

Ref: DS

Date: 8 February 2024

**A meeting of the Inverclyde Council will be held on Thursday 15 February 2024 at 4pm.**

**Members may attend the meeting in person at Greenock Municipal Buildings 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 Wednesday 14 February 2024 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, Digital & Customer Services

## **BUSINESS**

**\*\*Copy to follow**

1. <b>Apologies and Declarations of Interest</b>	<b>Page</b>
<b>NEW BUSINESS</b>	
2. <b>Minutes of Meetings of The Inverclyde Council, Committees, Sub-Committees, Panels and Boards</b>	
Appointment Panel (Shortlisting) (6 November 2023)	(pp 343)
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Human Resources Appeals Board (5 December 2023)	(pp 345)
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Local Review Body (6 December 2023)	(pp 355 – 356)
Inverclyde Council (7 December 2023)	(pp 357 – 368)
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General Purposes Board (13 December 2023)	(pp 371 – 372)
Audit Committee (9 January 2024)	(pp 1 – 2)
Local Review Body (10 January 2024)	(pp 3 – 4)
Social Work & Social Care Scrutiny Panel (16 January 2024)	(pp 5 – 7)
Environment & Regeneration Committee (Special) (18 January 2024)	(pp 8 – 9)
Environment & Regeneration Committee (18 January 2024)	(pp 10 – 15)
Education & Communities Committee (23 January 2024)	(pp 16 – 20)
Local Police & Fire Scrutiny Panel (Special) (25 January 2024)	(pp 21 – 22)
Inverclyde Council (Special) (1 February 2024)	(pp 23 – 25)

<p>** Policy &amp; Resources Committee (6 February 2024)  ** Planning Board (7 February 2024)  ** Local Review Body (7 February 2024)  ** Local Police &amp; Fire Scrutiny Panel (8 February 2024)</p>	
<b>NEW BUSINESS</b>	
<p>3. <b>Statutory Review of Polling Scheme</b>  Report by Head of Legal, Democratic, Digital &amp; Customer Services</p>	<b>p</b>
<p>4. <b>Interim Monitoring Officer Arrangements</b>  Report by Chief Executive</p>	<b>p</b>
<b>REMITTS FROM COMMITTEES</b>	
<p>5. <b>Management Rules for Museums and Libraries in Inverclyde – Remit from Education &amp; Communities Committee</b>  Report by Head of Legal, Democratic, Digital &amp; Customer Services</p>	<b>p</b>
<p>6. <b>Elected Membership Representation on Town Board – Remit from the Environment &amp; Regeneration Committee</b>  Report by Head of Legal, Democratic, Digital &amp; Customer Services</p>	<b>p</b>
<b>NOTICE OF MOTION</b>	
<p>7. <b>Literati Guide to Inverclyde and Spring Clean 2024 – Motion by Councillor McCluskey</b>  Report by Head of Legal, Democratic, Digital &amp; Customer Services</p>	<b>p</b>
<p><b>The documentation relative to the following item has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I of Schedule 7A of the Act as detailed in the minute of the relevant Committee, Sub-Committee or Board.</b></p>	
<b>NEW BUSINESS</b>	
<p>8. <b>Business in the Appendix</b></p>	
<p>The reports are available publicly on the Council's website and the minute of the meeting will be submitted to the next standing meeting of the Inverclyde Council. The agenda for the meeting of the Inverclyde Council will be available publicly on the Council's website.</p> <p>Please note: this meeting may be recorded or live-streamed via YouTube and the Council's internet site, where it will be capable of repeated viewing. At the start of the meeting the Provost/Chair will confirm if all or part of the meeting is being recorded or live-streamed.</p> <p>You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during any recording or live-streaming will be retained in accordance with the Council's published policy, including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site or YouTube.</p>	

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Enquiries to – **Diane Sweeney** – Tel 01475 712147

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Report To:	Inverclyde Council	Date:	15 February 2024
Report By:	Chief Executive	Report No:	LS/006/24
Contact Officer:	Iain Strachan	Contact No:	01475 712710
Subject:	Statutory Review of Polling Scheme		

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## 1.0 PURPOSE AND SUMMARY

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to (i) advise Members that there have been no representations received by interested parties on the recent Statutory Review of the Polling Scheme by the consultation deadline; (ii) ask Members to confirm their approval of the proposed Scheme, as detailed in **Appendix 1** to this report and (iii) note the inclusion of additional polling districts within the new Inverclyde and Renfrewshire West County Constituency boundary as detailed in **Appendix 2**.

1.3 The process for the Statutory Review of the Polling Scheme and need for the same, was reported to and considered by the Council at its meeting on 28 September 2023.

1.4 The current Polling Scheme, which forms **Appendix 3** has been in force since 18 February 2021 and was in place for the 2021 Scottish Parliamentary Election and the 2022 Local Government Elections.

1.5 The Polling Scheme has been reviewed in accordance with the Statutory process. The new proposed Scheme forms **Appendix 1** and includes amendments detailed within this report.

1.6 At the Privy Council meeting on 15 November 2023, the Parliamentary Constituencies Order 2023 (SI 2023/1230) to implement the final recommendations of the Boundary Commission for Scotland 2023 Review of UK Parliamentary Constituencies was made. The Order came into force on 29 November 2023 and the new UK Parliamentary Constituencies will take effect at the next UK Parliamentary General Election. As previously reported to the Council, the changes made to the Parliamentary Constituency boundaries included the addition of two significant areas which lie within Renfrewshire Council's Wards 10 and 11 and now form the new UK Parliamentary Constituency of Inverclyde and Renfrewshire West County Constituency. A map of the new Inverclyde and Renfrewshire West County Constituency boundary forms **Appendix 4** to this report.

## 2.0 RECOMMENDATIONS

2.1 It is recommended that the Council:

2.1.1 agree that further consultation on the proposed Polling Scheme is not required;

2.1.2 approve the Polling Scheme as forming Appendix 1 to this report;

- 2.1.3 note the new Inverclyde and Renfrewshire West County Constituency boundary that came into force on 29 November 2023 and will take effect at the next UK Parliamentary General Election; and
- 2.1.4 agree that authority continues to be delegated to the Chief Executive as Returning Officer to modify the approved Polling Scheme as may be necessary in situations of need and also to make any alternative or emergency arrangements as may be necessary in the interests of voters.

**Louise Long**  
**Chief Executive**

### 3.0 BACKGROUND AND CONTEXT

- 3.1 In terms of the Representation of the People Act 1983, local authorities are required to designate polling places for the purposes of elections, to review those arrangements within the statutory review timescale and to keep their arrangements under review.
- 3.2 The Council completed its last statutory review in 2019 and carried out an interim review in 2022. The Council's practice has also been to review polling arrangements as each scheduled election approaches. In conducting its reviews, the Council must seek to ensure that:
  - (i) all electors in the constituency have reasonable facilities for voting as are practicable in circumstances; and
  - (ii) so far as is reasonably practical, all polling places should be accessible to all voters including those who are disabled and when considering the designation of a polling place the Council must have regard to the needs of persons with disabilities.
- 3.3 The timetable for the Council's statutory review was outlined in the September 2023 report. Notification was published and contact had been made with relevant interested parties such as Elected Members, Community Councils and organisations representing the disabled.
- 3.4 The Council is committed to ongoing reviews of the Scheme and to exploring suitable options for polling place locations. The Council is also committed to minimising any disruption to schools during each election process and this will be looked at continuously.
- 3.5 The Boundary Commission for Scotland began its 2023 Review of UK Parliament Constituencies in Scotland in January 2021 and the Final Recommendations were laid before the UK Parliament on 28 June 2023. An Order was submitted to the Privy Council that gave effect to the recommendations of the four UK Boundary Commissions. At the Privy Council meeting on 15 November 2023, the Parliamentary Constituencies Order 2023 (SI 2023/1230), to implement the recommendations across the UK was made. The Order came into force on 29 November 2023 and the new Parliamentary Constituencies will take effect at the next UK Parliamentary General Election. Any UK Parliamentary by-elections will continue to use the existing boundaries until the next General Election. The next General Election is scheduled to be held no later than January 2025.
- 3.6 The new Constituency boundary of Inverclyde and Renfrewshire West County Constituency, as detailed in **Appendix 4**, includes the addition of two significant areas which lie within Renfrewshire Council's Wards 10 and 11. In relation to the Statutory Review of the Polling Scheme, Inverclyde Council only reviewed the polling districts and polling places which fell within the Inverclyde area. The polling districts and polling places within Renfrewshire Wards 10 and 11 that fall within the new Inverclyde and Renfrewshire West County Constituency boundary were reviewed by Renfrewshire Council as part of their own Statutory Review. Renfrewshire Council's review has now concluded and it received no consultation responses in respect of these polling districts and polling places. **Appendix 2** details the new additional polling districts and associated polling places.
- 3.7 As previously reported to the Council, the Elections Act 2022 received Royal Assent on 28 April 2022 and introduced a series of changes to how UK elections are administered. Some of these changes, including the requirement to show photographic ID to vote in person, were implemented at the local government elections in England on 4 May 2023. The impact of these changes and other measures relating to the Act that will apply at the next General Election, are being carefully considered by officers, together with the Electoral Registration Officer and their staff, and is forming part of the detailed planning for the next General Election, including ensuring there is suitable public awareness of these changes.

## 4.0 PROPOSALS

4.1 The proposed Polling Scheme which forms **Appendix 1**, was prepared to meet the requirements of the Statutory Review. It proposes certain amendments to the current Polling Scheme, being the same as those outlined in the September 2023 report as follows:

- (i) Lyle Kirk Hall, Bentinck Street, Greenock has been the established polling place for voters in Polling District IG20, however the premises are no longer available as a polling place. Taking into consideration the number of voters within the polling district, the requirements of a suitable premises including accessibility, an alternative polling place has been identified within the existing polling district boundary. It is therefore proposed to reallocate voters in Polling District IG20 to Greenock Wanderers RFC, 75 Octavia Terrace, Greenock; and
- (ii) to note a change of polling place name for Polling District IG23 – Coppermine Community Centre (formerly known as Kirn Drive Community Centre), Kirn Drive, Gourrock.

4.2 It is to be noted that **Appendix 2** includes the new polling districts and associated polling stations that lie within Renfrewshire Council’s Wards 10 and 11 and now form part of the new Inverclyde and Renfrewshire West Constituency.

4.3 There were no representations on the proposed Polling Scheme by the consultation deadline and it is now possible for the Council to make the amendments detailed in paragraph 4.1 and to approve the proposed Polling Scheme.

4.4 The Council has previously delegated to the Chief Executive the authority to make any such amendments as may from time to time be necessary in the Polling Scheme in order to take account of any building works and/or closures in order to facilitate suitable and feasible polling arrangements. It is recommended that this delegation continues.

## 5.0 IMPLICATIONS

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

SUBJECT	YES	NO
Financial		x
Legal/Risk	x	
Human Resources		x
Strategic (Partnership Plan/Council Plan)		x
Equalities, Fairer Scotland Duty & Children/Young People’s Rights & Wellbeing		x
Environmental & Sustainability		x
Data Protection		x

### 5.2 Finance

There are no financial implications directly 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**

The Council is required to receive this report in terms of the Representation of the People Act 1983 (as amended) and the Electoral Registration and Administration Act 2013.

**5.4 Human Resources**

There are no human resource implications directly arising from this report.

**5.5 Strategic**

There are no strategic implications arising from this report.

**5.6 Equalities and Fairer Scotland Duty**

Officers had already taken equalities considerations into account in preparing the proposed Scheme. The Council is required to ensure the provision of suitable premises to facilitate ease of access for all voters throughout Inverclyde and thus to promote participation in local democracy for all its citizens.

(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

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



## **6.0 CONSULTATION**

6.1 Staff of the Electoral Registration Officer and Renfrewshire Council have been consulted in the preparation of this report.

## **7.0 BACKGROUND PAPERS**

7.1 None

**INVERCLYDE COUNTY CONSTITUENCY  
PROPOSED POLLING SCHEME**

Polling District	Polling Place
IN01	Bethesda Building, Faith Avenue, Quarriers Village, Bridge of Weir PA11 3TF
IN02	St Columba Church Hall, Bridge of Weir Road, Kilmacolm PA13 4AS
IG01	Holy Family Church Hall, Parkhill Avenue, Port Glasgow PA14 6BT
IG02	Struthers Memorial Church, Arran Avenue, Port Glasgow PA14 6BJ
IG03	Boglestone Community Centre, Dubbs Road, Port Glasgow PA14 5UD
IG04	St Francis Church, Auchenbothie Road, Port Glasgow PA14 6JD
IG05	7½ John Wood Street, Port Glasgow PA14 5HU
IG06	Upper Port Glasgow Social Club, Crosshill Road, Port Glasgow PA14 5UN
IG07	St John's Church Hall, Brown Street, Port Glasgow PA14 5BP
IG08	Port Glasgow Bowling Club, Birkmyre Avenue, Port Glasgow PA14 5AR
IG09	Gibshill Community Centre, Smillie Street, Greenock PA15 2NH
IG10	Auchmountain Halls, Burnhead Street, Greenock PA15 3LG
IG11	Craigend Resource Centre, McLeod Street, Greenock PA15 2HD
IG12	Victoria Bowling Club, 2 East Crawford Street, Greenock PA15 2BT
IG13	Whinhill Primary School, Drumfrochar Road, Greenock PA15 4EQ
IG14	Grosvenor Bowling Club, 2 Dempster Street, Greenock PA15 4QE
IG15	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock PA15 1LS
IG16	Salvation Army Centre, Regent Street (enter from Roxburgh Street), Greenock PA15 4NP
IG17	St John's Episcopal Church Hall, Union Street (enter from Jamaica Street), Greenock PA16 8JJ
IG18	Ardgowan Club, Ardgowan Square, Greenock PA16 8DD
IG19	Finnart Scout Hall, 159 Finnart Street, Greenock PA16 8HZ
IG20	Greenock Wanderers RFC, 75 Octavia Terrace, Greenock PA16 7PX
IG21	Cardwell Bay Sailing Club, Cove Road, Gourock PA19 1RS
IG22	Gamble Halls, 44 Shore Street (enter from Davidson Drive), Gourock PA19 1RG
IG23	Coppermine Community Centre, Kirn Drive, Gourock PA19 1SS
IG24	Gourock Golf Club, Cowal View, Gourock PA19 1HD
IG25	Gourock Bowling Club, Barrhill Road, Gourock PA19 1JX
IG26	Royal Gourock Yacht Club, Ashton Road, Gourock PA19 1DA
IG27	Upper Larkfield Community Hall, Lothian Road, Greenock PA16 0PG
IG28	Aileymill Nursery School, Norfolk Road, Greenock PA16 0JG
IG29	Branchton Community Centre, Branchton Road, Greenock PA16 0XX
IG30	Inverkip Community Hub, 2 Kip Park, Main Street, Inverkip PA16 0FZ
IG31	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay PA18 6AT
IG32	Mount Kirk, 95 Dempster Street, Greenock PA15 4EB
IG33	Lady Alice Primary School, Inverkip Road, Greenock PA16 9EJ
IG34	Grieve Road Community Centre, Grieve Road, Greenock PA16 7AL
IG35	St Joseph's Primary School, Wren Road, Greenock PA16 7NH
IG36	St Andrews Primary School, Chester Road, Greenock PA19 0TT

**APPENDIX 2****INVERCLYDE AND RENFREWSHIRE WEST COUNTY CONSTITUENCY  
PROPOSED POLLING SCHEME**

<b>Polling District</b>	<b>Polling Place</b>
IN01	Bethesda Building, Faith Avenue, Quarriers Village, Bridge of Weir PA11 3TF
IN02	St Columba Church Hall, Bridge of Weir Road, Kilmacolm PA13 4AS
IN03	Houston and Killellan Church Halls, Main Street, Houston PA6 7HW
IN04	Cargill Hall, Lintwhite Crescent, Bridge of Weir PA11 3LJ
IN05	Cargill Hall, Lintwhite Crescent, Bridge of Weir PA11 3LJ
IN06	Cargill Hall, Lintwhite Crescent, Bridge of Weir PA11 3LJ
IS01	Cargill Hall, Lintwhite Crescent, Bridge of Weir PA11 3LJ
IS02	Houston and Killellan Church Halls, Main Street, Houston, PA6 7HW
IG01	Holy Family Church Hall, Parkhill Avenue, Port Glasgow PA14 6BT
IG02	Struthers Memorial Church, Arran Avenue, Port Glasgow PA14 6BJ
IG03	Boglestone Community Centre, Dubbs Road, Port Glasgow PA14 5UD
IG04	St Francis Church, Auchenbothie Road, Port Glasgow PA14 6JD
IG05	7½ John Wood Street, Port Glasgow PA14 5HU
IG06	Upper Port Glasgow Social Club, Crosshill Road, Port Glasgow PA14 5UN
IG07	St John's Church Hall, Brown Street, Port Glasgow PA14 5BP
IG08	Port Glasgow Bowling Club, Birkmyre Avenue, Port Glasgow PA14 5AR
IG09	Gibshill Community Centre, Smillie Street, Greenock PA15 2NH
IG10	Auchmountain Halls, Burnhead Street, Greenock PA15 3LG
IG11	Craigend Resource Centre, McLeod Street, Greenock PA15 2HD
IG12	Victoria Bowling Club, 2 East Crawford Street, Greenock PA15 2BT
IG13	Whinhill Primary School, Drumfrochar Road, Greenock PA15 4EQ
IG14	Grosvenor Bowling Club, 2 Dempster Street, Greenock PA15 4QE
IG15	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock PA15 1LS
IG16	Salvation Army Centre, Regent Street (enter from Roxburgh Street), Greenock PA15 4NP
IG17	St John's Episcopal Church Hall, Union Street (enter from Jamaica Street), Greenock PA16 8JJ
IG18	Ardgowan Club, Ardgowan Square, Greenock PA16 8DD
IG19	Finnart Scout Hall, 159 Finnart Street, Greenock PA16 8HZ
IG20	Greenock Wanderers RFC, 75 Octavia Terrace, Greenock PA16 7PX
IG21	Cardwell Bay Sailing Club, Cove Road, Gourock PA19 1RS
IG22	Gamble Halls, 44 Shore Street (enter from Davidson Drive), Gourock PA19 1RG
IG23	Coppermine Community Centre, Kirn Drive, Gourock PA19 1SS
IG24	Gourock Golf Club, Cowal View, Gourock PA19 1HD
IG25	Gourock Bowling Club, Barrhill Road, Gourock PA19 1JX
IG26	Royal Gourock Yacht Club, Ashton Road, Gourock PA19 1DA
IG27	Upper Larkfield Community Hall, Lothian Road, Greenock PA16 0PG
IG28	Aileymill Nursery School, Norfolk Road, Greenock PA16 0JG
IG29	Branchton Community Centre, Branchton Road, Greenock PA16 0XX
IG30	Inverkip Community Hub, 2 Kip Park, Main Street, Inverkip PA16 0FZ
IG31	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay PA18 6AT
IG32	Mount Kirk, 95 Dempster Street, Greenock PA15 4EB

**APPENDIX 2****INVERCLYDE AND RENFREWSHIRE WEST COUNTY CONSTITUENCY  
PROPOSED POLLING SCHEME**

<b>Polling District</b>	<b>Polling Place</b>
IG33	Lady Alice Primary School, Inverkip Road, Greenock PA16 9EJ
IG34	Grieve Road Community Centre, Grieve Road, Greenock PA16 7AL
IG35	St Joseph's Primary School, Wren Road, Greenock PA16 7NH
IG36	St Andrews Primary School, Chester Road, Greenock PA19 0TT

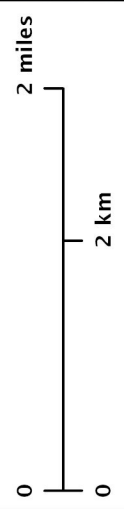
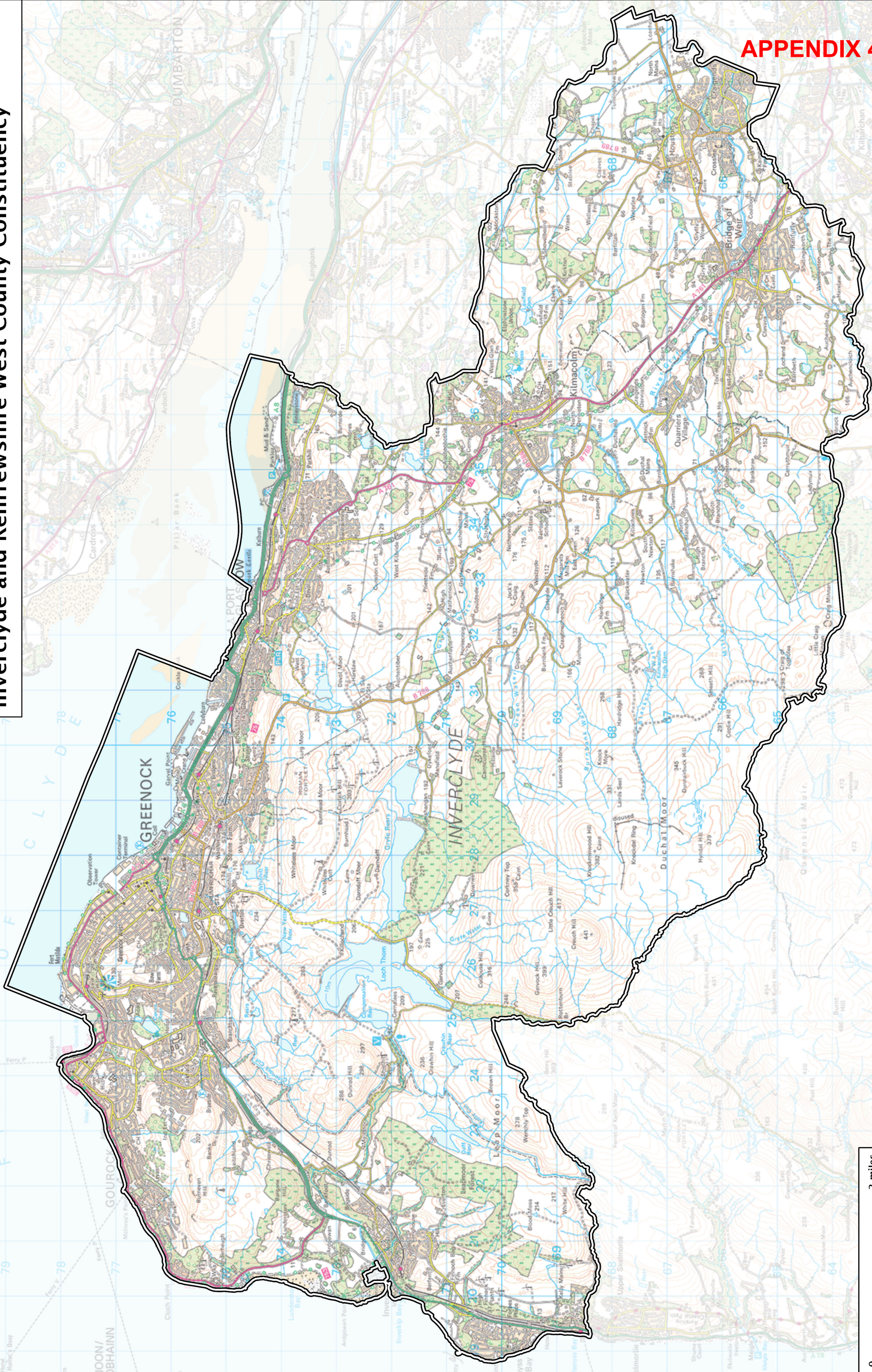
**INVERCLYDE COUNTY CONSTITUENCY  
CURRENT POLLING SCHEME**

<b>Polling District</b>	<b>Polling Place</b>
IN01	Bethesda Building, Faith Avenue, Quarriers Village, Bridge of Weir PA11 3TF
IN02	St Columba Church Hall, Bridge of Weir Road, Kilmacolm PA13 4AS
IG01	Holy Family Church Hall, Parkhill Avenue, Port Glasgow PA14 6BT
IG02	Struthers Memorial Church, Arran Avenue, Port Glasgow PA14 6BJ
IG03	Boglestone Community Centre, Dubbs Road, Port Glasgow PA14 5UD
IG04	St Francis Church, Auchenbothie Road, Port Glasgow PA14 6JD
IG05	7½ John Wood Street, Port Glasgow PA14 5HU
IG06	Upper Port Glasgow Social Club, Crosshill Road, Port Glasgow PA14 5UN
IG07	St John's Church Hall, Brown Street, Port Glasgow PA14 5BP
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IG09	Gibshill Community Centre, Smillie Street, Greenock PA15 2NH
IG10	Auchmountain Halls, Burnhead Street, Greenock PA15 3LG
IG11	Craigend Resource Centre, McLeod Street, Greenock PA15 2HD
IG12	Victoria Bowling Club, 2 East Crawford Street, Greenock PA15 2BT
IG13	Whinhill Primary School, Drumfrochar Road, Greenock PA15 4EQ
IG14	Grosvenor Bowling Club, 2 Dempster Street, Greenock PA15 4QE
IG15	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock PA15 1LS
IG16	Salvation Army Centre, Regent Street (enter from Roxburgh Street), Greenock PA15 4NP
IG17	St John's Episcopal Church Hall, Union Street (enter from Jamaica Street), Greenock PA16 8JJ
IG18	Ardgowan Club, Ardgowan Square, Greenock PA16 8DD
IG19	Finnart Scout Hall, 159 Finnart Street, Greenock PA16 8HZ
IG20	Lyle Kirk Hall, Bentinck Street, Greenock PA16 7RT
IG21	Cardwell Bay Sailing Club, Cove Road, Gourock PA19 1RS
IG22	Gamble Halls, 44 Shore Street (enter from Davidson Drive), Gourock PA19 1RG
IG23	Kirn Drive Community Centre, Kirn Drive, Gourock PA19 1SS
IG24	Gourock Golf Club, Cowal View, Gourock PA19 1HD
IG25	Gourock Bowling Club, Barrhill Road, Gourock PA19 1JX
IG26	Royal Gourock Yacht Club, Ashton Road, Gourock PA19 1DA
IG27	Upper Larkfield Community Hall, Lothian Road, Greenock PA16 0PG
IG28	Aileymill Nursery School, Norfolk Road, Greenock PA16 0JG
IG29	Branchton Community Centre, Branchton Road, Greenock PA16 0XX
IG30	Inverkip Community Hub, 2 Kip Park, Main Street, Inverkip PA16 0FZ
IG31	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay PA18 6AT
IG32	Mount Kirk, 95 Dempster Street, Greenock PA15 4EB
IG33	Lady Alice Primary School, Inverkip Road, Greenock PA16 9EJ
IG34	Grieve Road Community Centre, Grieve Road, Greenock PA16 7AL
IG35	St Joseph's Primary School, Wren Road, Greenock PA16 7NH
IG36	St Andrews Primary School, Chester Road, Greenock PA19 0TT



# Boundary Commission for Scotland - 2023 Review of UK Parliament Constituencies Inverclyde and Renfrewshire West County Constituency

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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>15 February 2024</b>
<b>Report By:</b>	<b>Chief Executive</b>	<b>Report No:</b>	<b>LS/005/24</b>
<b>Contact Officer:</b>	<b>Louise Long</b>	<b>Contact No:</b>	<b>01475 712 701</b>
<b>Subject:</b>	<b>Interim Monitoring Officer Arrangements</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to seek the Council's approval for the Chief Executive to appoint a Monitoring Officer on an interim basis, pending the completion of the recruitment for a permanent replacement to the current Head of Legal, Democratic, Digital & Customer Services, who currently holds the position as the Council's Monitoring Officer. This report also notes the additional temporary resources that will be brought in to support delivery of the General Election which is expected to take place in 2024.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that Inverclyde Council notes the content of this report, and grants delegated authority to the Chief Executive to appoint an Interim Head of Legal, Democratic, Digital & Customer Services, who will also act as the Council's Interim Monitoring Officer and Clerk to the Licensing Board.

**Louise Long**  
**Chief Executive**

### 3.0 BACKGROUND AND CONTEXT

- 3.1 As was reported to the Policy & Resources Committee on 6 February, the Head of Legal, Democratic, Digital & Customer Services, will be leaving the Council at the end of February. The Head of Legal, Democratic, Digital & Customer Services also acts as the Council's Monitoring Officer, a statutory post that the Council is required to have in terms of Section 5 of the Local Government & Housing Act 1989. In addition, this post also encompasses the role of the Clerk to the Licensing Board, another statutory post that all local authorities must have.
- 3.2 The recruitment exercise for a new permanent Head of Legal, Democratic, Digital & Customer Services has commenced, and was reported to the Policy & Resources Committee on 6 February. However, this will not be concluded until after the current postholder has left the Council. As such, there is a requirement for the Council to appoint an Interim Head of Service who will also act as the Monitoring Officer and the Clerk to the Licensing Board.
- 3.3 In addition, as the Council is aware, it is expected that a General Election will take place in 2024. It is also expected that the Head of Legal, Democratic, Digital & Customer Services will be a Depute Returning Officer for the General Election. Preparation for the General Election has already commenced, but this will intensify in the coming months, even before the General Election is formally called. Whilst the above-mentioned recruitment exercise may have been concluded by the time of the General Election, and a new post holder in place, it is very possible that the timetable for the General Election might mean that is not the case, or else there is limited time for a new post holder to get suitably established. As such, it has been assessed that additional short term capacity is required to help support preparation for, and potentially delivery of, the General Election.

### 4.0 PROPOSALS

- 4.1 It is proposed that the Chief Executive is authorised to take the necessary steps to appoint an Interim Head of Legal, Democratic, Digital & Customer Services, who will also act as the Council's Interim Monitoring Officer and Clerk to the Licensing Board.
- 4.2 In addition, and given the expectation that a General Election will be held in 2024, it is to be noted that the Chief Executive will arrange for the provision of additional experienced resources to help support preparation for, and potentially delivery of, the General Election which is expected in 2024.

### 5.0 IMPLICATIONS

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

SUBJECT	YES	NO
Financial	X	
Legal/Risk	X	
Human Resources	X	
Strategic (Partnership Plan/Council Plan)		X
Equalities, Fairer Scotland Duty & 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
-	Elections Reserve	2024/25	£20,000		Estimated maximum figure, actual spend will depend upon length of time additional election resources required for.  Resources for Interim Monitoring Officer arrangements will be contained within existing service area budget.

### 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

As noted above, the Council is required to have a Monitoring Officer and Clerk to the Licensing Board. In addition, the Council's Chief Executive will be Returning Officer for the General Election which is expected to be held in 2024. The recommendations and actions set out in this report will help ensure the Council's legal duties are met, pending the recruitment of a new permanent Head of Legal, Democratic, Digital & Customer Services.

## 5.4 Human Resources

The human resource implications are set out in this report.

## 5.5 Strategic

There are no strategic implications directly arising from this report.

## 6.0 CONSULTATION

6.1 N/a

## 7.0 BACKGROUND PAPERS

7.1 N/a

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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>15 February 2024</b>
<b>Report By:</b>	<b>Head of Legal, Democratic, Digital &amp; Customer Services</b>	<b>Report No:</b>	<b>LS/004/24</b>
<b>Contact Officer:</b>	<b>Diane Sweeney</b>	<b>Contact No:</b>	<b>01475 712147</b>
<b>Subject:</b>	<b>Management Rules for Museums and Libraries in Inverclyde – Remit from the Education &amp; Communities Committee</b>		

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## **1.0 PURPOSE AND SUMMARY**

- 1.1  For Decision  For Information/Noting
- 1.2 The purpose of this report is to request that the Council consider a remit from the Education & Communities Committee.
- 1.3 The Education & Communities Committee at its meeting of 23 January 2024 considered a report by the Head of Legal, Democratic, Digital & Customer Services which advised that no objections or representations had been raised in respect of the statutory consultation period for Libraries Management Rules and Museum Management Rules. A copy of the report to the Education & Communities Committee is attached as appendix 1.
- 1.4 The Education & Communities Committee decided the following:
- (1) that the Libraries Management Rules and Museum Management Rules as appended to the report be approved; and
  - (2) that the Libraries Management Rules and Museum Management Rules be referred to the next meeting of the Inverclyde Council with the recommendation that they be formally approved and that officers be authorised to formally make the rules in accordance with the statutory procedure.

## **2.0 RECOMMENDATIONS**

- 2.1 The Council is asked to approve the Libraries Management Rules and Museum Management Rules as appended to this report, and to delegate authority to the Head of Legal, Democratic, Digital & Customer Services to take all actions necessary to formally make the said Rules in accordance with the statutory procedure for the same.

**Iain Strachan**  
**Head of Legal, Democratic, Digital & Customer Services**

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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b>	<b>23 January 2024</b>
<b>Report By:</b>	<b>Head of Legal, Democratic, Digital &amp; Customer Services</b>	<b>Report No:</b>	<b>LS/172/2023</b>
<b>Contact Officer:</b>	<b>Emma Peacock</b>	<b>Contact No:</b>	<b>01475 712115</b>
<b>Subject:</b>	<b>Management Rules for Museums and Libraries in Inverclyde</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

- 1.2 As local authority, the Council has power to make management rules regulating the (i) use of and (ii) conduct of persons while on or in, any land or premises owned, occupied, managed or controlled by the Council to which the public have access. This is in terms Section 112 of the Civic Government (Scotland) Act 1982 (the Act).
- 1.3 Prior to making management rules, the Council is required to conduct a statutory consultation on the proposed management rules. The Committee approved draft Libraries Management Rules and Museum Management Rules on 7 November 2023 and authorised officers to conduct the necessary statutory consultation in this connection.
- 1.4 The purpose of this report is to advise the Committee that no objections or representations were received in respect of the proposed management rules during the statutory consultation period, and to request the Committee approve the Libraries Management Rules and Museum Management Rules 2024-2034, as appended to this report, and remit them to the next meeting of the Inverclyde Council.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Committee approve the Libraries Management Rules and Museum Management Rules as appended to this report, and refer them to the next meeting of the Inverclyde Council recommending that it formally approve the said Management Rules and authorise Officers to formally make the rules in accordance with the statutory procedure.

**Iain Strachan**  
**Head of Legal, Democratic, Digital & Customer Services**

### **3.0 BACKGROUND AND CONTEXT**

- 3.1 Management Rules for Libraries and Management Rules for Museums came into force on 18 March 2014. However, management rules expire after a period of 10 years.
- 3.2 The draft proposed Management Rules for Libraries and draft proposed Management Rules for Museums for the period of 2024 – 2034 are appended to this report.
- 3.3 A local authority may, but is not required to, set management rules to regulate (i) the use of and (ii) the conduct of persons while on or in, any land or premises which is owned, occupied or managed by the authority or is otherwise under their control and to which the public have access, whether on payment or not.
- 3.4 Prior to making any management rules, the Council must conduct a statutory public consultation in terms of which the Council is required to:
- Advertise that it intends to make such rules;
  - Make copies of the proposed rules available for public inspection throughout that period;
  - Allow a period of at least one month from the date of first advertisement for objections to be lodged; and
  - Before the management rules are made, take into account any objection received and give any objector the opportunity to be heard by the Council.
- 3.5 At least one month before making management rules, the Council is required to give notice (by advertising in a newspaper or newspapers circulating in the Council's area) of –
- their intention to do so;
  - the general purpose of the proposed rules;
  - the place where a copy of the proposed rules may be inspected;
  - the fact that and time within which objections may be made; and
  - the address to which objections may be sent.
- 3.6 The Council also must make copies of the proposed rules available for public inspection without payment at their offices and so far as the authority considers practicable at the land or premises to which the rules are to apply. Any person may, within one month after notice has first been advertised by the Council, notify in writing their objection and the ground of their objection to the Council. Before making management rules, the Council is required to take into consideration any objections timeously received by them and give any objector an opportunity to be heard by them.
- 3.7 The Committee approved the said draft Management Rules for Libraries and Museums, 2024-2034 at its meeting of 7 November 2023 and authorised officers to carry out the statutory consultation. The statutory consultation took place from 10 November 2023 until 10 December 2023. No objections or representations were received during the statutory consultation period.
- 3.8 Officers now therefore recommend approval of the said Management Rules by this Committee and that this matter be remitted to the next meeting of the Inverclyde Council for approval in order for the said Management Rules to be formally made.
- 3.9 Management Rules made by the Council must, together with a notice stating where copies of the rules may be obtained, be displayed at the entrance to the land or premises to which they apply or elsewhere so that they may be seen by members of the public intending to have access to the land or premises.

3.10 Copies of Management Rules shall be open to public inspection without payment and a copy of them shall on application be furnished to any person on payment of such reasonable charge as the local authority may determine.

#### 4.0 PROPOSALS

4.1 The Committee is asked to note that no objections or representations have been received following the end of the statutory consultation period and to therefore approve the Management Rules attached to this report as Appendix 1 and to refer same to the next meeting of the Inverclyde Council recommending that it formally approve the said Management Rules and authorise Officers to formally make the rules in accordance with the statutory procedure.

#### 5.0 IMPLICATIONS

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

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

#### 5.2 Finance

##### One off Costs

There will be minor costs associated with the publication of notices and signage which will be contained within existing budgets.

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 legal implications are summarised in this report. The making of new Management Rules will help mitigate the risk of inappropriate behaviour at the Council's libraries and museums and support the use and enjoyment of them by the public, as well as helping to support Council staff in undertaking their duties.

### 5.4 Human Resources

There are no Human Resources implications directly associated with the proposal.

### 5.5 Strategic

N/A

### 5.6 Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing

#### (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 EqIA has been carried out and can be accessed via the following link <a href="https://www.inverclyde.gov.uk/council-and-government/equality-impact-assessments/equality-impact-assessments-2023">https://www.inverclyde.gov.uk/council-and-government/equality-impact-assessments/equality-impact-assessments-2023</a> .
	NO

#### (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.

## 6.0 CONSULTATION

6.1 A statutory public consultation has been carried out.

## 7.0 BACKGROUND PAPERS

7.1 N/A



## Library Management Rules

THE INVERCLYDE COUNCIL

MANAGEMENT RULES FOR PUBLIC LIBRARIES

2024

The Inverclyde Council as the library authority for Inverclyde in terms of Schedule 13, Section 5 of the Local Government etc. (Scotland) Act, 1994 hereby make the following Management Rules in exercise of the powers conferred on them by Section 112 of the Civic Government (Scotland) Act 1982, to regulate the use of, and the conduct of persons using, any of Inverclyde Council's Library Premises.

### DEFINITIONS

In these Management Rules:

**“Acceptable Usage Policy”** means such policy or policies as the Council has in force from time to time regulating the use by the members of the public of publically accessible computers and other public ICT resources in public libraries.

**“Assistance Dog”** means an assistance dog as defined in Section 173 of the Equality Act 2010.

**“Borrower”** means any person who has a current registration as a borrower in terms of Clause 1 of these Management Rules.

**“Council”** means the Inverclyde Council and shall when used within these Management Rules in reference to any decision or determination include such Committee, Sub-Committee or Officers of the Inverclyde Council as are authorised by them to make such a determination.

**“Committee”** means the committee to which the Council has referred the function of the management of public libraries within Inverclyde.

**“Inverclyde”** shall mean the administrative area for which the Council is responsible in terms of the Local Government etc (Scotland) Act 1994.

**“Library Material”** means printed material and other media or articles.

**“Library Premises”** means

(a) the , various premises listed in the Schedule to these Rules, declaring that should the Council cease to use once or more of the individual premises for the provision of Library Services, then the premises in respect of which such use has ceased shall cease to be Library Premises for the purposes of these Rules then, and

(b) such other such premises as may be used from time to time by the Council for the provision of Library Services, and shall for the purposes of these Management Rules, include all doorways, footpaths, roads, grounds and car parks in the ownership of the Council and used in connection with or forming part of the curtilage of such premises, or other office or reception area within Council buildings as is used in connection with any such premises.

**“Library Services”** means the public lending library and reference library and online services provided by Inverclyde Council through the Culture, Communities and Educational Resources service of the Education, Communities and Organisational Development directorate, and for the purposes of these Management Rules includes such ancillary services (eg. outreach activities) as are provided from time to time.

**“Library User”** means any person using Library Premises.

**“Officer in charge of Library Services”** means the Cultural Services Manager or such other Officer as may be from time to time appointed by and/or authorised by the Council with responsibility for the overall management of library services throughout Inverclyde.

**“Staff Member”** means any person employed by the Council wholly or partly in connection with the provision of library services in Inverclyde, be that at the Library premises or elsewhere in pursuance of their duties.

**“the Act”** means the Civic Government (Scotland) Act 1982.



## **1. Borrowers**

### **1.1 Membership**

Any person who is resident in, employed in, at school in, or visiting Inverclyde, may apply to register as a Borrower through the Library Services at any of the Library Premises or online. All persons wishing to become Borrowers must complete an application form and provide two forms of current identification (one of which must show the applicant's home address). The acceptability or otherwise of the identification shown is at the discretion of the Officer in Charge of Library Services (e-membership doesn't require identification). Once accepted as a Borrower, such a person will be required, on the request of a Staff Member, to confirm the details provided with their application. Such requests shall not be more often than is reasonably required for conducting the Library Services.

### **1.2 Children's Membership**

Children aged 11 years and under may become Borrowers on completion of a registration form signed by a parent or other adult with parental responsibility (as guarantor for the child) and on providing acceptable proof of identity. Proof of age may also be requested. Borrowers aged 11 years and under are eligible to borrow books from the Children's section of the library with Parental permission they can also borrow from the Young Adult section. Borrowers aged from 12 to 15 years are registered as 'Young Adult' borrowers and they will be eligible to borrow books from both the Childrens, Young Adult and Adult sections of the library. Any certificated video or multi-media materials will only be issued by branches in accordance with age categories marked on the materials.

There are no restrictions on electronic materials accessed through Borrowbox. Parental guidance is advised.

### **1.3 Lapsed Membership**

Registration as a Borrower in all categories will lapse after a period of two years from last use of the service. Thereafter, re-registration will be required in accordance with this Rule 1.

### **1.4 Membership Cards**

Cards issued for borrowing items from the libraries shall not be transferable. Borrowers are personally responsible for the safekeeping of cards and for items borrowed on their card. Borrowers shall immediately notify any change of address or the loss of a card. A charge may be made for the replacement of lost cards, to be determined from time to time by the Council.

## **2. Borrowing**

### **2.1 Loan Period**

The maximum permitted loan periods for Library Materials will be as determined by the Council from time to time and displayed at all Library Premises. On receipt by the Library service of a request from a Borrower in person, by email, telephone, or online, the loan period may be extended for any item on loan to that Borrower, other than when the item concerned has been requested by another Borrower. No loan shall be extended more than four times. The Officer in charge of Library Services may, at their discretion, reduce the maximum loan period for any item if it is in heavy demand, or for any other appropriate reason.

### **2.2 Number of items**

The maximum number of items which can be borrowed by a Borrower will be as determined by the Council from time to time and displayed all Library Premises.

### **2.3 Charges for certain materials**

Borrowers may borrow audio, DVDs, multi-media and other materials or suggest items for stock according to borrowing entitlements as referred to above and on payment of any charges determined by the Council from time to time and as published at all Library Premises.

### **2.4 Overdue Items**

Borrowers aged 18-59 years of age who retain Library Materials beyond the maximum permitted loan period will be charged for such items at such a rate or rates as shall be determined from time to time by the Council. Borrowers will be notified of any Library Materials retained beyond the maximum permitted loan period, but failure to give such notification shall not relieve the Borrower of the charges.

### **2.5 Payment for Loss or Damage**

Borrowers or guarantors of Borrowers shall be responsible for loss of or damage to Library Materials, and a sum not greater than the total of a) the retail cost of the lost or damaged item and b) such administrative charge or charges in respect of dealing with such loss or damage as may from time to time be determined by the Council as appropriate in such circumstances, will be charged. Damage or defect

to an item which is discovered before borrowing should be brought to the attention of a Staff Member.

### **3. Conduct**

All persons shall behave at all times in the Library Premises in a manner which is consistent with standards of good conduct in public libraries, which standards will for the avoidance of doubt include not causing undue noise or disturbance. It shall be a matter in the discretion of individual Staff Members (acting reasonably) as to what shall constitute such standards of good conduct in public libraries. Staff Members shall be entitled to refuse admission to or to expel from the Library Premises any persons who, in the reasonable opinion of those Staff Members, are not conducting themselves in accordance with these standards.

#### **3.1 Dogs, other Animals and Wheeled Conveyances Prohibited**

Except with the consent of a Staff Member, no person shall cause or allow any dog (other than an Assistance Dog accompanying a disabled person) or other animal belonging to them or under their control to enter or remain in the library, or bring in any wheeled conveyance other than wheelchairs, mobility scooters, pushchairs, or prams.

#### **3.2 Behaviour in the Library**

3.2.1 Any member of the public may refer to materials held in the library, whether lending or reference stock, but no materials may be removed from the library unless duly authorised.

3.2.2 Library users must comply with all directions given to them by Staff Members in the course of their duties.

3.2.3 Smoking / Vaping or consumption of alcohol taking of illegal drugs is not permitted in Library Premises.

3.2.4 Food or drink not purchased in the Library Premises must not be consumed upon Library Premises.

3.2.5 Mobile telephones must be switched to silent and their use must not disturb other library users.

3.2.6 Any person causing offence through personal hygiene or under the influence of alcohol or drugs will be removed and excluded from the Library Premises. Disorderly, violent or insulting behaviour including the use of indecent or offensive language towards other Library Users or Staff Members by any person will result in that person being removed and excluded from the Library Premises

3.2.7 No member of the public shall enter or remain in any part of Library Premises identified for staff or private use.

3.2.8 Parents and carers are responsible for the supervision and behaviour of their children at all times within the Library Premises. Children aged eight years and under must be accompanied by a parent or adult with parental responsibility when visiting the Library Premises. Children between the ages of eight and twelve must not be left unaccompanied by a parent or carer unless part of an organised activity, and with prior agreement. Parents and adults with parental responsibility must undertake to ensure that if their children are left in the care of Staff Members for an organised activity such children behave in a manner considered reasonable and appropriate by Staff Members. The Museum staff reserve the right to ask parents and carers to remove a child from an organised activity if their behaviour is disruptive to other participants.

3.2.9 It is prohibited to undertake sound recording, photography or filming, including filming by the use of mobile phones with cameras, without the prior consent of library staff.

3.2.10 The use of portable audio players (such as mobile phones, iPads/ tablets etc.) within Library Premises is permitted only with the use of headphones, and should not disturb other Library Users.

3.2.11 No trading or sale of goods is permitted in any of the Library Premises, without the consent of the Officer in charge of Library Services.

3.2.12 In the event of the structure, furniture, fittings or other contents of the any of the Library Premises being damaged or destroyed, the person responsible shall be liable for the cost of making good the damage or for replacing the articles destroyed.

3.2.13 The designated opening hours for the Library Premises will be displayed at the premises and no person, other than Staff Members carrying out their duties, shall remain in the Library Premises outwith these hours.

#### **4. Use of Public Access Computers**

Any person may use public access computers within the Library Premises, provided however that:

- if they are aged 8 or under, they must be accompanied by a parent or other adult with parental responsibility;
- if they are aged from 9 to 11, they must have written parental consent, as contained within the membership form; and

- if they are not Borrower in terms of Clause 1 of these rules, they must provide acceptable personal identification before they can use the public access computers; and
- they must only do so in accordance with the Acceptable Usage Policy.

The Acceptable Usage Policy is available from all the Library Premises and on all public access computers.

## **5. General Rules**

### 5.1

Bills, notices or leaflets may be displayed or distributed in any part of the Library Premises only with the consent of the Officer in charge of Library Services.

### 5.2

The Council shall have no liability in respect of the loss or theft of any item belonging to a Library User.

### 5.3

At the discretion of the Officer in charge of Library Services, appropriate areas of the Library Premises may be used for community, cultural, educational or social purposes. Such uses shall be controlled by means of a written agreement between the user and the Council.

### 5.4

Library Users are reminded that the provisions of the general law apply at all times. Any action which would contravene the Copyright, Designs and Patents Act 1988 is strictly prohibited on Library Premises.

### 5.5

Any person who contravenes these Management Rules may be subject to suspension of their registration as a Borrower and the use of Library Services, at the discretion of the Officer in charge of Library Services.

### 5.6

A Staff Member may, under Section 116 of the Act:

- i. where he or she has reasonable grounds for believing a person has contravened or is contravening a management rule, expel that person from the Library Premises; and

- ii. where he or she has reasonable grounds for believing that a person is about to contravene a management rule, exclude that person from the Library Premises.

## 5.7

A person who persistently contravenes or attempts to contravene these management rules and is, in the opinion of the Council, likely to contravene them again, may be subject to an Exclusion Order by the Council under Section 117 of the Act for a period not exceeding one year.

## 5.8

Any person who:

- i. on being required to leave any Library Premises by an authorised officer of the Council who has reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any of these Management Rules applying to the Library Premises, fails to leave;
- ii. on being informed by an authorised officer who has reasonable grounds for believing that the person is about to contravene any management rule applying to Library Premises that he or she is excluded from the land or premises, enters or attempts to enter the land or premises; or
- iii. being a person subject to an exclusion order under section 117 of the Act, enters or attempts to enter the land or premises to which the exclusion order relates shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 1 on the standard scale

These Management Rules are, together with the Schedule forming part thereof, executed by being sealed with the Common Seal of Inverclyde Council and signed by ##### Proper Officer of Inverclyde Council at Greenock on the ### day of ### Two thousand and ###

### **Management Rules – Version Control Statement**

Strategy / Policy Name: Management Rules

Written by: Cultural Services Manager and Inverclyde Council Legal Services

Approved by: Tony McEwan- Head of Culture, Communities & Educational Resources

Version No: 1.1

Date: ### 2024

EqIA Required: Y

EqIA Completed Date: ### 2018

Distributed to: All Inverclyde Libraries' Staff

Distribution Date: ##### 2024

Review Date: ### 2034

## **Schedule**

### **Premises**

- 1. Greenock Central Library**, Wallace Place, Greenock PA15 1JB
- 2. Gourock Library**, Kempock Place, Gourock, PA19 1QU
- 3. Inverkip and Wemyss Bay Library**, Inverkip Community Hub, Main Street, Inverkip, PA16 0FZ
- 4. Kilmacolm Library**, Lochwinnoch Road, Kilmacolm, PA13 4LE
- 5. Port Glasgow Library**, Fore Street, Port Glasgow, PA14 5EQ
- 6. Greenock South West Library**, Barr's Cottage, Greenock, PA16 9HG
- 7. The Watt Institution**, 15 Kelly Street, Greenock, PA16 8JX

# **McLean**

## **MUSEUM & ART GALLERY**

### **Museum Management Rules**

### **2024**



## INVERCLYDE COUNCIL

### MANAGEMENT RULES FOR ART GALLERIES AND MUSEUMS

The Inverclyde Council as the museum authority for Inverclyde in terms of Schedule 13, Section 5 of the Local Government etc. (Scotland) Act, 1994 hereby make the following Management Rules in exercise of the powers conferred on them by Section 112 of the Civic Government (Scotland) Act 1982, which shall apply to the provision of Museum Services by the Council in Museum Premises in Inverclyde.

#### Definitions and Interpretation

In these Management Rules

“Acceptable Usage Policy” means such policy or policies as the Council has in force from time to time regulating the use by the members of the public of publicly accessible computers and other public ICT resources in public libraries.

“Act” means the Civic Government (Scotland) Act 1982

“Assistance Dog” means an assistance dog as defined in Section 173 of the Equality Act 2010.

“Committee” means the committee which has been appointed by the Council for the management of art galleries and museums within Inverclyde.

“Council” means Inverclyde Council constituted under the Local Government etc (Scotland) Act 1994.

'Museum/Museum premises' shall be taken to mean any public Art Gallery and Museum and shall include The McLean Museum and Art Gallery, Greenock, grounds and such other premises as may be used from time to time by the Council for the provision of Museums Services and includes any land surrounding or used in connection therewith.

“Museum user” means any person having the right, under these rules, to the use of Museums within Inverclyde.

“Officer in charge of the museum service” means the Cultural Services Manager or such other authorised member of staff.

The provisions of the Interpretation Act 1978 shall apply to the interpretation of these Management Rules as they apply to an Act of Parliament.

#### **1. Access to Museums**

a. The Museum shall be open to the public on such days and during such hours as the Council or Committee may from time to time determine and the Council or Committee may close the Museum wholly or partially during such times as they may think fit.

b. No person shall enter or remain in any part of the Museum which a reasonable person would or should know is prohibited to the public or remain in the Museum after the time fixed for its closing.

- c. No person shall remain in the Museum after an emergency situation has been made known to them.
- d. No member of the public shall enter or remain in any part of the Museum identified for staff or private use unless authorised by the Officer in charge of the museum service.
- e. Any member of the public may view the displays held in the Museum but no materials may be removed from the Museum unless duly authorised.
- f. The Officer in charge of the museum service shall have discretion as to the conditions under which members of the public may consult rare, valuable or fragile museum artefacts which are deemed unsuitable or too delicate for general display.

## **2. Conduct in the Museum**

The normal standards of good conduct in public places will apply in Museums and Art Galleries. The Council reserves the right to refuse admission or to expel any persons from the premises for any valid reason.

- a. Any person who in the reasonable opinion of museum staff is under the influence of alcohol or drugs will be expelled or excluded in terms of Rule 2.
- b. No person shall take, sell or distribute drugs in the Museum except in a case requiring first aid treatment where the administering of drugs is necessary and performed by an appropriately qualified medical practitioner or where the drugs are taken as part of a prescribed course of medication.
- c. Except with the consent of the Officer in charge of the museum service, no person shall cause or allow any dog (other than an Assistance Dog accompanying a disabled person) or other animal belonging to them or under their control to enter or remain in the Museum. No person will be permitted to bring in any wheeled vehicle or conveyance other than wheelchairs, mobility scooters, pushchairs or prams.
- d. Disorderly, violent or insulting behaviour including the use of indecent or offensive language towards other museum users or staff by any person will result in that person being removed and excluded from the Museum. If the person is aged under 16, their parent or carer will be informed.
- e. Parents and carers are responsible for the supervision and behaviour of their children at all times within the Museum premises. Children aged eight years and under must be accompanied by a parent or carer when visiting the Museum. Children between the ages of eight and twelve must not be left unaccompanied by a parent or carer unless part of an organised activity, and with prior agreement.
- f. Parents and carers must undertake to ensure that their children behave in an appropriate manner if attending an organised activity. The Museum staff reserve the right to ask parents and carers to remove a child from an organised activity if their behaviour is disruptive to other participants.
- g. Parents and carers of children must ensure that they do not climb on railings or objects, or breach barriers on Museum premises.
- h. Museum users must comply with all directions given to them by Museum staff in the course of their duties.

i. At the discretion of the Officer in charge of the museum service, appropriate areas of Museum premises may be used for community, cultural, educational or social purposes. Such uses shall be controlled by means of a written agreement between the user and the Council.

j. Food or drink must not be taken into and consumed in the Museum premises with the exception of food or drink provided by the Museum at an event authorised by the Officer in charge of the museum service.

k. The consumption of alcohol is not permitted in Museum premises except as may be specifically authorised in connection with use as defined in Rule 2(j).

l. It is prohibited to undertake sound recording, photography or filming, including filming by the use of mobile phones with cameras, without the prior consent of library staff. However the use of digital cameras/mobile devices for informal social shots is permitted. All professional photography, video or sound recording intended for broadcasting or use on the internet must be approved of in advance by the Officer in charge of the museum service.

m. The use of equipment such as mobile devices including phones and tablets should not cause inconvenience or disturbance to others in the reasonable opinion of museum staff.

n. Bills, notices or leaflets may be displayed or distributed in any part of the Museum only with the consent of the Officer in charge of the museum service.

o. The Officer in charge of the museum service may from time to time regulate the use of accommodation, resources and equipment in great demand in order to ensure equal opportunity of use.

p. In the event of the structure, furniture, fittings or other contents of the Museum being damaged or destroyed, the person responsible shall be liable for the cost of making good the damage or for replacing the articles destroyed.

q. The Council shall have no liability in respect of the loss or theft of any item belonging to a museum user.

r. No trading or sale of goods shall take place in any part of any Museum except with the consent of the Officer in charge of the museum service.

s. Goods must not be removed from the Museum shop prior to payment.

t. Smoking and/or vaping is strictly forbidden in the Hall, foyer and all parts of the Museum and Gallery building.

### **3. Use of Public Access Computers in the James Watt Library**

Any person may use public access computers within the Library Premises, provided however that:

- if they are aged 11 or under, they must be accompanied by a parent or other adult with parental responsibility;
- they provide acceptable personal identification before they can use the public access computers; and
- they must only do so in accordance with the Acceptable Usage Policy.

The Acceptable Usage Policy is available from all the Library Premises and on all public access computers.

#### **4. Use of Venue**

Museum premises may be available for hire, at the discretion of the Officer in charge of the museum service, by appropriate organisations throughout the year subject to the nature of the hire not impeding the provision of public service or the safety and security of the museum and exhibits. The Watt Hall is also licenced for wedding ceremonies subject to availability. All hires are agreed at the discretion of the Officer in charge of the museum service.

- a. The hire charge in force at the time shall be made to hirers. Inverclyde Council reserves the right to refuse any applicant the use of premises or part thereof without giving any reason. The premises shall not be sub-let.
- b. Museum premises are not normally available for hire during the hours of public opening.
- c. Smoking and/or vaping is strictly forbidden in the Hall, foyer and all parts of the Museum and Gallery building.
- d. Hirers must abide by the regulations governing the use of the Watt Hall in force at the time of hire.
- e. The layout of seating and equipment in the Watt Hall will be organised by museum staff in accordance with the requirements of the hirer. The maximum permitted numbers indicated by Officer in charge of the museum service must be strictly adhered to.
- f. Access to the Watt Hall will be provided to hirers according to the hours booked and not outwith these times. If events exceed the agreed hours by more than 10 minutes hirers will incur a half hour's extra charge.
- g. Bookings will not be accepted for events which finish later than 10.00 p.m.
- h. Hirers wishing to use a public address system or audio-visual equipment should discuss this with museum staff before the event to determine whether their requirements can be met. Hirers must operate their own equipment.
- i. The hirer will be responsible for ensuring that all items of electrical equipment brought into the Museum or Watt Hall meet the current health and safety standards, for example by PAT testing, and that any persons operating the electrical or mechanical equipment are competent to do so with full regard to health and safety matters.
- j. Fire precautions must be observed with regard to equipment used. No oil, candles or other highly flammable materials shall be allowed in any part of the premises.
- k. The hirer shall be responsible for maintaining order in connection with the occupation of the premises and shall arrange that effective control is provided at all doorways which may be necessary so as to allow free access and exit.
- i. Hirers using the Watt Hall or Museum for events other than lectures or weddings must complete and return a Risk Management checklist with the booking application before a booking can be confirmed.
- j. The hirer shall be responsible for any damage done to the premises or the fittings or furniture therein during the time of occupation and shall be bound to meet the cost of the same.

k. Nothing shall be done in the premises and nothing shall be taken into the premises which will involve extra risk to the premises or property of Inverclyde Council unless specially sanctioned and then only upon such conditions as to safety precautions and other matters as shall be stipulated

l. Any erections required in connection with the occupation of the premises by the hirer, including all outside erections, signboards and the like, shall be subject to the written approval of Inverclyde Council and shall be erected, taken down and removed all at the cost of the hirer.

m. No livestock will be permitted anywhere on the premises without the express permission of the Officer in charge of the Museum service.

## **5. Museum Grounds**

a. No person shall throw down, deposit or leave any rubbish, refuse, litter or paper of whatever description in the museum grounds, other than that in a receptacle/location provided for that purpose.

b. No person shall wilfully, carelessly or negligently damage, injure, displace or remove any part of a wall, fence, barrier, railing or any other fixture situated in or on or adjacent and ancillary to the Museum, or deface or destroy the same by cutting, writing or otherwise. Any person so doing will be held responsible for the cost of any replacement or repair.

c. Except with the express consent of the Officer in charge of the museum service, no person shall remove any plant in the museum grounds.

d. No person shall enter or stand, sit or walk in or upon any flower bed, border or shrubbery within any park or in or upon any part of the museum grounds where prohibitive notices are displayed.

e. No wheeled vehicle (with the exception of wheelchairs, mobility scooters, pushchairs or prams), whether mechanically propelled or otherwise, shall be permitted or allowed to enter the Museum grounds without the prior written consent of the Officer in charge of the museum service. This shall not apply to the use in the Museum grounds of any ambulance, fire engine, police vehicle and/or attendant vehicles as may be permitted by the Officer in charge of the museum service.

f. No person shall cause or permit a dog or any other animal belonging to them or otherwise under their control to enter or remain in the Museum grounds unless such a dog or other animal is under the full control of that person and effectively restrained from causing annoyance to any person, or from worrying or disturbing any wild birds or animals or from damaging any flower, plant, tree or shrub in the grounds.

g. No person shall cause or permit any dog or other animal belonging to them or otherwise under their control to foul in the Museum grounds or any part thereof.

h. No person shall light a fire, burn or do any action which might cause to be set on fire or burned in the Museum grounds any paper, rubbish, refuse, fuel or other substance.

i. No person shall, without prior written consent of the Officer in charge of the museum service, erect, occupy or use any tent or other structure in the Museum grounds.

## **6 Contraventions of Management Rules**

A museum staff member may, where he or she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of the foregoing Management Rules, exclude that person from the Museum Premises.

A person who persistently contravenes or attempts to contravene the foregoing Management Rules and is, in the opinion of the Council, likely to contravene them again shall be liable to be made the subject of an Exclusion Order by the Council for a period not exceeding one year, in terms of Section 117 of the Act.

Any person who

(i) on being required to leave the Museum Premises by an authorised officer who has reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any Management Rules, fails to leave;

(ii) on being informed by an authorised officer who has reasonable grounds for believing that the person is about to contravene any Management Rule, that he or she is excluded from the Museum Premises, enters or attempts to enter the Museum Premises;

(iii) being a person subject to an Exclusion Order under section 117 of the Act enters or attempts to enter the Museum Premises to which the Exclusion Order relates

Shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 1 on the Standard Scale of Fines (the current maximum fine at the time of making these rules being £200) or such other amount as may from time to time be fixed by statute in terms of section 118 of the Act.

These Management Rules are executed by being sealed with the Common Seal of Inverclyde Council and signed by ##### Proper Officer of Inverclyde Council at Greenock on the ##### day of ### Two thousand and ###.

### **Management Rules – Version Control Statement**

Strategy / Policy Name: Management Rules

Written by: Cultural Services Manager and Inverclyde Council Legal Services

Approved by: Tony McEwan- Head of Culture, Communities & Educational Resources

Version No: 1.1

Date: 2024

EqIA Required: Y

EqIA Completed Date: 2018

Distributed to: All Inverclyde Museums Staff

Distribution Date: 2024

Review Date: 2034

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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>15 February 2024</b>
<b>Report By:</b>	<b>Head of Legal, Democratic, Digital &amp; Customer Services</b>	<b>Report No:</b>	<b>LS/002/24</b>
<b>Contact Officer:</b>	<b>Colin MacDonald</b>	<b>Contact No:</b>	<b>01475 712113</b>
<b>Subject:</b>	<b>Elected Membership Representation on Town Board – Remit from the Environment &amp; Regeneration Committee</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to request that the Council consider a remit from the Environment & Regeneration Committee to nominate two Elected Members to sit on the Town Board in line with the UK Government guidance on the Long Term Plans for Towns.

1.3 The Environment & Regeneration Committee at its meeting of 18 January 2024 considered a report by the Director Environment & Regeneration which provided information on the recently published guidance from the UK Government on the Long Term Plans for Towns. A copy of the report to the Environment & Regeneration Committee is attached as appendix 1.

1.4 The Regeneration Manager has advised that following discussions with UK Government officials, two Elected Members will be permitted to sit on the board, but not as the chair.

1.5 Standing Order 59 of the Council's Standing Orders and Scheme of Administration provides that the Council shall ensure that in making appointments to outside bodies it shall ensure such appointments reflect, as far as practicable, the balance of political representation on the Council, but "only where more than 2 representatives of the Council to an outside body are required". In addition, in accepting such an appointment Elected Members need to be mindful of the additional legal duties that might be associated with that. Elected Members are also directed to the Standard Commission Advice Note on Arm's Length External Organisations:-

<https://www.standardscommissionscotland.org.uk/uploads/files/1638361910211201AdviceNoteCouncillorsALEOsv1.pdf>

1.6 The Environment & Regeneration Committee decided the following:

- (1) that the contents of the report be noted;
- (2) that it be agreed to hold a recruitment process to appoint a Town Fund Chair;
- (3) that delegated authority be granted to the Director Environment & Regeneration to support the Town Fund Chair in (a) the creation and membership of the Town Board, (b) creation of an engagement plan and scheme of development of the Long Term Plan for Greenock, and (c) designation of the geographical area in scope;
- (4) that the membership of the Town Fund Chair letting group be agreed;

- (5) that it be agreed to support the need for an appropriate project resource; and
- (6) that the decision on Elected Member representation on the Town Board be remitted to the full Council for consideration.

## **2.0 RECOMMENDATIONS**

- 2.1 That the Council appoints two Elected Members to sit on the Town Board on behalf of Inverclyde Council.

**Iain Strachan**  
**Head of Legal, Democratic, Digital & Customer Services**



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<b>Report To:</b>	<b>Environment &amp; Regeneration Committee</b>	<b>Date:</b>	<b>18 January 2024</b>
<b>Report By:</b>	<b>Director, Environment and Regeneration</b>	<b>Report No:</b>	<b>E+R/24/01/06/SJ/JH</b>
<b>Contact Officer:</b>	<b>Jennifer Horn</b>	<b>Contact No:</b>	<b>01475 7145573</b>
<b>Subject:</b>	<b>UK Government Long Term Plans for Towns Fund: Greenock</b>		

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## **1.0 PURPOSE AND SUMMARY**

1.1  For Decision  For Information/Noting

1.2 The purpose of this report is to provide information on the recently published guidance from the UK Government on the Long Term Plans for Towns.

1.3 It then sets out the requirements for the Town Board, supported by the Council, to create a Long-Term Plan for Greenock which reflects the aspirations of the community and includes a 10 year vision and a 3 year investment plan annexe.

1.4 The report also sets out the funding and capacity funding which will be received from the UK Government's Long Term Plan for Towns Fund.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that the Committee:

- Notes the content of the report;
- Agrees on a recruitment process to appoint a Town Fund Chair;
- Delegates the authority to the Environment and Regeneration Director to support the Town Fund Chair in the creation, including membership of the Town Board, creation of an engagement plan and scheme of development of the Long Term Plan for Greenock, and designating the geographical area in scope;
- Agrees the membership of the Town Fund Chair letting group; and,
- Supports the need for an appropriate project resource.

**Stuart Jamieson**  
**Director, Environment and Regeneration**

### **3.0 BACKGROUND AND CONTEXT**

- 3.1 In September 2023, the UK Government Department for Levelling Up, Housing and Communities announced that Greenock was one of 7 areas in Scotland to be allocated funding for the UK Government's Long Term Plan for Towns.
- 3.2 This is part of the UK Government's Levelling Up agenda and aims to address challenges faced in towns such as deindustrialisation and high street decline, by supporting local areas to develop a Long-Term Plan to invest in and regenerate their town, based on the priorities of local people, and do this by establishing a Town Board, made up of local people, businesses and politicians, to oversee and deliver the Long-Term Plan. To do this the towns will receive an endowment-style fund of £20million and support over 10 years to be spent on the issues that matter to local people.
- 3.3 The UK government expects that through Long-Term Plans, towns across the UK will identify measures that matter most to local people. They have provided 3 broad investment themes under which to make improvements:
  - Safety and Security
  - High Streets, heritage and regeneration, and
  - Transport and connectivity.
- 3.4 Following the announcement in September, the UK Government published guidance for the funding on the 18 December 2023.

### **4.0 UK Government Long Term Plan for Town Guidance**

#### **Funding Available**

- 4.1 Greenock will receive a 10-year endowment-style fund with £20million of funding and support. Funding will be released over a 7 year period and local authorities have the flexibility to spend it over 10 years, with light touch assurance from DLUHC. The full funding profile will be provided in early 2024.
- 4.2 Inverclyde Council will receive £50,000 of capacity funding in the 2023-2024 financial year. This will be paid as an RDEL grant.
- 4.3 Capacity funding should cover upfront costs of setting up a Town Board. Capacity funding might want to be used on:
  - Convene a Town Board
  - Run community engagement
  - Support the Town Board in developing Long-Term Plans
  - Provide technical expertise to the Town Board for project development including feasibility studies and business cases.
- 4.4 Once Town Boards are established a further £200,000 in RDEL capacity funding will be released at the start of the new financial year 2024-2025. Town Boards should advise local authorities on how best to use this money to support the development of their Long-Term Plan.

#### **The Process**

##### **Establishing a Town Board**

- 4.5 Inverclyde Council will be the accountable body for the funding and executing plans. The Town Boards are responsible for developing the Long-Term Plan, working closely with local people.

- 4.6 The Council is required to invite a Chair to the Towns Board. The Chair must be independent of the Council, either a local community leader or local business person, who is best placed to convene partners and is a respected figure in the community with an obvious passion for the place. They must be a champion for the town and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area. They can be anyone who holds a prominent role such as:
- A local charitable organisation
  - A philanthropist
  - The head of a Further Education College
  - A director for the NHS Board or Trust
  - A director of a football club.
- 4.7 Consideration should be given to the length of tenure for the chair, given the length of the Long-Term Plan is a 10 year vision, therefore towns may wish to consider succession planning e.g. vice chair role.
- 4.8 Elected representatives, such as MPs, MSPs or local councillors cannot chair the Town Board.
- 4.9 The UK Government has stated that where a local area already has a board/group in place e.g. Community Planning Partnership subset, that utilisation of that forum is encouraged to avoid unnecessary duplication and allow towns to move quickly to draw up their Long-Term Plan. However, if an existing forum is to be repurposed, it is incumbent on the chair, supported by the Council, to ensure the right people are around the table to full reflect the priorities of the town.

### **Town Board membership**

- 4.10 With regards to membership of the Board, the guidance is non-prescriptive however there are some rules that apply:
- The chair must be independent, as stated above
  - The local MP must be represented on the Board, but not chair. The local MSP can also be represented.
  - One elected member can be a member of the board, but not chair.
  - A senior representative of the police should sit on the board.
  - Town Boards should sign up to the Seven Principles of Public Life (also known as the Nolan principles)
  - The board should be representative of the interest of the town.
- 4.11 In representing the interests of the town, the following examples of people could sit on the board however it could differ to reflect local context:
- Community partners, such as: community groups, faith groups, local charities, neighbourhood forums, youth groups, Third Sector Interface (TSI).
  - Local businesses and social enterprises, such as key local employers or investors in the town.
  - Cultural, arts, heritage and sporting organisations
  - Public agencies and anchor institutions such as schools and colleges, relevant government agencies for that area e.g. Community Planning Partnerships
- 4.12 Town Boards should consider the size of membership needed to create and thereafter deliver the plan. Where necessary, the Board could convene smaller working groups to aid community engagement and delivery of the Long-Term Plan.
- 4.13 Town Boards must be set up by no later than 1 April 2024. They can be set up earlier and the sooner the Board is established the sooner funding can be confirmed.

## **DLUHC's Offer**

- 4.14 To enable the Towns Board to develop and deliver their Long-Term Plan, UK Government DLUHC have a local area team and Towns Unit will provide support along with other agencies e.g. Scotland's Towns Partnership. DLUHC will seek to align cross-government activity to ensure that resources are used most efficiently. The DLUHC offer includes:
- A data pack for each town, with local insight profile curated by DLUHC's Spatial Data Unit
  - A policy toolkit, outlining powers available to towns and partners across the town
  - A list of policy interventions with an already agreed case for investment
  - Dedicated support from the respective area team to help guide Town Boards and local authorities through the process.
- 4.15 Additionally, an independent, consultancy-style High Streets and Towns Taskforce will be established in 2024 to support towns after their Long-Term Plan is submitted.
- 4.16 As yet the Scottish policy toolkit has not been published and the data pack for Greenock has not been received.

## **Ensuring the Town Board is a community-led institution**

- 4.17 Town Boards should be community-led institutions that build civic capacity in the town. The local authority will act as the accountable body, provide secretariat function and will help empower the Town Board in driving forward a community-led vision for change.
- 4.18 The Town Board and the local authority should also consider existing community organisations that might want to undertake work on behalf of the Town Board. Capacity funding could be used support this, or the recruitment by a third-party of an individual to lead the development of the Long-Term Plan full-time. Local Trust research shows that employing a single member of full-time staff from the community helps to build local capacity and resilience. If support is required to identify suitable community organisations, local authorities should speak to their respective area team leads in the first instance. Area teams will provide ongoing support for the duration of the programme, including helping local authorities and Town Boards to access the support they need, and acting as a focal point between them and central government, including the Towns Unit and the High Streets and Towns Taskforce.
- 4.19 As well as emphasis on being community-led, the UK Government also set out governance guidelines for the Town Board and state that the Council must support and provide guidance to the board.

## **Setting a Strategy**

- 4.20 Town Boards should drive priorities for investment, identify projects to delivery change and steer the long-term vision for their town, in conjunction with the local community. Town Boards are responsible for developing the Long-Term Plan, building on any good work which is already underway.
- 4.21 The Long-Term Plan should comprise a 10 year vision, which clearly identifies the longer-term priorities for the town, and a 3 year investment plan as an annex.
- 4.22 The Plan will confirm the geographical area that will be covered. UK Government guidance states that, as a default, the Plan should use the boundaries defined by the Office for National Statistics. This is important so that local communities and other bodies understand where the area of benefit will be. The geographical area should be contiguous.

- 4.23 As stated above, UK Government has set out 3 broad investment themes which the Long-Term Plan should address:
- Safety and security
  - High streets, heritage and regeneration
  - Transport and connectivity
- 4.24 Under each theme are interventions that projects can come under. Town Boards can chose to create bespoke interventions however a business case complying with HM Treasury's Green Book would be required.
- 4.25 The Town Board's 10 year vision should be a long-term, strategic document. It should be backed by insights gained through engagement with local people, to create buy-in with the public. The fund guidance provides detail on the requirements of the plan which should include: a vision statement; strategic case for change based on evidence, data and local engagement; planned direction of travel across the 3 investment themes and the interventions that shall be used to achieve this; evidence that it is community-led; and clear achievable milestones.
- 4.26 The 3 year investment plan annexe must set out:
- the interventions and powers the Town Board wishes to use over the 3 years for each investment theme;
  - whether the interventions are from the list of interventions or are 'off-menu';
  - how the Town Board will use the interventions locally and how much they will cost; and
  - how the interventions will address the outcomes set out in the 10-year vision, grounded in evidence and data.
- 4.27 Local authorities will receive the investment from the Long-Term Plan for Towns over the next 3 years to fund the Town Board's 3-year investment plan. It is strongly encouraged that Town Boards to work with the local authority and other partners to consider how additional funding can be attracted from other sources. This could include new private investment, philanthropy or other public funding, particularly where there is scope for partnership working between bodies or agencies.
- 4.28 Local authorities must be engaged throughout the development of the plan, including discussing the list of interventions and powers to be used from the toolkit. In many cases, the council will need to formally agree through its own structures to deploy powers or interventions where they interact with council responsibilities (for example, planning permission for a new cycle path). Where an intervention would commit the local authority to future expenditure beyond long term plan for towns fund (for example ongoing maintenance of a new leisure facility), Town Boards must engage with local authorities and ensure that this is agreed.
- 4.29 The UK Government have stated that Town Boards, supported by the local authority, must develop a single Long-Term Plan to be submitted to DLUHC on, or before 1 August 2024. The funding guidance states that they recognise that Scottish councils operate with different recess periods to England and further discussion is to be undertaken with Scottish local authorities. On 20 December 2023 an information session was attended by Inverclyde Council alongside other Councils. The difficulty of the 1 August deadline was stressed by all local authorities in attendance.

## **Support from the High Streets and Towns Taskforce**

- 4.30 To support Town Boards, towns will be able to seek support from the consultancy-style High Streets and Towns Taskforce. This support can be accessed once the Long-Term Plan has been published. Further information will be published in early 2024.

### **Monitoring**

- 4.31 The Guidance notes states that alongside future updates the UK Government will set out plans for evaluation.
- 4.32 With regards to assurance, the Long-Term Plan for Towns funding will be assured in line with the requirements set out in the Levelling Up Funds Local Authority Assurance Framework, which is the same method used for other UK Government funding e.g, Levelling Up and Shared Prosperity Fund. In addition, like all funding, public authorities must comply with the Subsidy Control Act 2022 and the Local Authority as the accountable body should ensure subsidy control rules are followed.

### **Next Steps for Inverclyde Council**

4.33 **Between 3 January 2024 and 1 April 2024:**

- Inverclyde Council to establish an agreed mechanism for appointing a chair for Town Board and then appoint the chair. It is suggested that a cross party group be formed to meet prospective candidates.
- Work with the chair to set up the Town Board or repurpose an existing forum if possible e.g. Greenock Town Centre Regeneration Forum.
- Support Town Board in planning and initiating community engagement
- Within this time the Council should receive £50,000 of capacity funding and a data pack for their town, with a local insight profile curated by DLUHC's Spatial Data Unit, to be shared with the Town Board once established.
- Commence recruitment of an appropriate temporary resource to deliver the project, which will be contained within the Regeneration and Planning Service.

4.34 **By 1 April 2024:**

- Ensure Town Board is established.

4.35 **From 1 April 2024 to 1 August 2024:**

- On 1 April, DLUHC will release the next £200,000 of capacity funding to support the development of the Long-Term Plan, including additional community engagement activity.
- Support the Town Board to submit their Long-Term Plans (comprising their 10-year vision and 3-year investment plan) from 1 April and before 1 August. The Plan will set out how funding will be allocated and spent, with the local authority as the body ultimately accountable for funding.
- DLUHC assess plans as they come in, and release 2024 to 2025 capital and revenue funding once plans are approved.

## **5.0 IMPLICATIONS**

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

<b>SUBJECT</b>	<b>YES</b>	<b>NO</b>
Financial	X	
Legal/Risk	X	
Human Resources	X	
Strategic (Partnership Plan/Council Plan)	X	
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		X
Environmental & Sustainability		X
Data Protection		X

## 5.2 Finance

Initial funding of £50,000 will be due imminently.

One off Costs

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>Budget Years</b>	<b>Proposed Spend this Report £000</b>	<b>Virement From</b>	<b>Other Comments</b>
Town Centre Fund	Grant	2023/24	(50)		

Annually Recurring Costs/ (Savings)

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

## 5.3 Legal/Risk

None.

## 5.4 Human Resources

Recruitment process.

## 5.5 Strategic

Projects proposed are in line with current Inverclyde Council policies.

## 5.6 Equalities, Fairer Scotland Duty & Children/Young People

### (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.

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

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.

NO – Assessed as not relevant under the Fairer Scotland Duty.

(c) 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.

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.

## 6.0 CONSULTATION

6.1 None.

## 7.0 BACKGROUND PAPERS

7.1 None.



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<b>Report To:</b>	<b>Inverclyde Council</b>	<b>Date:</b>	<b>15 February 2024</b>
<b>Report By:</b>	<b>Head of Legal, Democratic, Digital &amp; Customer Services</b>	<b>Report No:</b>	<b>LS/007/24</b>
<b>Contact Officer:</b>	<b>Diane Sweeney</b>	<b>Contact No:</b>	<b>01475 712147</b>
<b>Subject:</b>	<b>Literati Guide to Inverclyde and the Spring Clean 2024 – Notice of Motion by Councillor McCluskey</b>		

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## 1.0 PURPOSE AND CONSIDERATIONS

- 1.1  For Decision  For Information/Noting
- 1.2 The purpose of this report is to advise the Council of the receipt of a Notice of Motion by Councillor McCluskey, countersigned by Councillor Cassidy, highlighting the voluntary work of the Literati Guide to Inverclyde and requesting that the Council promotes and encourages public participation in the Spring Clean 2024.
- 1.3 The terms of the Notice of Motion are set out in appendix 1 to the report.

## 2.0 RECOMMENDATION

- 2.1 The Council is asked to consider the Notice of Motion by Councillor McCluskey.

**Iain Strachan**  
**Head of Legal, Democratic, Digital & Customer Services**

## APPENDIX 1

### **Motion: The Big Inverclyde Beach Clean Challenge - Spring Clean 2024**

#### Council notes:

1. Literati Guide to Inverclyde have co-ordinated regular litter picks and occasional corporate litter picks across Inverclyde for over 6 years.
2. In the first 3 weeks of this year 47 volunteers picked 90 bags of rubbish.
3. As an anchor group of Keep Scotland Beautiful, the Literati Guide to Inverclyde are planning a series of litter picks covering the entire length of Inverclyde's shoreline and surrounding areas.
4. These will take place between 15<sup>th</sup> March and 28<sup>th</sup> April 2024 as part of Keep Scotland Beautiful's Spring Clean 2024.
5. There is evidence that 80% of the litter in our rivers and oceans comes from the land so by keeping the beaches clean we can improve the quality of our seas for the marine life.

#### Council believes:

1. The Literati Guide to Inverclyde have made a significant contribution to keeping Inverclyde beautiful.
2. Our coastline is one of our area's greatest natural assets and needs to be kept clean and maintained.
3. It is important that we encourage people to take responsibility for our natural environment.

#### Council resolves:

1. To congratulate the Literati Guide to Inverclyde and volunteers on their work to keep Inverclyde beautiful.
2. To promote the Spring Clean 2024 and local events through the Council's networks.
3. To encourage members of the community to take part in Spring Clean 2024.

Proposed: Councillor Martin McCluskey

Seconded: Councillor Paul Cassidy