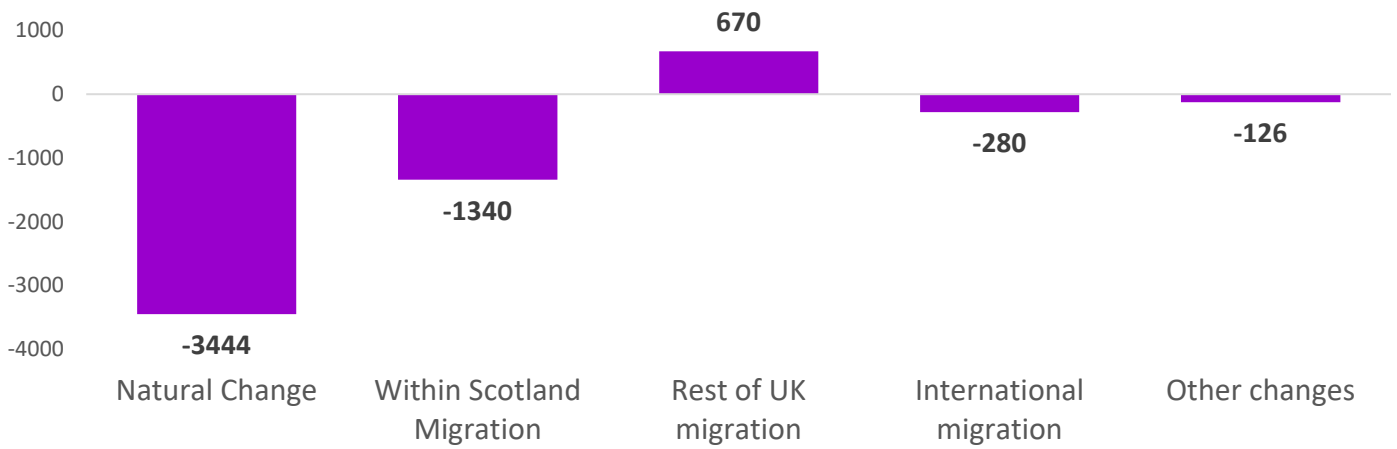
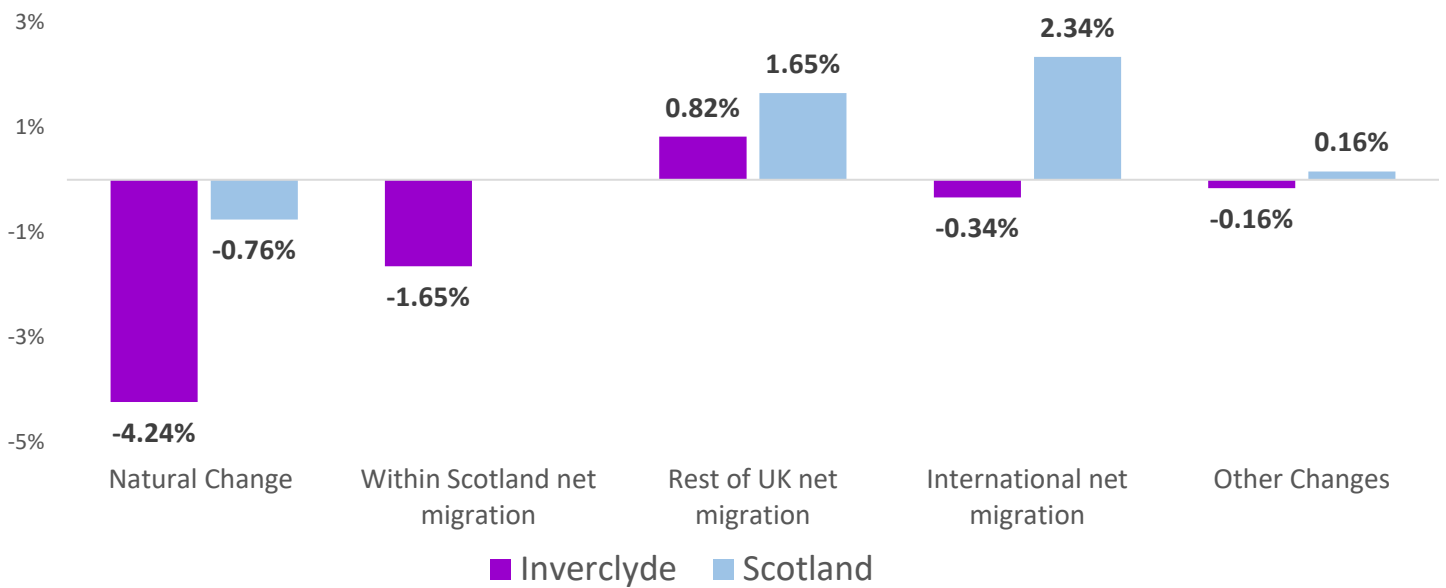


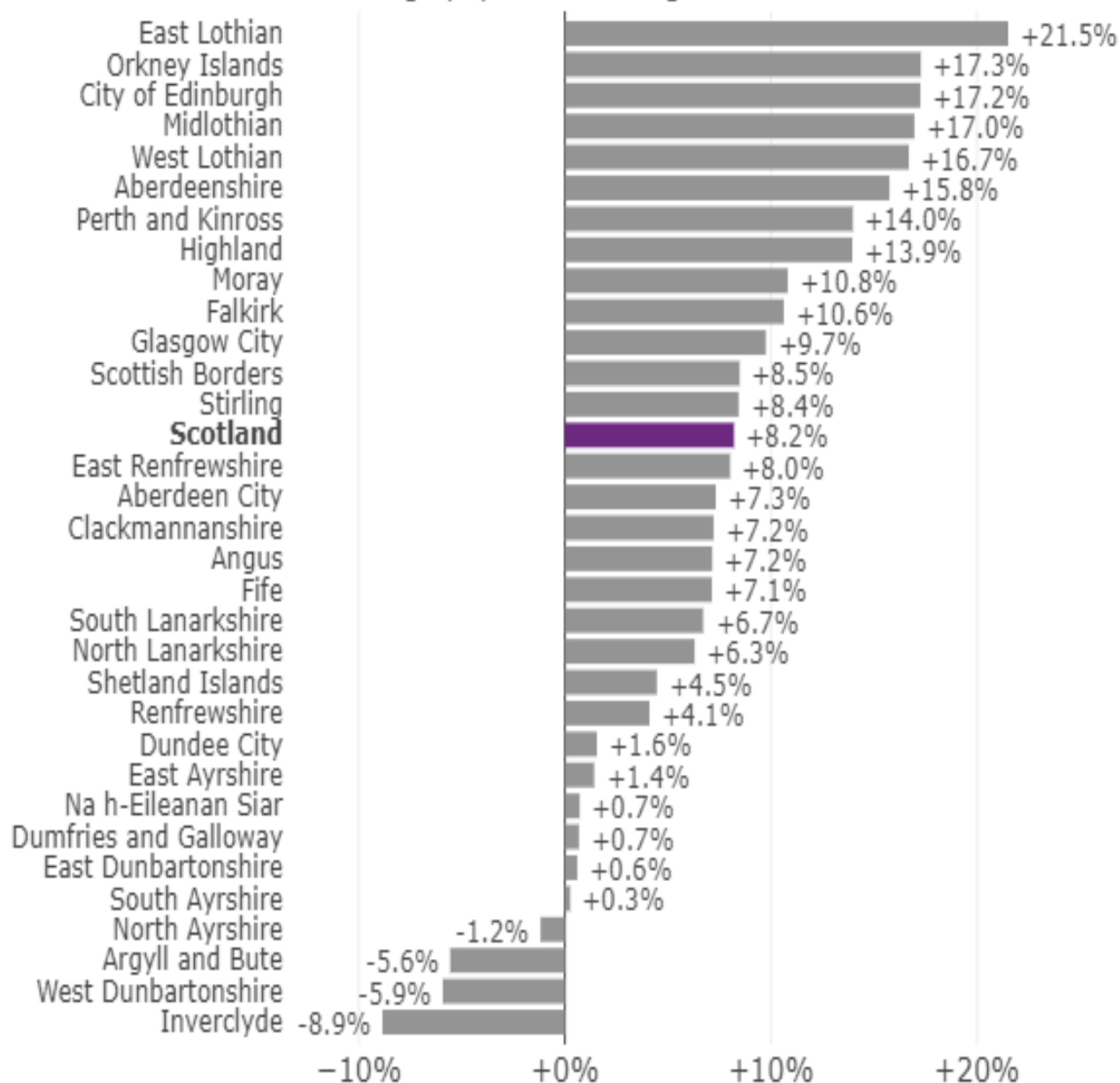
Chart 3b

Inverclyde and Scotland, Comparison of components of population change (%) 2011-2021



Scotland

Percentage population change, 2001-2021



Report To:	Policy and Resources Committee	Date:	13 September 2022
Report By:	Corporate Director, Education, Communities and Organisational Development	Report No:	PR/21/22/TM
Contact Officer:	Tony McEwan	Contact No:	01475 712761
Subject:	Progress and Development for Anti-Poverty Interventions 2021-2023		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The purpose of this report is to provide the Policy and Resources Committee with progress and development of the initiatives that are being funded from the £1.08 million Anti-Poverty Budget, including additional Scottish Government policy initiatives for Holiday Meal Payments and Child Payment Bridging Payments.
- 1.3 In May 2021 the Policy and Resources Committee agreed to fund a series of targeted interventions to address poverty and deprivation in the areas with the greatest inequalities. The interventions would be funded with an allocated £1.08 million from the Council and the Integration Joint Board to focus on initiatives to address unemployment and employability; support for people experiencing difficulties with alcohol and drugs; mental health or to support those experiencing financial insecurities. Good progress continues to be made across the projects, with more detail provided in section 4 of this report.
- 1.4 On 29 October 2021, the Scottish Government announced £25m of flexible funding to local authorities to support wellbeing and respond to financial insecurity in their communities. The Scottish Government Winter Support Fund allocated £512,000 to Inverclyde Council. How the Council allocated this funding is also detailed in section 4 of this report.
- 1.5 Ahead of winter 2022, the Council is also planning to respond to the national initiatives around the promotion and creation of 'warm spaces' to help people reduce their utility costs over the winter months.
- 1.6 Approval was granted via the use of Emergency Powers to make payments for free school meals during strike days. Further detail is in paragraph 4.13

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Policy and Resources Committee:
- notes the continued progress of the anti-poverty initiatives as detailed in this report;

- notes that officers are identifying any potential underspends and will report on this and plans for utilisation linked to cost of living pressures to the next Committee;
- notes the successful distribution of funding in relation to the Winter Support Fund;
- notes the use of emergency powers to authorise the initial payment of free school meals to entitled school pupils whilst schools are closed for strike action; and
- approves that if there is additional strike action that payments will be made to school pupils who are entitled to free school meals for the days that they are not in school.

Ruth Binks
Corporate Director, Education,
Communities and Organisational Development

3.0 BACKGROUND AND CONTEXT

- 3.1 The Scottish Index of Multiple Deprivation (SIMD) report on 28 January 2020 identified Inverclyde as the area with the largest local share of deprived areas, with 45% of data zones among the 20% most deprived in Scotland. Greenock Central was ranked as the most deprived data zone in Scotland.
- 3.2 In May 2021 the Policy and Resources Committee agreed to fund a series of targeted interventions to address poverty and deprivation in the areas with the greatest inequalities. The interventions would be funded with an allocated £1.08 million from the Council, and the Integration Joint Board to focus on initiatives to address unemployment and employability, support for people experiencing difficulties with alcohol and drugs, mental health or people who are experiencing food insecurities.
- 3.3 On 29 October 2021, the Scottish Government announced £25m of flexible funding to local Authorities to support wellbeing and respond to financial insecurity in their communities. The Scottish Government Winter Support Fund allocated £512,000 to Inverclyde Council.
- 3.4 As part of the 2022/23 Budget the Council agreed to make a payment of £300 to all households in receipt of Council Tax Reduction plus many households exempt from Council Tax, providing support to approximately 10,000 households. Following consideration by the Policy & Resources Executive Sub-Committee on 10 March, this sum was increased to £350 at a total estimated cost of £3.5million. This is in addition to the £150 Cost of Living payment funded by the Scottish Government which has been credited to the 2022/23 Council Tax bill of approximately 32,000 eligible households.

4.0 PROGRESS

- 4.1 The progress and next steps for each of the interventions funded by the £1.08 million from Inverclyde Council, in addition to the Scottish Government funds to mitigate poverty and deprivation, are detailed in this section and appendix 1 provides a summary of the spend against budget.
- 4.2 **RISE (Routes into Supported Employment): £1,037,000 (November 2021- November 2023)**

All of the clients currently engaged in the RISE project require a bespoke and intensive package of care and support to enable them to participate in employability opportunities. This intensive support package is necessary to support the men into employment. The RISE project has provided enhanced support for clients including; homelessness/ accommodation, education & training, relationships & engaging with services, social & leisure activities.

Committee approved in March 2022 that the RISE team could engage and recruit a wider age range cohort of men (20-40 year olds) to participate in the project with the aim of increasing the number of active clients engaging in the service. Currently there are 14 clients registered with the project however, this can fluctuate depending on the needs of the men engaged. Many of the clients engaged in the project are currently in recovery, from alcohol or drug misuse or mental illness with some of the men have long term trauma which affects their ability to engage with a range of services, thus making the support required more complex and long-term. Nevertheless a few clients are now pro-actively working with the project's occupational therapist to help them get ready for the pre-employment stage of the project.

The majority of the referrals into the project have been from the Community Justice Service, resulting in intensive support to prepare the men for employability support. Despite initial challenges implementing RISE, a new referral pathway has been established with Moving On

Inverclyde. It is expected that this partnership will increase the number of men within the identified criteria who will receive the RISE project support. It is anticipated that this partnership along with working with other referring agencies will ensure that the project achieves its targeted outcome 30 individuals across two localities by November 2023.

Next Steps

Planning and development for the second stage in the pathway - employment through the regeneration partnership pathway - is underway. The project team will continue to monitor the referral process to ensure that the men referred remain within the agreed SIMD zone areas.

Based on the cohort of clients available to the project it is unlikely that the full allocation will be utilised within the revised programme period. Officers are currently quantifying the underspend and will report on this and proposals linked to the mitigation of the cost of living pressures to the next meeting of the Committee.

4.3 Social Workers in School (SWIS) project: £202,000 (November 2021 – June 2023)

The Social Workers in Schools (SWIS) project has enabled the team in both St Andrew's Primary School and Aileymill Primary School to focus on a small number of children and families who require additional support as identified by the school team. The children and families who have received the SWIS support have welcomed the support and have responded positively leading to improvements in both school attendance and parental engagement. Other emerging strengths of the project include; interagency communication and collaboration, as well as increased availability of access to workers for both the parents and the school team.

The SWIS programme has supported enhanced transitions for children starting primary school who required additional support and for children who had not attended an Early Years Provision to ensure that they settle into primary 1. Staff from both schools and associated early years establishments have received trauma informed training from the SWIS programme to increase understanding of the adverse behaviour of children and the families they are supporting.

The Team Around the Child (TAC) practice has been implemented successfully in both schools, resulting in improved links between home, school and community. A weekly drop in session in partnership with Barnardo's attracts families in each of the school communities and food is provided as part of this drop in. Since the project was established, it has engaged with 24 families across two schools.

Next Steps The Joint Support team will be reviewing their work with a small number of children to fully explore impact of the service and the support provided. The review will identify gaps and future areas of improvement. By September 2022 the audit and evaluation tools will be in use and measurable outcomes of the children and families will be reported.

The project will start to develop the parenting peer support groups to provide knowledge and understanding regarding children's behaviour. The Health and Wellbeing Coach will support parents with children and young people with Asperger's Syndrome Disorder (ASD) to assist with communication and behaviour management through play.

4.4 Business Start Up: £167,000 (December 2021-May 2023)

The Business Development Team has launched the 'Boost Start Up Grant' to support local entrepreneurs establishing a business in the Port Glasgow or Greenock Town Centre area of Inverclyde. Current the team have engaged seven local potential businesses and successfully allocated the "Boost Start Up Grant" to 6 entrepreneurs with one further business receiving support

to be eligible for their grant. Since the 'Boost Start Up Grant' launch in March 2022 there has been a good level of community interest and engagement and the project is on track to achieve the target of 30 start-up businesses by May 2023. Currently there has not been any formal communications, marketing or advertising of this project, the entrepreneurs have found out about the project either through Business Gateway or word of mouth. However, the Business Development Team will monitor the level of engagement and if required, communications and advertising through social media or local press will be commissioned.

Next Steps

As this project seeks to encourage self-employment and entrepreneurialism, the Business Development Team will now work on potential events/workshops, bringing in expert support where required, to promote entrepreneurialism. The Team will also work with the businesses previously supported to ensure there is a sufficient package of aftercare support as often there is high rate of business failure within year 1 for fledgling businesses.

4.5 Food Insecurity: £124,000 for two years (October 2021 to 24 October 2023)

The Zero Waste Food Pantry Total Allocated - £60,000 (October 2021 until October 2023)

The first Inverclyde Zero Waste Food Pantry opened in early December 2020 in Grieve Road, Greenock and the membership has steadily increased to 880 members and this continues to increase weekly. Inverclyde Community Development Trust (ICDT) opened Inverclyde's second Zero Waste Food Pantry in Port Glasgow on 6 June 2022. The membership is currently 345 members from the Port Glasgow/East End of Inverclyde area and this is increasing weekly.

Both Pantries receive 39 tonnes of surplus food through the Glasgow Fare Share memberships. The food from the Glasgow Fare Share is predominately frozen or fresh food as the number of tinned food delivered has reduced recently.

The volunteers and paid members of staff supporting the Pantries are fully supported by Inverclyde Community Development Trust (ICDT), increasing their employability skills in retail and community work.

The Pantry at Port Glasgow is working in partnership with the Financial Fitness Team and Mind Mosaic to offer a wellbeing assessment to the members. The wellbeing assessment includes; benefits checks, welfare and debt/credit advice. Customers advise they like the option of knowing the support it is available and accessible from one location. The "Pay It forward Scheme" continues to grow funding which is reinvested back into the pantry to support people who are facing food or financial insecurity.

Both Inverclyde Pantries have an established agreement with Marks and Spencer Port Glasgow and also Aldi Port Glasgow on Friday and Saturday for additional surplus food. The Salvation Army also supports Port Glasgow Pantry. Grieve Road pantry continues to work collaboratively with local organisations such as the Inverclyde Shed to provide free locally grown vegetables to supplement a weekly shop.

ICDT recently applied for £10k from the DTAS "Pockets and Prospects fund" to continue to support The Inverclyde Zero Waste Pantry, the outcome of this will be known by the end of September 2022.

Fare Share Membership £64,000 for two memberships for two years ending in October 2023

The Fare Share Membership provided by the Council has now transferred from the free food distribution at Parklea Branching Out to the Port Glasgow Pantry. The families who received the

free food service during the Covid-19 pandemic are being encouraged to use The Zero Waste Pantry to subsidise their weekly shop.

Next Steps A five year strategy is currently being developed on the local Zero Waste Food Strategies. This is based on successful UK wide projects such as 'Feeding Birkenhead'.

Officers are currently working with the ICDT to determine its future funding requirements in relation to food poverty.

4.6 **Fuel Insecurity: £200,000**

IHeat continues to engage with people who are aged 70 years and older to ensure they receive the £75 top up grant if they are facing fuel insecurity. By the end of the direct award in 2023, IHeat will have engaged with more than 800 vulnerable households in danger of disconnection, to offer fuel advice, advocacy and financial support.

During Quarter 1 (April –June) 2022 69 households received energy crisis funding. In June 2022, 240 households who had previously received a £75 grant received an additional £75 top up.

As a result, the project is progressing as intended.

4.7 **Financial Fitness Team: £30,000 per year, 2021 - 2023**

A direct award has been provided to the Financial Fitness Team for the continuation of service delivery for one further financial year 2022/23, this funding will end in March 2023. During the first quarter of 2022/23 90 new clients were engaged and Financial Fitness continue to be one of the key partners within the Inverclyde Financial Inclusion Partnership.

4.8 **Starter Packs: £74,000 to March 2023**

Starter Packs is a small community organisation who provides those on the lowest income with a range of household products to assist with their first tenancy. The service continues to see an increase in referrals and additional pressures associated with increased costs of items required for packs. In the first quarter of 2022/23 106 households were supported which included 107 adults and 75 children.

4.9 **Early Intervention Support and Mentoring for Families: £104,000 to October 2023**

Homestart Inverclyde was awarded £104,000 for two years from October 2021. Homestart Inverclyde provides volunteer led parent to parent support working alongside families with mental health and anxiety challenges who have children under 5 years. This support aims to improve the family life chances and help children achieve their potential. Homestart Inverclyde has been successful in recruiting a Family Support Coordinator and Family Support Worker and a volunteer development worker, to engage and encourage families to participate in the programme.

Lone parent families, families on low income and families with children on the child protection register with children under 5 years are receiving Home Start support. In this period, families have reported the following successes:

- 40% are currently reporting improved Mental Health;
- 50% report feeling less isolated;
- 50% report increased self-esteem;
- 50% report increased ability to manage their home; and

- 62% report increased ability to manage their child(ren)'s behaviour, listening to them, and respecting their rights.

All families engaged in the programme are offered membership of the Zero Waste Food Pantry funded by Homestart Inverclyde. Parents have completed a budgeting course helping with debt and affordable credit advice and the 4 week healthy eating and cooking programme in June 2022. Women who have been supported have completed the perinatal Blank Canvas workshop to improve health and wellbeing during pregnancy and some of the volunteers completed Equip for Life training. Home Start Inverclyde provides ongoing supervision to the volunteers and monitoring of the caseloads.

Next Steps

The project aims to recruit new bank volunteers including the parents who have received support and are now ready to become volunteers. It also wants to deliver the volunteer preparation course to all new volunteers. The project will also implement the Cross Reach Bluebell Counselling Skills to local volunteers from September 2022.

Based on community feedback there will be the development of a New Scots community peer support group and a local dads group starting in September 2022.

4.10 Tail o'the Bank Credit Union: £6,000

Tail o'the Bank Credit Union has benefited from non-domestic rates relief for the period 2021/23.

4.11 WINTER HARDSHIP SUPPORT FUNDING 2021/22

On 29 October 2021 the Scottish Government Winter Support Fund allocated £512,000 to Inverclyde Council with the aim of reducing the pressure on household finances as a result of cost increases around fuel and food insecurity during Winter 2021/22. Inverclyde Council allocated this additional funding for the following initiatives:

Crisis grant awards and Community Care Grants £150,000

A further 20% increase in the level of Crisis grant awards for the remainder of 2021/22 plus allowance for increase in demand experienced in the last 2 months was awarded. Increase in funding to meet the significant increase in Community Care Grants administered via the Scottish Welfare Fund in 2021/22. This additional funding helped individuals with the costs of essential goods when moving into new tenancies/homes, and reduced the risk of homelessness. £110k was spent by 31st March 2022. The balance of £40k was carried forward and now fully allocated.

Starter Packs (£10,000)

Increased funding to Starter Packs to provide essential support to individuals /families settling into a new home during Winter 2021/22. This supported 70 new tenants with small electrical items and winter bedding packs including children's bedding. This funding is fully allocated.

Winter Child Payment Bridging Payment (£154,000):

Further support to families on low incomes who are entitled to the Winter Child Payment Bridging Payment by £50 to £210/eligible child. This payment was made by the Council in February 2022 in respect of three thousand children living in the lowest income households.

Council Tax Reduction (£70,000)

£100 to approximately 700 Council Tax Reduction recipients with no children within their household not covered by earlier schemes. By the end of February 2022, 664 households received

the Winter Support Payment (£66.4k) directly into their accounts or by Council Tax account credits. This funding was fully allocated.

IHeat (£100,000)

Increase funding to iHeat to increase the amount of financial support offered to people over 70 years as part of the Elderly Heating Project. This has funded the approved increase of the payment from £75-£150 in 2021/22.

Inverclyde foodbanks (£28,000)

A Direct Award was made to support to two Inverclyde foodbanks so they can support the most marginalised households with both food and fuel vouchers when necessary. This funding has been fully allocated and spent.

- 4.12 The anti-poverty officer group discussed support that could be put in place to help with the cost of living this winter and linking into initiatives such as ‘warm spaces’ and the provision of ‘warm boxes’. A sub-group has been convened to identify locations that are warm and open to the public during the winter months and how this is communicated this to public. The sub-group is also investigating the provision and distribution of warm boxes to help households to mitigate the impacts of increasing fuel prices.
- 4.13 Officers sought authority through the use of Emergency Powers in terms of the Council’s Scheme of Delegation (Officers) to pay a daily amount of £3 to pupils entitled to free school meals (or a clothing grant in P1-5) who attend schools that will be closed during the intimated strike period of 6, 7 and 8 September 2022. Authority for this was granted under delegated authority by the Chief Executive, following consultation with Councillor McCabe, Councillor McCluskey and Councillor Robertson. The cost of this for 3 days will be in the region of £27,000 and this will be funded from unallocated resources in the Anti-Poverty Ear marked reserve. If there is future strike action then it is proposed to adopt a similar approach to the payments for free school meals using either the unallocated Anti-Poverty fund balance and/or savings in the amount of food needed on those days.

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

Anti-Poverty Initiatives EMR (for fsm payments during strike)	Other expenditure	2022/23	£TBC		Costs over and above the £27,000 already approved in the event of further Industrial Action
---	-------------------	---------	------	--	---

Annually Recurring Costs/ (Savings)

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

5.3 Strategic

The Council's anti-poverty fund aligns with the Inequalities theme of the local outcome improvement plan.

5.4 Equalities and Fairer Scotland Duty

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required.

(b) Fairer Scotland Duty

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

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – Assessed as not relevant under the Fairer Scotland Duty.

5.5 Children and Young People

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
--	---

X	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children’s rights.
---	---

5.6 Environmental/Sustainability

Has a Strategic Environmental Assessment been carried out?

	YES – assessed as relevant and a Strategic Environmental Assessment is required.
X	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

5.7 Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO – 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 None.

7.0 BACKGROUND PAPERS

7.1 None.

Appendix 1

Recurring Anti Poverty Funding

<u>Intervention</u>	Original Estimated Total Cost	Revised Estimated Total Cost	Actual 21/22	Approved Budget 2022/23	Revised Estimate 2022/23	Actual to Period 4 15/08/22	Estimate 2023/24
Dedicated Team Leader	£72,000	£72,000	£27,000	£36,000	£36,000	£13,735	£9,000
Employment	£1,037,000	£1,037,000	£36,500	£518,500	£518,500	£44,364	£482,000
School Linked Social Workers	£202,000	£151,500	£31,500	£101,000	£101,000	£39,431	£19,000
Business Start Up	£167,000	£167,000	£1,000	£133,600	£133,600	£9,540	£32,400
Food Insecurity	£124,000	£124,000	£25,000	£62,000	£62,000	£29,856	£37,000
Fuel Insecurity	£200,000	£200,000	£100,000	£100,000	£100,000	£24,999	£0
Financial Fitness	£60,000	£60,000	£30,000	£30,000	£30,000	£0	£0
Starter Packs	£74,000	£74,000	£37,000	£37,000	£37,000	£12,332	£0
Early Intervention Support & Mentoring for Families	£104,000	£104,000	£26,000	£52,000	£52,000	£0	£26,000
Tail o' the Bank Credit Union	£8,000	£6,000	£3,000	£3,000	£3,000	£0	£0
Contingency - Transferred to Anti-Poverty EMR	£112,000	£164,500	£0	£164,500	£164,500	£0	£0
	£2,160,000	£2,160,000	£317,000	£1,237,600	£1,237,600	£174,257	£605,400

Winter Support Fund 2021/22

<u>Intervention</u>	Approved Budget	Revised Estimate	21/22 Spend	EMR Carry Forward	Spend to 15/08/22	EMR Budget Remaining
iHeat Funding	£100,000	£100,000	£40,000	£60,000	£60,000	£0
20% Increase in Crisis Grant awards	£40,000	£40,000	£40,000	£0	£0	£0
Increase in Community Care Grants under SWF	£110,000	£110,000	£110,000	£0	£0	£0
Starter Packs - Increased Funding	£10,000	£10,000	£10,000	£0	£0	£0
Winter Child Bridging Payments £50 additional	£154,000	£154,300	£154,300	£0	£0	£0
CTR for individuals with no children £100 Payment	£70,000	£66,400	£66,400	£0	£0	£0
Foodbank payments	£28,000	£28,000	£0	£28,000	£28,000	£0
Contingency	£0	£3,300	£0	£3,300	£0	£3,300
	£512,000	£512,000	£420,700	£91,300	£88,000	£3,300

Report To:	Policy and Resources Committee	Date:	13 September 2022
Report By:	Corporate Director, Education, Communities and Organisational Development	Report No:	PR/20/22/TM
Contact Officer:	Tony McEwan	Contact No:	01475 712828
Subject:	Progress Report on Participatory Budgeting in Inverclyde		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

- 1.2 The purpose of this report is to update the Policy and Resources Committee on the progress the Council is making in relation to participatory budgeting (PB) and its progress in achieving the framework agreement of 1% of its budget being subject to PB each year. In 2021/22, over £4m of the Council's budget was subject to consultation with communities, some of this through participatory budgeting.
- 1.3 Services across the Council continue to look for opportunities to use PB as a way of supporting their decision-making processes and although the 2021/22 target was achieved, it remains challenging for services to identify suitable budgets to be determined through a PB approach. This will remain the position as the Council works towards addressing its significant funding gap in the next few years.
- 1.4 Nevertheless, there remains opportunities for communities to engage in participatory budgeting in relation to one-off funding for programmes which are funded by government or other external organisations and service directorates remain committed to using PB as an approach to support committees' decision-making.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Policy and Resources Committee notes:

- the Council's progress in achieving the 1% framework agreement in 2021/22; and
- that Council officers continue to look for opportunities to use PB to support its decision making in 2022/23.

Ruth Binks
Corporate Director, Education,
Communities and Organisational Development

3.0 BACKGROUND AND CONTEXT

- 3.1 In 2017, COSLA agreed to the Community Choices 1% Framework Agreement whereby at least 1% of local government budgets will be subject to PB by the end of 2021. This agreement and timeline have since been revised to recognise the impact of the COVID-19 pandemic upon local government, people, and communities. Whilst the target to allocate at least 1% via PB remains, there is a degree of flexibility available to Councils as to when they can practicably meet it.
- 3.2 In 2021/22 the Council continued to build on its approach to PB and used a number of methods to engage communities in the allocation of services for 2021/22, and also into this financial year. A key part of our community engagement is the working with our established communication and engagement groups. In 2021/22, the communication and engagement groups were provided with opportunities to discuss and deliberate the setting of priorities in the following areas:
- The distribution of £120,000 across the six localities in relation to activities to support Inverclyde's Meliora festival;
 - £400,000 of funding to support the Roads Asset Management Plan; and
 - Year 2 of the Council's £1.08m anti-poverty funding;
- 3.3 As a result, communities participated in informing the setting of budget priorities to the value of £1.6m in 2021/22, narrowly missing the 1% framework agreement of £1.78m. This does not include the consultation the Council undertook on the £2.5m savings exercise the same year.
- 3.4 Each year, the Council provides a return to COSLA outlining its progress in relation to meeting the framework agreement of 1%. This year's return forms appendix 1 to this report.

4.0 PROPOSALS

- 4.1 Services have been working together in the past few months to explore further opportunities for participatory budgeting in 2022/23. Some key areas which are currently being explored relate to; the use of elements of Pupil Equity Funding in schools; the development of the Scottish Government's affordable childcare policy; and the commissioning of some services through the HSCP, and continued work around roads, parks and open spaces. Proposals in relation to these areas will be considered by the respective service committees in the coming months and progress reported to Policy and Resources Committee.
- 4.2 Given the significant challenges the Council faces in relation to its projected budget gap in the next few years, participatory budgeting and reaching the 1% framework agreement each year will remain challenging. For example, the budget savings exercise for 2023/25 will have an impact on the prioritisation of services and may leave fewer opportunities for participation as the Council focuses on the delivery of its statutory and key services. This is against an increased target figure of £1.966m in 2022/23. Nevertheless, officers continue to look for new opportunities to work with our communities in the setting of their priorities, particularly when external funding is allocated from government or other organisations.

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 direct financial implications 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

Although not statutory, there is a continuing risk that the Council may not meet the requirements of the Framework Agreement each year.

5.4 Human Resources

None.

5.5 Strategic

None.

6.0 CONSULTATION

6.1 None.

7.0 BACKGROUND PAPERS

7.1 N/A.



**PARTICIPATORY BUDGETING REPORTING 2021/22
(Referred to as Community Choices in the Framework Agreement)**

GUIDANCE FOR LOCAL AUTHORITIES IN SCOTLAND

CONTENTS

	Page
A) Introduction	1
B) Completing the PB Proforma	1
C) Further Support	3
Proforma Reporting Template	4
Annex A	

A. Introduction

1. In 2017, [COSLA and Scottish Government agreed](#) that at least 1% of Local Government budgets would be subject to participatory budgeting by the end of 2021. In 2021, COSLA leaders [reaffirmed their commitment](#) to meeting the 1% target following political agreement of flexibility following the COVID 19 pandemic. For clarity the framework agreement referred to 'Community Choices', the brand name for participatory budgeting in 2017. Throughout the rest of this document we will refer to participatory budgeting (PB)
2. Successful PB requires political will, buy-in from senior management, interest from civil society, citizens and the local community, a defined budget, clarity of purpose and a clear definition of the rules. As PB can take many shapes and forms and covers a range of mechanisms, different PB models exist (for example, it may be referred to as 'Community Choices') . Therefore flexibility of approach is left to individual local authorities.
3. The PB target of 1% is not necessarily about local authorities identifying a separate and/or additional resource. It is principally about involving communities in decisions regarding *existing* resources. The 1% is the minimum target set and can be made up of revenue and capital expenditure.
4. To ensure a shared understanding of the 1% target, within the jointly agreed Framework (approved by COSLA Leaders in Oct 2017) this is defined as **'total estimated expenditure for revenue, as per the Local Government finance circular, less assumed council tax intake'**. It is considered reasonable to exclude council tax as it is a local tax and therefore already directly and locally accountable. This is the basis of calculating individual targets **only** – Councils can plan locally as to how the target is reached, across a variety of services areas, with no prescription as to whether this is capital or revenue or what area of the budget it may cover.

B. Completing the PB Reporting Proforma Template

5. Local authorities are requested to complete one proforma template at Annex A per local authority and return this to COSLA by the due date of **Friday 26 August 2022**. The template is based on the previously used template for Efficient Government Reporting (also co-ordinated and collated by COSLA).
6. Additional guidance on completing the template is provided below:
 - i. Authorities are asked to return the completed template to COSLA by the due date. This exercise is intended to give a high level summary of PB which COSLA use to publish aggregate figures on progress. Please return one per local authority
 - ii. Under point 2a ("Total council budget subject to PB") of the template, authorities should enter one figure for financial year 2021/22, using the methodology defined in para 4 above. If the total budget subject to PB is different from the target please use 2b to outline the figure.
 - iii. Under point 4a (Summary of key PB activity) and point 6 (Evidence) of the template, authorities should only provide a broad narrative along the lines suggested by the prompts included on the template. The narrative should however be supported by evidence to demonstrate that citizens and communities were the key decision makers in PB activity.
 - iv. Under point 4b councils should provide the total number of community members participating in PB activity e.g. voting or associated deliberative processes.

- v. Under point 5 (“Breakdown of revenue or capital subject to PB during 21/22”), add rows as required. Please ensure that the total, across revenue and capital, is as close to the target under point 2a or as outlined at 2b as possible
- vi. COSLA requests that the statement be signed by the Chief Executive.

C. Further Support

For queries related to PB reporting please contact:

Katey Tabner

Policy Manager Participatory Budgeting

katey@cosla.gov.uk

For financial reporting queries please contact:

Joanna Anderson

Policy Manager Local Government Finance

0131 474 9329

joanna@cosla.gov.uk

June 2022

PARTICIPATORY BUDGETING ACTIVITY IN 2021/22

1	Local Authority Name	Inverclyde Council
2a	LA target figure defined as 1% of 'total estimated expenditure for revenue, as per the Local Government finance circular, less assumed council tax intake.	£1,785,190
2b	Total council budget subject to PB in 2021/22 which may be different to the target set above. This figure should correlate total revenue and capital budgets outlined in section 5.	£1.6m
3	Please outline your council's corporate approach for PB and intended outcomes?	<p>Inverclyde Council's vision for PB is that it will provide a means for communities to discuss and deliberate priorities and assist the Council in prioritising its work at a locality level and across Inverclyde. The Council has developed a PB model which focuses on the prioritisation of budgets/services.</p> <p>To achieve this, community led Communication and Engagement Groups have been established in each of Inverclyde's six localities and they play an important role by providing a meaningful vehicle for debate and deliberation at a local level.</p> <p>To facilitate the development of an Inverclyde wide approach, the Council is using the online platform CONSUL.</p> <p>Proposed outcomes:</p> <ul style="list-style-type: none"> • Local communities are involved in deciding what services are prioritised; and • Inverclyde residents are able to inform the setting of priorities for key Council services such as the roads asset programme.
4a	<p>Please include a high level summary of your council's key PB activity in 2021/22</p> <p><i>Please note this is also an opportunity to demonstrate strategic and operational work, outwith specific budgets, required to progress PB.</i></p>	<p>To progress the implementation of Inverclyde's PB model in 2021/22, a pilot PB exercise was carried out on aspects of the roads asset management plan (RAMP). Members of the public were given a combined list of 9 carriageways and 18 footpaths from across Inverclyde and asked to prioritise them from 1-6. The results of the PB exercise informed the carriageways and footpaths that were chosen for repair and resurfacing work as part of the 2022/23 RAMP using additional funding of £400,000. 906 community members engaged with this PB exercise.</p>

Participatory Budgeting was used to award grants to support Inverclyde's Meliora festival which took place in 2022. This festival was established to celebrate Inverclyde and is a key strand of community recovery following the COVID-19 pandemic. The Council invited constituted groups and non for profit organisations to apply for a local community funding grant to help deliver a local community event as part of the Inverclyde Meliora Celebrations for 2022. A fund of £120,000 was split across the six localities with each locality given £20,000 to run events in their area. A participatory budgeting approach was used to enable the public to vote for the events that they wanted to see take place in their locality. Over 1330 votes were cast during this PB exercise.

Feedback from Inverclyde residents informed the initiatives that were taken forward in year 2 (2021/22) of the Council's Anti-Poverty Fund. This is a 2 year fund for £2,160,000 with £1,080,000 allocated to year 1 and year 2. In 20/21 the Council held six digital based community listening events in each of Inverclyde's localities and carried out an online survey to obtain the views of local communities on changes that could be made to mitigate poverty, deprivation and inequalities. Over 1300 community members engaged with the PB exercise.

Although not considered to be participatory budgeting, the Council remains actively consultative each year and involves our communities to participate in the budget setting and savings exercised. For example, to inform the Council's 2022/23 budget, Inverclyde residents were asked for their views on how a £2.5m funding gap should be bridged. 6 online community listening events were held across Inverclyde and an online survey was made available via the Council's web site. The feedback was used to inform decision-making for the 2022/23 budget. Over 50 community members attended the listening events.

The Council will continue to consult with Inverclyde residents as it works towards its 2023/25 budget and savings exercise.

The Council developed and implemented CONSUL during 2021/22 and now has an online platform which is being used to support community engagement. There are over 400 CONSUL users.

		To obtain buy from senior management and Elected Members, regular progress reports were submitted to the Council's Corporate Management Team and Policy and Resources Committee. In addition, a briefing session was held for Elected Members in November 2021.	
4b	Total number of people participating in your council's PB activity	3,586	
5	Breakdown of revenue and/or capital subject to participatory budgeting during 21/22		
	Service Area	Revenue (£000,000)	Capital (£000,000)
	Anti-Poverty Fund	£1,080,000	£
	Roads Asset Management Plan	£	£400,000
	Meliora Community Fund	£120,000	£
	TOTAL	£1,200,000	£400,000
6	If the target (defined at 2a) has not been achieved, please summarise the main challenges	Although the framework target was achieved in 21/22, there are significant challenges ahead in terms of planning for PB, as the Council addresses its projected budget gap.	
7	Evidence: What performance measures and/or quality indicators did you use to assess the impact/success of PB activity?	An evaluation of each PB exercise was carried out to determine its impact and success and also to enable the Council to learn what worked well and what didn't in order to inform future PB exercises.	

Signed

(Chief Executive or equivalent)

Date

Report To:	Policy and Resources Committee	Date:	13 September 2022
Report By:	Head of Legal and Democratic Services	Report No:	LS/71/22
Contact Officer:	Peter MacDonald	Contact No:	01427 712618
Subject:	Community Council Update		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting

The purpose of this report is to update the Committee on the actions and proposed actions of Officers in relation to Community Councils, having regard to the impact on them of the Covid-19 pandemic, all as set out in the body of the report; and in addition, to seek the approval of the Committee of the application of a transitional period in relation to requirements for holding of meetings and membership numbers as set out in the body of the report.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Committee notes the update and proposals set out in the body of the report; and
- 2.2 It is recommended that the Committee approves the application of a transitional period in relation to requirements of the Scheme of Establishment of Community Councils as set out in paragraph 4.5 of the report, and that until the next regular Community Council elections in 2023.
- 2.3 It is recommended that the Committee remits to the Head of Legal and Democratic Services to bring a report to a special meeting of the Inverclyde Council recommending commencement of a formal review of the Council's Scheme of Establishment of Community Councils.

Iain Strachan
Head of Legal and Democratic Services

3.0 BACKGROUND AND CONTEXT

3.1 The Scheme for the Establishment of Community Councils in Inverclyde (the Scheme) was adopted by the Council on 14 April 2011. Amongst other things, it sets out:

- the Community Council areas in Inverclyde;
- the governance and election framework in which the Community Councils operate; and
- that the Council may provide an Administrative Grant to Community Councils, at such level as it may from time to time be determined.

3.2 At elections in 2019, Community Councils were established in 7 of the 11 Community Council Areas, namely:

- Gourock;
- Greenock South West;
- Greenock West and Cardwell Bay;
- Inverkip and Wemyss Bay;
- Kilmacolm (including Quarriers Village);
- Larkfied, Braeside and Branchton; and
- Port Glasgow West.

Community Councils were not established for the remaining 4 areas, namely:

- Greenock Central;
- Greenock East;
- Holefarm and Cowdenknowes; and
- Port Glasgow East.

3.3 The likely impact of the Covid-19 pandemic on Community Councils was recognised by officers, and the Corporate Management Team (CMT) decided on 7 April 2020 (as noted by the Policy and Resources Executive Sub-Committee on 21 April 2020) that Officers would not seek to enforce restrictions on minimum numbers of members and/or meetings provided for in the Scheme, and that meetings of Community Councils by video conference would be permitted.

3.4 Covid-19 and the practical and legal restrictions that came with it, have impacted on the activities of the Community Councils. This impact has varied from Community Council to Community Council:

- re meetings:
 - some have not been meeting formally;
 - some have been meeting and continue to meet virtually using the usual online platforms, and
 - some had been meeting virtually and have now returned to in person meetings;
- re annual grants, a number of them have not provided the necessary annual documentation to claim same; and
- re membership, some have lost members, impacting their ability to operate.

3.5 Officers in Legal and Democratic Services and in Community Learning and Development (CLD) have been in regular contact with the Community Councils throughout the period of Covid-19. Those officers are liaising regarding the ongoing support and capacity building referred to in paragraph 4.1 below. The rationale for undertaking a planned and systematic needs assessment is in response to the challenges and impact of Covid-19. This is required to ensure that Community Councils receive the correct level of support and are prepared for the next Community Council elections in 2023.

3.6 It is apparent from the feedback received from the Community Councils that whilst some have returned to regular meetings (be that in person or online) others have varying levels of activity. Community Councils faced similar challenges to many community organisations in response to Covid-19 such as :

- access to suitable digital equipment;
- access to secure digital platforms to host meetings;

- confidence with digital skills; and
- low interest to develop digital skills due to demographics.

3.7 The Committee should note that support for Community Councils is provided by Officers in both Legal and Democratic Services (LDS) and in CLD. The Community Council Liaison Officer role sits formally with LDS, as does: responsibility for providing advice and support in relation to the Scheme and the Funding Scheme; administering Community Council Grants and Community Council elections; and maintaining and publishing Council records of membership. Officers in Community, Learning and Development also have an important front line role as part of their broader work in community engagement and support for community groups, in day to day advice, support and capacity building. There is also a degree of overlap in the work with Community Councils and with Locality Planning, undertaken through CLD's service.

4.0 PROPOSALS

4.1 Support and Capacity Building

Officers in CLD will continue to engage with the established Community Councils to identify areas where support, assistance or training is required, with a particular focus on:

- facilitating the continuation or re-establishment of regular meetings, be they virtual or in person;
- ensuring that all necessary information including verified annual accounts is provided by them to allow release of grants;
- assisting them in building interest in and recruiting for the Community Councils, taking cognisance of the 2023 elections; and
- seeking views on any matters the Community Councils would wish addressed in any future review of the Scheme.

4.2 Governance Requirements - Transitional Period

The Scheme provides for dissolution of a Community Council where, for a period of 3 consecutive prescribed meeting dates:

- that Community Council fail to hold a meeting;
- the membership of that Community Council fall below the prescribed minimum in terms of the Scheme.

Further to paragraph 3.3 above, Community Councils were advised that no steps would be taken during the pandemic to dissolve a Community Council for either of these reasons. Officers consider it appropriate to continue this approach until the next Community Council Elections.

4.3 The Scheme provides that an interim election should be held if the elected membership of a Community Council falls below half the maximum number of members. As elections are due in September 2023, and to give Community Councils the opportunity to recruit and build interest in those elections, it is the view of Officers that no steps should be taken to enforce this provision prior to those elections.

4.4 Co-Option of members is a useful recruitment tool to build interest and participation in Community Councils. The Scheme provides that the maximum number of Co-Opted Members is 1/3 of the number of Elected Members, and that an interim election should be held should that limit be exceeded. This limit has a sound basis in ensuring the Community Councils are democratically representative, however it is the view of Officers that waiving this restriction for the period to the next round of elections would assist in both in stimulating current activity of the Community Councils and in recruitment for those elections.

- 4.5 Therefore, taking account of the impact of Covid-19 and relative restrictions, and the fact Inverclyde wide Community Council elections are due in 2023, it is recommended that a transitional period apply until the holding of those elections, during which the Council:
- (a) will not take steps to dissolve a Community Council where for 3 consecutive prescribed meeting dates, the Community Council fail to hold a meeting or should the Community Council's membership fall below the Scheme minimum;
 - (b) will not take steps to hold an interim election should the number of elected members on a Community Council fall below 1/2 the maximum membership permitted in the Scheme or the number of Co-Opted Members exceed 1/3 of the number of Elected Members; and
 - (c) will not take steps to enforce the restriction on the number of Co-Opted members a Community Council can have (provided that the total membership does not exceed the maximum).

4.6 **Meetings**

The Scheme is silent on what form Community Council meetings should take, and advice to Community Councils has throughout the Covid-19 period been that meetings held via online video conferencing services are competent.

- 4.7 The position remains that meetings held on such basis are competent. Whilst in person meetings can provide greater public access and are in principle to be encouraged for Community Councils, having regard to the individual needs and concerns of Community Councils and the prevailing public health position, meetings on a remote or hybrid basis will not be discouraged. CLD Officers will work with Community Councils who are not yet meeting, where help or support is sought in relation to either in person or remote meetings.

4.8 **Elections**

As referred to variously in the body of the report, the regular 4 year cycle Community Council Elections across Inverclyde are due to take place in 2023. At these elections, contests will be held for any Community Council area where there is currently an established Community Council, and any of the other areas where a written request is received from 20 or more electors in that area that an election be held. They are scheduled to take place in September 2023, although that could be subject to change should a conflicting electoral event emerge. A report with a more detail on the elections will be brought to the Committee/full Council nearer the time.

4.9 **Review of the Scheme of Establishment of Community Councils.**

The Council is required from time to time to review the Scheme in terms of Section 53 of the Local Government (Scotland) Act 1973, and it is the view of Officers that, having last reviewed the Scheme in 2011, a review process should be undertaken once again. The review can take in any aspects of the Scheme, including but not limited to specific provisions of the Scheme, the number of Community Councils and the extent of Community Council areas. A formal decision to commence such a review is a matter reserved to the full Council, and needs to be a decision by resolution of 2/3 majority at a special meeting convened for that purpose.

- 4.10 As an initial step in that process, Officers in CLD will seek views of the Community Councils on any matters in relation to the Scheme that they feel should be addressed in any review. Following that discussion and subject to the approval of the recommendations in this report, Officers intend to bring a report to a special meeting of the Council to initiate that process.

- 4.11 The time it will take to conduct such a review process varies from review to review and Council to Council. Public consultation is required at various stages in this process, and it is anticipated by the level of feedback received and the nature and extent of any changes that are ultimately proposed will impact on those timescales. The Scottish Government guidance on this process (referred to in the background papers) suggests an indicative period of 10 months. A guide

timetable for a notional review produced as part of that guidance is included at Appendix 1. This gives more detail on the steps involved and the consultation requirements.

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 recommendations in this report are contained within existing budgets.

5.3 Legal/Risk

The Scheme places requirements on the Community Councils re membership and holding of meetings. In light of the Covid-19 and related restrictions it is appropriate that some temporary modifications be made to these requirements.

The Council is required to administer Community Council elections in terms of the Scheme.

The Council is required from time to time to review the Scheme in terms of Section 53 of the Local Government (Scotland) Act 1973, and where the Council considers it appropriate to do so, amend the Scheme having regard to changing circumstances and any representations made to it. Amendments to the Scheme do require to follow the statutory process set out at that Section. Decisions to either review or to amend the Scheme require to be passed by a resolution of not less than 2/3 majority at a special meeting of the Council convened for this purpose.

5.4 Human Resources

None.

5.5 Strategic

Community Councils are aligned to ward areas and are intrinsic in the delivery of communication and engagement and locality planning groups. This is the platform for engagement and consultation for the LOIP, Locality plans and Community Planning Partnership.

6.0 CONSULTATION

6.1 The Interim Director, Finance & Corporate Governance, the Head of Culture, Communities & Educational Resources have been consulted on the terms of this report.

6.2 The Corporate Management team have approved the terms of this report.

6.3 Councillor Cassidy, as Community Council Champion, has been consulted on the terms of this report.

7.0 **BACKGROUND PAPERS**

7.1 Scottish Government “Good practice guidance for Local Authorities and Community Councils” published 7 October 2009 - <https://www.gov.scot/publications/local-authorities-and-community-councils-good-practice-guidance/>

Appendix 1 – Guide Timetable for a Review of a Council’s Scheme for the Establishment of Community Councils

This table is taken from the Scottish Government document “Good practice guidance for Local Authorities and Community Councils”. As indicated in the body of the report, this timeline will vary depending in level of community response and any changes ultimately proposed.

<u>DATE</u>	<u>EVENT</u>	<u>DESCRIPTION</u>
1. Month 0	Special Council Meeting. Both areas and composition and draft Amended Scheme and associated documentation.	As part of a report on the current scheme, of community councils, Council to consider a recommendation to amend the existing scheme and make a new scheme for the establishment of community councils.
2. Month 0	(2) Publish Public Notice. Areas/Composition.	Give public notice of the Council’s intention to amend the existing scheme and make a new scheme for the establishment of community councils. Period of 8 weeks from February to April.
3. Month 3	Special Council Meeting. Areas/Composition.	Council to consider suggestions from the first consultation period and agree a draft amended scheme for consultation.
4. Month 3	(3) Publish Public Notice. Draft Amended Scheme and associated documentation.	Give public notice of the Council’s draft amended Scheme. Period of 8 weeks from May to July.
5. Month 6	Special Council Meeting Draft Amended Scheme and associated documentation.	Council to consider suggestions to the draft amended scheme and agree a final draft amended scheme for consultation.
6. Month 6	(4) Publish Public Notice. Both.	Give public notice of the Council’s final draft amended scheme for the establishment of community councils. Period of 4 weeks from August to September
7. Month 10	Special Council Meeting. Both.	Council to consider suggestions to the final draft amended scheme; alter if

<u>DATE</u>	<u>EVENT</u>	<u>DESCRIPTION</u>
		required; and formally approve the amended scheme.
8. Month 11	<p>(5) Publish Public Notice.</p> <p>Establishment Process/Notice for currently non-established community council areas.</p>	Give public notice of the Council's amended scheme; and invitation to electors to apply for establishment (where there is no community council currently in existence).

Report To:	Policy & Resources Committee	Date:	13 September 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/70/22
Contact Officer:	Iain Strachan	Contact No:	01475 712710
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 provide the Committee with a recommendation as to whether or not the Council should join the Co-operative Councils' Innovation Network, further to the report considered by the Committee at its previous meeting on 9 August 2022.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Committee considers the assessment as to whether or not the Council should join the Co-operative Councils' Innovation Network;
- 2.2 It is recommended that if the Committee wishes to join the network then it does so for an initial 2 or 3 year period with officers bringing back a report to the Committee in early 2024 or 2025, as the case may be, highlighting the benefits which have arisen during the initial membership period prior to Committee considering whether the Council membership should be further extended.

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"). This was the subject of a report to the Committee on 9 August 2022, with it being agreed an Elected Members' briefing from the Network would be organised, and a further report brought back to this meeting of the Committee.
- 3.2 The Elected Members' briefing took place on 18 August, at which 11 Elected Members were present.
- 3.3 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. 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. In particular, the Network promotes the transformation of communities through community action, community engagement and civic empowerment.
- 3.4 More information on the Network can be found on its website:

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

4.0 PROPOSALS

- 4.1 From the information which is publicly available, together with that disclosed in the Elected Members' briefing, the benefits of joining the Network can be summarised as follows:-
 - Access for Elected Members and officers to a wide network of local authorities who share a common purpose;
 - Access to the Network's on-line resources, including case studies, <https://www.councils.coop/case-studies/>
 - The potential to bid for funding to work on a case study, alone or in conjunction with other members;
 - Access to conferences and training events to meet peers from other members;
 - The ability to access a framework of specialist suppliers established by the Network for its members; and
 - The opportunity to raise the Council's profile nationally across the UK.
- 4.2 There are, however, a number of other factors that also need consideration, which can be summarised as follows:-
 - the cost of Network membership, currently approximately £5,400 per annum, when considered against other competing use of resources in the context of the financial challenges the Council is facing;
 - in Scotland only City of Edinburgh Council and Glasgow City Council are members of the Network;
 - officers were only able to obtain feedback from officers in one of the other Scottish local authority members, which was that membership might not be an effective use of resources unless Elected Members and Officers are able and willing to commit to the Council being an active member, both in terms of attending events and training, but also contributing to Network publications and promoting the co-operative message;
 - the Council already has access to similar networks, in particular through its membership of COSLA, the Improvement Service, Scotland Excel and APSE, albeit the Improvement Service did not see any particular overlap, and viewed it as complimentary;

4.3 Taking all considerations into account, including the relatively low cost of annual membership, officers believe there is merit in taking up membership for a trial period. This would enable Elected Members and Officers to engage and assess if a longer term membership would be beneficial. With the notable challenges facing local government, financial and non-financial, the ability to access a new network such as this might provide the Council with some valuable insights, and as such this is an opportunity that should be considered.

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

It has now been confirmed by the Network that the current annual membership fee for joining would be £5,400 for 2022/23. Whilst there is no identified service area budget for this membership, officers believe that the "Project Capacity" earmarked could be used. The Network have advised that the membership fee has not been increased since 2016 and there are no current plans to do so.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Earmarked Reserve	Projects-Officer Capacity	2022/25	£17k		

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

Whilst there is no direct Human Resources impact from the proposed membership of the Network, Elected Members and officers would need to engage with it, if the Council was to maximise the potential benefits of membership.

5.5 Strategic

None.

6.0 CONSULTATION

6.1 Not applicable.

7.0 BACKGROUND PAPERS

7.1 None.

Report To: Policy and Resources Committee **Date:** 13 September 2022
Report By: Corporate Director of Education, Communities and Organisational Development **Report No:** PR/19/22/GB
Contact Officer: George Barbour **Contact No:** 01475 712385
Subject: Meliora Events, Community Fund and Platinum Jubilee

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to report back on a range of activity delivered as part of the 'Meliora Festival' to support community Covid recovery particularly over the 'festival' period in May and June 2022.

2.0 RECOMMENDATIONS

2.1 It is recommended that Policy and Resources Committee notes the contents of the report and the success of the range of community events funded by the Council's Covid recovery funding and delivered by the Council and a range of partners including Inverclyde Leisure, The Beacon Arts Centre, local community groups and organisations.

Ruth Binks
Corporate director for Education,
Communities and Organisational Development

4.0 BACKGROUND AND CONTEXT

- 4.1 On 25 May 2021 The Policy and Resources Committee approved spending on a range of activity aimed at supporting community recovery from the covid pandemic.
- 4.2 Two of the proposals focussed on delivering a range of high profile outdoor events and supporting community groups to hold smaller scale community events to encourage people to meet together following the various lockdowns to combat the pandemic and recognising the impact on physical health and mental welfare.
- 4.3 The events were branded as summer long 'Meliora Festival' incorporating new events and others that had been in the calendar before the pandemic but had been cancelled over the past two years due to Scottish Government health restrictions on large scale gatherings.
- 4.4 The Meliora Festival, held in May and June 2022 incorporated local and national celebrations commemorating the Platinum Jubilee marking 70 years on the Throne for HM The Queen, the first time any UK Monarch has achieved this milestone.
- 4.5 A full breakdown of all of the Meliora Festival events is contained at appendix 1, the Community Fund allocations at appendix 2 (it should be noted that some events are planned four outside of the festival/platinum jubilee period by the community) and below are updates on the main anchor events delivered over May and June.

Meliora Festival events

- 4.6 The opening weekend of the Meliora Festival included the delivery of two occasions which are important parts of the Inverclyde events calendar and in the Scottish events calendar.

The season opening of the Gourock outdoor pool, one of Scotland's unique visitor attractions started the Meliora Festival on Friday 6 May with the traditional 'big jump in'.

The same weekend, on Sunday 8 May 2022, the Gourock Highland Games returned after a two years absence due to covid restrictions. The event is traditionally the first Highland Games in the Scottish season and the first outdoor piping event in the country.

The Games are event-managed by Inverclyde Council and attracted an estimated 10,000 visitors. It hosted traditional Highland Games in partnership with the Royal Scottish Highland Games Association (RSHGA), piping competitions in partnership with the Royal Scottish Pipe Band Association (RSPBA) and the West of Scotland Highland Dancing Championships in partnership with May Hughes Dancing.

- 4.7 The second weekend of the Meliora Festival saw the return of the Kip Regatta, considered one of Scotland's sailing 'Major' competitions, and held at Kip Marina, Inverkip.

The event was held on the weekend of 14 and 15 May 2022.

The weekend also saw Inverclyde Council host, in partnership with the national team youth football associations of England and Scotland a special match at Ravenscraig Stadium to mark 50 years since the first women's international between the two countries.

The match was attended by, according to senior representatives of the youth football associations, one of their largest crowds and allowed the community to celebrate the achievements of the 'Ravenscraig pioneers' who 50 years before had held the first women's international match.

The match was filmed by BBC Alba and BBC Scotland as part of programmes about the Ravenscraig Pioneers from the match in 1972 some of whom attended the match in May to lend their support to the youth players of both countries.

In addition, following the match, International caps were presented at a ceremony in Greenock Town Hall to Scottish youth players.

4.8 On Saturday 21 May 2022 Battery Park hosted the British Pipe Band Championships.

It was the first time this particular championships had been held in Inverclyde and it was the first Major championships held in Scotland since the start of the pandemic.

The event attracted 100 bands from across the country which brought 4,000 pipers and drummers to the location and attendance is estimated at 5,000 spectators.

The response from the Royal Scottish Pipe Band Association (RSPBA) noted the plus points of the venue lending itself to holding a Major pipe band championships, the collaboration between the council and RSPBA, the event being free to visitors, the foresight of laying a 'rolling road' to ensure coach parking was accommodated on site and the choice of Chieftain – former councillor and Provost of Inverclyde Ciano Rebecchi.

They noted issues with the weather on the day estimating that in better weather the attendance would have expected to have trebled, and opportunities for additional retail space and merchandising on site could be maximised for future events.

4.9 At the start of June the United Kingdom, Commonwealth and Overseas territories celebrated the 70th anniversary of HM The Queens accession to the throne – the first time a British Monarch has achieved the milestone.

Inverclyde joined the four day celebrations with the lighting of the Beacon at Lyle Hill hosted by The Provost and the Depute Lord Lieutenant, Her Majesty's representative.

Schools and council buildings were closed to support the four day weekend and through the Meliora Community Fund a range of events were held in the community supporting the occasion in particular the 'big lunch' celebration which encouraged street parties over the weekend.

Among the events supported by the fund were a celebratory afternoon hosted by Crown Care Centre; The 1st Gourock Scouts held a community day event and Gourock primary held a platinum jubilee 'street party'. A list of the Meliora Community Fund allocations across Inverclyde's localities is included at appendix 2. It should be noted that some events supported by the community are held outside of the two month 'festival' dates due to a range of factors including the capacity of community groups and timings with other activity.

4.10 The second weekend in June focussed on the Inverclyde Warrior event hosted by Inverclyde Leisure at Battery Park.

The 5k outdoor obstacle course events took place on 10 and 11 June 2022.

Over 1,000 athletes were put through their paces in a gruelling competition of obstacles for the course that included monkey bars, cold skips, 6ft walls, balance beams, a cargo net crawl and the travellator similar to the one seen on hit 1990s TV show Gladiators.

The Friday was dedicated to a special secondary schools' event integrating the six main Inverclyde Council high schools along with Cedars School, Craigmarnoch, Lomond View and St Columba's in Kilmacolm.

The main event on Saturday 11 June 2022 despite less favourable weather conditions brought just over 1,000 competitors and 300 spectators to Battery Park to battle it out to cross the finish line with double Olympians Lauren Gray & recent Gold medallist Jen Dodds MBE also taking part on the day.

- 4.11 The weekend of 17 – 19 June the Meliora Festival focus was around Greenock's Beacon Arts with a large scale arts festival.

Beacon Arts Centre hosted a multi-arts festival weekend with more than 50 performances and events taking place over three days.

Performances took place both in the Beacon Arts Centre and outdoors at Custom House Quay and East India Harbour. These included comedy from Elaine C Smith, Ed Byrne and Darren Connell, as well as aerial dance, Scottish Opera's Pop-Up Opera, live music, street theatre, drumming, magic, circus workshops and storytelling sessions.

A huge Luminarium sculpture installed outside the Beacon as the centrepiece to the event, allowing visitors to journey through winding tunnels and domes of light and colour. The new Arboria II structure, designed by Architects of Air founder Alan Parkinson, had never been on public display before and it was the first time it had been built anywhere in the world.

The Beacon's festival ran from 17-19 June and coincided with the 75th anniversary of the maiden voyage of the Waverley paddle steamer, allowing special excursions to be planned for people to sail 'doon the watter' from Glasgow to Custom House Quay outside the venue.

6,947 tickets were issued for performances and events over the three days.

- 4.12 The final weekend of the two month Meliora Festival saw the return of two popular Port Glasgow events for the first time since pandemic restrictions were put in place.

On Saturday 25 June the Comet Festival returned to Coronation Park with large crowds enjoying great weather and supported by a range of community stalls and entertainment throughout the day.

The event started in the town centre with a parade through the town supported by the Meliora Community Fund leading to the event location at Coronation Park.

The next day on Sunday 26 June 2022 the park was the start and finish line for the Port Glasgow 10k, returning after a two year absence.

4.13 **Platinum Jubilee**

As the occasion of the Platinum Jubilee for HM The Queen took place in early June 2022, the local celebrations were incorporated into the Meliora Festival theme.

The Meliora Community Fund supported a number of events in the local community taking place celebrating the Platinum Jubilee.

In addition the Council made arrangements to close schools and offices on Thursday 2 and Friday 3 June 2022 to join the national four days of celebration.

The Council also joined the international celebrations by entering a bid for the town of Greenock to be awarded city status as part of the Platinum Jubilee Civic Honours Competition.

38 places across the United Kingdom and Overseas Territories applied for the honour and on 20 May 2022 it was announced that eight places were awarded city status with Dunfermline the only Scottish location.

The other places were: Bangor, Northern Ireland, Colchester, Doncaster and Milton Keynes in England, Wrexham in Wales, Douglas in the Isle of Man and Stanley in the Falkland Islands.

Inverclyde also joined the Commonwealth and the Nations of the UK in lighting a Beacon to mark the Platinum Jubilee on the evening of 2 June 2022 at Lyle Hill as part of the commemorations marking 70 years on the Throne.

- 4.14 The two month Meliora Festival aimed to bring people together and to encourage communities to come together to celebrate being together after the two years where the community had been subject to a range of health-related restrictions limiting activity and interactions.

After hosting two months of mostly outdoor events very few were adversely affected by the weather and provided an opportunity to bring the community together but also to encourage people from outside of Inverclyde to visit the area, particularly for large scale events such as the British Pipe Band Championships, the Gourock Highland Games, Kip Regatta, The Luminarium and the Warrior 10K as a key objective in showcasing Inverclyde to people as part of the areas repopulation ambitions.

Throughout the summer from May to August 30 local community organisations of Inverclyde delivered a range of events and community activities with £120,000 Meliora Community Fund. The aim of the fund was to celebrate communities coming together after almost 2 years of various Covid- 19 lockdowns. This has had a positive impact on engaging with local people and improving local grass root partnership working. A full break down on the events is outlined in Appendix 2.

- 4.15 Following the successful delivery of the British Pipe Band Championships the council has been approached with an invitation to submit a bid to host a Major championships in future years.

Following a review by the Corporate Management Team (CMT) and Members Budget Working Group (MBWG), while keen to host events to showcase Inverclyde to a wider audience, an assessment has been made that the covid recovery funding to support the Meliora Festival events was a one-off to aid recovery. Given the financial situation the council is facing, the council will not be bidding to host future events at this time.

5.0 PROPOSALS

- 5.1 It is proposed that the committee members note the content of this report and the success of the Meliora Festival and the community fund events delivered by local community groups and organisations and the activity to commemorate the Platinum Jubilee.

6.0 IMPLICATIONS

- 6.1 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	

6.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Earmarked Reserve	Covid recovery (outdoor festival May/June 2022)	2022/23	£350K	N/A	One-off funding to support large outdoor festival – Meliora Festival.
Earmarked Reserve	Community Fund	2022/23	£120K	N/A	Allocation of money to localities for recovery events.

Annually Recurring Costs/ (Savings)

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

6.3 Legal/Risk

None.

6.4 Human Resources

None.

6.5 Strategic

None.

6.6 Equalities and Fairer Scotland Duty

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

YES – Assessed as relevant and an EqIA is required.

X

NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqlA is required. Provide any other relevant reasons why an EqlA is not necessary/screening statement.

(b) Fairer Scotland Duty

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

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

--

YES – A written statement showing how this report’s recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.

X

NO – Assessed as not relevant under the Fairer Scotland Duty for the following reasons: Provide reasons why the report has been assessed as not relevant.

6.7 Children and Young People

Has a Children’s Rights and Wellbeing Impact Assessment been carried out?

--

YES – Assessed as relevant and a CRWIA is required.

X

NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children’s rights.

6.8 Environmental/Sustainability

Has a Strategic Environmental Assessment been carried out?

--

YES – assessed as relevant and a Strategic Environmental Assessment is required.

X

NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

6.9 Data Protection

Has a Data Protection Impact Assessment been carried out?

--

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

X

NO – 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.

7.0 CONSULTATION

7.1 None.

8.0 BACKGROUND PAPERS

8.1 PR/08/21/MM - 05 Recovery Action Plans – Inverclyde Council Policy and Resources Committee 25 May 2021.

APPENDIX 1: MELIORA EVENTS (MAY AND JUNE 2022)

<p>Friday 6 May 2022 Gourock Outdoor Pool – Open for the season</p>	<p>Sunday 8 May 2022 Gourock Highland Games, Battery Park</p>	<p>Saturday 14 & Sunday 15 May 2022 Kip Regatta, Kip Marina, Inverkip</p>	<p>Sunday 15 May 2022 50th anniversary of the first Scotland v England women's international match, Ravenscraig Stadium, Greenock</p>
<p>Saturday 21 May 2022 British Pipe Band Championships, Battery Park</p>	<p>Thursday 2 June 2022 Queen's Platinum Jubilee – lighting of the Beacon at Lyle Hill</p>	<p>Sunday 5 June 2022 Queen's Platinum Jubilee – The big lunch (various locations across Inverclyde)</p>	<p>Friday 10 June 2022 Inverclyde Warrior – special event for school pupils</p>
<p>Saturday 11 June 2022 Inverclyde Warrior – 5K obstacle course event, Battery Park</p>	<p>Friday 17 – Sunday 19 June 2022 Luminarium, Beacon Arts Centre</p>	<p>Saturday 18 June 2022 Elaine C Smith, Beacon Arts Centre</p>	<p>Sunday 19 June 2022 Ed Byrne and friends, Beacon Arts Centre</p>
<p>Saturday 25 June 2022 The Comet Festival, Coronation Park, Port Glasgow</p>	<p>Sunday 26 June 2022 Port Glasgow 10K.</p>		

APPENDIX 2: MELIORA COMMUNITY FUND

East and Central	Gibshill Family Fun Day in Partnership with Gibshill Family Centre	£10,000	30 June 2022
	Crown Care Centre: celebratory afternoon for the Queens platinum Jubilee	£2,000	3 June 2022
	Man on and Morton in the community	£4,950.00	2 May 2022
	Auchmountain Halls Fun day	£3,500	29 July 2022
Greenock West & Gourock	1st Gourock Scouts Jubilee event	£4,377	3 June 2022
	Gourock Primary Jubilee event	£4,000	3 June 2022
	Lyle Gateway and Your Voice: Community Event	£10,000	25 June 2022
	Inverclyde Cricket Club Family Cricket Fun Day	£1,100	11 June 2022
	St Columbas : Garden Workshops	£1,100	21 May 2022
	Greenock Medical aid: Community events	£1,800	3 and 4 June 2022
Greenock South and South West	Branchthon Community Centre and Kerr's Journey Community Fun Day	£10,000	27 August 2022
	Community Cultural Festival, Youth Connections	£3,370	12 August 2022
	Ravenscraig Sport Hub Family Sports Day	£4,150	14 August 2022
	Cowdenknowes Residents Association: Fund day	£5,000	August 2022
Port Glasgow	Clune park committee and Toddles group: Community events @ Clune Park	£5,000	16 June 11 July and 9 August 2022
	Charm Group and Upper Port Family Group: Port Glasgow Fun Day	£6,000	27 August 2022
	Parklea Branching Out: Spring/Summer Events	£5,000	11 August 2022
	Comet Festival Parade	£5,000	25 June 2022
Inverkip and Wemyss Bay	Inverkip Community Initiative and Inverkip Church The Kip Fest 2022	£10,000	10-12 June 2022
	Wemyss bay Community Association Gala Day	£5,000	4 June 2022
Kilmacolm and Quarriers Village	Kilmacolm Community Council: Jubilee Village Fete	£5,000	5 June 2022
	Kilmacolm & Port Glasgow Agricultural Society Ltd and The	£10,000	14 May 2022

	Ark on the Clyde CIC: Educational/Heritage Area at our Annual Show at the Knapps		
	Abbeyfield Strathgryffe Society Ltd: Garden Party Events	£3,000	June 2022

Report To:	Policy & Resources Committee	Date:	13 September 2022
Report By:	Head of Legal & Democratic Services	Report No:	LS/69/22
Contact Officer:	Martin Hughes	Contact No:	01475 712498
Subject:	Annual Update on the Regulation of Investigatory Powers (Scotland) Act 2000		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to update the Committee on the use of surveillance powers by the Council under the Regulation of Investigatory Powers (Scotland) Act 2000 and to advise that it is expected the next inspection of the Council's use of these powers will be carried out in 2023 by the Investigatory Powers Commissioner's Office (IPCO).

2.0 RECOMMENDATIONS

2.1 It is recommended the Committee notes the contents of this report.

2.2 It is recommended the Committee notes the previous Council RIPSA authorisations that were carried out in 2020 and 2021.

2.3 It is recommended the Committee notes that work is being taken forward by officers to prepare for the next IPCO inspection.

Iain Strachan
Head of Legal & Democratic Services

3.0 BACKGROUND AND CONTEXT

- 3.1 The use of surveillance to provide information is a valuable resource for the protection of the public and the maintenance of law and order. To ensure that local authorities and law enforcement agencies are able to discharge their responsibilities, use is made of unaided surveillance and surveillance devices.
- 3.2 Where this surveillance is covert i.e. the subject of the surveillance is unaware that it is taking place, then it must be authorised to ensure that it is lawful. CCTV systems in the main will not be subject to this procedure as they are “overt” forms of surveillance. However, where CCTV is used as part of a pre-planned operation of covert surveillance, then authorisation must be obtained.
- 3.3 The Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) provides a legal framework for the use, deployment, duration and effectiveness of covert surveillance and the use of covert human intelligence sources. The Council must comply with RIPSA and adhere to the authorisation procedures specified in the Council’s RIPSA Policy and Procedure. The IPCO provides independent oversight of the use of the powers contained within RIPSA. This oversight includes inspection visits by IPCO inspectors on a 3-yearly basis.
- 3.4 Under the Council’s authorisation process, applications for directed surveillance are authorised by a restricted number of senior authorising officers. A central register of authorisations is maintained by the Head of Legal & Democratic Services who also carries out a gate-keeping role in connection with draft applications. The Council’s approved RIPSA Policy and Procedure is available on the Council website via the following link:

<https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information>

4.0 PROPOSALS

- 4.1 Since the last report to the Committee on 15 September 2020, there have been two (one in 2020 and one in 2021) uses of surveillance which were authorised under RIPSA.

2020 Application

The RIPSA application was made on 28 December 2020 by a Public Protection officer. The application related to the investigation of an alleged breach of Coronavirus regulations. This involved covert surveillance by use of social media. The application was closed on 30 December 2020 and no further action was taken forward in relation to the allegation.

2021 Application

The RIPSA application was made on 22 April 2021 by a Police Partnership officer. The application related to the protection of an elderly gentleman who had been threatened and harassed by a small group of individuals to provide monies. This involved the use of a covert camera, at the doorbell of the gentleman’s property, to obtain visual and audio recordings. The application was cancelled on 19 July 2021 and no further action was taken forward in relation to the allegations.

4.2 Currently the following officers are designated as Authorising Officers on behalf of the Council, in terms of the Scheme of Delegation (Officers), and have been trained to authorise surveillance under RIPSA:

- Louise Long – Chief Executive
- Iain Strachan – Head of Legal and Democratic Services
- Ruth Binks – Corporate Director, Education, Communities & Organisational Development
- Alan Puckrin – Interim Director, Finance and Corporate Governance
- Stuart Jamieson – Interim Director, Environment and Regeneration
- Kate Rocks – Chief Officer, Health and Social Care Partnership

4.3 In addition to the training of Authorising Officers, separate training sessions have also been delivered to those officers who would be most likely to seek authorisation to use surveillance under RIPSA.

4.4 RIPSA work is overseen by the Council's cross-service Information Governance Steering Group (IGSG) and preparation for the next inspection by the IPCO is currently being addressed by the IGSG. The next inspection is expected to take place during 2023, albeit the Council has not yet received notification of this. The outcome of this inspection will be reported to the Committee as part of the next annual RIPSA update in 2023.

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 direct financial implications 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**

RIPSA provides a legal framework for authorising covert surveillance by public authorities and an independent inspection regime to monitor these activities within the United Kingdom. If RIPSA has been complied with, then any interference with an individual's privacy will be in accordance with the law. Failure to act in accordance with RIPSA could result in a complaint being raised with the Investigatory Powers Tribunal.

RIPSA regulates surveillance activity with the aim that the activity will be compliant with the European Convention of Human Rights. If RIPSA has been complied with, then any interference with any individual's privacy will be in accordance with the law.

5.4 **Human Resources**

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

5.5 **Strategic**

There are no direct Strategic implications arising from this report.

6.0 **CONSULTATION**

6.1 The Corporate Management Team have been consulted on this report.

7.0 **BACKGROUND PAPERS**

7.1 None.