

Ref: DS

Date: 19 September 2024

A meeting of the Inverclyde Council will be held on Thursday 26 September 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 25 September 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.

Lynsey Brown
Head of Legal, Democratic, Digital & Customer Services

BUSINESS

1. Apologies and Declarations of Interest	Page
NEW BUSINESS	
2. Minutes of Meetings of The Inverclyde Council, Committees, Sub-Committees, Panels and Boards	
General Purposes Board (12 June 2024)	(pp 304 – 307)
Policy & Resources Executive Sub-Committee (13 June 2024)	(pp 308 – 309)
Inverclyde Council (13 June 2024)	(pp 310 – 329)
Audit Committee (27 June 2024)	(pp 330 – 335)
Planning Board (7 August 2024)	(pp 336 – 337)
Local Review Body (7 August 2024)	(pp 338 – 339)
Policy & Resources Committee (13 August 2024)	(pp 340 – 346)
General Purposes Board (14 August 2024)	(pp 347 – 352)
Audit Committee (20 August 2024)	(pp 353 – 356)
Social Work & Social Care Scrutiny Panel (27 August 2024)	(pp 357 – 365)
Environment & Regeneration Committee (29 August 2024)	(pp 366 – 380)
Grants Sub-Committee (2 September 2024)	(pp 381 – 382)
Education & Communities Committee (3 September 2024)	(pp 383 – 403)
Planning Board (4 September 2024)	(pp 404 – 405)
Local Review Body (4 September 2024)	(pp 406 – 407)
General Purposes Board (11 September 2024)	(pp 408 – 409)
** Policy & Resources Committee (17 September 2024)	
** Local Police & Fire Scrutiny Panel (19 September 2024)	

NEW BUSINESS		
3.	Chief Social Work Officer Annual Report 2023-24 Report by Chief Social Work Officer, Inverclyde Health & Social Care Partnership	p
4.	Annual Report on Progress of Trauma Informed Council Initiatives Report by Report by Corporate Director Education, Communities & Organisational Development	p
5.	2023/24 Annual Audit Report – Meeting Request Report by Chief Financial Officer	p
6.	Scheme of Administration – Political Balance Report by Head of Legal, Democratic, Digital & Customer Services	p
7.	Establishment of Programme Board Report by Head of Legal, Democratic, Digital & Customer Services	p
8.	Funding Contribution to the Jo Cox Foundation Report by Head of Legal, Democratic, Digital & Customer Services	p
9. **	Inverclyde Task Force Update Director, Environment & Regeneration	p
REMITTS FROM COMMITTEES		
10.	Treasury Management – Annual Report 2023/24 – Remit from the Policy & Resources Committee Report by Head of Legal, Democratic, Digital & Customer Services	p
11.	Management Rules for Parks in Inverclyde – Remit from the Environment & Regeneration Committee Report by Head of Legal, Democratic, Digital & Customer Services	p
<p>The documentation relative to the following item has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I of Schedule 7A of the Act as detailed in the minute of the relevant Committee, Sub-Committee or Board.</p>		
NEW BUSINESS		
12.	Business in the Appendix	
<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>		

If you are participating in the meeting, you acknowledge that you may be filmed and that any information pertaining to you contained in the recording or live-stream of the meeting will be used for webcasting or training purposes and for the purpose of keeping historical records and making those records available to the public. In making this use of your information the Council is processing data which is necessary for the performance of a task carried out in the public interest. If you are asked to speak at the meeting then your submission to the committee will be captured as part of the recording or live-stream.

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

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

Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Chief Social Work Officer	Report No:	FC/02/2024/JH
Contact Officer:	Jonathan Hinds Chief Social Work Officer Inverclyde Health and Social Care Partnership	Contact No:	01475 715282
Subject:	Chief Social Work Officer Annual Report 2023-24		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 There is a requirement on each Local Authority to submit an annual Chief Social Work Officer (CSWO) report to the Chief Social Work Advisor to the Scottish Government. This enables the Chief Social Work Advisor to present a national picture of the social work profession and practice which in turn influences the development of social work practice and delivery.
- 1.3 The Chief Social Work Officer Annual Report 2023-24 at Appendix 1 seeks to provide an overview of the delivery of social work and social care services in Inverclyde. The report includes an overview of governance and accountability arrangements and examines service quality and performance of children and families, adult services and justice social work.
- 1.4 As with previous reports, the annual report for 2023-24 seeks to highlight the positive work undertaken and the continued strong track record of participation and consultation with the communities of Inverclyde, as well as considering the challenges and priorities for the year ahead.

2.0 RECOMMENDATIONS

- 2.1 Members of Inverclyde Council are asked to note the content of the Chief Social Work Officer Annual Report 2023-24 and approve its submission to the Office of the Chief Social Work Advisor to the Scottish Government.

Jonathan Hinds
Chief Social Work Officer

3.0 BACKGROUND AND CONTEXT

- 3.1 The requirement for each Council to have a Chief Social Work Officer (CSWO) was initially set out in section 3 of the Social Work (Scotland) Act 1968 and is also contained within section 45 of the Local Government etc. (Scotland) Act 1994. The role of CSWO in Inverclyde is currently fulfilled by the Head of Children & Families and Justice.
- 3.2 The role of the CSWO is to ensure professional oversight of social work practice and service delivery. This includes professional governance, leadership and accountability for the delivery of social work and social care services, whether provided by the local authority or purchased through the third sector or independent sector.
- 3.3 The CSWO Annual Report has been prepared in line with national guidance: 'The Role of the Chief Social Work Officer' (Scottish Government: 2016). This report also fulfils the statutory requirement for each CSWO to produce an annual report on the activities and performance of social work services within the local area.
- 3.4 The CSWO Annual Report for 2023-24 provides information on the statutory work undertaken on the Council's behalf, including a summary of governance arrangements, service delivery, resources and workforce.

4.0 PROPOSALS

- 4.1 CSWOs produce annual reports, based on a template agreed with the Office of the Chief Social Work Advisor. This focuses on local governance arrangements, service delivery, resources and workforce.
- 4.2 The annual report will be submitted to the Office of the Chief Social Work Advisor and, along with reports from all other CSWOs in Scotland, will be used to prepare a national overview in due course.

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
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

Provision of statutory social work services requires appropriately qualified and skilled staff; analysis of activity and demand is intended to inform future service planning to continue to meet statutory duties.

5.4 Human Resources

N/A

5.5 Strategic

N/A

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.
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. Provide any other relevant reasons why an EqIA is not necessary/screening statement.

(b) Fairer Scotland Duty

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

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

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

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

5.7 Environmental/Sustainability

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

Has a Strategic Environmental Assessment been carried out?

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

5.8 Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
x	NO – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

6.0 CONSULTATION

6.1 The CSWO Annual Report has been informed by information provided by managers across the HSCP; members of the HSCP Senior Management Team have also been consulted on the report content.

7.0 BACKGROUND PAPERS

7.1 None.

Appendix 1



Inverclyde Health and Social Care
Partnership (HSCP)

Chief Social Work Officer (CSWO) Report
2023 - 2024

Greenock Ocean Terminal, Inverclyde's new cruise ship visitor centre and community facility was officially opened on 25 August 2023. The project, led by Inverclyde Council, is part of the £1 billion Glasgow City Region City Deal funded by the Scottish and UK governments, with contributions from Peel Ports and the George Wyllie Foundation via Dunard Fund. The facility features an arrivals and departures hall, Scott's restaurant and bar, and the Wyllieum, an exhibition and gallery space due to open in 2024, paying tribute to famous artist George Wyllie who worked in Greenock and lived in Gourock.

Photo: David Barbour Photography

Find out more about what Inverclyde has to offer at discoverinverclyde.com

This document can be made available in other languages, large print, and audio format upon request.

Arabic

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

Cantonese

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

Gaelic

Tha an sgrìobhainn seo cuideachd ri fhaotainn ann an cànanan eile, clò nas motha agus air teip ma tha sibh ga iarraidh.

Hindi

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

Kurdish

Li ser daxwazê ev belge dikare bi zimanên din, çapa mezin, û formata dengî peyda bibe.

Mandarin

本文件也可应要求，制作成其它语文或特大字体版本，也可制作成录音带。

Polish

Dokument ten jest na życzenie udostępniany także w innych wersjach językowych, w dużym druku lub w formie audio.

Punjabi

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

Soraini

ئەم بەلگەنامەیە دەتوانرێت بە زمانەکانی تر و چاپی گۆمره و فۆرماتیکی دەنگی لەسەر داواکاری بەر دەست بکەیت.

Tigrinya

እዚ ሰነድ እዚ ብኸልእ ቋንቋታት: ብዓቢ ፊደላትን ብድምጺ ቅርጽን ምስ ዝሕተት ክቕርብ ይኽእል።

Urdu

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

Ukrainian

За запитом цей документ може бути доступний іншими мовами, великим шрифтом та аудіоформатом.



Inverclyde HSCP, Clyde Square, Greenock, PA15 1NB 01475 715365

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1. Foreword

I am delighted to present the Inverclyde Chief Social Work Officer Annual Report for 2023/24, my second report as Chief Social Work Officer in Inverclyde. This report describes the challenges and achievements over the past year and sets out the next steps in our ambition to deliver vital services for vulnerable people.

This report continues to highlight the hard work, professionalism, knowledge, skills, and experience of the social work and social care workforce. There are several significant pressures facing Inverclyde: an ageing population, increased demand for services, complexity of need, costs of social care, recruitment and retention of staff, new legislation and policy developments, the ongoing impact of the COVID-19 pandemic on our communities and the national cost-of-living crisis, with those living in the most disadvantaged circumstances being hardest hit.

Despite this challenging context, the people of Inverclyde, our workforce and our partners have continued to make positive achievements in supporting the safety, health and wellbeing of local people.

We continue to ensure that the voices of people who use services, as well as their carers, remain at the centre of how we plan and deliver services. We will therefore continue to strengthen good practice and learn from the experiences of people who use our services. For our young people, the Promise remains central to service design and I am extremely proud of the progress they, along with the team, continue to make.

I am incredibly grateful to my social work and social care colleagues across Inverclyde who, along with the local health workforce, have worked exceptionally hard throughout the past year. Their ongoing commitment has shaped how they continue to provide invaluable support to children, young people, families and adults when they need it most and they continue to inspire me. I hope that this report provides a helpful review of the past year, including successes, challenges and our plans for the year ahead.



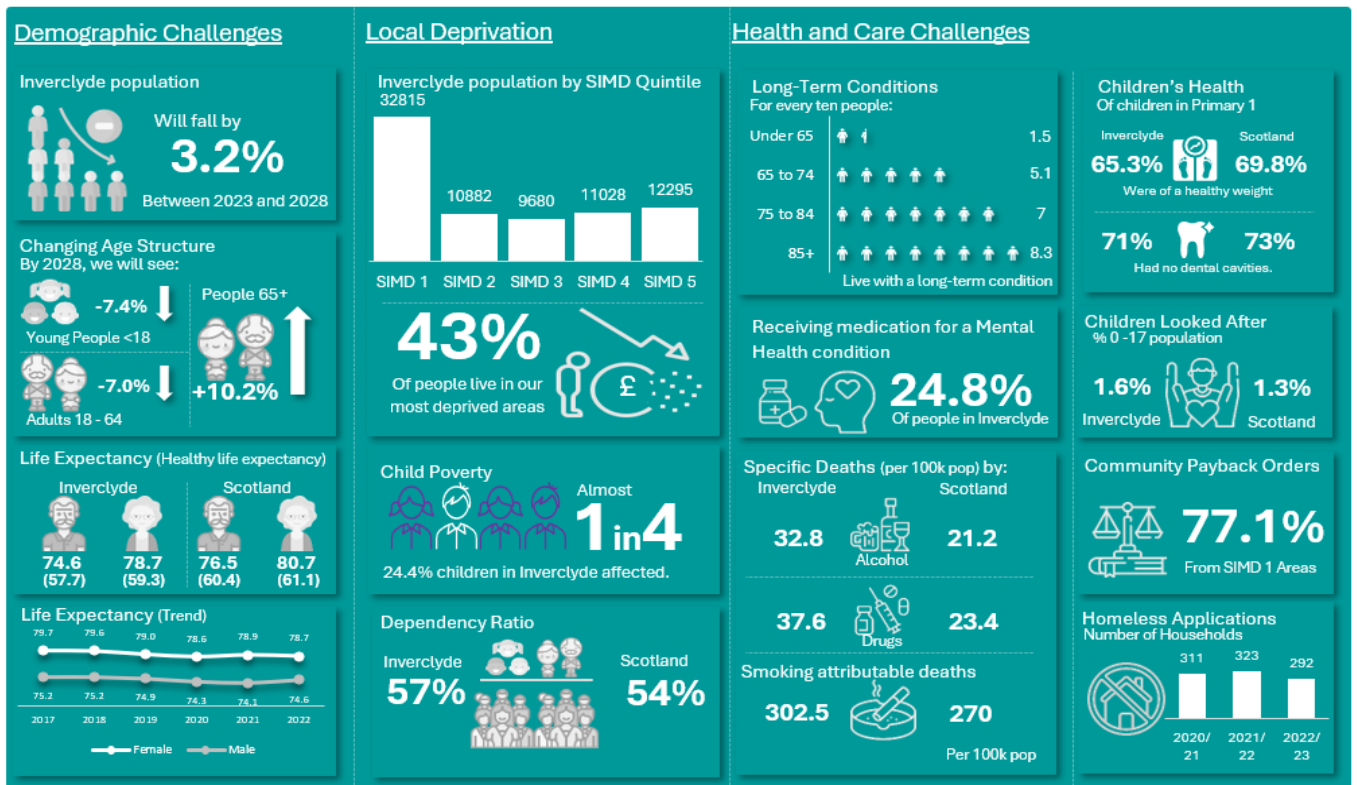
Jonathan Hinds
Chief Social Work Officer

Jonathan Hinds
Chief Social Work Officer

2. Local Profile

Inverclyde today

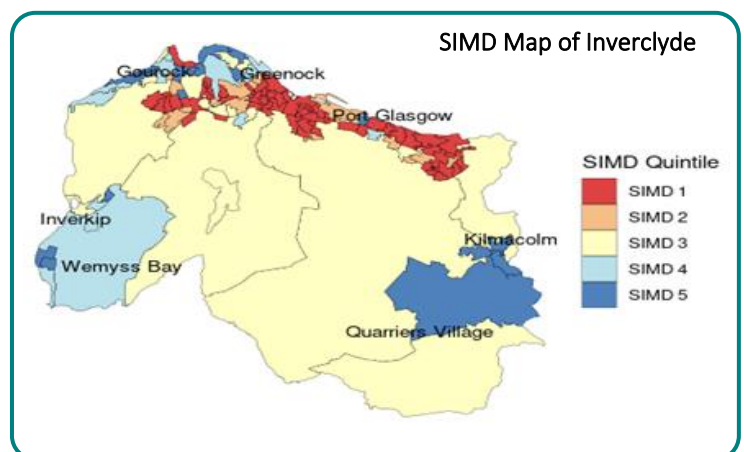
The following section provides some key information about Inverclyde, including local demographics and health and care demographics. A snapshot infographic from our Strategic Needs Assessment is below.



Our local challenges

The level of poverty and inequality in Inverclyde is stark. According to the Scottish Index of Multiple Deprivation (SIMD), the levels of poverty and deprivation in Inverclyde are, proportionately amongst the highest in Scotland. It reports that **43%** of local people live in areas that are among the most deprived in the country (SIMD 1). This is second only to Glasgow, where 44% of the population live in SIMD 1 areas.

People living in those areas are more at risk of the negative impacts of poverty and deprivation. As a result, they are more likely to experience several adverse outcomes, including physical health challenges, complex long-term medical conditions, negative mental health and wellbeing, social exclusion, and food insecurity.



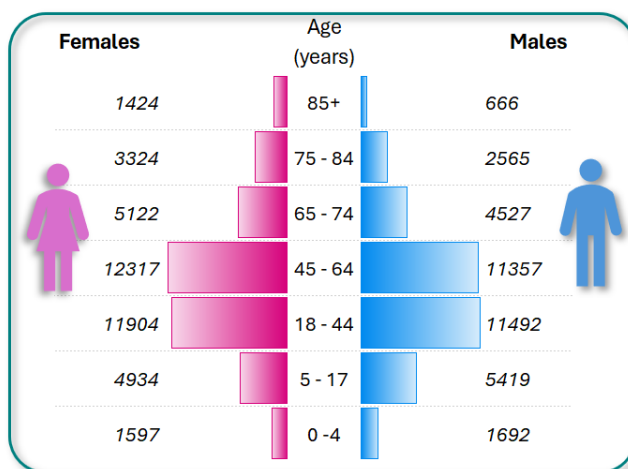
While levels of poverty and deprivation are high in Inverclyde, they are not spread evenly among the population. As the figure above shows, areas of high deprivation are not dispersed across Inverclyde, instead high deprivation areas are clustered across specific communities, particularly in Port Glasgow and the East End of Greenock.

As a result, levels of inequality in Inverclyde are high with many people and communities experiencing significantly less positive social, economic and health and wellbeing outcomes than residents in least deprived areas.

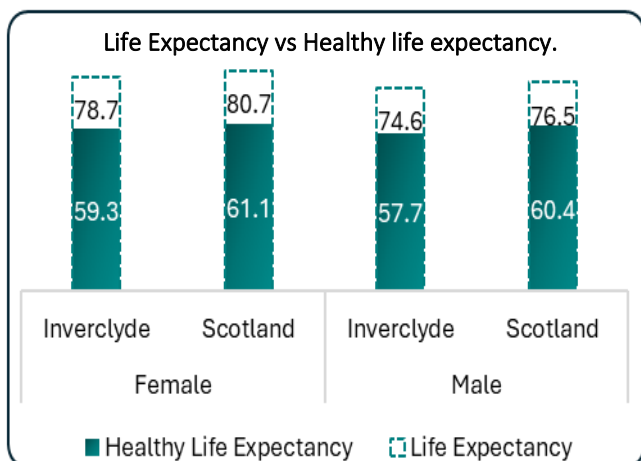
Population

The latest population estimates for Inverclyde were published by National Records for Scotland (NRS) in March 2023, estimating for mid-year 2022.

Overall, Inverclyde had an estimated total population of **78,340**. This accounts for only 1.4% of Scotland's total. Like other places in Scotland, the population of Inverclyde has decreased over the past few years. This is expected to continue with the local population expected to decrease by a further 3.2% by 2028. The image opposite shows the breakdown of the local population by sex and key age group. Overall, females account for **52%** of the local population.



Life and Healthy Life Expectancy



For the latest reporting period, for both men and women living in Inverclyde, their life expectancy is lower than that of the Scottish average. Here, women have a life expectancy of 78.7 years (against 80.7 years across Scotland), with male life expectancy reported as 74.6 years (with 76.5 years reported for Scotland).

Like overall life expectancy, the healthy life expectancy (HLE) of people in Inverclyde is lower than the Scottish average. The healthy life expectancy of females living in Inverclyde is 59.3 years, compared to 61.1 years for Scotland

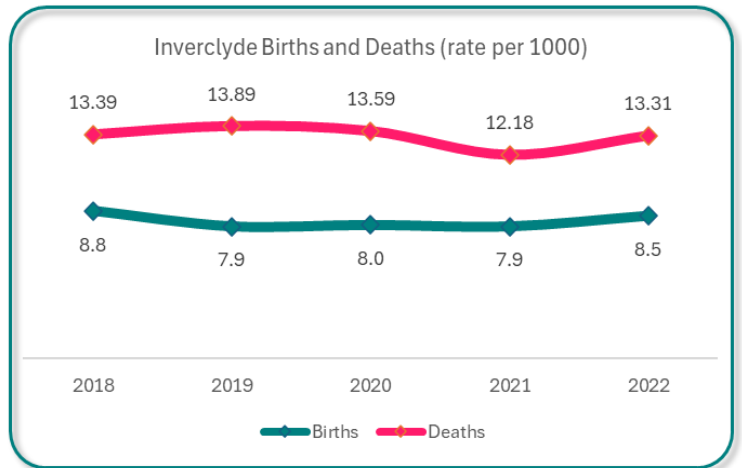
as a whole. Males in Inverclyde have a healthy life expectancy of 57.7 years, again lower than the Scottish figure of 60.4)

Births and Deaths

NRS reported an increase in the local birth rate in Inverclyde, rising to 8.5 births (crude rate per 1,000 of the local population). This is compared to 7.9 reported in 2021. At 8.5, the birth rate in Inverclyde was slightly lower than the overall Scottish figure of 8.6.

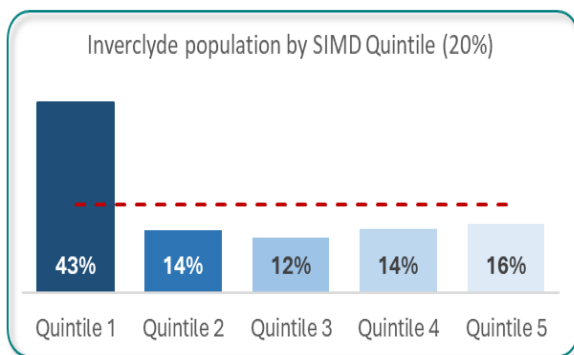
NRS also reported an increase in the rate of deaths in Inverclyde, rising to 13.31 per 1,000 (age-sex standardised rate). This compares to 12.18 per thousand reported in 2021. Again, the rate of deaths in Inverclyde is higher than 11.52 reported for Scotland as a whole.

The chart opposite demonstrates how the Inverclyde death rate has been continually higher than the birth rate over the past five years. This is a contributing factor to the local population decline.



Deprivation

As highlighted above, Inverclyde faces a significant challenge in the form of poverty and deprivation. The most recent SIMD figures (2020) highlight that **43%** of the local population live in areas that are considered the most deprived in Scotland.



The image opposite demonstrates the breakdown of SIMD quintiles in Inverclyde. As highlighted, over 40% of the local population live in the most deprived quintile, with the rest of the population more evenly distributed across the other four.

In addition, child poverty in Inverclyde is amongst the highest in Scotland, with almost 1 in 4 (24%) of local young people affected.

Strategic Direction

Within its strategic plan for 2019-24, Inverclyde Integration Joint Board (IJB) set out Six Big Actions (below) to achieve our ambitions and vision. This plan set the direction for how we would deliver services to improve the health and wellbeing of local people. The Big Actions gave a focused view of Inverclyde's health and care priorities and how services would support our communities.

<p>Big Action 1: Reducing Inequalities by Building Stronger Communities and Improving Physical and Mental Health</p>	<p>Big Action 2: A Nurturing Inverclyde will give our Children and Young People the Best Start in Life</p>	<p>Big Action 3: Together we will Protect Our Population</p>
<p>Big Action 4: We will Support more People to fulfil their right to live at home or within a homely setting and Promote Independent Living</p>	<p>Big Action 5: Together we will reduce the use of, and harm from alcohol, tobacco and drugs</p>	<p>Big Action 6: We will build on the strengths of our people and our community</p>

These big actions reflected conversations with people across Inverclyde including staff; those who use our services including carers; and our children and young people. Within Inverclyde we fully support the national ambition of ensuring that people get the right care, at the right time, in the right place and from the right service or professional.

The five-year plan was refreshed throughout 2022/23 to reflect updated priorities and key deliverables for 2023/24. The refreshed plan retained the Six Big Actions which link clearly with the nine National Outcomes for Scotland and the National Outcome Framework for Children, Young People and Community Justice. The refreshed plan and associated documents can be accessed here [Strategies, Policies and Plans - Inverclyde Council](#)

This refreshed Strategic Plan and associated Implementation Plan and Performance Framework led the IJB forward for 2023/24 and the next Strategic Plan and it is agreed priorities will inform the direction of Inverclyde HSCP over the next three years (2024-27).



Within the past year, Inverclyde Children's Service Partnership published their Integrated Children's Services Strategic Plan for 2023-26 which included an improvement plan focussed on the key outcomes they hope to realise for children, young people, and families by working together.

This Children's Services Plan builds on what worked well in the previous plan (2020-23) and planning what can be improved further. Through the lifetime of this plan the key focus remains progressing the delivery of more integrated services wherever possible and working together to support children and their families in Inverclyde. <https://www.inverclyde.gov.uk/assets/attach/16822/07-Inverclyde-Children-s-Services-Plan-1-003-DDA-Compliant.pdf>

3. Governance, Accountability and Statutory Functions

Role of the Chief Social Work Officer

Local authorities are required, under Section 3 of the Social Work (Scotland) Act 1968, to appoint a professionally qualified Chief Social Work Officer (CSWO). The CSWO is a 'proper officer' of the Council and the role in Inverclyde is fulfilled by the Head of Children & Families and Justice.

The role of the CSWO is to provide a strategic and professional leadership role in the delivery of social work services. The CSWO ensures professional oversight of social work practice and service delivery. This includes professional governance, service improvement, leadership and accountability for the delivery of social work and social care services, whether provided by the local authority or purchased through the third sector or independent sector. Social work services are delivered within a framework of statutory duties and powers and are required to meet national standards and provide best value.

Delivery of Statutory Functions

The CSWO has specific responsibilities in respect of statutory decision making and ensuring the provision of appropriate advice in the discharge of a local authority's statutory functions. The CSWO also has oversight of practice standards relating to services delivered by registered social workers, which will involve public protection and/or the restriction of individual liberty. This requires consideration of individual circumstances, regarding rights, risks, needs and capacity. These judgements are rarely simple, and often require taking account of a range of issues, including the risks to the wider community.

These legislative provisions include the placement of children in secure accommodation, transfers of children subject to supervision requirements, adoption, fostering, Community Payback Orders, statutory interventions linked to the Mental Health Officer role, Adults with Incapacity measures and the protection of children and adults at risk.

It has long been recognised nationally that the role of the CSWO is an increasingly complex one and recent years have seen several additional duties and responsibilities added to the role, within the context of most CSWOs holding a full remit in respect of professional leadership for key service areas and increasingly general management responsibility for often complex, integrated services. As such, from a local context, with the retirement of the interim Head of Public Protection, it is intended to review social work leadership arrangements to strengthen oversight of areas of legislative responsibility across all areas of social work including adults, children and justice social work. This will reflect the local commitment to high quality, social work practice based on upholding rights, managing risk, improving governance, accountability and outcomes for local communities.

Key legislation relevant to the Chief Social Work Officer responsibilities is noted below.

Social Work (Scotland) Act 1968	Children (Scotland) Act 1995
Criminal Procedure (Scotland) Act 1995	Adults with Incapacity (Scotland) Act 2000
Mental Health (Care and Treatment) (Scotland) Act 2003	Adult Support and Protection (Scotland) Act 2007
Children's Hearings (Scotland) Act 2011	Social Care (Self Directed Support) (Scotland) Act 2013
Children and Young People (Scotland) Act 2014	Public Bodies (Joint Working) (Scotland) Act 2014
Mental Health (Scotland) Act 2015	Community Justice (Scotland) Act 2016
Carers (Scotland) Act 2016	Domestic Abuse (Scotland) Act 2018
Duty of Candour (Scotland) Regulations 2018	Health and Care (Staffing) (Scotland) Act 2019
Children (Scotland) Act 2020	

This will be further augmented during the next year with the Children (Care and Justice) (Scotland) Bill, the United National Convention of the Rights of the Child (Incorporation) (Scotland) Act 2024 and updated national Guidance for Child Protection in Scotland.

The CSWO meets at regular intervals with the Chief Executive of the Council about matters relating to the delivery of social work and social care and is a non-voting member of the Integrated Joint Board (IJB) and a member of the HSCP Strategic Planning Group (SPG).

In representing the unique contribution of social work services in the delivery of public protection, the CSWO attends the Inverclyde Public Protection Chief Officers Group (PPCOG) to provide professional advice. During the past year, the Terms of Reference for the PPCOG were reviewed, whilst members approved and reviewed action plans from learning reviews, alongside providing collective and accountable strategic leadership, governance and oversight of public protection arrangements across Inverclyde.

The CSWO has further responsibilities within local public protection arrangements including as Chair of Inverclyde Child Protection Committee, a member of the Adult Protection Committee and the North Strathclyde Multi-Agency Public Protection Arrangements (MAPPA) strategic oversight group.

4. Service Quality and Performance

How social work services are improving outcomes for children, young people and families

Request for Assistance (RfA) Team

The focus of the Request for Assistance team is to provide a first point of contact for referrals to children and families social work, undertaking initial assessments and supporting families to get the right help at the right time.

During 2023/24, the team undertook 1,642 initial assessments, an increase of 284 compared to the previous year. In addition, the team provided initial advice and guidance to families on 301 occasions, compared to 480 occasions in 2022/23. The RFA team attended 41 'Team Around the Child' meetings where they supported multi-agency planning and assessment as part of the GIRFEC pathway. In addition, the team provided initial assessments and support to unaccompanied asylum-seeking children arriving in Inverclyde via the National Transfer Scheme or unaccompanied young people coming to Inverclyde via other routes.

	2023/24	2022/23
Initial Assessments Completed	1,642	1,358
Advice to families	301	480
Initial Referral Discussions	171	175
No further social work input	1,086	1,010

As work progressed in the redesign of early help services, utilising the Whole Family Wellbeing Fund, the team focussed on improving how families are identified and supported to access the most appropriate services in relational ways that are timely, sustainable, non-stigmatising and needs-based with a focus on systemic whole family wellbeing.

As part of the local whole family wellbeing response, an Early Help Hub was developed as a pilot, with the aim of improving cross-sectoral, trauma-informed access to services that build capacity in children, young people and families. The hub is being implemented in partnership with Educational Psychology colleagues and a Therapeutic Intervention Worker and, following evaluation, is expected to be fully implemented later in 2024.

Earlier Help and Family Support

During 2023/24, children's services continued to develop early help and support; this included additional funding to enhance provision by Homestart to scale up support to families with at least one child under five years old. Over the past year, the service focussed on the following:

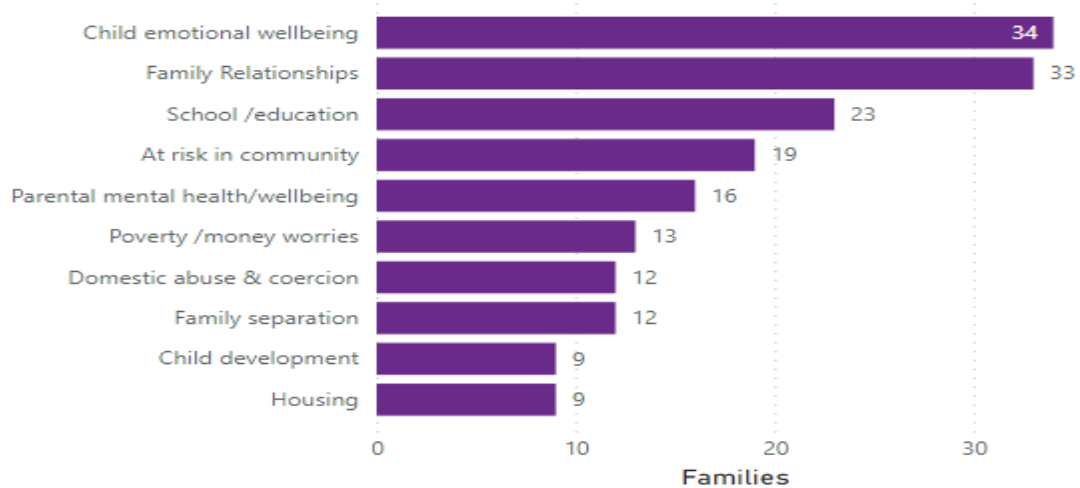
- Early intervention/prevention and empowering parents to self-manage, with support and guidance to achieve better health and wellbeing outcomes for each family.
- Providing opportunities for increased social inclusion, peer support and reduced loneliness.
- Providing emotional support and increase resilience, offering parents support to take steps to get involved in their local communities and strengthening social bonds.
- Recruit and train new local volunteers to provide practical and emotional support to vulnerable families.
- Deliver weekly groups, providing peer support to vulnerable families, increasing resilience.
- Provide one to one support as needed to increase community engagement and improve wellbeing.
- Provide training and development opportunities to all families and volunteers through partnership working.

One to One support was provided through a range of approaches including individual peer groups and community activities such as buggy walks. A range of parenting and training opportunities were provided including Mellow Bumps (7-week antenatal course for parents), CAP Money Course (money coaching), Equip for Life (to build confidence and self-worth) and Blank Canvas (supporting maternal mental health).

Using an individualised peer approach which included training 29 volunteers, a total of 161 families were supported during 2023/24 to access a range of supports including mental health and wellbeing, housing, literacy, nursery engagement and welfare benefits. Workers also supported families who required more intensive and/or regular support. Weekly groups included perinatal wellbeing, a parent group, family groups, a New to Scotland group and a dedicated Dad's group on behalf of the HSCP.

A further key partnership continued to develop over the past year, with the Children 1st Family Wellbeing project, co-located with the Request for Assistance (RfA) social work team. Here, they connected with families where there was no requirement for formal social work intervention. This approach provided additional early help and family support within a relational practice and strengths-based model. Over the past year, 84 young people were introduced to the service, most of whom were aged 12–15-years old, with school/education, parental mental health, family relationships and being at risk in the community (contextual safeguarding) the most common areas of concern.

Top 10 Challenges for families



Meanwhile, Family Group Decision Making (FGDM) provided by Children 1st worked with 14 families and a further 18 families participated in restorative family meetings. This approach has been informed by the national guidance for Part 12 of the Children and Young People (Scotland) Act 2014 which includes 'principles of collaboration, participation and dignity, involvement and informed choice', allowing the family to be a part of the solution.



64 Inverclyde children and families supported by the Financial Wellbeing Service



A total of £12,091.99 of debt managed.



A total of £50,773.48 income maximised.

Inverclyde communities were also particularly affected by the cost-of-living crisis. As such, financial wellbeing support, as part of the Children 1st Family Wellbeing Service, was offered to 64 families, with over £50,000 income maximised.

Furthermore, Children 1st Bide Oot (the only partnership between a children's charity and outdoor

education centres) offered families the opportunity to experience the benefits of bringing together outdoor education and long-term family support. During the past year, four Inverclyde families attended Bide Oot, to strengthen relationships, build confidence, and to support long-term positive benefits for mental health, relationships and emotional wellbeing.

Following the residential weekend, Children 1st family wellbeing teams continued to support families to improve their relationships to build their capacity and to stay connected to activities in their local areas.

Child Protection

Over the past year, 87 child protection investigations were undertaken involving 150 children. This is slightly lower than last year, when 95 child protection investigations were undertaken, involving 144 children.

The average number of children on Inverclyde Child Protection Register (CPR) over the past year was 34, albeit this can increase or decrease slightly in relation to larger or smaller families joining the register. Inverclyde is slightly above the Scottish average for the number of children on the child protection register (3 per 1,000 of the population aged 0-15 years compared to the Scottish average of 2.3 per 1,000 of the population aged 0-15 years) based on national data for 2023. During 2023/24, 97% of children were included on the child protection register for less than one year and 64% were included for less than six months.

The number of children whose names were removed from the child protection register (de-registrations) remained similar to the previous year, with an average of 15 de-registrations taking place per quarter. The number of children who were re-registered within 12 months of being de-registered increased marginally. The local multiagency Oversight of Complex Cases Group reviewed children who remain on the register for a longer period or were re-registered and found that this reflects the complexity of some family situations, where intergenerational trauma can often impact on recovery from harm. In a small number of cases, the group recognised the need for services to plan for different levels of support throughout childhood.

Parental mental health difficulties, parental drug use and domestic abuse remain the main categories of recorded concern. Neglect, which is high on the national average of categories of concern, features as a consequence of other categories of concern and activity into the next year will focus on how neglect can be better recognised as a primary concern. Meanwhile, further work around recognising neglect was undertaken in 2023/24 and this will be developed on a multi-agency basis over the next year, reflecting the ongoing impact of the cost-of-living crisis on many families in Inverclyde.

Inverclyde Child Protection Committee (CPC) is a locally based, multi-agency strategic partnership responsible for the design, development, publication, distribution, implementation and evaluation of child protection policy and practice across Inverclyde. The CPC met quarterly over the past year and led on oversight of quality assurance of multi-agency practice, to ensure that performance measures lead to improving outcomes for children and young people. CPC recently launched a redesign of our core sub-groups (which support CPC business) to ensure they reflect local strategic priorities, informed by local child protection data, to enhance earlier interventions to families in need. Further information will be reported on within the CPC Annual Report for 2024.

Scottish Child Interview Model (SCIM) and Bairns' Hoose

Formed in 2019 as a pilot area for the Scottish Child Interview Model (SCIM), the North Strathclyde Partnership includes Inverclyde and three other local authority areas. This brought together a co-located team of police, social workers and the Children 1st trauma recovery team, using the Barnahus European Promise Standards. The Barnahus model is underpinned by the UN Convention of the Rights of the Child to deliver a trauma responsive, rights-based and recovery focussed approach from the point children disclose abuse or harm, with a purpose being to avoid children having to give multiple interviews with different agencies in different locations.

The SCIM pilot aims to ensure that:

- joint investigative interviews of children (where there is a suspicion of criminality on the part of an adult) are conducted in a trauma informed manner.
- children and their non-abusing care giver have access to support and advice with an opportunity to express their views, needs and concerns to inform a best evidence approach.
- all interviews take place in a safe child friendly, age-appropriate way that considers any developmental or additional needs.
- all children and their families will receive the practical and emotional support they require to recover.

In 2023/24, a total of 36 interviews were undertaken with children and young people from Inverclyde. On average, interviews took place within six days of the referral being submitted to the Child Interview Team. An evaluation of Joint Investigative Interviews as evidence in justice proceedings is currently underway.



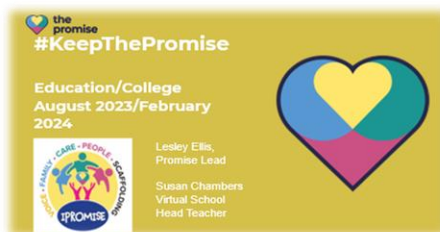
Furthermore, the partnership opened the first Bairn's Hoose in Scotland, in August 2023. Here, holistic support provides the child and their family with trauma-sensitive care and safety planning. This model will continue to support children from Inverclyde to be supported and to feel comfortable within a private, calming and welcoming environment.

The Bairns Hoose also enables Joint Investigative Interviews to be recorded, where they can be used as evidence-in-chief, avoiding the child retelling their story and being further traumatised by the court process. Work continued over the past year to provide live links to Court, to enable cross examination that is age appropriate, relevant, trauma sensitive and asked in a way that the child will most likely understand, ahead of a live Court hearing or trial. This can enable the child to avoid long waits for a case to go to Court, which can make it even more difficult for a child to recover.

iPromise

In Inverclyde, the strategic direction and purpose was governed by the iPromise Board, chaired by the Council Chief Executive and three young people. The iPromise team are responsible for ensuring the voices of all children and young people are heard at the Board, promoting Inverclyde's well-established pledge to #nothingaboutuswithoutus.

HSCP and Council Education teams continued to work together to raise awareness of the Promise and specific education outcomes from plan 21-24 were extended from primary and secondary education to West College Scotland, who are now represented on iPromise Board.





In May 2023, the iPromise team were nominated for the 2023 Pride of Inverclyde awards and received highly commended outstanding achievement for the previous year.

In August 2023 we held a large community event, following on from event held in 2022 when the iPromise team introduced The Promise to the wider community to raise awareness. This was a joint venture with Proud2bactive.

iPromise in Hearings

As part of our work to improve the experience of children and young people in children's hearings, an event was held in the Beacon with 53 in attendance. The purpose was to provide an opportunity for relationship building with all partner agencies and to discuss how we improve our hearings for our children, young people and families. Each person was invited to discuss their role in preparing for a hearing and then topics. We shared views of our young people as to how we can do better.



Language awareness - Podcasts

Due to the improvement to language around care experience, the iPromise Team participated in a podcast to share how language has been changed in assessments and the impact this has had on young people.

Link: [Lesley and Erin from Inverclyde talk about the negative impact language can have on young people](#)



The LENS Project

During 2023/24, the HSCP partnered with The LENS to develop an 'Ideas to Action' Programme which supports Inverclyde's vision and ambition to deliver The Promise and improve outcomes for our children and young people. As part of the programme, the HSCP pledged £50,000 to develop and test up to six ideas.





From an initial launch event in September 2023, attended by over 60 social work, health and education staff, 12 applications were submitted by staff for the Ideas to Action Programme and shortlisted by a Project Team. Six ideas were chosen for the developing ideas workshops which focused on business storytelling, modelling and value proposition, prototyping and securing investment. There were also opportunities for local children, young people and families to be involved in the project design.

The workshops led to an Investment Event in December 2023, where each team pitched their idea to an investment panel. Six ideas were presented, and all had development potential, with financial investment being provided to four:

- ★ **Feel Good Fund:** create bespoke experiences in our children's houses by investing in relationships, equipment and activities where anything is possible.
- ★ **Home from Home:** provide improved family time space as a 'home from home' for relationships to thrive in an environment made for families.
- ★ **The Practice Pad:** provide independent living skills to our young people at an earlier stage and support them to practice living on their own in a safe, supported environment, before they take on a tenancy.
- ★ **Throughcare Hub:** a person-centred, flexible, and supportive environment for young people to learn new skills, gain qualifications and grow in confidence at their own pace.

The other ideas, which will be organisationally supported are:

- **Connected 2 Care:** earlier, meaningful relationships with our families, bridging the disconnect, building trust, resilience, and support before crisis.
- **It Takes a Village:** a community-based approach to provide practical support, life skills and ongoing nurturing, to support our young people as they navigate their own lives.

Award

Aileen Wilson, Team Lead for Residential services, won the Inverclyde HSCP Leader of the Year award in February 2024. This award qualified Aileen to be shortlisted for the wider NHSGGC Celebrating Success Staff Awards for Leader of the Year. This was a well-deserved accolade in recognition of Aileen's commitment to delivering the Promise and improving outcomes for the children and young people of Inverclyde.



Fostering

By the end of 2023/24, there were 26 fostering households in Inverclyde, caring for 38 fostered children and young people. Across Scotland, the demand for foster carer placements continued to present significant capacity challenges; locally, awareness activity included media and digital campaigns to encourage people to consider becoming foster carers for Inverclyde children. The team worked alongside third sector colleagues to reach a wider audience. In the next year, further targeted activity will promote fostering to the registered workforce in Inverclyde to become short break carers.

In August 2023, the Scottish Recommend Allowance for foster carers and kinship carers was introduced nationally and backdated to 1 April 2023. This followed the introduction, in 2022/23, of a 25% uplift in fostering fees introduced locally which takes Inverclyde foster carers above the set rate all local authorities must pay. Our foster carers continued to play a vital role in supporting children and young people by providing them with a loving home and a nurturing family environment.

Adoption

During the pandemic, the number of people who enquired about becoming adoptive parents increased, however the number of children whose permanency plans progressed did not increase at the same rate due to the significant impact of the pandemic. The number of approved adopters continued to be higher than the number of local children seeking adoptive families during 2023/24. In response, the service focussed on supporting front line workers to progress children's permanence plans through legal processes, whilst re-assessing family circumstances and ensuring parents or carers had the opportunity to take part in parenting capacity assessments. Mentoring support from the adoption team enabled new workers to develop their skills to undertake this work. The model has improved certainty around outcomes for children and, with this intensive support, children who have been looked after and cannot return home will have more timely, accurate assessments around their future needs. This approach will enable children to have permanent families at a younger age and enhance the number of local foster carers.

Inverclyde Adoption and Permanence Panel, led by an independent Chair, comprises a medical advisor and a legal advisor as well as Panel members from a range of professional backgrounds or with relevant direct experience. During 2023/24, our Panel included senior social work and health managers, an Educational Psychologist, Education Services representative, our Children's Rights Officer and an adoptive parent.

The Panel registered plans for children who required to be cared for out with their birth family, approved prospective adopters and foster carers, and approved matching between prospective adopters and children as well as reviewing foster carers, their development needs and supports.

Kinship

The kinship care service continued to see a further increase in the number of formal and informal kinship carers, reflecting a three-year trend. By the end of 2023/24, there were 100 formal kinship carers caring for 132 children and young people in Inverclyde, around half of whom were informally looked after by kinship carers, without the need for a formal, statutory Order.

The service offered ongoing support to all carers and provided access to the Family Ties support group, financial advice, family outings and events over the course of the year. Training was provided to kinship carers and input at support groups from other partners included alcohol services and the Kinship Care Advice Service for Scotland, (KCASS).

The local Kinship Panel continued to review kinship carers and to ensure that carers' incomes were maximised, and other supports provided. Meanwhile, as part of continuous improvement, the views of kinship carers were sought throughout the year via email, text messages and surveys.

Supporting Young People

Within Inverclyde, 115 young people were eligible for throughcare, continuing care and aftercare support, with 97 people being actively supported in 2023/24. The team continued to support young people in a relational way to increase their self-esteem and develop positive options as they move towards independence in adulthood. Access to training, education and/or employment opportunities, as well as practical and financial skills helped to create a safe environment for young people.



115 young people eligible for Throughcare and 97 young people engaged with the team

The team has five transition flats and over the past year, young people were supported to develop independent living skills to prepare them to take on their own tenancies.



A further 19 young people were supported by Continuing Care.

Intensive supports across evenings and weekends were also expanded during the last year to include young people from the age twelve on the edges of care. The service also supported young people who successfully moved on to further education settings outside Inverclyde.

The service has established, strong links with partners in education and housing services who have supported individual plans for young people and enhanced key relationships.

Moving into 2024-25, the service will enhance and expand continuous access to supports based on the views and needs of young people to improve their opportunities and outcomes.

Throughout 2023/24, the Throughcare team supported our Unaccompanied Asylum-Seeking Children (UASC) and young people, including ensuring access to English for Speakers of other Languages (ESOL) classes. A drop-in service at evening and weekends has enabled some young people to access supports, however the team will engage with and consult young people in the next

year to better understand the barriers they experience accessing services to help shape our future delivery model.

During 2023/24, our partnership with Action for Children brought the Sidestep Project to Inverclyde for young people aged 11-18 years who may be at risk of involvement in serious organised crime, being coerced or manipulated into criminal exploitation. Through 1:1 and group sessions, young people have been able to take part in focussed work to identify the young person's needs and interests and create an individual action plan to provide intensive targeted support, offering diversionary activities. The project also works alongside families to address vulnerabilities and strengthen family relationships to help reduce the risk of young people becoming involved in organised crime or exploitation.

Disabled Children and Young People

The longer-term impact of Covid-19 continued to be evidenced over the past year, in terms of both children and young people with disabilities and community-based organisations. The service continued to see a high number of families seeking assessment and support which was reflected in higher rates of crisis and supporting more families experiencing greater complexity. Self-directed support as an empowering approach for families continued to be promoted, however limited availability of service providers and staff presented challenges for families over the past year. Nevertheless, more families accessed self-directed supports during the past year, with other children accessing residential short breaks.

Meanwhile, over 40 children and young people accessed community short breaks and social opportunities via our commissioned third sector partner. A key focus over the past year was engaging with other care providers to respond to the very small number of children and their carers requiring intensive packages of care at home or away from home. This will continue to be a priority area in the next year, alongside working with partners to reduce the number of disabled children and young people experiencing avoidable hospital admissions or becoming looked after and accommodated.

Unaccompanied Asylum-Seeking Children (UASC)

During 2023/24, services supported a small number of children and young people who arrived in the UK without family support, via the National Transfer Scheme (NTS), where local authorities across the UK participate to provide support and protection. The increasing number of unaccompanied children arriving in the UK, as well as the High Court ruling that unaccompanied young people should not be placed in hotels, meant that there was increased demand for care placements.





A working group has continued to meet monthly to review demand, best practice and interagency support for young people. This has supported closer working relationships between HSCP children and families and New Scots teams, whilst wider working relationships and multi-agency supports were also continually developed, including with Guardianship Scotland, advocating on behalf of young people who may have been trafficked.

How Social Work Services are improving outcomes for adults

Statutory mental health services

Demand for mental health services within Inverclyde continued to be high over the past year and Mental Health Officers (MHO) provided a critical role in keeping people safe. This is a statutory role as defined within the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000.

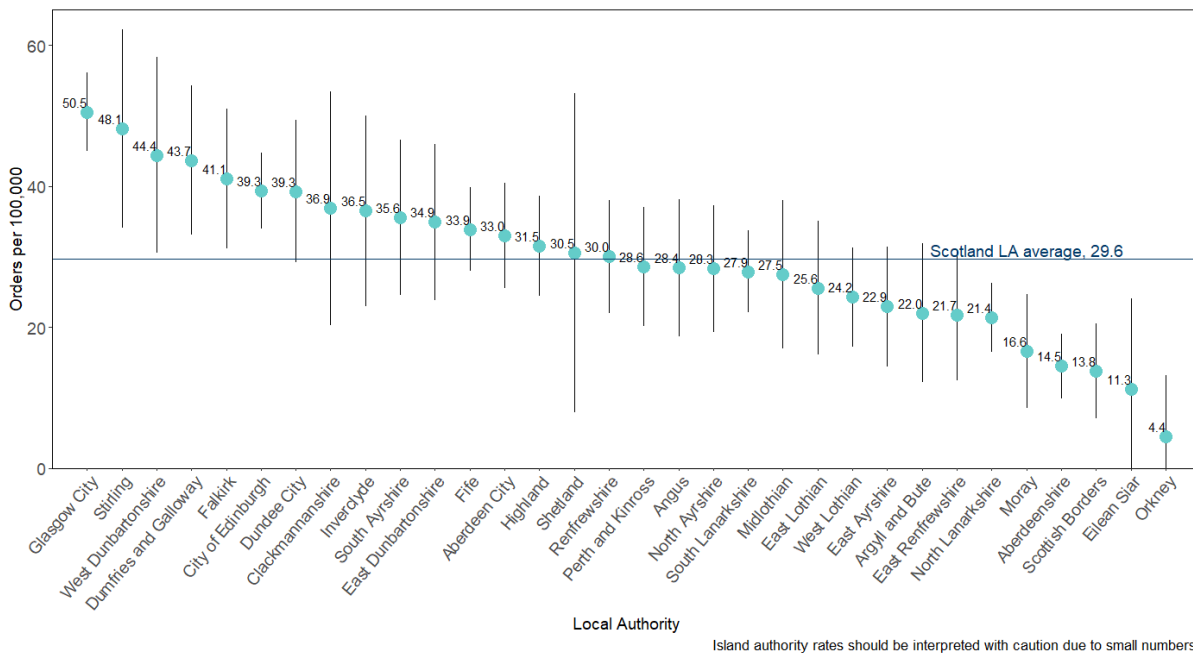
The MHO service saw an increase in private and local authority Adults with Incapacity Act (AWIA) applications, time-limited Guardianship orders and more complex multiple tribunals for Mental Health Act (MHA) work.

-  209 Guardianships: welfare and finance.
-  46 Local Authority Orders with a designated MHO.
-  163 Private Orders with a named MHO.
-  MHOs operate a weekly monitored waiting list.

A waiting list initiative introduced last year improved the outcomes for individuals seeking to take on Guardianship roles. Meanwhile, a dedicated team member attended weekly delayed discharge planning meetings to take forward cases which require MHO intervention.

Inverclyde, like many other areas, saw an upward trend in Mental Health Act activity over the past year. Immediate response was provided for Mental Health Act assessments, whilst out of hours (OOH) responses were provided via the Glasgow and Partners Emergency Social Work Service.

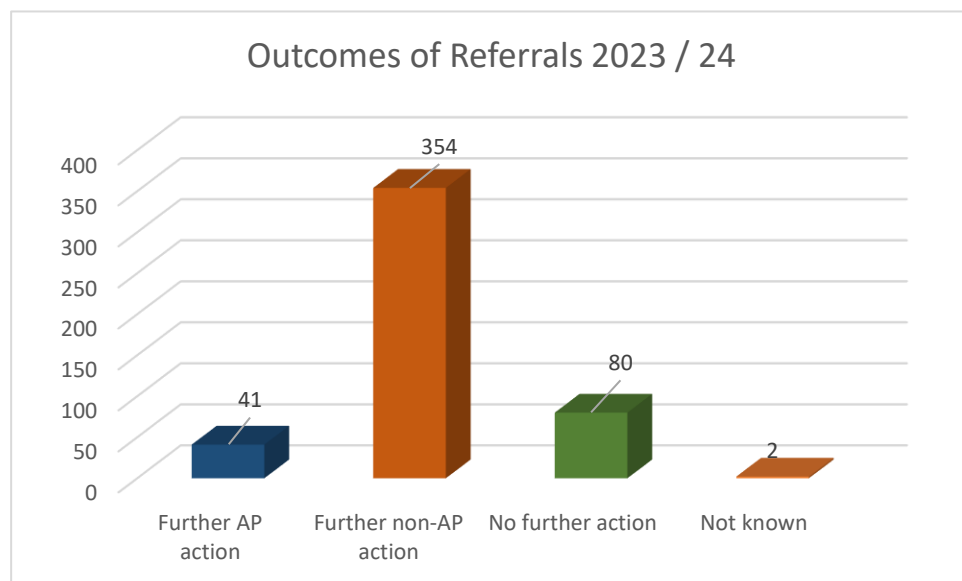
The 2023 Mental Welfare Commission report on Mental Health Act Orders recorded Inverclyde as having higher than average activity across a range of interventions. Inverclyde had rates of Compulsory Treatment Order (CTO) per head of population at 36.5% compared to the Scottish average of 29.6%.



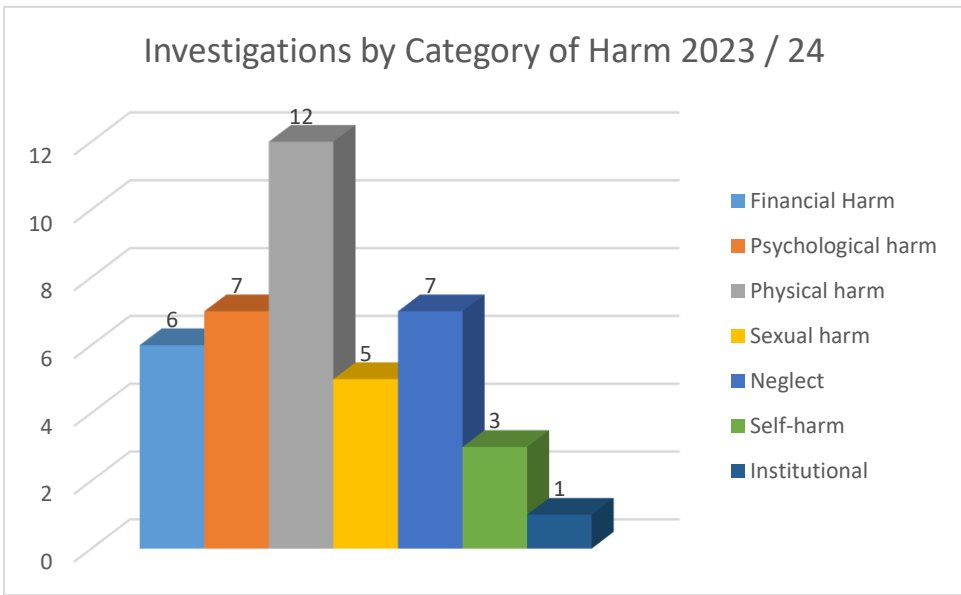
Adult Support and Protection (ASP)

During 2023/24, Adult Support and Protection referrals increased by 53% from the previous year, from 310 in 2022/23 to 477. The number of referrals moving to adult protection investigation continued to reduce, to 8.5% in 2023/24, from 11% in 2022/23 despite overall referrals increasing.

During the last year, a total of 12 case conferences took place, of which seven were initial case conferences and five were review conferences. Of the 477 referrals received, 74% required further action but not under ASP legislation. Of those individuals where an adult protection investigation took



place, 65% were aged over age 65 and 56% were female, with physical harm, psychological harm and neglect being the top three indicators of concern.




Local initiatives during 2023/24 included provision of Distress Brief Intervention, unscheduled care work (including monitoring people who repeatedly attended hospital emergency departments), providing stress and distress training to care home staff, Trauma Informed Practice sessions and Maximising Independence work.

During the next year, the service will work to increase the availability of and access to advocacy services to ensure the voices of a supported person and/or carer are heard, using a trauma informed approach. This will provide an important opportunity to work with local trauma champions to imbed trauma informed practice.

A range of training took place over the last year, including adult protection awareness, financial harm and Council Officer training sessions. Over the next year, work will be taken forward to align with training plans for with child protection colleagues.

Meanwhile, the development of the Inverclyde ASP Learning and Development Strategy for 2024-26 will provide a pathway where multi-agency staff can access in-house training and externally provided learning and development opportunities.

-  Nine Adult Protection Awareness sessions.
-  Six Financial Harm sessions.
-  Two Hate Crime sessions.
-  Two Council Officer (five-day training sessions).
-  Two Council Officer refresher training sessions.

Within Inverclyde, the Community Mental Health Service includes a number of teams who provided a range of services to local communities over the past year.

The Primary Care Mental Health Team (PCMHT) is an integrated service which provided short term interventions to people with mental health problems alongside a step up/step down facility as a responsive approach to identified need, vulnerability and risk.

Meanwhile, the Adult Community Mental Health Team (CMHT) and Older Persons Mental Health Team (OPMHT) provided mental health services, including specialist assessment and interventions to people experiencing more severe/enduring mental health conditions, again within an integrated, multidisciplinary model of care.

The multidisciplinary team (MDT) consists of Social Workers, Nurses, Occupational Therapists, Psychologists, Psychiatrists and support staff with specialist mental health knowledge, skills and experience. Social Workers continued to provide a critical role in the assessment and review of individuals whilst ensuring statutory requirements of the Adult Support and Protection Act continued to be fulfilled.

During the past year, in response to wider recruitment challenges, a Service Stratification protocol identified demand/capacity issues and supported prioritisation of service to those most in need due to risk and vulnerability, whilst recognising statutory responsibilities. Staff were supported to prioritise their caseloads based on risk, informed by criteria agreed across NHS GGC. Professional oversight by social work and nursing Team Leads was a critical element to ensure safe service delivery for individuals alongside managing continued service demand.

The close relationship between Alcohol and Drug Recovery Services and Mental Health services continued and a joint improvement programme commenced to improve the experience of people requiring urgent mental health care who also have substance use concerns. Services worked together over the past year to progress consistency of experience for people to receive timely and most appropriate interventions and will be further developed in the year ahead through collaboration with third sector partners to improve service user outcomes and experience.

An example of this partnership approach has been evidenced by the team working with our Distress Brief Intervention (DBI) providers, Scottish Association for Mental Health (SAMH), for people who required intensive support but not a clinical mental health service. Feedback has been positive, with both referrers and individuals reporting good experiences. The DBI programme will continue to be an important component to deliver the right help at the right time to individuals seeking support.

Challenges over the past year, in common with other service areas, included recruitment and staff wellbeing, responding to significant demand (including potential neurodivergence identified in adulthood). In response, however, a local multidisciplinary implementation group was convened to support implementation of the NHS GGC mental health strategy.

Joint inspection of adult services: integration and outcomes – Focus on people living with mental illness

In October 2023, the Care Inspectorate and Healthcare Improvement Scotland commenced a joint inspection of adult services: integration and outcomes, with a focus on people living with mental illness. The inspection was undertaken using the Joint Inspection of Adult Services Integration and Outcomes Quality Improvement Framework, structured around the following inspection question: ‘how effectively is the partnership working together, strategically and operationally, to deliver seamless services that achieve good health and wellbeing outcomes for adults?’

A range of activity was undertaken, including:

- reading health and social work records.
- consideration of a position statement and supporting evidence prepared by the HSCP.
- a survey of partnership staff, including third and independent sector colleagues.
- engagement with people who live with mental illness and their unpaid carers.

The inspection report will be published in May 2024 and will include evaluation of the service and a series of key findings. Although a number of improvement actions were already underway within adult services during 2023/24, an updated improvement action plan based on the report findings will guide further improvement activity in the year ahead.

Alcohol and Drug Recovery Service (ADRS)

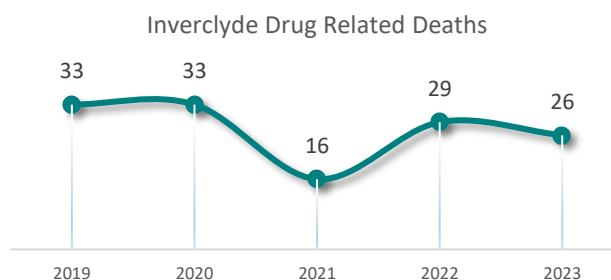
Inverclyde Alcohol and Drug Recovery Service (ADRS) is an integrated multidisciplinary team delivering a range of evidence-based care and treatment for adults in Inverclyde experiencing harm from alcohol and drugs.

The National Register for Scotland (NRS) reported 26 drug-related deaths in Inverclyde in 2023. This was the third highest rate in Scotland, behind only the Glasgow City and Dundee City Council areas. While still too high, this is lower than the 29 reported in the previous year and represents decreasing trend over the past five years.

During the past year, Inverclyde Alcohol and Drugs Partnership (ADP) refreshed their strategy, with reducing drug-related deaths a key priority. The ADP will develop a new delivery plan in 2024/25, focussing on prevention activity, care and treatment. An Alcohol Youth Worker post was also created

and a Harm Reduction and Capacity Building Officer commenced work with multi-agency partners.

Assertive outreach support was provided to people who found accessing the service to be a challenge and this approach was further extended to people at risk of or having experienced a non-fatal overdose (NFOD). An information sharing agreement and pathway with Scottish Ambulance Service (SAS) highlighted people known to SAS following an NFOD and has been embedded in service delivery.



Inverclyde Residential Rehabilitation Pathway also commenced, with third sector partners Turning Point Scotland (TPS), to develop a recovery model providing fast access to help, care and treatment options including residential rehabilitation and working to overcome any barriers.

Nationally, in response to the national rate of drug related deaths, Medication Assisted Treatment (MAT) Standards across Scotland continued to shape the priorities of the service during 2023/24. These standards adopt a rights-based approach, ensuring individuals have choice in their treatment and can access the right support for where they are in their recovery journey.

Care at Home

During 2023/24, work was undertaken to streamline processes and promote earlier joint working to prevent people becoming unnecessarily delayed in hospital. This included joint planning by the social work team at Inverclyde Royal Infirmary and mental health officer colleagues to reduce delays for our most vulnerable citizens. The number of bed days lost to delayed discharges continued to reduce and, by the end of March 2024, had improved by 44.6%.

Improved response times for people awaiting care at home support before discharge from hospital contributed here, alongside a test of change to provide rehabilitation-focused support immediately following discharge.

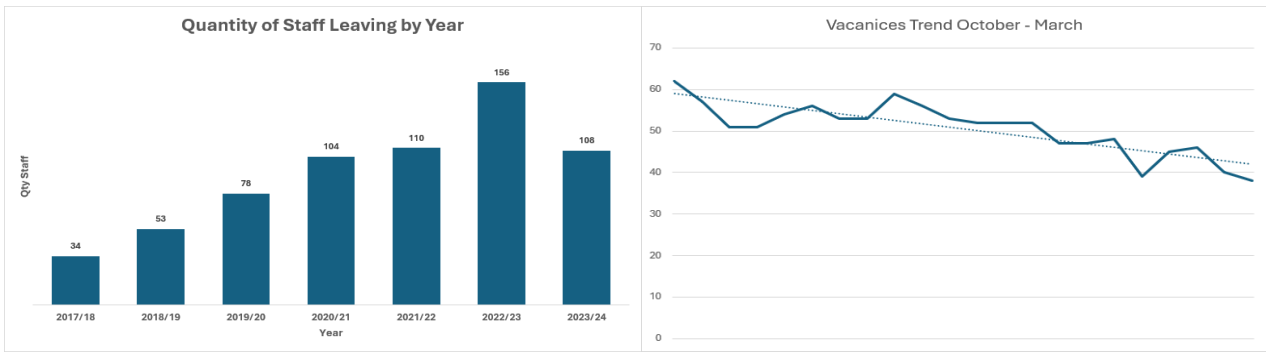
The ongoing redesign of Care at Home also contributed to this improvement, as part of wider service improvement activity to meet the needs of our local communities. The redesign of care at home services has now resulted in the integration of reablement principles across all teams, ensuring that a reablement approach is embedded across the entire service user journey.

Key outcomes of the redesign include:

- Reduction in travel time for staff leading to more efficient visit schedules.
- Enhanced use of real-time data for decision-making, allowing for prompt responses to changing situations and improved monitoring of Key Performance Indicators (KPIs).

Nevertheless, the social care sector continued to face significant challenges across Scotland and beyond, particularly regarding recruitment and retention of staff. These challenges continued to be exacerbated by increased demand for care services and competition for skilled workers.

In response to these challenges, a targeted recruitment campaign was launched within the last year to highlight local regrading of social care staff. The introduction of the Social Care Worker role, which recognised the complexity of tasks, proved to be effective in attracting new talent and retaining existing staff. The regrading initiative also improved job satisfaction and positioned the service as a more appealing option for employment. As a result, the service saw an increase in applications for care positions, contributing to a more stable workforce.



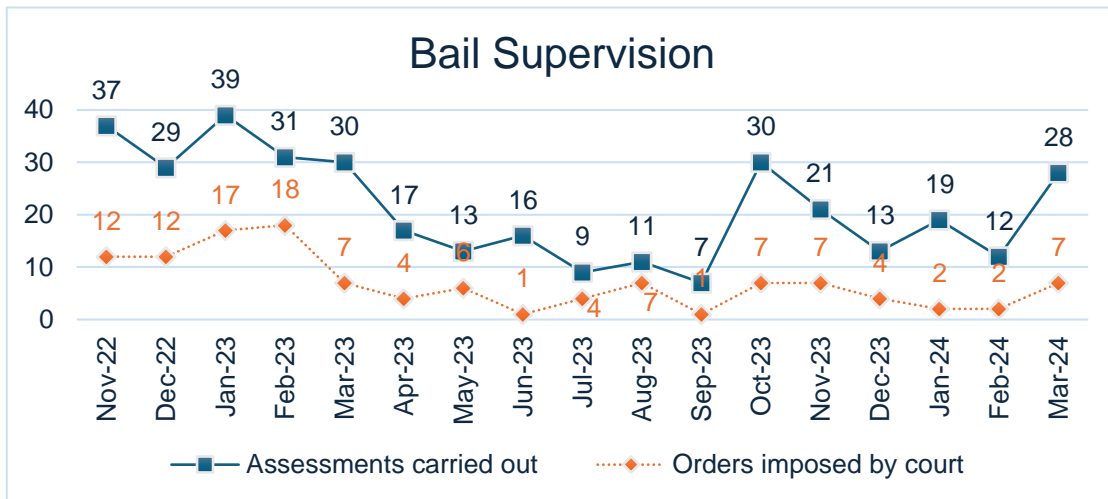
Moving forward, priorities for the service will be to:

- monitor the impact of the redesign on service delivery and staff satisfaction.
- maintain focus on recruitment strategies that emphasise the benefits of regrading and career development opportunities within the service.
- regularly review and adapt our approach to address ongoing challenges in the care sector.

How Social Work Services are improving outcomes for people involved with Justice services

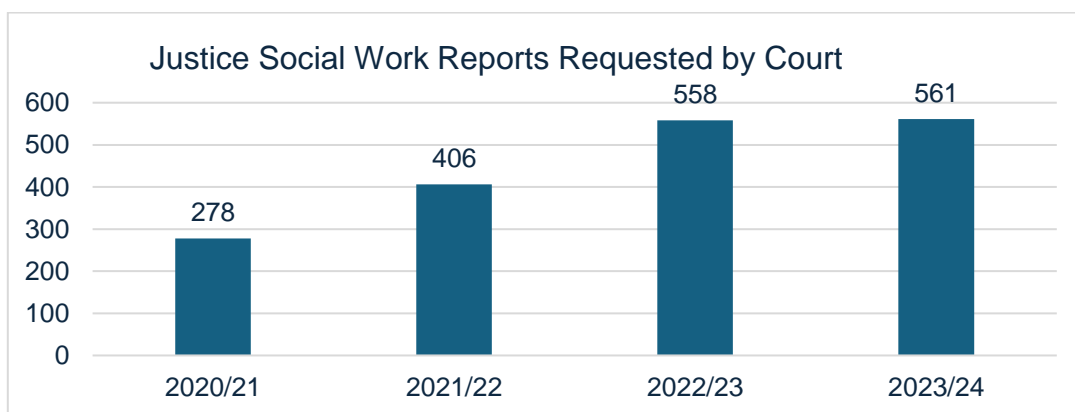
Bail Supervision

Now in its second year, the bail supervision service continued to provide the Court with a direct alternative to custodial remand. Since its launch, the service carried out a high number of assessments, a significant proportion of which have resulted in bail supervision orders being made.

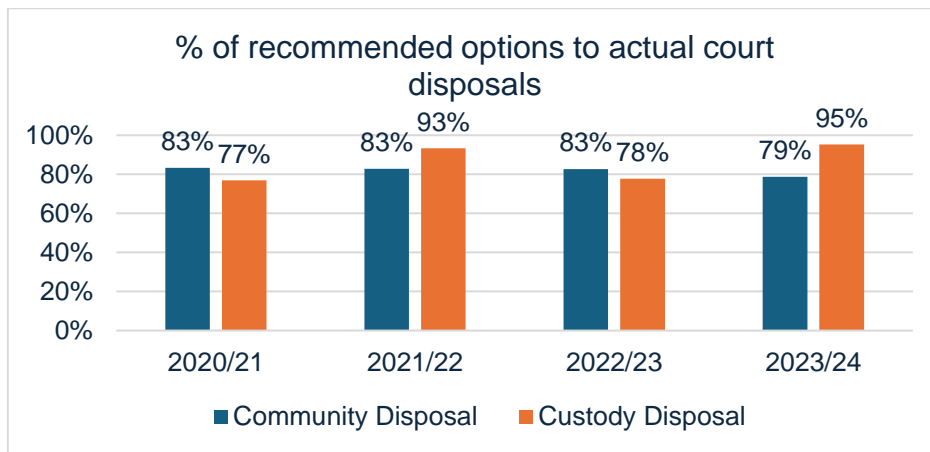


Justice Social Work Reports

One of the key areas of responsibility for Justice Social Work is the provision of reports to the Court. The number of reports requested by the Courts steadily increased over the past year and, by the end of March 2024, exceeded pre-pandemic levels.



As part of continuous feedback and evaluation, Sheriffs at Greenock Sheriff Court advised that they found the level of detail and analysis within reports to be invaluable to their sentencing decisions. The service monitored the correlation between the sentences recommended by report writers and the actual Court disposals made, as indicated below:



To further develop practice, the service has adopted the Scottish Government’s revised Justice Social Work Report template which seeks to reduce duplication of information enhances analysis. The service will monitor the quality and consistency of assessments in the year ahead.

Multi-agency Public Protection Arrangements (MAPPA)

Hosted by Inverclyde HSCP, the North Strathclyde MAPPA unit continued to fulfil a key role in public protection across the six North Strathclyde local authority areas. Within the past year, an Independent Chair of the Strategic Oversight Group was appointed to further strengthen governance arrangements.

MAPPA enables key stakeholders such as the Police, Scottish Prison Service, local authorities, NHS, and other, duty to co-operate agencies, to work together to protect communities, reduce the risk of re-offending and support rehabilitation, as evidenced in the case study below.

Case Study

Mr A was in custody preparing for release. He received a diagnosis of autism 10 years ago but had no supports for this, relying on his family. He had never lived independently and his levels of capacity were unknown, however it was identified that he could not return to his family home upon release.

Mr A was accepting of this, but his family were concerned that he would not be able to cope in an independent tenancy.

The prison based social work (PBSW) team worked closely with community justice and health colleagues to arrange a capacity assessment. Following this, Mr A began a life skills course to prepare him for independent living.

Social work and homelessness staff worked to secure appropriate accommodation with a local housing provider. Homelessness staff visited Mr A in custody to support him with the forms and benefits applications.

Mr A’s family prepared the property prior to release to ensure that the transition was as comfortable for Mr A as possible with familiar items from home in place.

An autism specialist supported Mr A upon release and advised staff about how to work with Mr A. Staff also undertook neurodiversity and autism training. Following his release, Mr A was supported to move to his

accommodation his resettlement to-date has been successful.

In addition to organising risk management meetings across the six local authority areas, the MAPPA unit delivered a range of training and development opportunities to multi-agency staff during 2023/24, including to housing providers across North Strathclyde, to enable them to better understand their role in the MAPPA process. This led to an invitation to present to the National Sex Offender Liaison Officer Forum and, in turn, to other housing providers out with the North Strathclyde area. The team also provided inputs to the Inverclyde Community Justice Partnership Third Sector Forum and the local GP Practice Managers Forum.

Prison Based Social Work

The prison based social work (PBSW) team at HMP Greenock continued to support the risk management team, integrated case management and parole processes. During 2023/24, the Scottish Prison Service's Secondary Assurance Pilot was introduced, to gain external assurance of risk management plans for the highest risk and most complex prisoners prior to them progressing to unescorted community access. This was a welcome initiative as part of public protection, although it significantly changed working practices, processes and responsibilities. As one of only two prison establishments as part of this pilot, social work, prison and Risk Management Authority colleagues worked to develop skills and confidence in this area of practice.

Early Action Systems Change – Women in Justice

The Early Action Systems Change - Women in Justice project continued throughout 2023/24 to progress two tests of change. This included training to targeted HSCP and third sector staff following the National Trauma Training Pathway (NTTP). A number of staff successfully completed training at level 1 (Trauma Informed); level 2 (Trauma Skilled) and level 3 (Trauma Enhanced). Staff worked closely with the local Trauma Informed Practice Lead Officer (TIPL0) to develop evaluation and delivery models.

The second strand was the establishment of a Women in Justice Support Group (WJSG), which meets weekly. The women designed the group structure, all of whom have lived or living experience of the justice system. As well as seeking opportunities for peer support and networking, sessions included domestic abuse, healthy/unhealthy relationships, anger management, emotional regulation, substance misuse issues and homelessness.

By seeking to improve the experience of other women in the justice system, the group developed "Attending Court" and "Community Sentencing Options" leaflets to raise awareness and understanding for women about what happens when they attend Court and to improve understanding of community-based disposals. The WJSG also supported the development of Inverclyde's Community Justice Outcomes Improvement Plan by contributing to the consultation and helped to develop an engagement model for people with experience of the justice system.

We are currently looking at sustainability of this Group going forward and beyond the life of the Project.

The Women in Justice project was recognised last year, when they were invited to present the work of the project to the national Pride in Practice Social Work Conference in Dundee.

Inverclyde Community Justice Partnership continued to meet throughout 2023/24. The Partnership held its annual development day at HMP Greenock in September 2023 and focussed on exploring the challenges faced by those prisoners resettling into the Inverclyde community, including hearing from people in custody who spoke about their experiences. The Partnership is further exploring the issues identified to improve support and planning for people returning to Inverclyde from custody.

In October 2023, the Community Justice Partnership facilitated workshops on 'Our people, our community, our vision - Inverclyde's journey in understanding trauma and poverty'. This brought together the work of the Community Justice Partnership in conducting a Strategic Needs and Strengths Assessment, the work of the Women's Project around trauma informed and responsive Justice Services and the use of data to drive improvement in Justice Social Work Services.

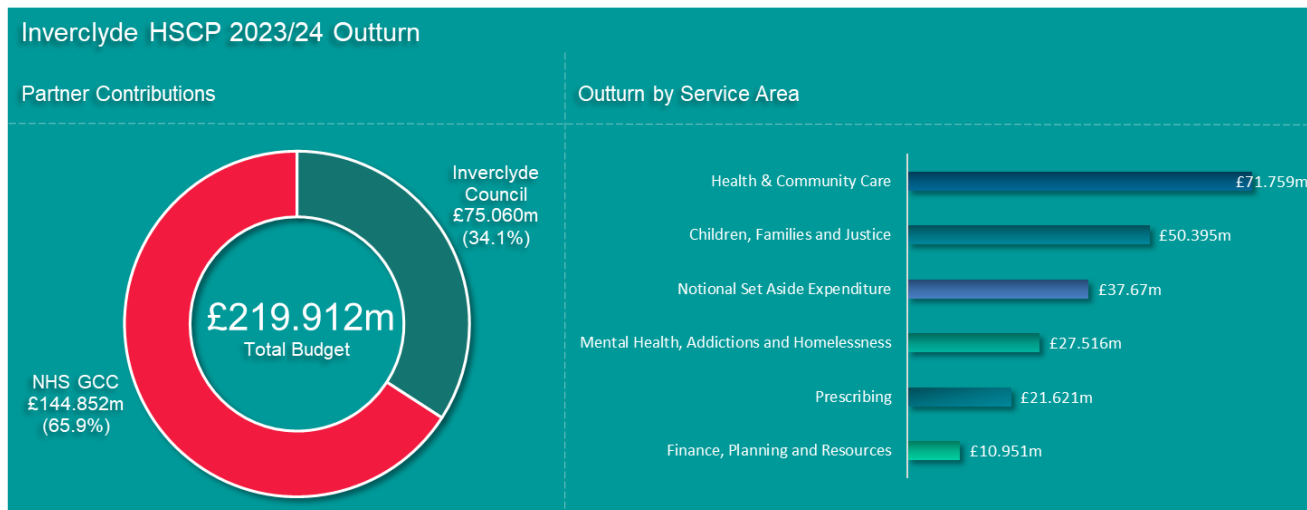
A particular focus of activity during 2023/24 was the development of the Community Justice Outcomes Improvement Plan. This included extensive consultation during early 2024, seeking the views of those with lived experience, staff and partners on the plan. When published, the plan will outline how partners will work together to reduce offending and the impact of offending on individuals and communities in Inverclyde. This will reflect five strategic aims, four of which reflect the identified aims of the National Strategy for Community Justice (*Scottish Government 2022*) and a locally determined outcome. The five aims are:

- Optimise the use of diversion and intervention at the earliest opportunity (national).
- Ensure that robust and high-quality community interventions and public protection arrangements are consistently available (national).
- Ensure that services are accessible and available to address the needs of individuals accused or convicted of an offence (national).
- Strengthen the leadership, engagement, and partnership working of local and national community justice partners (national).
- Improve housing and homelessness outcomes for individuals in the justice system (local aim).

The CJOIP its associated documents and annual plan requirements will be submitted to Community Justice Scotland and can be found at www.inverclyde.go.uk/communityjustice

5. Resources

On 25th March 2024, the IJB approved a two-year budget, including £5.2m of planned savings and efficiencies over 2024/25 and 2025/26, along with the use of £0.7m of reserves in 2024/25 to meet the remaining budget gap for the year. How this budget was allocated is demonstrated in the image below:



Financial Challenges

The HSCP was overspent by £0.843m in 2023/24 at the financial year end and this was offset by use of existing smoothing reserves.

Social care overspends of £3.380m were incurred within children and families residential placements, fostering, adoption and kinship care packages. This was partially offset by underspends of £2.946m in Client Package costs across adult services, vacancies in most services and over-recovery of client income in Adult Services.

Health overspends of £1.764m were incurred within the prescribing budget and were partially offset by vacancy underspends.

At the start of the year the HSCP had a smoothing reserves balance of £6.592m. This is to facilitate managing services of a volatile nature and a contingency for any pay award deficits. During the year, a total of £3.676m was drawn down for these purposes. In addition, a specific severance cost reserve of £1.492m was created as part of the budget setting process to pay for any voluntary redundancy costs incurred as part of the 2024/26 savings programme. This leaves a total smoothing reserve balance of £4,408m available for use in 2024/25 onwards in addition to our savings plan.

The IJB continued to hold a Transformation Fund to fund projects and activities which will realise future efficiencies for the Partnership. A closing balance of £1.326m was recorded.

Reserves for Winter Pressures/Planning amounted to £1.735m across various workstreams. £0.525m net expenditure was incurred in 2023/24, with the remaining £1.21m to ease pressure on care services in 2024/25. General Reserves of £1.561m are also held for the partnership.

Overall opening reserves of £24.262m were held on 1 April 2023. During the year £10.130m of Earmarked Reserves were used to fund specific spend and projects. An additional £5.155m was added to Earmarked Reserves including £0.709m allocated to general reserve as part of the budget process approved by the IJB to temporarily fund the 24/25 as part of the overall approved savings.

6. Workforce

HSCP Workforce

Inverclyde HSCP has a workforce of approximately 1,700 people. We recognise that if local people are to achieve the outcomes that matter to them, they need to have access to a confident and skilled workforce.

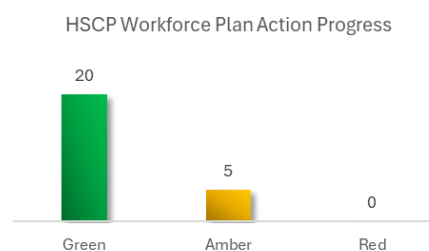


The Workforce Plan (2022-25) [Strategies, Policies and Plans - Inverclyde Council](#) sets out the key workforce strengths and challenges under the current financial pressures and how we will meet the changing health and social care needs of local people.

The plan identifies the 5 key actions where Inverclyde HSCP will:

1. Plan to achieve the right workforce with the right skills in the right place at the right time.
2. Attract a workforce which reflects the diversity of our population and continue to improve equality, diversity, and inclusion in our workforce.
3. Ensure staff have access to training opportunities which support their personal and professional development and supports the delivery of high-quality services.
4. Ensure staff feel valued and rewarded for the work they do, and that NHS Scotland and Social Care employers are employers of choice.
5. Foster workforce cultures, kind and compassionate leadership that supports wellbeing and positive workplaces.

The plan is supported by 25 sub-actions and progress is regularly reported to the Integration Joint Board. By the end of 2023/24, 80% of Workforce Plan actions were on target and assessed as green. The chart opposite shows the progress of all actions.



Staff recruitment and retention

Throughout the past year, several initiatives designed to support the recruitment and retention of staff were progressed, led by our Training Board. Following design work last year, a “*Grow Our Own*” Initiative was implemented, with nine paraprofessional staff securing support to obtain a social work qualification. Three members of staff will complete a post graduate qualification to work as social workers within two years. A further six people will commence on an undergraduate pathway in the next year and will be able to work as social workers over the next 3-4 years.

As well as funding the course fees, this initiative enabled staff to pursue a qualification without the worry of reducing their salary or job security: two of the main barriers identified by staff who considered a professional qualification.

Further developments included peer support, as well as learning and study support to ensure high-quality practice learning placements. The *Grow Our Own* initiative is a long-term plan to provide stability across the social work workforce and address the national challenges in social work recruitment. It is a clear commitment to hard working talented staff across the Health and Social Care Partnership who have ambitions to progress into qualified social work roles.

Over the last year further activity included offering financial incentives for candidates who completed their MSc qualification, where the HSCP reimbursed the final year of fees for five candidates, all of whom committed to working in Inverclyde for at least three years.

Newly Qualified Social Worker (NQSW) Supported Year

Over the past year, the training team developed supports to supervisors to enable them to understand and fully engage with their role in the NQSW Supported Year. This was designed to focus on continuous professional development and included learning opportunities to meet organisation and team needs in addition to the Scottish Social Services Council (SSSC) continuous professional learning requirements.

Inverclyde is now in the third year of the NQSW Supported Year Early Implementation Pilot and this experience will be invaluable to prepare for the national launch of the NQSW Supported Year in October 2024. Locally, operating procedures have been developed to support all NQSWs and supervisors throughout this supported year as well as creating a NQSW Continuous Professional Learning toolkit, including guidance regarding mandatory learning requirements.

During 2023/24, the training team continued to provide a hub approach to practice learning where most practice educators are based in the training team and link workers in placement settings. Placements in the past year were offered across Children & Families, Children's Houses, Justice Services, Adult Services and more recently in The New Scots Integration Team and the Homelessness Team.

Supporting Learning

The SVQ team during 2023/24 delivered eight awards across SVQ 2, 3 and 4, including managers undertaking the SVQ 4 Care Services and Leadership in Management award, practitioners undertaking the Social Services and Health Care (SSHC) award, with 24 more people due to commence their training, as well as a number of practitioners undertaking the Social Service Children and Young People (CYP) award.

A range of training courses were provided over the past year for adult support and protection awareness, financial harm awareness, ASIST suicide prevention, What's the Harm, Promoting Positive Behaviour and Assessment and Support Planning. Short life working groups also led on developing themes from a Training Board development day held in 2023, concentrating on HSCP induction programme and core skills training. Meanwhile, the core skills group developed a bespoke assessment and support planning course for home care managers.

Health and Care (Staffing) (Scotland) Act

Work continued towards the implementation of the Health and Care (Staffing) Scotland Act from 1st April 2024. The aims of the Act are to enable safe and high-quality care and improved outcomes for those experiencing healthcare or care services through the provision of appropriate staffing. This means having the right people, in the right place, with the right skills at the right time.

A local Programme Board, jointly chaired by the Chief Social Work Officer and Chief Nurse, will monitor progress and share local and national updates. Following implementation, NHS Boards will be required to follow a specified Common Staffing Method to inform decisions about staffing levels in an open and transparent way. This applies to all community nursing teams in Inverclyde and will include other clinical areas as more tools are developed nationally.

[Equality Mainstreaming and Outcomes Report \(2016-24\)](#)

In 2022, the Equality and Human Rights Commission (EHRC), undertook an audit of IJBs across Scotland, assessing their compliance with the Public Sector Equality Duty. Following this audit, the EHRC provided advice, support and learning sessions to all IJBs to help them better meet their obligations under the Equality Act.

With support, Inverclyde HSCP put in place an Equality Improvement Action Plan to ensure that we are prepared to meet its obligations to. Throughout 2023/24, the Equality Improvement Action Plan has been delivered, resulting in several local successes, including:

- ✓ The establishment of a local HSCP Equalities Steering Group.
- ✓ The establishment of an Equality Peer Network who have received enhanced equalities training and can offer advice in their own service areas.
- ✓ Developed an equalities training programme for IJB members.
- ✓ Equalities E-Learning Training is part of the HSCP induction for new members of staff.
- ✓ Completion of an Audit of EIA compliance across the HSCP, culminating in a new local EIA process and guidance for all staff.
- ✓ Enhanced joint working on equalities with local third sector partners and networks.

These key actions were supported by a set of local actions and the improvement plan was overseen by the established HSCP Equality Group. To date the plan is progressing well, with many local actions now complete. Some key successes highlighted in the mainstreaming report include:

Establishment of Equality Governance and Peer Support Group: During 2023/24, the HSCP established an Equalities Steering Group for senior managers. A Peer Support Network was also established where colleagues can act as equality champions for their service.

Development of staff: All HSCP staff have access to a range of training and learning resources, including various mandatory courses on equalities awareness. Staff also attended training by Police Scotland on awareness of Hate Crime.

Equality Impact Assessments: an improved approach to undertaking Equality Impact Assessments included enhancing staff awareness and confidence. The HSCP is also working with third sector colleagues to use an EQIA in their own services.

Engagement Activity: Throughout 2023/24 the HSCP worked with partners to seek the views and opinions of local people to improve our services. This primarily focussed on those with lived experience of HSCP services.

Communication: Improved communication of Equality, Diversity and Inclusion (EDI) across the workforce included sharing information on training opportunities, surveys and staff forum information including the Staff Disability Forum, BME Staff Network and LGBTQ+ Staff Forum.

Our Mainstreaming and Equality Outcomes Report (2016-24) can be found on our website here: [Inverclyde Equality Mainstream and Outcomes Report \(2016-24\)](#)

[New Equality Outcomes and Equality Plan](#)

Following EHRC support, the HSCP is developing a new set of Equality Outcomes that will be published by the end of April 2024. A draft set of Equality Outcomes have been identified by the HSCP Equality Steering Group. These draft actions are:

1. We have improved our knowledge of the local population who identify as belonging to protected groups and have a better understanding of the challenges they face.
2. Children and Young People who are at risk due to local inequalities, are identified early and supported to achieve positive health outcomes.
3. Inverclyde's most vulnerable and often excluded people are supported to be active and respected members of their community.
4. People that are New to Scotland, through resettlement or asylum, who make Inverclyde their home, feel welcomed, are safe and able to access the HSCP services they may need.

The new Equality Outcomes will be included in a new equality plan, which will also include our mainstreaming intentions. This will demonstrate how we will build on the positive work already undertaken in embedding equalities into the day-to-day practice of Inverclyde HSCP.

Recognising Care Experience as a Protected Characteristic

In September 2023, our Proud2Care young people were asked to provide their views on care experience becoming a protected characteristic in Inverclyde. Elected Members subsequently agreed a motion to strengthen the recognition of care experienced people in the local area including within equalities impact assessments.

7. Looking Ahead

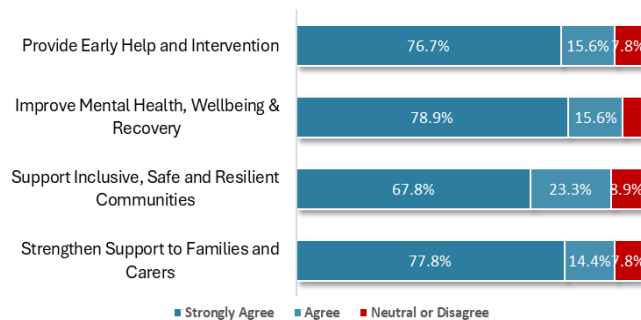
Over the next year, a number of factors will influence how services improve, develop and grow to have greater impact and improve outcomes for our local communities.

Work has continued to develop a new three-year strategic plan that will inform the IJB and HSCPs strategic direction from April 2024-27. The development approach was approved by the Strategic Planning Group in July 2023 and set out key steps, including engagement with local people and stakeholders, reviewing the Six Big Actions in the previous Strategic Plan, considering the findings from our Strategic Needs Assessment (SNA), and reviewing local and national policies and plans.

Following a period of development and stakeholder engagement, a suite of four strategic priorities were identified to inform the plan. They are:

- Provide Early Help and Intervention
- Improve Support for Mental Health, Wellbeing and Recovery
- Support Inclusive, Safe and Resilient Communities
- Strengthen Support to Families and Carers

Consultation on these priorities took place during January and February 2024. The chart opposite shows that 90% of those who responded to the consultation agreed or strongly agreed with the priorities.



These endorsed priorities will now be the basis for developing a strategic action plan and supporting outcomes framework. Following IJB approval, the new Strategic Plan will be implemented from 1 April 2024.

The Children and Families service will continue to redesign how services are delivered, to keep children and young people in Inverclyde, safe, healthy, and able to achieve positive outcomes as they grow up. Overall, this approach will recognise the capacity of families to change, within the context of strong local communities, which continues to balance the risks, needs and aspirations of children and young people. In doing so, the focus of Children and Families services will include:

- Shifting the balance of care by reducing the need for external residential placements and develop more supports for children and young people to remain in or return to Inverclyde.
- Earlier intervention approaches that enable family capacity to be strengthened.
- Developing the skills of our workforce.
- Creating a tiered support model, ensuring all children and families receive the support that is right for them.
- Using evidence-based approaches that build on and support family capacity to provide safe care for children.

Relational practice will be integral to a model of tiered and targeted interventions which recognises the strengths of relationships within families where children and young people are sustained in their families, homes, and communities. As part of this, we will adopt Signs of Safety and Healing,

an evidence-based practice model, to improve the quality of our work and ensure consistency for children and families, where they are at the heart of assessment, decision-making and planning.

Children and Families services will also continue to implement the successful Ideas to Action during 2024, as part of investing in improving the experiences and outcomes for our children, young people and families. Adult social work and social care teams will explore the potential to adopt a similar approach in the next year, as a further commitment to our services being directly influenced by the views of our workforce and people who use our services.

Legislation to create a National Care Service for Scotland was first introduced to parliament in June 2022. Stage 1 reading of the National Care Service (Scotland) Bill was completed in January 2024 and Stage 2 is expected to continue into late 2024. This is expected to change the way social work and social care services are delivered and it remains to be seen how this will impact all services across Justice, Children, Families and Adult Social Care. The Chief Social Work Officer will continue to contribute to national discussions on the implications for the social work profession, operational delivery of services, governance and professional standards.

Inspection and scrutiny activity will continue to shape social work priorities and the work of the HSCP in the year ahead. The report of the joint inspection of adult services, with a focus on services for people living with mental illness will be published in May 2024. Although a number of areas of improvement are already underway, the report by the Care Inspectorate and Healthcare Improvement Scotland is expected to reflect positive achievements and good practice, alongside recommendations that will be included in a forthcoming improvement action plan for adult services.

The financial landscape to provide social work and social care services to the communities of Inverclyde will remain extremely challenging and this is reflected in the continuing budget plan for the next two years. As services experience significant demand, we will continue to explore innovative, inclusive services in partnership with local people, as well as third sector and independent sector providers. Providing quality, effective services that improve outcomes for people, whilst also identifying savings, will be a significant challenge during 2024/25, however consultation with communities has already helped to shape our priorities for the year ahead.

Strengthening social work governance, oversight and leadership will be an important aspect of how we move ahead. As we review our current arrangements, we will need to ensure the necessary capacity for the statutory Chief Social Work Officer role to be fulfilled, to support improvement actions arising from scrutiny and inspection, enhance public protection arrangements and take account of the likely implications of the proposed National Care Service and National Social Work Agency.

Throughout this report, I have referred to the importance of the voices and views of people who use our services in decision-making and planning. Empowering individuals, communities and our workforce will therefore continue to be central to planning and developing services in partnership to make a difference.

Finally, my thanks once again go to my social work, social care and health colleagues, alongside our partners. The successes of the past year are theirs and their commitment and dedication to working with our communities in Inverclyde will continue to be our greatest strength in the year ahead.

Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	IC/02/24/RB
Contact Officer:	Ruth Binks	Contact No:	01475 712748
Subject:	Annual Report on Progress of Trauma Informed Council Initiatives		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 In June 2023, a paper was taken to full Council, and it was agreed for Inverclyde Council to adopt the Leadership Pledge of Support to become a trauma informed organisation (see Appendix 1).

1.3 In order to structure and monitor further progress, a Delivery and Improvement Plan was developed, through consultation with the Inverclyde Trauma Informed and Responsive Practice Strategic Group (Inverclyde TIRPSG). This plan sets out the key strategic themes and actions to be prioritised throughout 2023-24. Progress to date in relation to each of these actions is detailed in the full plan (see Appendix 2), however several notable achievements since June 2023 are highlighted below.

1.4 Progress to date in relation to each of these actions has been strong and there are several notable achievements highlighted in the report. Appendix 2 gives an overview of progress to date with the action plan.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Council:

- note the contents of this report.
- continue to support the implementation of the National Trauma Training Programme and development of trauma informed approaches across the local authority.

Ruth Binks
Corporate Director
Education, Communities & Organisational Development

3.0 BACKGROUND AND CONTEXT

- 3.1 As part of the National Trauma Transformation Programme (NTTP), Scottish Government and NHS Education for Scotland (NES) coordinate the Leadership Pledge of Support. This public pledge represents an opportunity to raise awareness of, and demonstrate a shared commitment to, supporting and embedding a trauma informed culture across an organisation. In June 2023, a paper was taken to full Council, and it was agreed for Inverclyde Council to adopt the Leadership Pledge of Support to become a trauma informed organisation (see Appendix 1).
- 3.2 The adoption of this pledge built on a wealth of existing progress towards developing trauma informed and responsive services across Inverclyde. In order to structure and monitor further progress, a Delivery and Improvement Plan was developed, through consultation with the Inverclyde Trauma Informed and Responsive Practice Strategic Group (Inverclyde TIRPSG) and presented to the Corporate Management Team in December 2023. This plan sets out the key strategic themes and actions to be prioritised throughout 2023-24. Progress to date in relation to each of these actions is detailed in the full plan (see Appendix 2), however several notable achievements since June 2023 are highlighted below.

4.0 PROGRESS TO DATE AND NEXT STEPS

- 4.1 A key recommendation alongside the adoption of the pledge was for leaders to attend trauma informed training events to explore what becoming a trauma informed organisation might look like. In April 2024, an Elected Members briefing session was led by the Corporate Director Education, Communities and Organisational Development, the Trauma Informed Practice Lead Officer, the Principal Educational Psychologist for Inverclyde Council, and the CEO of Man On Inverclyde. Representatives from the Inverclyde TIRPSG, including colleagues from the 3rd Sector, Council, HSCP and Police Scotland, also attended and supported the briefing. The session included an overview of trauma informed practice and the national and local context for this work, examples of trauma informed approaches in practice, and group discussions that encouraged Elected Members to reflect on the impact of trauma in their communities. Leadership awareness and commitment is vital to creating the culture described in the pledge, therefore this event was an important step towards meeting these aims.
- 4.2 As a result of having allocated Scottish Government funding towards the creation and continuation of a Trauma Informed Practice Lead Officer (TIP Lead Officer) post, Inverclyde has remained closely linked into the national trauma agenda, which ensures access to information, developments and resources that support local strategic planning. The TIP Lead Officer supports the development, implementation and monitoring of a multi-agency strategy for embedding trauma informed practice throughout Inverclyde's workforce and services, including coordinating and delivering training and post-training support across the local authority.
- 4.3 Since 2019, an Early Action System Change (EASC) Women in the Justice System Project has been undertaken within Inverclyde HSCP. The project aims to develop a system change in relation to women's experience of the justice system, with a focus on effective early intervention and co-production with women with lived experience. From October 2023 to April 2024, the TIP Lead Officer supported the delivery of in-person training at Level 1 (Trauma Informed) and Level 2 (Trauma Skilled) to 67 business support and administration staff from HSCP and 3rd sector organisations linked to the project. The project is now entering its evaluation stage and the TIP Lead Officer is working with the EASC Project Manager to ensure that the valuable learning from the project is continues to inform and guide local developments.
- 4.4 To ensure that all staff and volunteers in Inverclyde can access trauma informed training appropriate to their role, significant steps have been made to ensure both online and in-person training is available. The NTTP online training resources have now been made available on Inverclyde Learns (remaining accessible to external staff via the NHS learning platform Turas),

with 313 staff accessing the core Level 1 animation since it was launched in January 2024, and 446 staff completing the core Level 2 e-module. A trainers' network has also been established, allowing a rolling calendar of in-person training events at Level 1 and Level 2 to be advertised across all sectors. To date, 151 staff have attended Level 1 in-person training and 129 staff have attended in-person Level 2 training.

- 4.5 In 2021, the NTPP, supported by NES and the Improvement Service, established a network of 'Trauma Champions' from across local authorities and health boards. The role of a Trauma Champion is to raise awareness, encourage commitment and influence change relating to the development of a trauma informed and responsive organisation and workforce. Since 2021, Inverclyde's Trauma Champion had been the Mental Health Programme Manager within the HSCP, however this postholder has since moved to employment in a different local authority. To reflect Inverclyde's ambition to develop trauma informed approaches across all sectors and to encourage cross-sector collaboration, three new Trauma Champions were identified in March 2024, representing the HSCP/Council and the 3rd sector. These Trauma Champions will attend National Trauma Champions Network meetings and link with the TIP Lead Officer to support local developments.
- 4.6 Police Scotland have been a key partner in Inverclyde throughout 2023/24, engaging with the Inverclyde TIRPSG and working with the TIP Lead Officer to research what trauma informed developments are taking place within Police Scotland at a national level. This research will guide the formation a plan that supports implementation of trauma informed practice within the Inverclyde and Renfrewshire division and will likely also inform the approach taken in other local authorities to ensure consistency.
- 4.7 Within Education Services, the Inverclyde Educational Psychology Service (IEPS) have led on the development of a Trauma Informed Practice Implementation Pathway, which launched in March 2023, to ensure a consistent approach is taken to embedding trauma informed practice throughout all Inverclyde's education establishments. Throughout session 2023/24, all establishments have included trauma informed practice planning on their service improvement plans, and IEPS have supported a significant roll out of training across Inverclyde's education establishments. Planning is currently being undertaken by IEPS to support post-training implementation and developments within establishments, ensuring a whole-system approach is taken to embedding training into practice.

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 would be linked to staff time for training, although this will be proportionate to the level of training needed for the role. There are no costs linked to the provision of training.

One off Costs

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

Annually Recurring Costs/ (Savings)

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

5.3 Legal/Risk

There are no legal and risk implications directly arising from this report.

5.4 Human Resources

The implementation of trauma informed principles and practices will require the rollout of trauma informed training across the workforce. Appropriate levels of training for staff dependent on their roles and responsibilities will be required.

Following on from staff training, development and support, there is an expectation that trauma knowledge will become inherent in all practice, which may result in policy and procedural change across all service areas.

5.5 Strategic

Trauma informed practice is in line with the priorities in the new Council and Partnership Plans and will be a significant part of the Children's Services Plan.

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:

X	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

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

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

5.7 Environmental/Sustainability

Has a Strategic Environmental Assessment been carried out?

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

5.8 Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

6.0 CONSULTATION

6.1 None.

7.0 BACKGROUND PAPERS

7.1 None.

Appendix 1

Inverclyde Council's Leadership Pledge of Support

Inverclyde Council recognises the widespread impact of psychological trauma on individuals and communities, and we believe it is a priority to ensure that everyone is offered the support and opportunities they need to achieve their fullest potential. We will strive towards a culture, workforce and services that are trauma informed and responsive, by embodying the trauma informed principles of collaboration, choice, empowerment, safety and trust in all that we do.

We will progress towards all members of our workforce being offered trauma informed training appropriate to their role, and aim to develop systems, services and environments that are designed with an understanding of trauma and its impact at their heart.

It is vital that, where relevant, all stages of our work are co-produced in an appropriate manner with people with lived experience of trauma, helping us to better understand how we can prevent further harm and remove barriers for people to access the support they need, when they need it.

We are aware that anyone can be affected by trauma, including people within our own workforce. We will aim to promote and strengthen the resources that are available to support staff wellbeing, helping to ensure all members of our workforce feel safe, supported and valued.

Appendix 2

Trauma Informed and Responsive Inverclyde Delivery and Improvement Plan 2023/24

In June 2023, Inverclyde Council made a leadership pledge of support to become a trauma informed and responsive organisation. The Trauma Informed and Responsive Inverclyde Delivery and Improvement Plan sets out the key strategic priority areas and related activity that will support the delivery of this ambition.

Drawing on the most recent evidence and guidance for the effective implementation of trauma informed practice in systems and services, this plan has been informed by, and aligned to, 'A Roadmap for Creating Trauma-Informed and Responsive Change: Guidance for Organisations, Systems and Workforces in Scotland (2023)'¹; this resource has been developed by the Improvement Service (IS) to support local authorities and organisations to identify and reflect on progress, strengths and opportunities for embedding a trauma-informed and responsive approach across policy and practice. A roadmap detailing key stages of successful implementation, and a logic model from the guidance document are shared below and are also reflected in the Delivery and Improvement Plan through both actions and outcomes.

Taking into account the key implementation areas identified within the IS' guidance document, Inverclyde's Delivery and Improvement Plan has established four key strategic themes around which local work will be structured, monitored and evaluated:

1. Leadership and Culture

Key aims:

- Leadership at all levels understands and commits to supporting the vision of a trauma informed services, organisations and communities, embodies the trauma informed principles in leadership practice and creates accountability for long-term change
- An organisational culture is formed, where a trauma informed approach is seen as an intrinsic way of working, rather than a standalone intervention, and the trauma informed principles are felt by all

2. Workforce Development, Support and Wellbeing

Key aims:

- Staff receive training and implementation support relevant to their role and remit that supports the development of the knowledge, skills, confidence and capacity to recognise and respond to people affected by trauma
- Workforce care and staff wellbeing is valued and prioritised and support is in place to promote staff care for all. There is particular recognition of the potential for staff to have their own experiences of trauma both in their personal and professional lives, particularly in roles where there is increased risk of vicarious traumatisation or secondary traumatic stress

3. Lived Experience and Feedback Loops

Key aims:

- People with lived and living experience of trauma are routinely and meaningfully involved in the collaborative design and delivery of services which fit people's needs, rather than the needs of organisations and systems

¹ [A Roadmap for Creating Trauma-Informed and Responsive Change: Guidance for Organisations, Systems and Workforces in Scotland \(2023\)](#)

- Feedback loops from people accessing, working in and working with the organisation are inbuilt and consistently used to evaluate and improve services

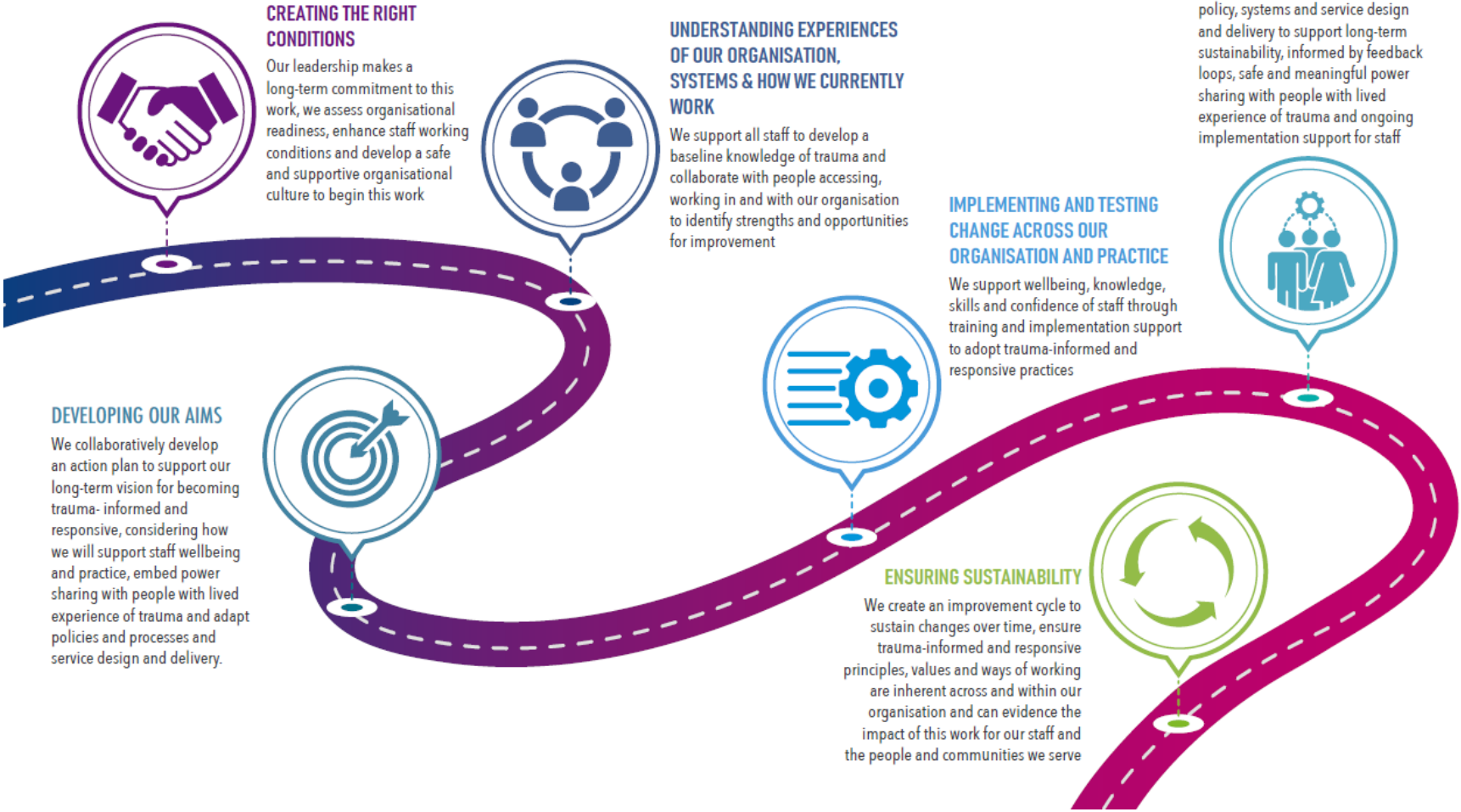
4. Policies and Processes

Key aims:

- Policies and processes reflect a trauma informed approach to all that the organisation does and every aspect of a person's experience of services, e.g. first contact, communication, relationships with staff, physical environments, referrals and assessments, etc.
- Organisational budgets reflect a trauma informed approach as a priority, support a long-term commitment to ongoing implementation and ensure there are sufficient resources available to support meaningful developments

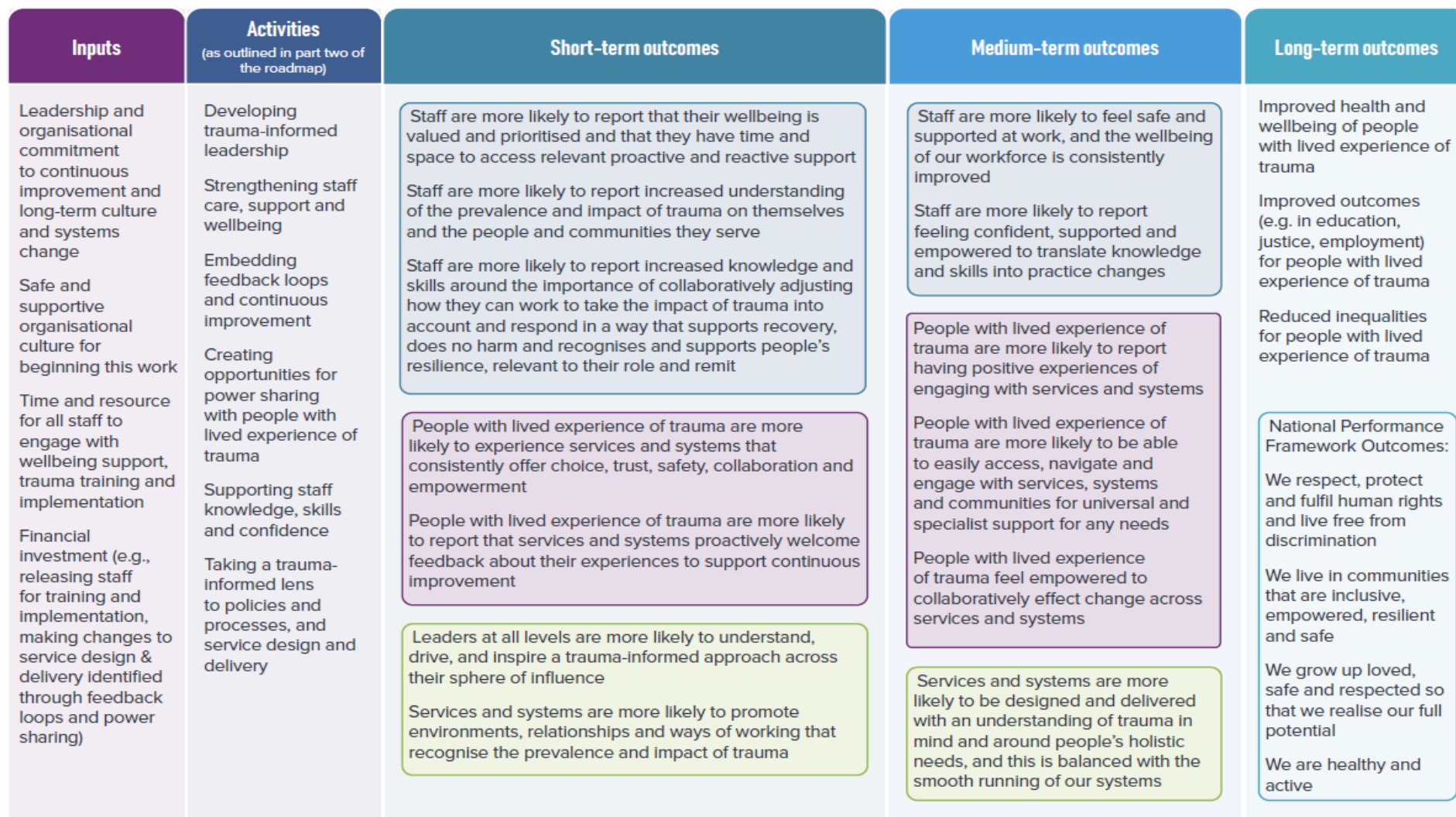
Due to the nature of this work, it can be difficult to measure exact success criteria. This is because trauma informed practice relates to how we respond to people who have experienced trauma, and although this approach can help to reduce the risk of re-traumatisation during contact with supports and services, it does not prevent trauma from occurring. It is intended that the actions in this plan will be reviewed and updated to incorporate learning, evaluation and feedback as we understand more about how this work develops in the Inverclyde context.

Towards trauma-informed and responsive organisations, systems and workforces



² [A Roadmap for Creating Trauma-Informed and Responsive Change: Guidance for Organisations, Systems and Workforces in Scotland \(2023\)](#)

Logic Model



Delivery and Improvement Plan

The delivery and improvement plan details the actions that will be delivered under the four strategic themes.

What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
1. Leadership and Culture						
1.1	Organisational Readiness Checklist	Completion of the Improvement Service's organisational readiness checklist to consider current context and establish priority areas of focus	By Jan 2024	The Organisational Readiness checklist has now been completed and has informed the priority areas in the Delivery and Improvement Plan and Strategic Plan	We will have a baseline from which to measure progress. We will know what is working well, and what areas to prioritise for future trauma informed developments	Strategic group Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan
1.2	Training for Leaders	Trauma informed practice briefing sessions for ECMT, DMT, SMT and Elected Members	By 2024	Trauma informed practice briefing sessions have now been delivered to: <ul style="list-style-type: none"> • Council ECMT (June 2023) • HSCP SMT (Nov 2023 and Mar 2024) • Council DMTs (April 2024) • Elected Members (April 2024) These briefings provided both information about trauma informed practice, reflection on the impact of trauma, and encouragement to engage	Leaders at all levels are more likely to understand, drive, and inspire a trauma-informed approach across their sphere of influence	TIP Lead Officer Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan

What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
			<p>with further resources and training available</p>			
	<p>Leaders across all service areas attend Scottish Trauma Informed Leaders Training (STILT), and follow up development sessions</p>	<p>Ongoing</p>	<p>259 staff in Inverclyde have now attended STILT</p> <p>Two STILT development sessions were held in July and September 2022, organised by Women in the Justice System Project Manager.</p> <p>Further STILT development sessions to be planned for 2024/25 for the wider organisation</p>		<p>TIP Lead Officer</p>	
<p>1.3</p>	<p>Trauma Informed and Responsive Practice Strategic Group</p>	<p>Formation of a multi-agency strategic group to support, monitor and evaluate trauma informed developments</p>	<p>Feb 2023</p> <p>The Inverclyde Trauma Informed and Responsive Practice Strategic group was formed in Feb 2023. The group is chaired by the Corporate Director ECOD and has membership consisting of both strategic and operational representation from services and organisations across the Council, HSCP, Police Scotland and third sector organisations</p>	<p>A whole organisation strategic approach will be taken to developing this work across the Council, HSCP and 3rd Sector</p>	<p>Corporate Director ECOD</p>	<p>Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan/ Education Services Improvement Plan/ The Promise/ MAT Standards/ VAWG/ Health & Wellbeing Strategy/ Suicide</p>

	What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
				The group currently meets on an 8-weekly basis			Prevention Strategy
1.4	High Level Strategic Plan	Creation of a trauma informed practice strategic plan in collaboration with implementation group members and lived experience reference group	By 2024	<p>A strategic plan has been drafted and reviewed by members of the strategic group</p> <p>Plan is due to be taken to a lived experience reference group for further comment, once group members identified (see. 3.1)</p>	There is a clear shared vision for Inverclyde's approach to implementing trauma informed practice across services and systems	Strategic group	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan/ Education Services Improvement Plan/ The Promise/ MAT Standards/ VAWG/ Health & Wellbeing Strategy/ Suicide Prevention Strategy
1.5	Delivery and Improvement Plan	Development of a delivery and improvement plan to track and report on progress relating to trauma informed developments	By Dec 2023	Delivery and Improvement Plan is now in place	There is a shared awareness of trauma informed developments and progress towards strategic aims across the Council	Strategic group	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan
1.6	Trauma Champion	A trauma champion through NES/Scottish Government has been in place since 2021.	By Mar 2024	Previous Trauma Champion has now moved on. 3 new Trauma Champions have been appointed:	Leaders at all levels are more likely to understand, drive, and inspire a trauma-	Strategic group	Alliance Partnership Plan/ Council Plan/ HSCP

	What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
		<p>This links to the work of the National Trauma Champions Group. Postholder will leave Inverclyde in 2024.</p> <p>Identify new Inverclyde Trauma Champion(s), responsible for overseeing, encouraging and raising awareness of trauma informed and trauma responsive practice across all services within their area.</p> <p>It is proposed that Trauma Champions are allocated from: HSCP/Council Third Sector <i>Elected Member</i></p>		<ul style="list-style-type: none"> • Health Improvement Senior (HSCP/Council) • CEO of Man On Inverclyde (Third Sector) • Team Manager at Barnardo's (Third Sector) <p>All three have joined national Trauma Champions network and link with the TIP Lead Officer</p>	informed approach across their sphere of influence		Plan/ Children's Services Plan

What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links	
2. Workforce Development, Support & Wellbeing							
2.1	Training and Implementation Programme	Organisational Development to support workforce mapping and needs analysis for all Council/HSCP roles	By Feb 2024	Initial workforce mapping and needs analysis has now been completed by Organisational Development. Further detail is being gathered from individual service areas to establish accuracy and monitor	Staff are more likely to report increased understanding of the prevalence and impact of trauma on themselves and the people they serve	HR/OD TIP Lead Officer	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan/ Education Services Improvement Plan/ The Promise/ MAT Standards/ VAWG/ Health & Wellbeing Strategy/ Suicide Prevention Strategy
		Trauma Informed e-modules at Levels 1 & 2 to be hosted on Inverclyde Learns. All staff able to access learning appropriate to role and remit	Ongoing	Level 1 animations and Level 2 E-modules went live on Inverclyde Learns in Jan 2024. No. staff who have accessed Level 1 animations to date: <ul style="list-style-type: none"> • Opening Doors: 313 • Sowing Seeds: 105 • Common Ground: 84 • Piece of the Puzzle: 75 No. staff who have accessed core Level 2 e-module to date (via Inverclyde Learns or Turas): 446		HR/OD TIP Lead Officer	
		Network of local trainers to be established to support regular delivery of	By Mar 2024	Trainers networks established for Level 1 (7 trainers) and Level 2 (5 trainers) training delivery.		TIP Lead Officer	

What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
	face-to-face training at Levels 1 & 2, allowing for a rolling training calendar to be created		Calendar of training events at both levels now in place and accessible to all staff and volunteers working in Inverclyde			
	3 pilot services/teams to be identified to carry out trauma informed Tests of Change using IS Roadmap to evaluate progress and impact	By Sep 2024	Pilot sites identified and developing service-appropriate plans. <ol style="list-style-type: none"> 1) Educational Psychology Service: working through the IS Roadmap at team meetings/development days. All staff completing online training. Feeding back on progress to the strategic group. 2) Customer Service: dates scheduled for all staff to complete both online and face to face training prior to beginning Roadmap 3) Homelessness: Service has also requested staff training before reviewing the Roadmap 		TIP Lead Officer	
	Training to be delivered to social work staff, (including business support staff), consisting of NES Level 2 online	Ongoing	Social work staff now have access to the Level 2 online and face-to-face training available across the organisation.		TIP Lead Officer	

What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
	<p>and face-to-face training initially, and access to Level 3 training when available.</p> <p>Application to receive implementation support from Trauma Responsive Social Work Services Programme to be completed when available</p>		<p>Level 3 training remains unavailable at a national level.</p> <p>Negotiations have taken place with HSCP SMT in relation to an application to the Trauma Responsive Social Work Services Programme and are ongoing at the present time</p>			
	<p>Education training and implementation pathway developed and Education Scotland's "Keeping Trauma in Mind" training sessions delivered (131 staff completed to date) as part of a wider programme including STILT (179 education staff registered to date) and NES levels 1&2 online training content.</p>	<p>By Jun 2024</p>	<p>All education establishments in the authority now have trauma informed practice included in their Service Improvement Plans and are engaging with the training and implementation pathway.</p> <p>Training is ongoing throughout education establishments and a plan is being developed to support implementation and sustainability. This is being led by Inverclyde Educational Psychology Service.</p>		<p>Principle Educational Psychologist</p> <p>TIP Lead Officer</p>	
	<p>Face-to-face delivery of Level 1 & 2 NES training across</p>	<p>Feb 23 and Ongoing</p>	<p>Level 1: 151 staff trained to date</p>		<p>TIP Lead Officer</p>	

	What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
		Council, HSCP and 3 rd Sector		Level 2: 129 staff trained to date			
2.2	Organisational Wellbeing Needs Assessment	Identifying what proactive prevention measures to support staff wellbeing are already in place and where gaps may exist	By Dec 2024	Ongoing – will be updated in December 2024	Staff are more likely to report their wellbeing is valued and prioritised and that they have time and space to access relevant proactive and reactive support	HR/OD TIP Lead Officer	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan/ Suicide Prevention Strategy/ Health and Wellbeing Strategy
		Collation of data re. staff wellbeing via employee survey and listening events	By Dec 2024	Ongoing – will be updated in December 2024		HR/OD TIP Lead Officer	

What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links	
3. Lived Experience and Feedback Loops							
3.1	Lived Experience Reference Group	Via 3 rd Sector subgroup of strategic group, establishing links with existing lived experience groups to develop a reference group formed of people with lived experience of trauma, to consult on and co-produce trauma informed developments	By May 2024	Conversations are underway with several 3 rd Sector organisations to draw on existing lived experience groups. Details to be finalised and first group meeting to be arranged to gather views on the Strategic Plan	People with lived experience of trauma feel empowered to collaboratively effect change across services and systems	TIP Lead Officer	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan/ Education Services Improvement Plan/ The Promise/ MAT Standards/ VAWG/ Health & Wellbeing Strategy/ Suicide Prevention Strategy
3.2	Service Feedback Loops	Services review systems in place for people accessing support to share their views and experiences	Ongoing	As a result of using the IS Roadmap, Inverclyde Educational Psychology Service have reflected on existing systems for feedback loops for people accessing their service, highlighting several areas where this process could be made more accessible. It is hoped that as the Roadmap is shared	People with lived experience of trauma are more likely to report that services and systems proactively welcome feedback about their experiences to support continuous improvement	HR/OD TIP Lead Officer	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Children's Services Plan/ Education Services Improvement Plan/ The Promise/ MAT

What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
			wider this will be replicated in other services.			Standards/ VAWG/ Health & Wellbeing Strategy/ Suicide Prevention Strategy
		Where gaps exist, creation of feedback processes to support evaluation and co-production	Ongoing		As above	

What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links	
4. Policies & Processes							
4.1	Identify Good Practice	Identifying examples of existing good practice in relation to trauma informed policies and processes within local and national policies and processes, e.g., Inverclyde's "Positive Conversations"	Ongoing	Organisation Development has launched "Positive Conversations", which replaces the previous appraisal system. The proposed process for Positive Conversations was brought to the TIP Strategic Group for review to ensure it took a trauma informed approach. This is now embedded within practice in Inverclyde Council.	Services and systems are more likely to be designed and delivered with an understanding of trauma in mind and around people's holistic needs, and this is balanced with the smooth running of our systems	HR/OD Strategic group	Suicide Prevention Strategy/ Health and Wellbeing Strategy/ The Promise
4.2	Staff Wellbeing Plans	Development of a staff wellbeing plan format in alignment with local and national guidance which is able to be reflected in any revision of HR/OD policy	By Dec 2024	Ongoing – TIP Lead Officer linking with national network to receive updates on guidance	Staff are more likely to feel safe and supported at work, and the wellbeing of our workforce is consistently improved	TIP Lead Officer HR/OD	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Health & Wellbeing Strategy/ Suicide Prevention Strategy
		Completion of wellbeing plans incorporated into face-to-face training delivery for Skilled Level training	Jul 2023	Allocated time for staff to complete NES Wellbeing Plans is now included in face-to-face Trauma Skilled Level training across the authority. An e-module on "Psychological First Aid: Staff Wellbeing, Taking Care of Yourself" is now available on		TIP Lead Officer	

	What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
				Inverclyde Learns and Turas, which incorporates the NES Wellbeing Tool			
4.3	Prevention and Response to Critical Events	Development of a standard process and guidelines for responding to critical incidents e.g. tragic death	By Aug 2024	Ongoing	Staff are more likely to feel safe and supported at work, and the wellbeing of our workforce is consistently improved	Authority Screening Group	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Health & Wellbeing Strategy/ Suicide Prevention Strategy
Education critical incident process will be augmented through the development of trauma informed debrief training	By Aug 2024	Debrief training is currently being designed and will be rolled out to ASN Leaders in due course	Staff are more likely to report their wellbeing is valued and prioritised and that they have time and space to access relevant proactive and reactive support	Authority Screening Group			
Provide manager training to identify and respond to additional wellbeing needs of staff (including vicarious trauma, burnout and chronic stress), through face-to-face and online training	Ongoing	Managers are encouraged to attend Trauma Skilled training, which addresses the risk and impact of vicarious trauma, burnout etc. and staff wellbeing. An e-module on "Psychological First Aid: Wellbeing of Teams for Managers" is now available on Inverclyde Learns and Turas	TIP Lead Officer				
Identifying what psychological support should be available to	By Aug 2024	Ongoing	Authority Screening Group				

	What will be delivered?	How will this be delivered?	Due Date	Progress to Date	What difference will it make?	Who is responsible?	Strategic Links
		staff following a traumatic incident					
4.4	Policies and Processes Through a Trauma-Informed Lens	Aligning with review schedules, and beginning with HR policies, taking a 'trauma-informed lens' to ensure an understanding of the impact of trauma is reflected in relevant Inverclyde policies	Ongoing	HR have consulted with the TIP Strategic Group on recent updates to the Grievance & Dignity and Respect at Work Policy and the Employee Code of Conduct, to ensure that these are being reviewed through a trauma informed lens. Future policy reviews and updates will continue to be brought to the group for comment/noting	Services and systems are more likely to be designed and delivered with an understanding of trauma in mind and around people's holistic needs, and this is balanced with the smooth running of our systems	HR/OD Strategic group	Alliance Partnership Plan/ Council Plan/ HSCP Plan/ Health & Wellbeing Strategy/ Suicide Prevention Strategy
		Link with national partners to support development of trauma-informed supervision processes at the appropriate level	Oct 2023 and ongoing	TIP Lead Officer is a member of a short-life working group to review existing supervision guidance and develop trauma-informed supervision processes. The group is currently on hold due to members' limited capacity. Lead Officer will remain linked in with the group and will continue to independently gather information to inform a local approach		TIP Lead Officer	

Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Chief Financial Officer	Report No:	FIN/56/24/AP
Contact Officer:	Alan Puckrin	Contact No:	01475 712090
Subject:	2023/24 Annual Audit Report - Meeting Request		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The purpose of this report is to seek approval from the Council to agree that a meeting of the Inverclyde Council be called for 24 October 2024 at 4.00pm to consider the 2023/24 Annual Audit Report to Elected members and the Controller of Audit. The Council's external auditors, KPMG will be present at the meeting to present the Annual Audit Report and answer questions from elected members.
- 1.3 Whilst it is not anticipated that any further change to this date and time will be required, it is recommended that authority is delegated to the Chief Executive in consultation with the Provost and Leader of the Council to agree an alternate date and time should that should be necessary.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Council agrees a meeting of the Inverclyde Council for 24 October 2024 at 4.00pm to consider the 2023/24 Annual Audit Report to Elected Members and the Controller of Audit, with authority being delegated to the Chief Executive in consultation with the Provost and Leader of the Council to agree an alternate date and time should that be necessary.

Alan Puckrin
Chief Financial Officer

3.0 BACKGROUND AND CONTEXT

- 3.1 The External Audit Plan was for the Annual Audit Report incorporating the audited annual accounts for 2023/24 and the wider scope audit report indicated that the Annual Audit Report would be presented to the Council in September 2024.
- 3.2 Following discussions with the Council's external auditors after reviewing progress it was apparent that, whilst good progress is being made it was not going to be possible to achieve the 26 September date.

4.0 PROPOSALS

- 4.1 It is now proposed that a meeting of the Council is called for 24 October at 4.00pm to consider the 2023/24 Annual Audit Report to Elected Members and the Controller of Audit.
- 4.2 Whilst it is not anticipated that any further change to this date and time will be required, it is recommended that authority is delegated to the Chief Executive in consultation with the Provost and Leader of the Council to agree an alternate date and time, in case that should be necessary.

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
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 statutory date for the presentation of audited accounts returned to the pre-pandemic date of 30 September for 2024. However, Audit Scotland have indicated that only 50% of Councils will achieve this date.

5.4 Human Resources

There are no issues arising.

5.5 Strategic

There are no issues arising.

6.0 CONSULTATION

6.1 The Chief Executive and Head of Legal, Democratic, Digital and Customer Services and the Council's External Auditors agree with the proposal in this report.

7.0 BACKGROUND PAPERS

7.1 None.

Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/067/24
Contact Officer:	Lynsey Brown	Contact No:	01475 712710
Subject:	Scheme of Administration – Political Balance		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to advise Council of the necessary requirements to ensure political balance on Committees, Sub-Committees, Boards and Outside Bodies (where appropriate) following (i) the resignation from the SNP Group of Councillor Kirsty Law who will now sit within the Council as an independent Elected Member; and (ii) the resignation as an Elected Member of the Council in respect of Ward 5 (Inverclyde West) of Councillor Martin McCluskey.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Council:

- (a) considers the terms of this report;
- (b) notes the new political balance applying to Committees, Sub-Committees, Boards and Outside Bodies as detailed in Appendices;
- (c) makes adjustments to the membership of its Committees, Sub-Committees, Boards and Outside Bodies as proposed in Appendix 6; and
- (d) notes that political balance will require to be considered again when the result of the forthcoming by-election is confirmed.

Lynsey Brown
Head of Legal, Democratic, Digital and Customer Services

3.0 BACKGROUND AND CONTEXT

- 3.1 Councillor Kirsty Law has resigned from the SNP Group now sits on the Council as an independent Elected Member. In addition, following his election as a Member of the UK Parliament at the United Kingdom Parliamentary General Election on 4th July 2024, Councillor Martin McCluskey has resigned as an elected member of the Council and a by-election has been called for 7 November 2024 to contest the Ward 5 (Inverclyde West) seat previously occupied by Councillor McCluskey. The occurrence of these events means that the political balance on the Council's Committees, Sub-Committees, Boards and Outside Bodies (where appropriate) requires to be reviewed. When the result of the by-election is known, such political balance will have to be considered by Council again.
- 3.2 Paragraph 59 of the Scheme of Administration requires the Council to ensure that, in so far as is practicable, the appointments to Committees, Sub-Committees, and Outside Bodies (where more than two representatives of the Council are required) reflect the balance of representatives on the Council.
- 3.3 The previous political balance approved at the 13 June 2024 meeting of the Council meant the representation on all of the Council's standing Committees and Boards of 11 Members was as follows:
- Labour – 4.5 Members
 - SNP – 3.5 Members
 - Internal Independent Coalition – 1.5 Members
 - Conservative – 1 Member
 - Independent (Councillor Quinn) – 0.5 Member
- 3.4 The alteration in political balance on the Council means that membership of the Council's Committees, Sub-Committees, Boards and Outside Bodies (with more than two representatives) needs to change where appropriate to reflect the position.
- 3.5 Following the occurrence of the events set out in paragraph 3.1, the political balance for the Standing Committees and Boards comprising of 11 Members has been altered as shown in Appendix 1(b) and as set out as follows:
- Labour – 4 Members
 - SNP – 3 Members
 - Independent Alliance – 1 Member
 - Conservative and Independent Affiliation – 1.5 Members
 - Independent (Councillor Quinn) – 0.5 Member
 - Independent (Councillor Law) – 0.5 Member
 - Vacancy to be filled at the forthcoming by-election – 0.5 Member

- 3.6 The new political balance means that both Labour's and SNP's representation is reduced by 0.5 Member and Councillor Law's representation as an independent Elected Member becomes 0.5 Member in each of the eight main Committees and Boards. It also means that representation of 0.5 Member is reserved for the new Elected Member to be elected at the forthcoming by-election.
- 3.7 For Members' ease of reference, Appendix 1a) sets out the existing and Appendix 1b) sets out the new political balance on the main Committees and Boards and Appendix 2 details the existing party-by-party representation on these.
- 3.8 To give effect to the new political balance with minimal disruption to the main Committees and the General Purposes Board and the Planning Board, it is possible to:-
- Transfer the place currently occupied by Councillor Law on Education & Communities Committee to the SNP Group.
 - Transfer one place currently occupied by the SNP Group on Audit Committee, Policy & Resources Committee, Planning Board, Human Resources Appeals Board and Local Policy and Fire Scrutiny Committee to Councillor Law in her capacity as an independent Elected Member.
 - Reduce the number of SNP Members on the General Purposes Board by one with this position being carried as a vacancy until further consideration of political balance following the by-election.
 - Reduce the number of SNP Members on the on Social Work and Social Care Scrutiny Panel by one with this position being carried as a vacancy until further consideration of political balance following the by-election.
 - Reduce the number of Labour Members on the on Social Work and Social Care Scrutiny Panel by one with this position being carried as a vacancy until further consideration of political balance following the by-election.
 - Transfer one of the places currently occupied by the SNP Group on Policy & Resources Executive Sub-Committee to Councillor Law.
 - Reduce the number of Labour Members on the Environment and Regeneration by one, with this position being carried as a vacancy until further consideration of political balance following the by-election.
 - Replace Councillor McCluskey in the positions that he previously occupied with another Elected Member from the Labour Group, with the exception of Social Work and Social Care Scrutiny Panel which will be dealt with as described above.
- 3.9 A proposal for membership of the Council's Committees, Sub-Committees, Boards and Outside Bodies to reflect this is set out in Appendix 6. However, this is, of course, entirely within the discretion of the Council. Members should note that some additional changes have been proposed as narrated within Appendix 6. It should be noted that the proposals set out in Appendix 6 do not represent exact political balance but do so as far as practicable. Members are reminded that political balance will need to be considered again when the results of the by-election are known.

3.10 The existing and new political balance on all Committees is summarised below:

COMMITTEE	EXISTING	NEW
Policy & Resources	4 or 5 LAB 3 or 4 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ)	4 LAB 3 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election.
Environment & Regeneration	4 or 5 LAB 3 or 4 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND**	4 LAB 3 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Social Work & Social Care Scrutiny Panel	4 or 5 LAB 3 or 4 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND**	4 LAB 3 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Audit	4 or 5 LAB 3 or 4 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND**	4 LAB 3 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Education & Communities	4 or 5 LAB 3 or 4 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND**	4 LAB 3 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
General Purposes Board	4 or 5 LAB 3 or 4 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND**	4 LAB 3 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ)

		0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Planning Board	4 or 5 LAB 3 or 4 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND**	4 LAB 3 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Local Fire & Police Scrutiny Panel	4 or 5 LAB 3 or 4 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND**	4 LAB 3 SNP 1 or 2 CON** 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Human Resources Appeals Board	2 LAB 1 or 2 SNP 0 or 1 CON** 0 or 1 IND ALL** 0 IND**	2 LAB 1 or 2 SNP 0 or 1 CON** 0 or 1 IND ALL** 0 IND (CQ) 0 IND (CL) 0 Vacancy to be filled at the forthcoming by-election
Policy & Resources Executive Sub-Committee	2 or 3 LAB 2 SNP 1 CON** 0 or 1 IND ALL** 0 or 1 IND**	2 or 3 LAB 1 or 2 SNP 1 CON** 0 or 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Grants Sub-Committee	2 or 3 LAB 2 SNP 1 CON** 0 or 1 IND ALL** 0 or 1 IND**	2 or 3 LAB 1 or 2 SNP 1 CON** 0 or 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Petitions Committee	2 or 3 LAB 2 SNP 1 CON** 0 or 1 IND ALL** 0 or 1 IND**	2 or 3 LAB 1 or 2 SNP 1 CON** 0 or 1 IND ALL** 0 or 1 IND (CQ)

		0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election
Local Review Body	3 LAB 2 SNP 1 CON** 0 or 1 IND ALL** 0 or 1 IND**	3 LAB 2 SNP 1 CON** 0 or 1 IND ALL** 0 or 1 IND (CQ) 0 or 1 IND (CL) 0 or 1 Vacancy to be filled at the forthcoming by-election

*IND = Internal Independent Coalition

**CON = Conservative & Independent Affiliation

**IND ALL = Independent Alliance

**IND (CQ) = Councillor Quinn

**IND (CL) = Councillor Law

- 3.11 When considering adjustments to the membership of Committees to reflect the present political balance, the Council should seek to ensure that the replacement Member on each of the main Committees reflects the political balance as far as possible and in line with what each member may wish as individuals.
- 3.12 Appendix 2 sets out the existing membership of the Committees, Sub-Committees and Boards. Appendix 3 sets out the new membership to address the new political balance.
- 3.13 The Licensing Board is a separate statutory body and there is no formal requirement to include it in the current re-balancing exercise. Furthermore, there is a requirement that any Member of the Licensing Board must completed mandatory training before sitting on the Board. In the circumstances it is proposed that the Licensing Board is excluded from the re-balancing exercise.

4.0 REPRESENTATIVES TO OUTSIDE BODIES

- 4.1 In terms of Paragraph 59 of the Council's Scheme of Administration, the Council requires to ensure that appointments to Outside Bodies reflect as far as practicable the balance of political representation on the Council where more than two representatives of the Council are required.
- 4.2 It is essential to reflect as far as possible the actual political balance of the Council in Committees, Sub-Committees and Boards. With Outside Bodies, however, it remains important but not essential to apply the political balance and some discretion is possible. This discretion can take into account Member availability for the range of tasks and attendances involved with the respective Outside Bodies. This discretion appears also to have accommodated, at times, a less formal political balance among the individual political parties with a general balance being attained informally between the Administration and the Non-Administration groups overall, rather than a party-by-party split.
- 4.3 As listed in Appendix 4, there are 12 Outside Bodies where more than 2 representatives of the Council are required and the current Political membership of each Outside Body with more than 2 representatives is set out.
- 4.4 The current party-by party-balance is set out for information and guidance in Appendix 4. The party-by-party approach can be modified by the Council if it wished to take account of pressures

on Members or their individual wishes for representation on the Outside Bodies by a more general arrangement based on the overall proportion of Administration Members to all Non-Administration Members.

- 4.5 Appendix 5 sets out the new political balance in respect of Outside Bodies (more than 2 representatives) following the resignations detailed at paragraph 3.1.
- 4.6 Appendix 6 sets out a proposal for membership of the Council’s Committees, Sub-Committees, Boards and Outside Bodies to reflect the new political balance. Some additional proposed changes have also been made and are narrated in that appendix. Members should note that the proposals in Appendix 6 do not achieve exact political balance but do so as far as practicable. This, however, entirely for the Council to decide upon.

5.0 COUNCIL NOMINATIONS TO BOARDS

- 5.1 On 21st November 2023, the Policy & Resources Committee agreed that a report be presented to Inverclyde Council by the Chief Executive following a review of the appropriateness of Councillor nominations to the boards of organisations which tender for Council contracts. This matter has been discussed at the Strategic Leadership Forum and officers will bring back a report to a future meeting of Inverclyde Council.

6.0 IMPLICATIONS

- 6.1 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

6.2 Finance

One off Costs

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

Annually Recurring Costs/ (Savings)

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

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6.3 Legal/Risk

There are no legal or risk implications.

6.4 Human Resources

There are no human resource implications.

6.5 Strategic

There are no strategic plan implications.

7.0 CONSULTATION

7.1 N/A

8.0 BACKGROUND PAPERS

8.1 N/A

APPENDIX 1a)**EXISTING POLITICAL BALANCE (STANDING COMMITTEES,
GENERAL PURPOSES BOARD, PLANNING BOARD and LOCAL POLICE & FIRE SCRUTINY)**

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	REPRESENTATION
Scottish Labour Party	9	40.90	4.5	4.5	4 or 5
Scottish National Party	7	31.82	3.5	3.5	3 or 4
Independent Alliance	2	9.09	1	1	1
Scottish Conservative & Unionist	3	13.64	1.5	1.5	1 or 2
Independent Member (Councillor Quinn)	1	4.55	0.5	0.5	0 or 1

*_In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.

EXISTING POLITICAL BALANCE (OTHER COUNCIL COMMITTEES ETC)**5 REPRESENTATIVES (2 - Human Resources Appeals Board and Housing (Landlord Registration) Sub-Committee)**

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.05	2	2
SNP	7	31.82	1.59	1.5	1 or 2
Conservative & Ind	3	13.64	0.68	0.5	0 or 1
Independent Alliance	2	9.09	0.45	0.5	0 or 1
Independent (Councillor Quinn)	1	4.55	0.23	0	0

6 REPRESENTATIVES (3, P&R Exec Sub-Committee, Grants Sub-Committee and Petitions Committee)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.45	2.5	2 or 3
SNP	7	31.82	1.91	2	2
Conservative & Ind	3	13.64	0.82	1	1
Independent Alliance	2	9.09	0.55	0.5	0 or 1
Independent (Councillor Quinn)	1	4.55	0.28	0.5	0 or 1

7 REPRESENTATIVES (1, Local Review Body)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.86	3	3
SNP	7	31.82	2.23	2	2
Conservative & Ind	3	13.64	0.82	1	1
Independent Alliance	2	9.09	0.64	0.5	0 or 1
Independent	1	4.55	0.32	0.5	0 or 1

- *In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.

APPENDIX 1b)**NEW POLITICAL BALANCE (STANDING COMMITTEES, GENERAL PURPOSES BOARD, PLANNING BOARD and LOCAL POLICE & FIRE SCRUTINY)**

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION
Scottish Labour Party	8	36.36	4	4	4
Scottish National Party	6	27.27	3	3	3
Independent Alliance	2	9.09	1	1	1
Scottish Conservative & Unionist & Independent Affiliation	3	13.64	1.5	1.5	1 or 2
Independent (Councillor Quinn)	1	4.55	0.5	0.5	0 or 1
Independent (Councillor Law)	1	4.55	0.5	0.5	0 or 1
Vacancy to be filled by forthcoming by-election	1	4.55	0.5	0.5	0 or 1

- * In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.

APPENDIX 1b)**NEW POLITICAL BALANCE (OTHER COUNCIL COMMITTEES ETC)****5 REPRESENTATIVES (2 - Human Resources Appeals Board and Housing (Landlord Registration) Sub-Committee)**

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	8	36.36	1.82	2	2
SNP	6	27.27	1.36	1.5	1 or 2
Conservative & Ind	3	13.64	0.68	0.5	0 or 1
Independent Alliance	2	9.09	0.45	0.5	0 or 1
Independent (Councillor Quinn)	1	4.55	0.23	0	0
Independent (Councillor Law)	1	4.55	0.23	0	0
Vacancy to be filled at the forthcoming by-election	1	4.55	0.23	0	0

6 REPRESENTATIVES (3, P&R Exec Sub-Committee, Grants Sub-Committee and Petitions Committee)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	8	36.36	2.18	2	2
SNP	6	27.27	1.64	1.5	1 or 2
Conservative & Ind	3	13.64	0.82	1	1
Independent Alliance	2	9.09	0.55	0.5	0 or 1
Independent (Councillor Quinn)	1	4.55	0.27	0.5	0 or 1
Independent (Councillor Law)	1	4.55	0.27	0.5	0 or 1
Vacancy to be filled at the forthcoming by-election	1	4.55	0.27	0.5	0 or 1

7 REPRESENTATIVES (1, Local Review Body)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.55	2.5	2 or 3
SNP	6	27.27	1.91	2	2
Conservative & Ind	3	13.64	0.82	1	1

Independent Alliance	2	9.09	0.64	0.5	0 or 1
Independent (Councillor Quinn)	1	4.55	0.32	0.5	0 or 1
Independent (Councillor Law)	1	4.55	0.32	0.5	0 or 1
Vacancy to be filled at the forthcoming by-election	1	4.55	0.32	0.5	0 or 1

- *In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.
- ** Where alternatives are given (e.g. "0 or 1" or "2 or 3"), then it would be for the groups in question to seek to agree the specific arrangements to effect the solution for their respective numerical entitlement, with the requirement in the Council's Standing Orders to seek to achieve a balance of political representation being capable of being met by those groups agreeing to alternate representation where the same applies to more than 1 appointment.

APPENDIX 2**EXISTING POLITICAL BALANCE IN RESPECT OF MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND BOARDS**

COMMITTEE	NO. MEMBERS ON COMMITTEE	LABOUR	SNP	CON & IND	INDEPENDENT ALLIANCE	IND
Policy & Resources	11	4 or 5	3 or 4	1 or 2	1	0 or 1
Environment & Regeneration	11	4 or 5	3 or 4	1 or 2	1	0 or 1
Education & Communities	11	4 or 5	3 or 4	1 or 2	1	0 or 1
Social Work & Social Care Scrutiny Panel	11	4 or 5	3 or 4	1 or 2	1	0 or 1
Audit	11	4 or 5	3 or 4	1 or 2	1	0 or 1
General Purposes Board	11	4 or 5	3 or 4	1 or 2	1	0 or 1
Planning Board	11	4 or 5	3 or 4	1 or 2	1	0 or 1
Local Review Body***	7	3	2	1	0 or 1	0 or 1
Policy & Resources Executive Sub-Committee***	6	2 or 3	2	1	0 or 1	0 or 1
Human Resources Appeals Board***	5	2	1 or 2	0 or 1	0 or 1	0
Housing (Landlord Registration) Sub-Committee***	5	2	1 or 2	0 or 1	0 or 1	0
Grants Sub-Committee***	6	2 or 3	2	1	0 or 1	0 or 1
Local Police & Fire Scrutiny	11	4 or 5	3 or 4	1 or 2	1	0 or 1
Inverclyde Licensing Board	8	3 or 4**	2 or 3**	1**	0 or 1**	0 or 1**
Petitions Committee***	6	2 or 3	2	1	0 or 1	0 or 1

APPENDIX 3**NEW POLITICAL BALANCE IN RESPECT OF MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND BOARDS**

COMMITTEE	NO. MEMBERS ON COMMITTEE	LABOUR	SNP	CON & IND	INDEPENDENT ALLIANCE	IND (CLLR QUINN)	IND (CLLR LAW)	VACANCY TO BE FILLED AT FORTHCOMING BY-ELECTION
Policy & Resources	11	4	3	1 or 2	1	0 or 1	0 or 1	0 or 1
Environment & Regeneration	11	4	3	1 or 2	1	0 or 1	0 or 1	0 or 1
Education & Communities	11	4	3	1 or 2	1	0 or 1	0 or 1	0 or 1
Social Work & Social Care Scrutiny Panel	11	4	3	1 or 2	1	0 or 1	0 or 1	0 or 1
Audit	11	4	3	1 or 2	1	0 or 1	0 or 1	0 or 1
General Purposes Board	11	4	3	1 or 2	1	0 or 1	0 or 1	0 or 1
Planning Board	11	4	3	1 or 2	1	0 or 1	0 or 1	0 or 1
Local Review Body***	7	2 or 3	2	1	0 or 1	0 or 1	0 or 1	0 or 1

Policy & Resources Executive Sub-Committee***	6	2	1 or 2	1	0 or 1	0 or 1	0 or 1	0 or 1
Human Resources Appeals Board***	5	2	1 or 2	0 or 1	0 or 1	0	0	0
Housing (Landlord Registration) Sub-Committee***	5	2	1 or 2	0 or 1	0 or 1	0	0	0
Grants Sub-Committee***	6	2	1 or 2	1	0 or 1	0 or 1	0 or 1	0 or 1
Local Police & Fire Scrutiny	11	4	3	1 or 2	1	0 or 1	0 or 1	0 or 1
Inverclyde Licensing Board	8	3 **	2	1**	0 or 1**	0 or 1**	0 or 1**	0 or 1**
Petitions Committee***	6	2	1 or 2	1	0 or 1	0 or 1	0 or 1	0 or 1

- **The proposed appointments to the Inverclyde Licensing Board are based upon the following numerical entitlements, namely 2.91 (rounded to 3) (Labour), 2.18 (rounded to 2) (SNP), 1.09 (rounded to 1) (Scottish Conservative & Unionist & Ind) 0.73 (rounded to 0.5) (Independent Alliance) and 0.36 (rounded to 0.5) for both Independent (Councillor Quinn) and Independent (Councillor Law). Again, where alternatives are given (e.g. “0 or 1” or “2 or 3”), then it would be for the groups in question to seek to agree the specific arrangements to effect the solution for their respective numerical entitlement, with the requirement in the Council’s Standing Orders to seek to achieve a balance of political representation being capable of being met by those groups agreeing to alternate representation where the same applies to more than 1 appointment.
- *** Suggested on the basis of the representations calculated in Appendix 2. Again, where alternatives are given (e.g. “0 or 1” or “2 or 3”), then it would be for the groups in question to seek to agree the specific arrangements to effect the solution for their respective numerical entitlement, with the requirement in the Council’s Standing Orders to seek to achieve a balance of political representation being capable of being met by those groups agreeing to alternate representation where the same applies to more than 1 appointment

APPENDIX 4**EXISTING POLITICAL BALANCE IN RESPECT OF APPOINTMENTS TO OUTSIDE BODIES WITH MORE THAN 2 REPRESENTATIVES**

3 REPRESENTATIVES (5 Bodies – Boglestone Community Association, Inverclyde Community Development Trust, Inverclyde Alcohol & Drug Partnership, Peter Stanton Memorial Trust (3 elected members including the Provost), Riverside Inverclyde)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	1.23	1	1
SNP	7	31.82	0.95	1	1
Conservative & Ind	3	13.64	0.41	0.5	0 or 1
Independent Alliance	2	9.09	0.27	0.5	0 or 1
Independent	1	4.55	0.14	0	0

4 REPRESENTATIVES (5 Bodies –Inverclyde Alliance Board, Inverclyde Integration Joint Board, Inverclyde Leisure, Renfrewshire Valuation Joint Board and Shared Services Joint Committee)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	1.64	1.5	1 or 2
SNP	7	31.82	1.27	1.5	1 or 2
Conservative & Ind	3	13.64	0.41	0.5	0 or 1
Independent Alliance	2	9.09	0.36	0.5	0 or 1
Independent	1	4.55	0.18	0	0

5 REPRESENTATIVES (2 Bodies - James Campbell Buchan Trust and Women's Forum)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	9	40.90	2.05	2	2
SNP	7	31.82	1.59	1.5	1 or 2
Conservative & Ind	3	13.64	0.68	0.5	0 or 1
Independent Alliance	2	9.09	0.45	0.5	0 or 1
Independent	1	4.55	0.23	0	0

- *In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.

APPENDIX 5**NEW POLITICAL BALANCE IN RESPECT OF APPOINTMENTS TO OUTSIDE BODIES WITH MORE THAN 2 REPRESENTATIVES**

3 REPRESENTATIVES (5 Bodies – Boglestone Community Association, Inverclyde Community Development Trust, Inverclyde Alcohol & Drug Partnership, Peter Stanton Memorial Trust (3 elected members including the Provost), Riverside Inverclyde)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEARERST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	8	36.36	1.09	1	1
SNP	6	27.27	0.82	1	1
Conservative & Ind	3	13.64	0.41	0.5	0 or 1
Independent Alliance	2	9.09	0.27	0.5	0 or 1
Independent (Cllr Quinn)	1	4.55	0.14	0	0
Independent (Cllr Law)	1	4.55	0.14	0	0
Vacancy to be filled at forthcoming by-election	1	4.55	0.14	0	0

4 REPRESENTATIVES (5 Bodies –Inverclyde Alliance Board, Inverclyde Integration Joint Board, Inverclyde Leisure, Renfrewshire Valuation Joint Board and Shared Services Joint Committee)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEARERST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	8	36.36	1.45	1.5	1 or 2
SNP	6	27.27	1.09	1	1
Conservative & Ind	3	13.64	0.41	0.5	0 or 1
Independent Alliance	2	9.09	0.36	0.5	0 or 1
Independent	1	4.55	0.18	0	0
Independent (Cllr Law)	1	4.55	0.18	0	0
Vacancy to be filled at forthcoming by-election	1	4.55	0.18	0	0

5 REPRESENTATIVES (2 Bodies - James Campbell Buchan Trust and Women's Forum)

PARTY	NO. OF ELECTED MEMBERS	% OF TOTAL	NUMERICAL ENTITLEMENT	NUMERICAL ENTITLEMENT ROUNDED TO NEAREST 0.5*	SUGGESTED REPRESENTATION PARTY-BY-PARTY**
Labour	8	36.36	1.82	2	2
SNP	6	27.27	1.36	1.5	1 or 2
Conservative & Ind	3	13.64	0.68	0.5	0 or 1
Independent Alliance	2	9.09	0.45	0.5	0 or 1
Independent (Cllr Quinn)	1	4.55	0.23	0	0
Independent (Cllr Law)	1	4.55	0.23	0	0
Vacancy to be filled at forthcoming by-election	1	4.55	0.23	0	0

- *In order to apply a consistent approach to the suggested representation based upon the Council's political balance, the numerical entitlement has been rounded (whether that be higher or lower) to the nearest 0.5.
- **Where alternatives are given (e.g. "0 or 1" or "2 or 3"), then it would be for the groups in question to seek to agree the specific arrangements to effect the solution for their respective numerical entitlement, with the requirement in the Council's Standing Orders to seek to achieve a balance of political representation being capable of being met by those groups agreeing to alternate representation where the same applies to more than 1 appointment. It is, however, to be noted that where 4 representatives are sought all four groups need to be involved in that discussion, and not just two.

APPENDIX 6

PROPOSED MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES AND BOARDS WITH CONVENERS AND VICE-CONVENERS

Pursuant to Recommendation 2.1(c) of the foregoing Report, the following adjustments are proposed to membership of the Council's Committees, Sub-Committees, Boards and Outside Bodies. The names of all Councillors appointed to each of the Council's Committees, Sub-Committees and Boards, whether changes are proposed or not, are set out for each of reference. The changes proposed are highlighted in bold below the name of the relevant Committee, Sub-Committee and Board.

POLICY & RESOURCES COMMITTEE

Proposed Changes: SNP place to be transferred to Councillor Law as an independent Member, Councillor Moran to replace Councillor McCluskey and Councillor McGuire to be Vice-Convener

- | | |
|-------------------------|-------------------------|
| 1. Councillor McCabe | 7. Councillor Law |
| 2. Councillor Moran | 8. Councillor Armstrong |
| 3. Councillor McCormick | 9. Councillor McVey |
| 4. Councillor McGuire | 10. Councillor Wilson |
| 5. Councillor Robertson | 11. Councillor Nelson |
| 6. Councillor Curley | |

Convener: Councillor McCabe
Vice-Convener: Councillor McGuire

ENVIRONMENT & REGENERATION COMMITTEE

Proposed Change: Councillor McCabe to come off committee and place to be carried as a vacancy.

- | | |
|-------------------------|-------------------------|
| 1. Councillor McCormick | 7. Councillor Robertson |
| 2. Councillor Cassidy | 8. Councillor Crowther |
| 3. Councillor Clocherty | 9. Provost McKenzie |
| 4. Councillor Jackson | 10. Councillor Quinn |
| 5. [Vacancy] | 11. Councillor Brooks |
| 6. Councillor Curley | |

Convener: Councillor McCormick
Vice-Conveners: Councillor Cassidy (Environment)
Councillor Clocherty (Regeneration)

EDUCATION & COMMUNITIES COMMITTEE

Proposed Change: Councillor Law to be replaced by Councillor Reynolds

- | | |
|-------------------------|------------------------|
| 1. Councillor Clocherty | 7. Councillor Reynolds |
| 2. Councillor Brennan | 8. Councillor Nelson |
| 3. Councillor McGuire | 9. Councillor Quinn |
| 4. Councillor Moran | 10. Councillor McVey |
| 5. Councillor Robertson | 11. Councillor Wilson |
| 6. Councillor Armstrong | |

Church Representatives: Rev D Burt, Rev F Donaldson, Mr J Docherty
Parent Representative: Ms Fiona MacDonald
Teacher Representative: Paula McEwan
Convener: Councillor Clocherty
Vice-Convener: Councillor Brennan (Education)
Councillor McGuire (Communities)

SOCIAL WORK AND SOCIAL CARE SCRUTINY PANEL

Proposed Change: Councillor Reynolds to come off committee and place to be carried as a vacancy. Councillor McCluskey to come off committee and place to be carried as a vacancy. Councillor McCabe to replace Councillor Clocherty.

- | | |
|-------------------------|-------------------------|
| 1. Councillor Jackson | 7. Councillor Armstrong |
| 2. [Vacancy] | 8. Councillor Daisley |
| 3. Councillor Brennan | 9. [Vacancy] |
| 4. Councillor Cassidy | 10. Provost McKenzie |
| 5. Councillor McCabe | 11. Councillor Brooks |
| 6. Councillor Robertson | |

Convener: Councillor Brennan
Vice-Convener: Councillor Jackson

AUDIT COMMITTEE

Proposed Change: Councillor Reynolds to be replaced by Councillor Law. Councillor McCluskey to be replaced by Councillor Clocherty.

- | | |
|-------------------------|-----------------------|
| 1. Councillor McCabe | 7. Councillor Curley |
| 2. Councillor McGuire | 8. Councillor Law |
| 3. Councillor Clocherty | 9. Councillor McVey |
| 4. Councillor McCormick | 10. Councillor Nelson |
| 5. Councillor Robertson | 11. Councillor Wilson |
| 6. Councillor Crowther | |

Convener: Councillor Wilson
Vice-Convener: Councillor Curley

GENERAL PURPOSES BOARD

Proposed Change: Councillor Crowther to come off committee and place to be carried as a vacancy. Councillor McCluskey to be replaced by Councillor Jackson

- | | |
|-----------------------|-------------------------|
| 1. Councillor Brennan | 7. Councillor Armstrong |
| 2. Councillor Jackson | 8. Councillor Reynolds |
| 3. Councillor Cassidy | 9. Councillor Quinn |
| 4. Councillor Moran | 10. Provost McKenzie |
| 5. Councillor Curley | 11. Councillor Wilson |
| 6. [Vacancy] | |

Chair: Councillor Moran
Vice-Chair: Councillor Curley

PLANNING BOARD

Proposed Change: SNP place to be transferred to Councillor Law as an independent Member

- | | |
|-------------------------|-----------------------|
| 1. Councillor McCabe | 7. Councillor Curley |
| 2. Councillor McGuire | 8. Councillor Law |
| 3. Councillor Clocherty | 9. Provost McKenzie |
| 4. Councillor Jackson | 10. Councillor McVey |
| 5. Councillor Armstrong | 11. Councillor Brooks |
| 6. Councillor Crowther | |

Chair: Councillor McVey
Vice-Chair: Councillor Curley

HUMAN RESOURCES APPEALS BOARD

Proposed Change: SNP place to be transferred to Councillor Law as an independent Member

- | | | | |
|----|----------------------|----|--------------------|
| 1. | Councillor Brennan | 4. | Councillor Daisley |
| 2. | Councillor Clocherty | 5. | Councillor Quinn |
| 3. | Councillor Law | | |
- Chair:** Councillor Brennan
Vice-Chair: Councillor Clocherty

POLICY & RESOURCES EXECUTIVE SUB-COMMITTEE

Proposed Change: Councillor Curley to be replaced by Councillor Law. Councillor McCluskey to be replaced by Councillor McGuire and Councillor McGuire to be Vice-Convener.

- | | | | |
|----|----------------------|----|-------------------|
| 1. | Councillor McCabe | 4. | Councillor Law |
| 2. | Councillor McGuire | 5. | Councillor McVey |
| 3. | Councillor Robertson | 6. | Councillor Wilson |
- Convener:** Councillor McCabe
Vice-Convener: Councillor McGuire

GRANTS SUB-COMMITTEE

No Proposed Changes

- | | | | |
|----|---------------------|----|---------------------|
| 1. | Councillor Brennan | 4. | Councillor Reynolds |
| 2. | Councillor McGuire | 5. | Provost McKenzie |
| 3. | Councillor Crowther | 6. | Councillor Brooks |
- Chair:** Councillor Brooks

LOCAL REVIEW BODY

No Proposed Changes

- | | | | |
|----|----------------------|----|-------------------|
| 1. | Councillor Clocherty | 5. | Councillor Curley |
| 2. | Councillor McCabe | 6. | Councillor McVey |
| 3. | Councillor McGuire | 7. | Councillor Brooks |
| 4. | Councillor Crowther | | |
- Chair:** Councillor McVey
Vice-Chair: Councillor Curley

LOCAL POLICE AND FIRE SCRUTINY COMMITTEE

Proposed Change: SNP place to be transferred to Councillor Law as an independent Member

- | | | | |
|----|----------------------|-----|---------------------|
| 1. | Councillor Brennan | 7. | Councillor Law |
| 2. | Councillor Clocherty | 8. | Councillor Reynolds |
| 3. | Councillor Moran | 9. | Councillor Quinn |
| 4. | Councillor McGuire | 10. | Provost McKenzie |
| 5. | Councillor Crowther | 11. | Councillor Wilson |
| 6. | Councillor Daisley | | |
- Chair:** Councillor Wilson
Vice-Chair: Provost McKenzie

PETITIONS COMMITTEE

No Proposed Changes

- | | | | |
|----|--------------------|----|--------------------|
| 1. | Councillor Cassidy | 4. | Councillor Daisley |
| 2. | Councillor McCabe | 5. | Provost McKenzie |
| 3. | Councillor Curley | 6. | Councillor Brooks |

Convener: Councillor Curley

Vice-Convener: Provost McKenzie

No other changes are proposed to any of the Council's Committees, Sub-Committees or Boards at this time.

OUTSIDE BODIES

COSLA Boards

Councillor Jackson to replace Councillor McCluskey on Health and Social Care

Glasgow and Clyde Valley City Deal Cabinet (Joint Committee)

Councillor McGuire to replace Councillor McCluskey as Substitute Member

Inverclyde Integration Joint Board

Councillor Brennan to replace Councillor McCluskey

Scotland Excel Joint Committee

Councillor Clocherty to replace Councillor McCluskey

Clyde, Kintyre and Islands Ferry Stakeholders Group

Councillor Cassidy to replace Councillor McCluskey

Greenock Arts Guild Board

Councillor McCluskey to be replaced by Councillor Brennan

Gourock – Dunoon Infrastructure and Vessels Project

Councillor McCluskey to be replaced by Councillor Reynolds

No other changes are proposed to any of the Council's Outside Bodies at this time.

Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/066/24
Contact Officer:	Lynsey Brown	Contact No:	01475 712710
Subject:	Establishment of Programme Board		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to request that Council approves the establishment of a Programme Board to consider the workstream savings identified through the 2024/26 budget setting process. The Programme Board will comprise representatives of each political party represented on the Council to reflect, as far as practicable, the political balance of the Council.

2.0 RECOMMENDATIONS

2.1 It is recommended that:

- (i) Council agrees to the establishment of a Programme Board on the Terms of Reference set out in Appendix 1; and
- (ii) Elected Members should nominate members to the Programme Board in line with the Council's political balance and the Council should approve such Members' appointment to the Programme Board.

Lynsey Brown
Head of Legal, Democratic, Digital & Customer Services

3.0 BACKGROUND AND CONTEXT

- 3.1 As part of the 2024/26 budget setting process a range of workstream savings targets were agreed. The areas for workstream savings cover all directorates of the Council as set out in Appendix 2 for information.
- 3.2 To ensure that Elected Members are actively involved and engaged in actions to be taken to meet the workstream savings it is proposed that a Programme Board is established comprising 11 Elected Members. As far as practicable, membership should reflect the political balance on the Council.
- 3.3 The purpose of the Programme Board will be to enhance openness, transparency, inclusivity and representation during the process of considering the actions required to be taken to deliver the savings identified. It is intended that the meetings of the Programme Board will enable open discussion amongst the political groups and independent members and seek to achieve consensus insofar as possible in deciding upon actions to be taken.
- 3.4 It is intended that the meetings of the Programme Board will allow proposed workstream savings to be discussed in more detail to ensure members are engaged in consideration of the principles and direction of savings in a way that is entirely separate from meetings of full Council or its Service Committees. It is also intended that it will be separate from the Council's formal committee structure and Scheme of Administration. The Programme Board should decide the chair of the Board from the Board membership.
- 3.5 The proposed terms of reference for the Programme Board are set out in Appendix 1.

4.0 PROPOSALS

- 4.1 The Council is asked to agree to the formation of a Programme Board on the Terms of Reference set out in Appendix 1 to consider workstream savings decisions to be taken in line with the 2024/26 budget setting process.

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 arising as a result of this report although decisions of the Programme Board would clearly have financial implications.

One off Costs

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

Annually Recurring Costs/ (Savings)

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

5.3 Legal/Risk

The Programme Board would not be contained within the Council's formal committee process or Scheme of Administration and would be governed by its terms of reference.

5.4 Human Resources

There are no Human Resources implications directly arising as a result of this report.

5.5 Strategic

N/A

5.6 Data Protection

(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 has been drafted, with a copy being annexed to this report.
X	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

N/A

7.0 BACKGROUND PAPERS

N/A

Appendix 1

Programme Board Terms of Reference

1. The Programme Board will be an informal group providing support, challenge and feedback before any redesign or workstream saving is presented to the relevant Committee.
2. The Programme Board shall comprise 11 Elected Members reflecting, as far as practicable, the political balance of the Council.
3. The Chair of the Programme Board will be decided by members of the Programme Board.
4. The quorum of the Programme Board shall be 6.
5. The Chief Executive and members of the Corporate Management Team as required will attend to present information and to seek advice.
6. The Programme Board's function is to bring Elected Members from all political parties and those not representing a particular political party together to provide support and challenge on savings proposals and redesigns. The Programme Board is not a decision-making body, any decisions are made by Council or Committees in line with Standing Orders.
7. The Programme Board allows significant and sensitive redesigns/savings to be considered on a non-political basis out with the Council's Committee process to understand the level of support and develop consensus.
8. All members of the Programme Board have equal say and divergent views will be respected. Mutual respect is expected from all Board Members.
9. Any public consultations, or Equality Impact Assessments in respect of savings or workstreams that are taken forward will be considered by the Programme Board at the same time as the final proposals.
10. The Programme Board will attempt to achieve consensus. If this is not possible this will be reflected in any report to Committee.
11. All workstream reports will be reviewed by the Programme Board prior to any report being presented to Committee and Council.
12. A note of actions agreed will be taken and circulated after each meeting.
13. The frequency of meetings will be agreed after consideration of management capacity to effectively support the Programme Board and complete officer action points.

Policy & Resources Committee

Workstreams Saving Monitoring at 14 August 2024

Saving Title	CMT Lead Officer	Approved Saving	Achieved to Date	Projected Saving	Over achievement/ (Shortfall)	Approved Saving	Achieved to Date	Projected Saving	Total Projected Saving	Over achievement/ (Shortfall)	Est FTE Impact
		2024/25 £000's	2024/25 £000's	2024/25 £000's	2024/25 £000's	2025/26 £000's	2025/26 £000's	2025/26 £000's	2024/26 £000's	2024/26 £000's	
Income Generation Original Target £700k	A Puckrin	250	245	245	(5)	450	256	455	700	0	0.0
Procurement Original target £600k, now £805k Note 3	S Jamieson	710	711	711	1	95	40	94	805	0	(2.0)
Energy Original Target £500k, now £850k	A Puckrin	250	250	250	0	600	600	600	850	0	0.0
Asset Management Original Target £400k	S Jamieson	50	0	50	0	350	0	350	400	0	Note 1
Management Restructure Ph3 Original Target £200k	L Long	0	0	0	0	200	0	200	200	0	3.0
Digital & Customer Services Original Target £100k	L Long	20	0	20	0	80	0	80	100	0	3.0
Community Learning & Development- Delivering Differently Review Original Target £180k	R Binks	40	0	40	0	140	0	140	180	0	tbc
Over achievement Contingency Currently £300k	A Puckrin	0	0	0	0	(300)	0	(300)	(300)	0	0.0
Totals		1,320	1,206	1,316	(4)	1,615	896	1619	2935	0	4.0

Notes

1 - Asset Management Target is net of any reinvestment in either capital or recurring spend in remaining buildings.

2- CMT recommend the inclusion of a teachers workstream if reductions are permitted by the Scottish Government.

The target would be based on a 29FTE reduction (3.8%) which would save approximately £1.80 million

3 - Procurement target increased by £55k as approved by CMT. New target of £805k consists of £670k for residual waste contract, £80k Swan and £55k Procurement.

Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/065/24
Contact Officer:	Lynsey Brown	Contact No:	01475 712710
Subject:	Funding Contribution to the Jo Cox Foundation		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is to advise Council of a decision by COSLA to consider supporting a request for a funding contribution to the Jo Cox Foundation and to seek a decision from Council as to whether to make a contribution.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Council:

- (a) considers the terms of this report and the letter received from COSLA in relation to the Jo Cox Foundation; and
- (b) decides whether or not to make a financial contribution to the Jo Cox Foundation.

Lynsey Brown
Head of Legal, Democratic, Digital and Customer Services

3.0 BACKGROUND AND CONTEXT

- 3.1 The Leader and Chief Executive of the Council, together with their counterparts in other local authorities, have recently received a letter from the Jo Cox Foundation asking for funding to support the Jo Cox Civility Commission in their work to tackle the abuse and intimidation of elected members. This was considered by COSLA and a collective decision was taken to consider supporting the request for a funding contribution. It is clear, however, that the decision to donate sits with individual councils. The letter from COSLA is set out in Appendix 1 and a report that was considered by COSLA Leaders earlier this month which contains additional information is set out in Appendix 2.
- 3.2 The Jo Cox Civility Commission have suggested a donation of £500 - £1000 per council. Given the Council's relative size it is suggested that a donation of £500 would be appropriate. It is proposed that this would be met from the Members Services budget.

4.0 PROPOSALS

- 4.1 It is proposed that the Council considers the request from the Jo Cox Foundation and corresponding letter and report from COSLA and decides whether to make a donation of £500 from the Members Services budget.

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
Members Services	Payments to other bodies	2024/25	£500	N/A	One off Donation

Annually Recurring Costs/ (Savings)

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

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5.3 Legal/Risk

There are no legal or risk implications.

5.4 Human Resources

There are no human resource implications.

5.5 Strategic

There are no strategic plan implications.

6.0 CONSULTATION

6.1 N/A

7.0 BACKGROUND PAPERS

7.1 N/A

From COSLA Presidential Team, Cllr Shona Morrison & Cllr Steven Heddle



6 September 2024

Council Leaders

Issued by Email

Dear Leader,

Following Friday's meeting I write to confirm our collective decision to consider supporting the request for a funding contribution to the Jo Cox Foundation. The decision to donate sits with individual councils, but as the co – chairs of the Barriers to Elected Office Group we wanted to personally raise the profile of the Commissions work.

The Commission published a report setting out 28 cross sectoral recommendations on how to improve civility in public life and the safety of elected members, staff and families in early 2024. The Barriers to Elected Office special interest group has been working on councillor safety for several years and both the Commission and Police Scotland have been key stakeholders in this workstream. We are also aware of the significant body of work conducted by councils on safety and civility, which we are seeking to spotlight in ongoing campaigning efforts.

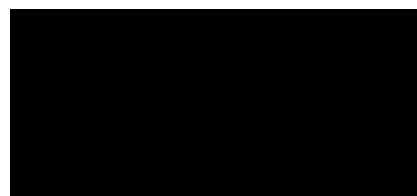
The funding for the Jo Cox Civility Commission is due to end in December 2024. Currently this funding covers one member of staff and input from other staff who focus more specifically on the Jo Cox Foundation. Without additional funding current work on advocacy with stakeholders, and media campaigning will be impacted. With additional funding the Commission are seeking to explore research opportunities with options including the experience of local government elected members and the experiences of staff and family members. The Commission are keen to undertake this work in the devolved nations as to date projects have been undertaken in Wales but Scotland and more recently Northern Ireland are key focuses in ongoing work planning.

If you require any additional information regarding the Jo Cox Civility Commission or the work by COSLA on councillor safety, please contact the Corporate Policy Team (corporatepolicyteam@cosla.gov.uk) who will be happy to assist.

Yours sincerely,



**Councillor Shona Morrison
COSLA President**



**Councillor Steven Heddle
COSLA Vice President**



LD/24/085

Jo Cox Civility Commission – funding and recommendations

Summary and Recommendations

This paper considers a recent funding request from the Jo Cox Civility Commission to all Scottish councils of between £500-£1000. Leaders and Chief Executives have suggested that a COSLA position would be helpful. This paper provides 2 options for Leaders - either to use a collective funding model like that provided to CHAS, or to agree that this is for local determination. The associated risks of encouraging additional requests from other bodies by supporting collective funding are outlined in the paper.

Leaders are also asked to consider a political endorsement of the Jo Cox Civility Commission Recommendations from January this year. These recommendations have already been welcomed by the Barriers to Elected Office Special Interest Group (BEO SIG) and we are aware that several councils have passed motions on the recommendations. The BEO SIG will continue working with the Jo Cox Commission on safety and civility in public life. Any additional support to the Commission in the form of collective funding or endorsement of recommendations will not impact the current working relationship.

This paper invites Leaders to:

- i. Agree whether collective funding of £500-£1000 each should be given to the Jo Cox Civility Commission by all councils, and if so how much, or if this should be for local determination; and
- ii. Agree that COSLA endorse the recommendations made by the Jo Cox Civility Commission in January 2024.

References

Previous reports on [topic]:

- LSB24067 – Jo Cox Civility Commission request for funding



Jo Cox Civility Commission – Request for funding and recommendations

Purpose

1. Council Leaders and Chief Executives have recently received a letter from the Jo Cox Foundation asking for funding to support their work to tackle the abuse and intimidation of elected members. Member councils have been in touch with COSLA seeking a national position on how we can collectively respond to the request.
2. Through the work of the Barriers to Elected Office SIG, COSLA officers have a positive working relationship with the foundation, however, were unaware that this request was going to be made. The Foundation has apologised for this and is keen to work in partnership on the matter. Leaders are asked for a position on whether a collective funding decision should be sought.
3. Leaders are also asked if COSLA should endorse the Commission's January 2024 report with 28 cross – sectoral recommendations on how the growing threat to our democracy can be addressed.

Current COSLA Position

4. The Foundation and the findings of its Civility Commission have been reported to and welcomed by the Barriers to Elected Office SIG. Input from the Commission feeds directly into the councillor safety work but is also regularly used by our partners working on disability and gender matters.

What is changing?

5. Via the BEO SIG, officers are aware several member councils have endorsed the work of the Commission along with its recommendations. A full list of recommendations can be found in Appendix 1, but Leaders should be aware the report includes three specific recommendations for Local Government action.
6. The Civility Commission Report [Jo Cox Civility Commission - The Jo Cox Foundation](#), has been taken seriously within Whitehall and Westminster, and is informing some of the discussions that are ongoing in this area, including within the Defending Democracy Taskforce. It is likely that, post-riots, the Commission's report might impact the Online Safety Act and other legislation. The recommendations by the Commission around

extending Operation Bridger to look at local elected members, has supported a mindset shift in Whitehall and ongoing lobbying efforts by the LGA.

7. The funding for the Jo Cox Civility Commission is due to end in December 2024. Currently this funding covers one member of staff and input from other staff who focus more specifically on the Jo Cox Foundation. Without additional funding current work on advocacy with stakeholders, and media campaigning will be impacted. With additional funding the Commission are also seeking to explore research opportunities with options including the experience of local government and experiences of staff/ family members. The Commission are keen to explore some of this work in the devolved nations, to date projects have been undertaken in Wales but Scotland and more recently Northern Ireland are key focuses in ongoing work planning.
8. To date the Jo Cox Commission has focused more resources on England rather than Scotland. However, the commission did hold the Scottish Parliament “Great Get Together” sponsored by Paul O’Kane MSP in June 2024, which had speakers from all parties, including the Deputy First Minister. Additionally on the 30th of January 2024 in collaboration with Glasgow University the Commission hosted an event titled “No Place in Politics: Tacking Abuse and Intimidation”. It is also worth noting that most of the Commission's work is transferable across the whole of the UK, and the understanding of devolved issues within the Commission might help influence policy at Westminster.
9. COSLA officers acknowledge that this has not been raised in the manner we would expect, however, there is clear value to the work of the BEO SIG and to COSLA’s priorities overall. In consideration, Leaders should be reflective on the risk of setting a precedent or expectations with much wider impacts than this single request.

Proposed COSLA Position


10. Given the impact of this work on local democracy, Leaders are asked to consider the following two options:
 - Option 1: collectively agree that all councils welcome and support the request for funding and that a standard contribution is offered by all. The request has been for between £500-£1000 each and, if Leaders favour this option, then COSLA will also need Leaders’ agreement on what this contribution would be.
 - Option 2: agree that this is a matter to be locally determined based on funding available, acknowledging the work that individual councils are undertaking to already support councillors to undertake their duties in a safe manner.
11. As noted above, officers are aware that several councils have accepted the recommendations by the Jo Cox Civility Commission. Given the precedent it sets and the potential difficulty of agreeing a national position, Leaders may want to favour Option

2. Irrespective, action towards implementation of the recommendations would take place through the BEO SIG and would be consistent with current workplans.

Next Steps

12. The BEO SIG will continue working with the Jo Cox Commission on safety and civility in public life. Any additional support to the Commission in the form of collective funding or endorsement of recommendations will be communicated following August Leaders.

Contribution to agreed COSLA Plan and Verity House Agreement:

<u>COSLA Plan 22-27</u>	Priority Areas	
	Strengthen Local Democracy	√
	Secure Sustainable Funding	
	Improve the Wellbeing of Individuals, Families and Communities	
	Enhance Education and Support for our Children and Young People	
	Deliver a Just Transition to a Net Zero Economy	
	Support the Most Vulnerable in our Communities	
<u>Verity House Agreement</u>	Shared Priorities	
	Tackling Poverty	
	Just transition to net zero	
	Sustainable Public Services	

Date Considered August 2024

Appendix 1 – Jo Cox Civility Commission Recommendations Coordination and behaviour

1) Government should implement and resource a central unit to address abuse and intimidation of all elected politicians. This would include coordinating existing initiatives, resourcing new solutions, and facilitating information sharing between agencies. This unit should be responsible for better measurements and analysis of the problem and should be expected to produce an annual report on the scale of the problem, actions taken, and impact.

2) All elected representatives, and especially those in leadership roles, should model good behaviour. **Political Literacy**

1) Government should implement significant awareness campaigns for the general public aimed at increasing understanding of the role of elected representatives and promoting civility.

2) All councillors and parliamentarians should regularly visit education institutions in their constituencies, raising awareness of their roles.

3) Impartial political and media literacy should be made a mandatory part of the school curriculum, including addressing how to deal with information sources and misinformation. Teachers should be adequately trained to deliver this.

Social media and media

1) The specific issue of abuse and intimidation of elected politicians must be considered when implementing the Online Safety Act. The regulator Ofcom must actively seek the advice of civil society organisations with expertise in this area, and ensure regular, specific training.

2) Social media companies should acknowledge the democratic significance of local politicians and provide better and faster routes for councillors reporting abuse and misinformation online. This supports the call made by the Local Government Association in their Debate Not Hate publication. **Police and Security**

1) **Update: in progress.** Parliamentarians, staff and families must receive clear and specific briefings, including:

a. Clear guidelines about what communications received by parliamentarians should be reported to police.

b. Clear guidance about which bodies are responsible for which aspects of security and a clear explanation about what security arrangements are available.

c. Clear guidance about which laws exist to counter abuse of elected representatives.

2) Guidance should be developed for local councillors about what communications should be reported to the police, and the mechanism for doing this. This should

include clear guidance about which laws exist to counter abuse of elected representatives.

- 3) **Update: in progress.** Ongoing training must continue for all police about their responsibilities for dealing with threats against elected representatives. This should include training in the following areas:
 - a. Equalities including particular vulnerabilities related to misogyny and other protected characteristics.
 - b. The roles and responsibilities of different levels of government.
 - c. Cross-cutting nature of abuse including hate crime.
 - d. New legislation, including the Election Act 2022 and the Online Safety Act 2023.
- 4) **Update: in progress.** Agreed minimum levels of protection measures for elected representatives must be defined. Elected representatives must then adopt the minimum level.
- 5) **Update: in progress.** Elected politicians should report all abuse (threshold confirmed by police) so an understanding of the level of threat is built up in police systems. Elected politicians should follow guidance from the police and the Crown Prosecution Service about when to pursue prosecution.
- 6) **Update: Recommendation adopted (February 2024).** There must be dedicated resources in each local police force to ensure an appropriate, consistent response to support elected representatives across the country. This would enable:
 - a. Increasing the remit of the Single Point of Contact in each police force to include local elected representatives.
 - b. Streamlining implementation of Operation Bridger and enforcement of the Single Point of Contact system.
 - c. Increased capacity for police forces to provide home and venue (surgeries) risk assessments for both MPs and local government elected representatives and facilitate additional security measures if necessary.
- 7) **Update: in progress.** Information sharing must be improved between different forces through the Operation Bridger Network and across nations and regions.

Parliaments (Westminster and devolved administrations)

- 1) **Update: in progress.** Parliamentarians should be able to claim for the costs associated with addressing abuse and intimidation, including:
 - a. Costs associated with wellbeing measures for staff who process/ experience abuse.
 - b. The swift implementation of security measures advised by Operation Bridger.
- 2) **Update: in progress.** Written resources should be developed for the families of elected representatives about dealing with abuse. This should include explanations of escalation procedures and clarification of points of contact.
- 3) **Update: in progress.** Mandatory, properly resourced training should be developed for both elected representatives and their staff on preventing and addressing abuse.

This should include active bystander training, situational awareness, and training around safe social media use. **Local Government**

- 1) **Update: in progress.** Local authorities should improve risk planning for abuse at council meetings and other events, ensuring high risk events are properly resourced with trained security.
 - a. Police should be involved where appropriate and in particular when there is a risk to democratic engagement.
 - b. The opportunity should exist for council meetings to take place online in instances when there are specific risks of physical abuse to councillors.
- 2) **Update: in progress.** Councils should pass motions affirming principles to address abuse and model good behaviour, from the Local Government Association's Debate Not Hate toolkit or the National Association of Local Councils' (NALC) Civility and Respect Project.
- 3) Local authorities should ensure security and wellbeing resources are available to councillors. These should be clearly signposted, and there should be a dedicated point of contact for the escalation of any issues. **Elections**

- 1) **Update: Recommendation adopted (January 2024).** Government should make any costs associated with candidate safety an exemption to election spending limits.
- 2) **Update: In progress.** The Electoral Commission should expand its guidance for candidates about use of social media during the election period, with a specific focus on upholding public confidence in the democratic process.
- 3) **Update: In progress.** Political parties should rigorously screen candidates during the candidate selection process.
- 4) Political parties should require candidates to sign up to an election code of conduct in line with The Jo Cox Foundation's Civility Pledge.
- 5) Social media companies should offer additional support for candidates at election times about how to protect themselves on the platform and report abuse. Advice should also be available to the general public around misinformation that might interfere with the democratic process. **Political Parties**

- 1) Political parties must consistently enforce their existing codes of conduct, with relevant sanctions when the code is not adhered to.
- 2) Mandatory civility and equalities training should be implemented for all candidates.
- 3) Political parties should review how they offer legal support to candidates or elected officials where civil action is more appropriate than criminal action.

Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/057/24
Contact Officer:	Colin MacDonald	Contact No:	01475 712113
Subject:	Treasury Management – Annual Report 2023/24 – Remit from the Policy & Resources Committee		

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 Policy & Resources Committee

1.3 The Policy & Resources Committee at its meeting on 13 August 2024 considered a report by the Chief Financial Officer (1) advising of the operation of the treasury function and its activities for 2023/24 as required under the terms of Treasury Management Practice 6 (TMP6) on 'Reporting Requirements and Management Information Arrangements', and (2) requesting that the report be remitted to the Full Council for approval. A copy of the report to the Policy & Resources Committee is attached as appendix 1.

1.4 The Policy & Resources Committee decided the following:

- (1) that the contents of the annual report on Treasury Management for 2023/24 and the impact of higher than forecast interest rates in 2023/24 be noted; and
- (2) that the report be remitted to the Full Council for approval.

2.0 RECOMMENDATIONS

2.1 The Council is asked to approve the operation of the treasury function and its activities for 2023/24 as required under the terms of the Treasury Management Practice 6 (TMP6) on 'Reporting Requirements and Management Information Arrangements'.

Lynsey Brown
Head of Legal, Democratic, Digital & Customer Services

Report To:	Policy & Resources Committee	Date:	13 August 2024
Report By:	Chief Financial Officer	Report No:	FIN/42/24/AP/KJ
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	Treasury Management – Annual Report 2023/24		

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of this report is:

- a. To advise the Committee of the operation of the treasury function and its activities for 2023/24 as required under the terms of Treasury Management Practice 6 (“TMP6”) on “Reporting Requirements and Management Information Arrangements”.
- b. To request that the Committee remits the report to the Full Council for their approval.

1.3 As at 31 March 2024 the Council had gross external debt (including PPP) of £234,304,481 and investments of £6,502,107. This compares to gross external debt (including PPP) of £239,408,384 and investments of £26,127,010 at 31 March 2023.

1.4 2023/24 was experienced higher than forecast interest rate levels and this resulted in early repayment of some Market Loans and an associated reduction in cash balances. This added to the PPP Service Concession reprofiling and a one-off loan charge write off period adjustment resulted in greater variation against targets set in the Strategy in March 2023.

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

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee notes the contents of the annual report on Treasury Management for 2023/24 and the impact of higher than forecast interest rates in 2023/24.

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

Alan Puckrin
Chief Financial Officer

3.0 BACKGROUND AND CONTEXT

- 3.1 The Council is required by regulations issued under the Local Government in Scotland Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2023/24.
- 3.2 Treasury Management in this context is defined as: “The management of the local authority’s cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”
- 3.3 This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). Paragraphs 3.16 to 3.18 of the report include information on Loan Fund Advances required by regulations that came into effect on 1 April 2016.
- 3.4 The treasury management issues arising during the year were:
- a. The Council’s debt (including PPP) reduced during the year by £5.104m whilst Council investments reduced by £19.625m.
 - b. The Council repaid 3 LOBO loans totalling £29.9m between August and October, all without paying any premiums on the loans:
 - i. In August, a £10m loan was repaid after the lender proposed an increase in the rate from 4.88% to 6.35%.
 - ii. In October, a £4.9m loan was repaid after the same lender proposed an increase in the rate from 4.99% to 5.89%.
 - iii. In October, a £15m loan at 4.99% was repaid after a lender asked in September if the Council would be interested in repaying the loan.
 - c. The Council repaid £5m of temporary borrowing from another Local Authority in October and £7.5m of PWLB borrowing that matured in January.
 - d. To fund the above and cash requirements, the Council undertook a total of £39.5m in PWLB borrowing in the year for periods of between 1 year and just over 2 years. PWLB rates are expected to fall during those periods and so the Council expects to be able to refinance the borrowing at lower rates when the loans mature.
 - e. The Council remained within its Prudential Indicator and Treasury Management limits during 2023/24.
 - f. As at 31 March 2024 the Council had under borrowed against its capital financing requirement by £65.951m. This under borrowing is £21.582m higher than at the end of 2022/23 due to the effect of applying the PPP Service Concession Arrangement and of a one-off loan charge write-off period adjustment, both as approved by the Full Council.
 - g. In February 2023, the Treasury Consultants forecast that the Bank Rate would increase from 4.00% to 4.25% in March 2023 then to 4.50% in May 2023 then fall to 4.25% by December 2023 and to 4.00% by March 2024 with gradual falls to 2.50% by September 2025. Inflation concerns during the year resulted in rates rising in March 2023 to 4.25% as forecast then to 4.50% in May, 5.00% in June and 5.25% in August. The latest forecast is for rates to fall to 5.00% by September, 4.50% by December and 4.00% by March with gradual falls to 3.00% by September 2026.
 - h. PWLB rates for new borrowing were expected to fall by between 0.30% and 0.40% but rates increased by 0.36% to 0.62% and ended the year at between 4.61% (6-7 years) and 5.36% (1-1½ years). In addition, there was volatility during the year that resulted in spreads in rates for new loans of up to 1.87% between their lowest and highest levels e.g. 3-year loans were 4.35% on 6 April but 6.22% on 6 July and ended the year at 4.96%.
 - i. Rates for investments increased due to increases in the Bank Rate but have been reflecting anticipated Bank Rate cuts in the rates for Fixed Term Deposits in recent months.

- j. The Council's investments earned a rate of return of 4.785% during the year which is lower than the benchmark return of 5.111% and is due to the Council having a lower level of investments since the first LOBO repayment in August 2023 and keeping its funds in call accounts for liquidity reasons rather than placing funds in Fixed Term Deposits that normally pay higher rates.
- k. All investments were in accordance with the Council's investment policy and no institutions with which investments were made had any difficulty in repaying those investments and interest in full during the year.

3.5 The main economic uncertainty in the UK and around the world during the year came from inflation concerns, the continuing impact of the conflict in Ukraine, the conflict in the Middle East, and the likely level of interest rates and impact of those rates on the economy.

The economic situation continues to be closely monitored with inflation and interest rates projected to be well above levels previously experienced in the short/medium term.

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

	At 31 March 2023	At 31 March 2024
	£	£
Total Excluding PPP	184,132,384	181,234,481
PPP Debt	55,276,000	53,070,000
Total Including PPP	239,408,384	234,304,481

Further detail is given in the following table:

	At 31 March 2023		At 31 March 2024		Movement 2023/24
	Principal	Rate	Principal	Rate	Principal
	£000		£000		£000
Fixed Rate Funding:					
- PWLB	79,414		111,378		31,964
- LOBO *	0		16,000		16,000
- Market	40,000		40,000		0
- Temporary	5,000		0		(5,000)
	124,414	3.67%	167,378	4.22%	42,964
Variable Rate Funding:					
- PWLB	0		0		0
- LOBO *	59,400		13,500		(45,900)
- Market	0		0		0
- Temporary #	318		356		38
	59,718	4.90%	13,856	4.93%	(45,862)
Total Debt (Excl PPP)	184,132	4.07%	181,234	4.27%	(2,898)
PPP Debt	55,276		53,070		(2,206)
Total Debt (Incl PPP)	239,408		234,304		(5,104)

* - LOBO Loans are shown as variable when they have less than 1 year to go until their next call date.

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

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

	At 31 March 2023		At 31 March 2024		Movement 2023/24
	Principal	Return	Principal	Return	Principal
	£000		£000		£000
Investments:					
- Fixed Term Deposits	22,000	3.21%	0	0.00%	(22,000)
- Notice Accounts	50	3.74%	53	3.99%	3
- Deposit Accounts	4,077	4.15%	6,449	5.15%	2,372
Totals	26,127	3.36%	6,502	5.14%	(19,625)

Investments as at 31 March 2024: £6,502,107

Maximum level of investments in 2023/24: £44,239,096 on 15 August 2023

Minimum level of investments in 2023/24: £2,265,574 on 26 January 2024

Daily average for the year 2023/24: £23,091,570

The Council's forecast and actual Investment Balances for 2023/24 for "investments" as defined in the Investment Regulations (including loans/holdings not managed under the treasury function) are shown in Appendix 1.

3.8 2023/24 Outturn Compared to Estimates in 2023/24 Strategy

The 2023/24 outturn compared to the estimates in the 2023/24 strategy:

	2023/24 Estimate	2023/24 Outturn
<u>Borrowing Requirement</u>	£000	£000
New borrowing	0	0
Alternative financing requirements	0	0
Replacement borrowing (See Note 1 below)	5,000	39,500
TOTAL	5,000	39,500
<u>Prudential/Treasury Management Indicators</u>	£000	£000
Gross external debt including PPP (As at 31 March 2024)	224,860	234,304
Capital financing requirement (CFR) (As at 31 March 2024)	286,890	300,755
(Under)/over borrowing against CFR	(62,030)	(65,951)
	£000	£000
Gross capital expenditure	21,569	26,924
Ratio of financing costs (including PPP) to net revenue stream (See Note 2 below)	9.54%	0.39%
Ratio of net debt (debt and PPP less investments) to net revenue stream	88.5%	98.1%

Notes:

1. The £39.5 million replacement borrowing was for 3 LOBO loans totalling £29.9m that were repaid between August and October 2023 and £9.6m to partly replace maturing temporary borrowing and PWLB borrowing.
2. The reduction in the ratio of financing costs to net revenue stream in 2023/24 is due to the effect of one-off savings arising from the PPP Service Concession Arrangement (for prior years and first year) and the effect of a one-off loan charge write-off period adjustment.

3.9 The table in paragraph 3.8 above shows that as at 31 March 2024 the Council had under borrowed against its capital financing requirement by £65.951m. Under borrowing means that the Council is using cash it already has (e.g. in earmarked reserves and other balances) to cash flow capital expenditure and maturing debt rather than bringing in new funds from borrowing. The level of under borrowing is kept under review in light of Council capital financing and other funding requirements.

3.10 2023/24 Outturn Compared to Limits in 2023/24 Strategy

The 2023/24 outturn compared to limits in the 2023/24 strategy:

Prudential/Treasury Management Indicators

Authorised limit for external debt

- Borrowing
- Other long-term liabilities

Operational boundary for external debt

- Borrowing
- Other long-term liabilities

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

Limits on fixed and variable rate borrowing maturing in each period at 31 March 2024 (LOBOs included based on call dates and not maturity dates)

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

2023/24 Limits		2023/24 Outturn	
£000		£000	
222,000		181,234	
56,000		53,070	
278,000		234,304	
£000		£000	
207,000		184,234	
56,000		53,070	
263,000		237,304	
£000		£000	
10,000		0	
Fixed	Var.	Fixed	Var.
45%	35%	9.7%	7.6%
45%	35%	12.1%	0%
45%	35%	9.5%	0%
45%	35%	13.8%	0%
45%	35%	4.2%	0%
45%	35%	21.0%	0%
45%	35%	22.1%	0%

Council Policy Limits

Maximum Percentage of Debt Repayable in Any Year (Actual is as at 31 March 2024 and relates to Financial Year 2077/78)

Maximum Proportion of Debt at Variable Rates (Actual is as at 31 March 2024)

Maximum Percentage of Debt Restructured in Year (Actual is as at 31 March 2024 and relates to 3 LOBO loans repaid early without incurring any premiums)

2023/24 Limits	2023/24 Outturn
25%	22.1%
45%	7.6%
30%	16.2%

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

The position in 2023/24 was that all of the Council's PWLB and Market debt was at fixed rates. The remaining debt contained some temporary borrowing at fixed rates, some small amounts at variable rates and LOBO loans where the rates were fixed unless the lenders proposed to change the rates (as happened with 2 LOBO loans that were repaid early). The Council's investments, which were all for less than 1 year, were all variable or regarded as variable under the treasury management rules.

During 2023/24, these interest rate exposures were managed and monitored by the Council through management reports on treasury management that were received and reviewed by the Chief Financial Officer.

- 3.12 The forecast from the Treasury Consultants in the Strategy for the Bank Rate as at 31 March and the latest forecast (produced on 29 May 2024) are:

	Forecast Per 2023/24 Strategy	Actual/ Latest Forecast
2023/24	4.00%	5.25% (Actual)
2024/25	2.75%	4.00% (Forecast)
2025/26	2.50%	3.25% (Forecast)
2026/27	---	3.00% (Forecast)

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

Year	Loans Fund Pool Rate
2019/20	3.436%
2020/21	3.362%
2021/22	3.363%
2022/23	3.776%
2023/24	4.377%

The Loans Fund pool rate includes an interest charge for using existing Council funds instead of borrowing, with that interest being paid to the Revenue budget as income. This is called Internal Resources Interest (IRI). The increase in the Bank Rate during the year has meant an increase in short-term borrowing rates on which the interest charge is based and resulted in the increase in Loans Fund pool rate between 2022/23 and 2023/24 but also increased IRI for the General Fund. In addition, the Council repaid 3 LOBO loans with the repayments funded from short-term PWLB borrowing at higher rates but to be refinanced at lower rates in the next 12-18 months.

3.14 The Council's investment policy for the year is governed by Scottish Government Investment Regulations and was implemented in the annual investment strategy approved by the Council on 21 April 2023 (after review by the Policy & Resources Committee on 21 March 2023). The policy sets out the approach for choosing investment categories and counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data such as rating outlooks, credit default swaps, bank share prices etc.

All investments in 2023/24 and 2024/25 to date were in accordance with the policy and no institutions with which investments were made had any difficulty in repaying investments and interest in full.

3.15 The result of the investment strategy undertaken by the Council in 2023/24 is as follows:

Average Investment	Rate of Return (gross of fees)	Benchmark Return (3-month SONIA compounded)
£23,091,570	4.785%	5.111%

The Council under-performed the benchmark by 0.327% which is due to keeping a greater percentage of funds on call to be able to repay LOBO loans from August 2023 onwards and seeking to use investment funds and defer borrowing.

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

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

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

	2023/24
	Actual
	£000
Balance As At 1 April	228,242
Add: Loan Charge Write-Off Period Review 23/24	3,387
Add: Advances For The Year	5,594
Less: Repayments For The Year	7,697
Balance As At 31 March	229,526

- 3.18 For the loans fund advances outstanding as at 31 March 2024, the liability to make future repayments (excluding debt interest and expenses) is as follows:

	£000
Year 1	7,584
Years 2-5	34,380
Years 6-10	42,507
Years 11-15	35,771
Years 16-20	32,358
Years 21-25	29,630
Years 26-30	25,699
Years 31-35	12,896
Years 36-40	4,498
Years 41-45	1,293
Years 46-50	1,183
Years 51-55	643
Years 56-60	77
Years 61-65	67
Years 66-70	81
Years 71-75	98
Years 76-80	119
Years 81-85	143
Years 86-90	174
Years 91-95	210
Years 96-100	115
TOTAL	229,526

3.19 Service Concession (PPP) Contract

At its meeting on 16 February 2023 the Policy & Resources Committee agreed to a change in the accounting treatment of the Council's Service Concession (PPP) contract from 2023/24. This generated a one-off increase in reserves of £14.889m by extending the period over which PPP debt will be charged to the Revenue budget. Decisions on the use of the increase in reserves (which will be funded from further borrowing) were taken by the Council on 2 March 2023.

3.20 Loan Charge Write-Off Periods – One-Off Adjustment

The Scottish Government proposed accounting changes from 1 April 2024 which prevent any retrospection if in future the Council extends the write off period of any loans charge debt. As a result, as part of the 2024/26 Revenue Budget as approved by Full Council on 29 February 2024, the Council approved a change to the write-off periods for new build schools and Children's Homes that resulted in a one-off saving as at 31 March 2024 along with a recurring saving from 2024/25, as included in the 31 March balances in 3.17 above.

4.0 PROPOSALS

4.1 It is proposed that the Committee consider the contents of Section 3 of the report, seek any assurances from Officers, and thereafter remit the Annual Report to the Council for approval.

5.0 IMPLICATIONS

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

Treasury activity represents a significant aspect of the Revenue Budget and over 2023/24 both borrowing costs and investment income varied considerably from that included in the approved Strategy.

One off Costs

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

Annually Recurring Costs/ (Savings)

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

5.3 Legal/Risk

The Council has complied with all treasury management statutory requirements over 2023/24. Treasury risks are identified in the Treasury Strategy and officers are supported in this regard by the Council's treasury consultants.

5.4 Human Resources

None.

6.0 CONSULTATION

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

7.0 BACKGROUND PAPERS

7.1 CIPFA - Treasury Management in the Public Services – Code of Practice and Cross-Sectoral Guidance Notes – 2021 Edition
Inverclyde Council – Treasury Management Strategy Statement and Annual Investment Strategy 2023/24-2026/27.

**FORECAST OF INVESTMENT BALANCES
ESTIMATE FOR 2023/24 AND ACTUAL AT 31 MARCH 2024**

Investment Regulation 31 requires the Council to provide forecasts for the level of investments. The estimate for 2023/24 and the actual as at 31 March 2024 are:

	Purpose of Investment	2023/24 Estimate	2023/24 Actual At 31 March 2024
		£000	£000
Cash balances managed in-house	Treasury		
- At 1 April 2023		30,000	26,127
- At 31 March 2024		15,355	6,502
- Change in year		(14,645)	(19,625)
- Average daily cash balances		22,678	23,092
Holdings of shares, bonds, units (includes local authority owned company)	Service		
- At 1 April 2023		2	2
- Purchases		0	0
- Sales		0	0
- At 31 March 2024		2	2
Loans to local authority company or other entity to deliver services	Service		
- At 1 April 2023		297	308
- Advances		0	0
- Repayments		47	47
- At 31 March 2024		250	261
Loans made to third parties	Service		
- At 1 April 2023		100	109
- Advances		0	5
- Repayments		23	21
- At 31 March 2024		77	93
Investment properties	Commercial		
- At 1 April 2023		0	0
- Purchases		0	0
- Sales		0	0
- At 31 March 2024		0	0
Total of all investments			
- At 1 April 2023		30,399	26,546
- At 31 March 2024		15,684	6,858
- Change in year		(14,715)	(19,688)

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

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

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

The Loans made to third parties is comprised of:

	£000
Birkmyre Trust	27
Housing Advances	4
Small Business Loans	12
Loan to Shared Interest Society Limited	50
	93

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

Report To:	Inverclyde Council	Date:	26 September 2024
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/062/24
Contact Officer:	Colin MacDonald	Contact No:	01475 712113
Subject:	Management Rules for Parks in Inverclyde – Remit from the Environment & Regeneration Committee		

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

1.3 The Environment & Regeneration Committee at its meeting on 29 August 2024 considered a report by the Head of Legal, Democratic, Digital & Customer Services (1) advising the Committee that no objections or representations were received in respect of the proposed management rules during the statutory consultation period, and (2) seeking approval for the Parks Management Rules for 2024-2034, in order that the proposed plan be remitted to the next meeting of the Inverclyde Council.

1.4 The Environment & Regeneration Committee decided the following:

Decided: that (a) the Parks Management Rules, as detailed in appendix 2 of the report and taking into consideration minor amendments proposed at the Committee, be approved, and (b) that the said Management Rules be remitted to the next meeting of the Inverclyde Council with a recommendation that they be formally approved and that officers be authorised to formally make the rules in accordance with statutory procedure.

1.5 A copy of the report to the Environment & Regeneration Committee is attached as appendix 1. The proposed Parks Management Rules as amended after the meeting of 29 August 2024 is attached as appendix 2.

2.0 RECOMMENDATIONS

2.1 The Council is asked to (a) approve the Parks Management Rules for 2024-2034; and (b) grant delegated authority to the Head of Legal, Democratic, Digital & Customer Services to formally make the rules in accordance with statutory procedure.

Lynsey Brown
Head of Legal, Democratic, Digital & Customer Services

Report To:	Environment & Regeneration Committee	Date:	29 August 2024
Report By:	Head of Legal, Democratic, Digital & Customer Services	Report No:	LS/58/24
Contact Officer:	Emma Peacock	Contact No:	01475 712115
Subject:	Management Rules for Parks in Inverclyde		

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 of 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 Parks Management Rules on 14 March 2024 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, although minor amendments have been proposed by Officers, and to request the Committee approve the Parks Management Rules 2024-2034, as appended to this report as Appendix 2 and remit them to the next meeting of the Inverclyde Council.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee approve the Parks Management Rules as appended to this report as Appendix 2, 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.

Lynsey Brown
Head of Legal, Democratic, Digital & Customer Services

3.0 BACKGROUND AND CONTEXT

- 3.1 The current Management Rules for Parks in Inverclyde came into force on 24 October 2014. However, management rules expire after a period of 10 years.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 The Committee approved the said draft Management Rules for Parks 2024-2034 at its meeting of 14 March 2024 and authorised officers to carry out the statutory consultation. A copy of the draft proposed Management Rules for Parks 2024-2034 which were approved by this Committee on 14 March 2024 are attached to this report as Appendix 1. The statutory consultation took place from 15 April 2024 to 15 May 2024. No objections or representations were received during the statutory consultation period. However, Officers have proposed some additional minor amendments following the consultation period. Such amendments are shown as tracked changes on the said draft Management Rules for Parks 2024-2034 as attached to this report as Appendix 2.
- 3.7 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.
- 3.8 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.

3.9 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 although minor amendments have been proposed by Officers. The Committee is asked to approve the Management Rules attached to this report as Appendix 2 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 parks, and support the use and enjoyment of them by the public.

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 . https://www.inverclyde.gov.uk/council-and-government/equality-impact-assessments/equality-impact-assessments-2024
	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

Inverclyde Council

Inverclyde
council

Parks Management Rules

Civic Government (Scotland) Act 1982: Management Rules for Public Parks

These Management Rules (referred to herein as “the Rules”) have been made by Inverclyde Council and are to control the way people use Public Parks and the behaviour of people while in Public Parks, with a view to ensuring that our Public Parks are able to be enjoyed peaceably by the citizens of Inverclyde and visitors to the area.

The Rules **only apply to Public Parks** which are:-

- a) **owned** or **managed** by the Council (or managed on behalf of the Council); and
- b) to which the **public have access** (regardless of whether any fee or other charge is made on entry).

The Rules do **not** apply to any Public Parks which have their own specific Management Rules, nor to Country Parks, or informal open spaces.

The Rules are made by Inverclyde Council in exercise of the powers conferred on it by Section 112 of the Civic Government (Scotland) Act 1982.

The Rules

1. Meanings of words and phrases

In the Rules certain words and phrases are used and they have the following meanings:

"the Act" means the Civic Government (Scotland) Act 1982 (as amended);

"the Code" means the Scottish Outdoor Access Code published under the Land Reform Act and any guidance or regulations extending or amending the same, including any Supplementary Guidance endorsed by the National Access Forum;

"the Council" means Inverclyde Council, constituted under the Local Government etc. (Scotland) Act 1994;

"Director" means the relevant Director of the Council responsible for the enforcement of these Rules, or any person whom he has authorised from time to time to determine applications for consent, authorisation or exemption in terms of the Rules;

"the Land Reform Act" means the Land Reform (Scotland) Act 2003 and any Acts or regulations extending or amending the same, and any related guidance;

"Officer" means any Officer of the Council employed in connection with the management or operation of any Public Park or any person authorised by the Council to deal with the management or operation of any Public Park;

"Public Park" means those parks owned, leased or managed by or on behalf of the Council specified in the Schedule annexed to the Rules, or any part thereof and includes any buildings in the Public Parks;

"Sign" means any sign or notice or notice board or plate, and includes, where the context so requires, any pole, mounting or other means of affixing the sign in place; and

"Vehicle" means any vehicle regardless of whether it has its own engine or is manually propelled and includes any trailers or caravans attached to or pulled by a vehicle or animal.

2. Consequences of Breaking the Rules

- 2.1 The Land Reform Act gives the public the right of responsible access to Public Parks and people should comply with their responsibilities under the Land Reform Act and the Code.

The Council reserves the right to refuse admission to any person, group, body or organisation to any Public Park and its decision to do so shall be final.

- 2.2 Any person who has broken or is about to break any of the Rules may be expelled from the Public Park.
- 2.3 Any person who is about to break one or more of the Rules may be refused entry to a Public Park.
- 2.4 If the Council believes that a person who has persistently broken or attempted to break the Rules is likely to do so again, they may make an Exclusion Order in terms of Section 117 of the Act forbidding that person from entering any Public Park mentioned in the Exclusion Order. The person may be excluded for up to one year.
- 2.5 Any person who:-
 - a) refuses to leave when requested to do so by an Officer;
 - b) enters or attempts to enter a Public Park despite being informed by an Officer that he/she is being refused entry; or
 - c) enters or attempts to enter a Public Park when not allowed to do so because of an Exclusion Orderis **guilty** of a criminal offence and may be liable to a **fine**. Currently, the maximum fine which may be imposed is £200. This maximum level may be increased by Parliament.

3. Access to Public Parks

- 3.1 The Council may temporarily close a Public Park for such time as is considered necessary. The Council, in doing so, will post notices at the entrance to the Public Park specifying the times of closure.
- 3.2 No person may enter a Public Park that is closed. Any person who is within a Public Park after it has been closed:-
 - a) either at the end of any opening hours fixed by the Council; or
 - b) temporarily within those hoursmust leave the Public Park when requested to do so.
- 3.3 Under Section 11 of the Land Reform Act, the Council may, by Order, for a particular purpose specified in the Order, exempt any Public Park from the access rights which would otherwise be exercisable during such times as may be specified by the Order. Such exemptions may be made to allow a charge to be levied for admission to a particular event, in the interests of safety and security, or for ensuring the protection of privacy.
- 3.4 Children under the age of 5 should be supervised at all times within a Public Park.

4. General Behaviour

The Code gives a general overview of activities which are prohibited by statute and by common law:-

Annoyance to Other People

- 4.1 Nobody is to do any of the following:
 - fight or cause a disturbance or use violent, abusive or obscene language whilst in a Public Park;
 - cause a breach of the peace;
 - bring any weapons of any sort into a Public Park;
 - act in any way that risks causing harm, annoyance or concern to any other person using the Public Park; and
 - act in a way that hinders or obstructs an Officer in the performance of his/her duties.

Damaging Council Property

4.2 Nobody is to damage in any way any Public Park or its contents. This includes damaging, defacing or removing any of the following:-

- any part of any building;
- any fences, gates, walls, fire barriers or railings;
- fountains;
- statues or monuments;
- seats;
- notice boards, signs or plates including any poles;
- trees, shrubs and plants, including grassed areas;
- play equipment or other apparatus;
- any paths, steps, access controls or access information; and
- dog waste bins or litter bins.

Putting Up Signs and Notices

4.3 Nobody is to put up any sign in any Public Park without first obtaining the written consent of the Director.

Protection of Animals, Birds and their Habitats and Nests

4.4.1 Nobody is to move, disturb or destroy any wild birds' nests or eggs or harm, remove or kill any wild bird or animal unless allowed to do so in terms of the Wildlife and Countryside Act 1981, as amended. Prior to doing so, the person must obtain a special licence in terms of the 1981 Act, any other statutory consent required, and the written consent of the Director.

4.4.2 Nobody is to set or use any snare or other means for taking, harming or killing any wild bird or animal unless allowed to do so in terms of the Wildlife and Countryside Act 1981, as amended. Prior to doing so, the person must obtain a special licence in terms of the 1981 Act, any other statutory consent required, and the consent in writing of the Director.

Litter

4.5 Nobody is to drop litter of any sort in a Public Park other than in a bin provided.

Selling Goods

4.6 Nobody is to offer to sell, or to sell, or let or hire any goods or provide any services in a Public Park without prior written consent of the Director.

Music and Noise

4.7 Nobody is to do any of the following in a manner which causes annoyance or disturbance to other users of the Public Park:-

- play any musical instrument;
- sing;
- perform;
- use any amplifier, megaphone or similar apparatus;
- Use any other device which plays music or makes a noise.

Alcohol and Drugs

4.8 Nobody is allowed to drink alcoholic liquor (except as follows and except in premises, or in an area in a Public Park, licensed for the sale of alcoholic liquor). Please refer to the Inverclyde Council Prohibition of Consumption of Alcoholic Liquor in Designated Places Byelaws. Nobody is permitted to take unlawful drugs in a Public Park.

Fires etc.

4.9.1 Without the prior written consent of the Director, nobody is to:

- fire any firearm, airgun or other weapon;

- light any fireworks or fires (including bonfires) or release Chinese Lanterns;
- light any gas cookers or stoves;
- Hold a barbecue (except in any barbecue sites provided by the Council).

4.9.2 The Director may exempt appropriate official organisations from this Rule.

4.9.3 All applications for exemption or authorisation must be made in writing to the Director, prior to the events taking place.

4.9.4 All exemptions and authorisations may be subject to such conditions as the Director considers appropriate.

4.9.5 Nothing in this Rule applies to Officers in relation to the performance of their duties connected with the maintenance of a Public Park.

5. Animals

Control of Animals

5.1 It is permissible to bring an animal (except a dangerous wild animal as defined under the Dangerous Wild Animals Act 1976) into any Public Park, unless a sign is posted by the Council at the entrance to, or elsewhere in, any Public Park indicating that animals are not permitted in any Public Park always provided that the owner or person in charge of such animal shall keep it under close control or on a short lead.

5.2 Any person with any animal in any Public Park must comply with the responsibilities in the Code.

Annoyance to Others

5.3 All animals brought in to a Public Park must not be permitted to:-

- worry any animals or birds;
- damage or destroy any flowers, plants, trees, grass or shrubs in a Public Park;
- enter any sports pitch or play area;
- annoy other users of a Public Park.

Racing

5.4 Nobody is to train or race any dogs in a Public Park in such a way that it causes annoyance or concern to other users of a Public Park.

Dog Fouling

5.5 When a dog fouls in a Public Park the person in control of the dog must place the waste into either a Dog Fouling bin, or if there is no Dog Fouling bin provided, they must either place the waste in any other waste bin, or remove it from the Public Park.

Dogs

5.6 Anyone with a dog must comply with the Control of Dogs (Scotland) Act 2010 and other relevant legislation.

6. Vehicles

Speed Limit etc.

6.1.1 Nobody is to drive any vehicle in a Public Park except on roadways created by the Council for that purpose. This Rule does not apply to any vehicles operated by the Council in connection with the maintenance of Public Parks. This Rule does not apply to the use of:

- prams/buggies;
- wheelchairs (including motorised wheelchairs and other vehicles being used by disabled persons); or
- similar vehicles drawn or propelled by hand for use by a child or disabled person, where the surface and terrain of the Public Park in question is suited to such use.

- 6.1.2 Nobody is to drive a vehicle in a Public Park at a speed exceeding 10 miles per hour. The driver of a vehicle or bicycle rider must always give way to pedestrian users.
- 6.1.3 While in a Public Park, the driver of any vehicle, the rider of any bicycle or horse or other animal must observe any statutes, rules and regulations in force regulating driving or riding on public streets or roads and for the exhibition of lights on vehicles.

Car Parking

- 6.2.1 Nobody is to park a vehicle anywhere in a Public Park except in an area designated by the Council as a car park.
- 6.2.2 Designated car parking facilities are for the use only of persons using the Public Park.
- 6.2.3 Nobody is to park a vehicle overnight except with the prior written consent of the Director.
- 6.2.4 Only vehicles displaying a Blue Badge may park in Disabled Persons Parking Places.

Emergency Vehicles Excepted

- 6.3 The preceding Rules 6.1.1 to 6.2.4 do not apply to ambulances, fire engines or police cars or other vehicles with the prior written consent of the Director.

Bicycles, etc.

- 6.4 Any person riding a bicycle, scooter, skateboard, roller skates, roller blades or similar equipment in a Public Park must do so in a responsible manner in terms of the Land Reform Act and the Code, and must keep to walkways and areas designated for such use. Those subject to this Rule must not travel at a speed or in a manner or place which injures, disturbs, obstructs, interrupts or annoys any other person.

Caravans

- 6.5 Nobody is to park, stop or site any caravan, mobile home or similar vehicle in a Public Park unless permitted to do so by an Officer.

7. Use of Public Park

No Access for Public

- 7.1 Nobody is to go into areas marked "Private" or "Staff Only" or "Authorised Personnel Only" or with similar signs unless authorised so to do by the Director or an Officer.

Use

- 7.2.1 Nobody is to play or take part in any game, exercise, ball game or other activity in a Public Park in any area where there is a sign prohibiting these activities.
- 7.2.2 Those taking part in activities in terms of the Rules should ensure that they do not disturb, annoy or interfere with or cause injury to other persons in the proper use and enjoyment of the Public Park.
- 7.2.3 Nobody is to deliberately interfere with or obstruct any person playing or taking part in any permitted game, exercise, ball game or other activity in a Public Park.

Meetings

- 7.3 Nobody is to hold any public meeting, procession, demonstration, exhibition, military event, religious ceremony, service, political rally or lecture in a Public Park without the prior written consent of the Director. This includes the distribution of leaflets or setting up stalls to publicise or support particular political or religious events or points of view.

Ornamental Flower Beds etc.

- 7.4.1 Subject to Rule 7.4.2 nobody is to pick, cut, destroy, remove or damage any flower, flowerbed, soil, tree, shrubs or plants and fungi in a Public Park, without the prior written consent of the Director.

7.4.2 The picking of wild flowers or plants protected by the Wildlife and Countryside Act 1981 as amended is forbidden, unless the person has first obtained a licence granted in terms of that Act and the prior written consent of the Director.

Radio Controlled Equipment

7.5 Nobody is to use any radio controlled equipment in a Public Park in such a way that it annoys or frightens any other users of the Public Park or any animals in the Public Park.

Metal Detectors

7.6 Nobody is to use a metal detector in a Public Park without the prior written permission of the Director.

Tents etc.

7.7 Nobody is to put up any posts, rails, fences, poles, tents, stands, marquees or any other structures in a Public Park without the prior written permission of the Director. Small, temporary structures such as windbreaks will be allowed away from sports areas so long as they do not cause a nuisance to other park users and are dismantled and taken away when the person or persons using them leave the Public Park.

Camping

7.8 Nobody is to camp, or sleep overnight in any Public Park except where authorised by the Director.

Photography

7.9 Nobody is to take photographs or film in a Public Park in such a manner as may interfere with the use and enjoyment of the Public Park by other park users.

8. Supervision and Fees

Supervision

8.1.1 Every person in a Public Park must follow the instructions of any signs erected by the Council.

8.1.2 Every person in a Public Park must follow the instructions of an Officer. This includes leaving the Public Park when requested to do so and to stop doing anything when instructed to do so.

Fees and Conditions

8.2.1 Nobody is to use any part of a Public Park or any equipment in the Public Park without paying any fee fixed by the Council for such use.

8.2.2 Nobody is to use any part of a Public Park or equipment in a Public Park in any way which breaks any conditions fixed by the Council in connection with the use of that part of the Public Park or equipment.

8.2.3 In accordance with the Council's Policy, the Director may waive any fees.

8.2.4 The Council may levy a charge or charges for the use of any Public Park or any building thereon or for any facilities or services provided in any Public Park or building thereon all in accordance with the Council's Policy on charging of fees. The Director may alter such charges without notice.

8.2.5 The Council may make Orders under Section 11 of the Land Reform Act exempting any Public Park or part of a Public Park from access rights under the Act, and when an Order is in effect the Director may impose a charge for entry to the Public Park.

These Management Rules are, together with the attached Schedule forming part thereof, made by being sealed with the Common Seal of the Inverclyde Council and signed by ###, Proper Officer of the Inverclyde Council, at Greenock on the ### of ### Two Thousand Twenty Four.

Schedule to the Parks Management Rules 2024

The following Parks will be subject to the Rules:-

Kilmacolm: Birkmyre Park; West Glen Park

Port Glasgow: Parklea Playing Fields; Kelburn Park; Newark Park; Birkmyre Park; Coronation Park

Greenock: Lady Octavia Park; Lauriston Park; Wellpark; Whinhill Golf Course; Broomhill Park; Murdieston Park; Lady Alice Park; Lyle Park; Rankin Park; Ravenscraig Stadium; Battery Park; Clyde Muirshiel Regional Parks – Greenock Cut Visitors Centre.

Gourock: Gourock Park; Darroch Park; Tower Hill Park; Divert Glen; Kirn Drive Playing Fields; Lunderston Bay.

Wemyss Bay: Wemyss Bay Woods

A copy of these rules can be viewed or downloaded at www.inverclyde.gov.uk/parkrules (scan the QR Code below using a smartphone to visit this web page).

Alternatively, a copy can be obtained at the Council's Customer Contact Centre
Clyde Square, Greenock.

Director of Environment & Regeneration
Municipal Buildings, Clyde Square, Greenock. Tel: (01475) 712764

