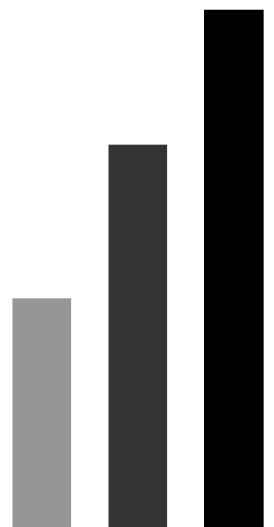


Agenda 2015

Inverclyde Council

For meeting on:

8	October	2015
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A meeting of the Inverclyde Council will be held on Thursday 8 October 2015 at 4pm within the Municipal Buildings, Greenock.

GERARD MALONE
Head of Legal and Property Services

BUSINESS

****Copy to follow**

1. Apologies and Declarations of Interest	Page
<p>REMIT FROM COMMITTEE</p> <p>2. Annual Report to Members and the Controller of Audit for the Financial Year Ended 31 March 2015 – Remit from Policy & Resources Committee Report by Corporate Director Environment, Regeneration & Resources</p>	p
NEW BUSINESS	
<p>3. Minutes of Meetings of The Inverclyde Council, Committees, Sub-Committees and Boards</p> <p>Local Police & Fire Scrutiny Sub-Committee (p 171) The Inverclyde Council (pp 172 - 177) General Purposes Board (pp 178 – 179) Environment & Regeneration Committee (Special) (pp 180 – 183) Audit Committee (Special) (p 184) Policy & Resources Executive Sub-Committee (pp 185 – 187) General Purposes Board (Special) (p 188) Grants Sub-Committee (pp 189 – 190) Human Resources Appeals Board (p 191) Policy & Resources Executive Sub-Committee (p 192) General Purposes Board (Special) (p 193) Appointment Panel – Corporate Director Education, Communities & Organisational Development (p 194) Planning Board (p 195) Local Review Body (pp 196 – 197) Policy & Resources Committee (pp 198 – 202) General Purposes Board (pp 203 – 205) Appointment Panel – Corporate Director Education, Communities & Organisational Development (p 206)</p>	

	<p>Audit Committee (pp 207 – 208)</p> <p>Human Resources Appeals Board (p 209)</p> <p>Health & Social Care Committee (pp 210 – 212)</p> <p>Planning Board (p 213)</p> <p>Local Review Body (p 214)</p> <p>Environment & Regeneration Committee (pp 215 – 222)</p> <p>Education & Communities Committee (pp 223 – 229)</p> <p>General Purposes Board (pp 230 – 231)</p> <p>** Policy & Resources Committee (pp 232 -)</p> <p>** Audit Committee (Special) (pp)</p> <p>** Policy & Resources Executive Sub-Committee (pp)</p> <p>** Planning Board (pp)</p> <p>** Local Review Body (pp)</p>	
4.	SNP Group – Changes to Committee and Outside Body Memberships Report by Corporate Director Environment, Regeneration & Resources	p
5.	Petitions Committee Report by Head of Legal & Property Services	p
6.	Review of Polling Places Report by Chief Executive	p
7.	Elected Member Champions Report by Chief Executive	p
8.	The ‘One in Five’ Campaign: Involving Disabled People in Politics Report by Chief Executive	p
9.	Proper Officer - Authorised Signatory Report by Head of Legal & Property Services	p
10.	Trade Union Bill – Notice of Motion by Councillor Clocherty Report by Corporate Director Environment, Regeneration & Resources	p
11.	Syrian Vulnerable Persons Relocation Scheme Report by Chief Officer, Inverclyde Health & Social Care Partnership	p
12.	The ‘Stick Your Labels’ Anti-Poverty Campaign Report by Head of Inclusive Education, Culture & Corporate Policy	p
REMITTS FROM COMMITTEES		
13.	Treasury Management – Annual Report 2014/15: Remit from Policy & Resources Committee Report by Corporate Director Environment, Regeneration & Resources	p
14.	Proposed Traffic Regulation Order – The Inverclyde Council (Off-Street Parking Places) (Variation No. 3) Order 2015 – Remit from Environment & Regeneration Committee Report by Corporate Director Environment, Regeneration & Resources	p
15.	Proposed Traffic Regulation Order – Disabled Persons’ Parking Places (On-Street) Order No. 1 2015 – Remit from Environment & Regeneration Committee Report by Corporate Director Environment, Regeneration & Resources	p

16.	Proposed Traffic Regulation Order – Disabled Persons’ Parking Places (On-Street) Order No. 2 2015 – Remit from Environment & Regeneration Committee Report by Corporate Director Environment, Regeneration & Resources	p
17.	Proposed Traffic Regulation Order – The Inverclyde Council, Gourock Waterfront (One Way Only) Order 2014 – Remit from Environment & Regeneration Committee Report by Corporate Director Environment, Regeneration & Resources	p
18.	Appointments to Greenock Arts Guild Board of Directors - Remit from Policy & Resources Committee Report by Corporate Director Environment, Regeneration & Resources	p
TRUST BUSINESS		
19.	Reorganisation of Lady Alice Shaw Stewart Memorial Trust Report by Honorary Treasurer	p
20.	Reorganisation of SCO19229 William Stewart of St Fillans Bequest Report by Honorary Treasurer	p
21.	Trust Funds Annual Accounts 2014-2015 Report by Honorary Treasurer	p
The documentation relative to the undernoted items has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information in respect of the following two items being that set out in paragraph 6 of Part I of Schedule 7(A) of the Act and the nature of the exempt information in respect of the item thereafter being that set out in the paragraphs of Part I of Schedule 7(A) of the Act as detailed in the relevant minute.		
NEW BUSINESS		
22.	Shared Services Update Report by Chief Executive on the outcome of work undertaken to develop shared service options and advising of future options for service collaboration between Councils	p
23.	Appendices 2A and 2B relative to Agenda Item 19 comprising detailed case studies	p
24.	Business in the Appendix	

Enquiries to – **Rona McGhee** - Tel 01475 712113

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/142/15
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Annual Report to Members and the Controller of Audit for the Financial Year Ended 31 March 2015		

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Policy & Resources Committee.

2.0 SUMMARY

- 2.1 The Policy & Resources Committee on 22 September 2015 considered a report by the Chief Executive which presented the Annual Report to Members and the Controller of Audit for the financial year ended 31 March 2015 prepared by the Council's external auditors, Grant Thornton.
- 2.2 A copy of the report is attached as Appendix 1.
- 2.3 The Policy & Resources Committee decided :-
- (1) to note the contents of the Annual Report to Members and the Controller of Audit for the financial year ended 31 March 2015 and approve the Action Plan in Appendix A to the report;
 - (2) to note that the Audit Committee would consider the detail of the ISA260 at its special meeting on 24 September 2015; and
 - (3) to remit the full report to the Inverclyde Council for consideration.

3.0 RECOMMENDATION

- 3.1 The Inverclyde Council is asked to consider the remit from the Policy & Resources Committee.

Report To:	Policy & Resources Committee	Date:	22nd September 2015
Report By:	Chief Executive	Report No:	FIN/90/15/AP/LA
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	Annual Report to Members and the Controller of Audit for the Financial Year ended 31st March 2015		

1.0 PURPOSE

- 1.1 The purpose of this report is to present the Annual Report to Members for the financial year ended 31st March 2015 which has been prepared by the Council's external auditors, Grant Thornton. Mike Thomas from Grant Thornton will be at the meeting to present the report.

2.0 SUMMARY

- 2.1 In previous years reporting in respect of the Annual Accounts audit and the Annual Report to Members have been 2 separate documents with the first document being presented to the Audit Committee prior to the end of September and the latter being presented to the Council usually in early December. A change to the processes across Scotland for the audits in 2014/15 requires that both documents be combined and be considered by the Council prior to 30th September.
- 2.2 As there are 2 distinct parts to this document it should be noted that the primary focus of the Policy & Resources Committee should be in respect of the sections covering Financial Management, Financial Sustainability, Governance and Transparency and Value for Money. The specific issues around ISA260 requirements and the annual accounts will be considered by the Audit Committee at a special meeting on 24th September 2015 and so as such are not referred to in any detail in this report.
- 2.3 Overall the key messages presented in the report are positive and the matters raised by External Audit are ones which the Corporate Management Team would expect to be raised based on the Council's current position.
- 2.4 In respect of the Annual Accounts, it has been confirmed that the Council has received an unqualified opinion on the financial statements for the financial year ended 31st March 2015 and that there are no unadjusted differences to report. Both these are very welcome and significant achievements and once again reflect well on the professionalism of the Finance Service and in particular its accountancy team.
- 2.5 The section on Financial Management identifies the Council's budget performance for 2014/15 both in terms of revenue and capital whilst also commenting on the financial capacity within the Council. There are no significant issues raised in this section.
- 2.6 Financial Sustainability – This section concentrates on the Council's Financial Strategy and refers to the Audit Scotland report published in March 2015 which provided auditors with a check list of matters to measure a Council's Financial Strategy against good practice. Of the 10 items raised in the Audit Scotland report it can be seen that the Council fully complies with 9 of these but there is an action which Officers accept requires work in respect of scenario planning. This section also provides a view in respect of the challenges facing the Council in relation to depopulation and the local economy.

- 2.7 In respect of the Governance and Transparency issues, the report reflects well on the Council's approach to Governance of arm's length external organisations and the operation of the Community Planning Partnership. The report also makes positive comments in respect of the Council's approach to Risk Management and the performance of Internal Audit including the prevention and detection of fraud and irregularity.
- 2.8 The section in respect of Best Value highlights the Council's overall performance in respect of the Solace Benchmarking indicators highlighting indicators of good performance and also those where improvement may be required. This section also highlights progress made by the Council in respect of Health & Social Care Integration and raises an issue regarding the potential conflict of interest between members on the Health & Social Care Committee and the Integration Joint Board (IJB).
- 2.9 Thereafter the report provides information which will be considered by the Audit Committee on 24th September regarding the annual accounts but also at appendix A attaches an Action Plan which contains 5 actions. The Corporate Management Team have completed the Action Plan and progress against delivery will be reported to the Audit Committee each cycle.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Policy & Resources Committee consider the contents of the Annual Report to Members and the Controller of Audit for the Financial Year ending 31st March 2015 and approve the Action Plan in appendix A.
- 3.2 It is recommended that the Committee note that the Audit Committee will consider the detail of the ISA260 at its special meeting on the 24th September 2015.
- 3.3 It is recommended that the Committee remit the full report to the Council for consideration at its meeting on the 8th October 2015.

John Mundell
Chief Executive

4.0 BACKGROUND

- 4.1 Each year the Audit Committee considers the ISA 260 as part of the Year End Accounts approval process. This has to be done by the end of September. Separately the Council has previously received an Annual Report from the Council's External Auditors which is usually considered by the Full Council in early December.
- 4.2 Due to a Direction from the Accounts Commission, both documents now require to be put before members prior to the end of September and require to be in a single document. The document for 2014/15 is attached as Appendix 1.
- 4.3 It should be noted that a special Audit Committee is due to take place on 24th September to consider the ISA 260 element. This runs from pages 8 to 19 of the Appendix and as such the focus for the Policy & Resources Committee should be on the other parts of the document including Appendix A.
- 4.4 Officers will consider how to better deal with this change in process for future years to avoid any confusion.

5.0 MAIN AREAS TO HIGHLIGHT

- 5.1 In respect of the Annual Accounts it has been confirmed that the Council has received an unqualified opinion on the financial statements for the financial year ended 31st March 2015 and that there are no unadjusted differences to report. Both these are very welcome and significant achievements and once again reflect well on the professionalism of the Finance Service and in particular its accountancy team.
- 5.2 The main matters arising from the other 4 areas of the report are as follows:

Financial Management - This section identifies the Council's budget performance for 2014/15 both in terms of revenue and capital which was reported in detail to the August Policy & Resources Committee. In addition the Auditors make positive comments on the financial capacity within the Council. There are no significant issues raised in this section

- 5.3 **Financial Sustainability**- This section concentrates on the Council's Financial Strategy and refers to the Audit Scotland report published in March 2015 which provided auditors with a check list of matters to measure a Council's Financial Strategy against good practice. Of the 10 items raised in the Audit Scotland report it can be seen that the Council fully complies with 9 of these. The remaining area of Scenario Planning is one which officers have agreed they will review for the June 2016 Financial Strategy.

There is also a section covering the local economy, employment and the financial issues caused by continuing depopulation. Committee will be aware that regular reports are presented to the Environment and Regeneration on these and related issues.

- 5.4 **Governance & Transparency** – This section reflects well on the Council's approach to Governance of arm's length external organisations, the Annual Governance Statement now in its second year, the Budget Consultation process and the operation of the Community Planning Partnership. The Auditors also make positive comments in respect of the Council's approach to Risk Management and the performance of Internal Audit including the prevention and detection of fraud and irregularity.
- 5.5 **Value for Money**- This section highlights the Council's overall performance in respect of the Solace Benchmarking indicators highlighting indicators of good performance and also those where improvement may be required. This section also highlights progress made by the Council in respect of Health & Social Care Integration and raises an issue regarding the potential conflict of interest between members on the Health & Social Care Committee and the IJB.

5.6 Appendix A is the Action Plan agreed by the Corporate Management Team with the External Auditors. There are 5 actions covering a number of areas but none of which cause officers concern. Dates and Responsible Officers have been inserted and progress against this will be monitored via the Audit Committee.

6.0 IMPLICATIONS

6.1 Finance

There are no financial implications arising from this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

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

6.2 Legal

There are no legal implications arising from this report.

6.3 Human Resources

There are no HR implications arising from this report.

6.4 Equalities

Has an Equality Impact Assessment been carried out?

Yes See attached appendix

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

6.5 Repopulation

The report highlights the issues faced by the Council arising from depopulation.

7.0 CONSULTATIONS

7.1 The Corporate Management Team have agreed the response to the report contained in Appendix A.

8.0 CONCLUSIONS

- 8.1 Overall the Annual Report reflects well upon the Council in terms of continuing progress and improvement and the assistance of the auditors in identifying areas for further improvement is appreciated.

9.0 LIST OF BACKGROUND PAPERS

- 9.1 None

Inverclyde Council

Annual Report to Members and the Controller of Audit for the financial year ended 31 March 2015

16 September 2015



Key messages

ISA 260 requirements

We intend to provide an unqualified opinion on the financial statements of the Council.

The draft financial statements and supporting working papers were of a good standard and all adjustments were corrected (see appendix B).

We operate a risk based approach when planning our audit work and focus our audit effort on the areas with the highest risk. Sufficient audit comfort was gained over these risks.

Materiality was set at £5.27m for the single entity and the group. We appropriately adopted a lower materiality to evaluate the Common Good Fund.

The accounts presentation and disclosure is in line with the Local Authority Code of Audit Practice, and other relevant guidance.

We have not identified any fundamental weakness in the Council's systems of internal control, based on the external audit work we have undertaken relevant to the financial statements.

Financial management

The council's financial performance was ahead of their revised budget and the financial position was reported consistently throughout the financial year through the Policy and Resources Committee.

Key movements in the accounts are due to: increased Education Services expenditure (£17.8m), a loss on sale of non-current assets (£6.4m), and an increase in the annual measurement of pension obligations (£5m).

Pension liabilities continue to be increasing and are accounted for in line with the actuarial report dated 31 March 2015.

In 2014/15 the Council spent £25m on its capital programme, compared to budget of £29m. Reasons for the slippage include relationships with third parties and internal slippage. The Council has made significant progress in the reporting of slippage in a timely manner and has been successful in accelerating a number of capital projects.

The finance team are competent, experienced and well organised when producing the annual financial statements and supporting working papers. The finance team have been continuously engaged with the audit process throughout the year and delivered the accounts to the auditors on the 17 June alongside the public inspection period timetable.

Financial sustainability

The Council has revised its Financial Strategy first adopted in 2008. The Financial Strategy aligns the budgeting and financial decision making process with the Single Outcome Agreement and Corporate Statement. A reserves strategy is in place, with the Council's target free reserves set at 2.0% of Council expenditure. For 2014/15 the position was £5m, £1m ahead of target.

The Council's Financial Strategy is effective and identifies key assumptions within the Council's financial horizon. The Financial Strategy could be improved through use of scenario planning and sensitivity analysis on key assumptions. In June the Council estimated a financial gap of £23.8m in 2019/20. The Council provide members annually with a number of savings options to choose from to balance the budget as part of the annual budget setting process.

The Council intends to continue to focus on transformation, improved effectiveness and efficiency and alternative ways of working. Savings can either be used to ensure a breakeven financial position, or re-invested within the Council in accordance with Council priorities.

Governance and transparency

Governance arrangements continue to be strong and are fairly reflected in the Annual Governance Statement (AGS). Risk management arrangements have continued to develop with a review of all risk registers during the year.

The Council carried out a successful budget consultation process as part of the 2015/17 budget setting process and plan to build on this for 2016/18.

The Inverclyde Alliance has a good governance framework in place with clear reporting structures.

The Alliance are open to improvement and have carried out self assessments in previous years and regularly report on performance and actions against improvement plans. Following consideration of the most recent Audit Scotland report on Community Planning, the Alliance identified additional improvement actions that have been incorporated into the Improvement Plan.

We have previously reported that Inverclyde had a good framework in place for the governance of external organisations which met basic or better practices. This has been strengthened by identifying two areas of advanced practice that have been incorporated into the governance framework.

Inverclyde Council, along with seven other Councils in the Clyde Valley region, entered into the Glasgow and Clyde Valley City Deal. The deal will see investment of £27.4m across three projects in Inverclyde and investment through the Workforce Matters programme to support employability. Governance arrangements have been established with a Joint Committee, Cabinet and Chief Exec's group now in place with agreed roles and remits.

Value for money

Service performance in a national context remains mixed with 35% in the first quartile, but 25% at the bottom quartile. Areas performing well include: cost of primary school education per pupil, proportion of pupils entering positive destinations, refuse collection, satisfaction with cultural and leisure facilities, satisfaction with social care services and assisting unemployed people into work.

Performance in the bottom quartile of council's include sickness absence rates, roads maintenance and self direct supported spend. The Council have acknowledged that improvement in roads maintenance was required and developed a fully funded, long term Road Asset Management Plan. The Council have invested £10.1m through the Road Asset Management Plan since 2012. A further investment of £18.210m is planned for the three year period 2015-2018.

The Accounts Commission reviewed and reported on how well Councils performed against all of the 18 themes within the SPI Direction 2012. Inverclyde performed well and were fully compliant with 15 out of the 18 themes.

The Health and Social Care Partnership has a strong basis to develop the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014. The Council have identified scrutiny arrangements for the Inverclyde Joint Board, however we have recommended that the Council review these arrangements to reduce the risk of self review and conflict of interests.



Public Sector Audit impact dimensions

Our external audit work is undertaken in accordance with the Audit Scotland Code of Practice (May 2011). Our annual report is structured to reflect our wider responsibilities under the Code, and this year we have shaped this around the 4 Public Sector impact dimensions reflected in the Audit Scotland Corporate Strategy 2015-2018.

Contents



Section	Page
Introduction	5
ISA 260 communication with those charged with Governance	8
Financial management	19
Financial sustainability	25
Governance and transparency	32
Value for money	38
Appendices	42



1. Introduction

This report is presented to those charged with governance and the Controller of Audit and concludes our audit of Inverclyde Council for 2014-15.

We carry out our audit in accordance with Audit Scotland's Code of Audit Practice. This report also fulfils the requirements of International Standards on Auditing (ISA) 260: Communication with those charged with governance.

Introduction

Purpose of this report

The Auditor General for Scotland and the Accounts Commission for Scotland appointed Grant Thornton UK LLP as auditor of Inverclyde Council ('the Council') for the 5 year period 2011-12 to 2015-16. This appointment is made under the Local Government (Scotland) Act 1973.

Our annual audit report is addressed to those charged with governance at the Council and the Controller of Audit.

This report summarises our opinion and conclusions on significant issues arising from our audit. The scope of our audit work was set out in our Audit Plan which was presented to the Audit Committee on 24 February 2015. We did not have cause to amend that plan during the year.

The Council's responsibilities

It is the responsibility of the Council and the Accountable Officer to prepare the financial statements in accordance with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (the CIPFA Code).

This means the Council must:

- prepare financial statements which give a true and fair view of the financial position of the Council and its income and expenditure for the year to 31 March 2015
- maintain proper accounting records which are up to date
- take steps to prevent and detect fraud and other irregularities.

The Council is also responsible for establishing proper arrangements to ensure that:

- public business is conducted in accordance with the law and proper standards
- public money is safeguarded and properly accounted for
- economy, efficiency, effectiveness and Best Value is achieved in the use of resources.

Our responsibilities

It is a condition of our appointment that we meet the requirements of the Code of Audit Practice ('the Code') which was published in May 2011 and approved by the Accounts Commission and the Auditor General for Scotland.

The Code highlights the special accountabilities that are attached to the conduct of public business and the use of public money. This means that audits in the public sector audit must be planned and undertaken from a wider perspective than the private sector. Our responsibilities are summarised overleaf.

We are required to provide an opinion on the financial statements and Annual Governance Statement. Under the Code we are also required to review and report on the governance arrangements as well as wider financial management, value for money and performance considerations.

Under the requirements of the International Standard of Auditing (UK and Ireland) ('ISA') 260: Communication with those charged with governance, we are required to communicate audit matters arising from the audit of the financial statements to those charged with governance. This annual report to the Council, together with previous reports to the Audit Committee throughout the year, discharges our ISA 260 commitments.



Acknowledgements

We would like to take this opportunity to record our thanks for the assistance provided by the Chief Financial Officer and the Finance Team during the course of our work.

Our responsibilities under the Code of Audit Practice:

Financial statements



Provide an opinion on:

- whether the financial statements provide a true and fair view of the financial position of the Council
- whether the financial statements have been properly prepared in accordance with relevant legislation, the applicable accounting framework and other reporting requirements.

Review and report on:

- other information published within the financial statements, including the remuneration report
- the Council's financial position.

An audit of the financial statements is not designed to identify all matters that may be relevant to those charged with governance. Weaknesses or risks are only those that have come to our attention during our normal audit work in accordance with the Code and may not be all that exist.

Corporate governance



Review and report on the Council's corporate governance arrangements as they relate to:

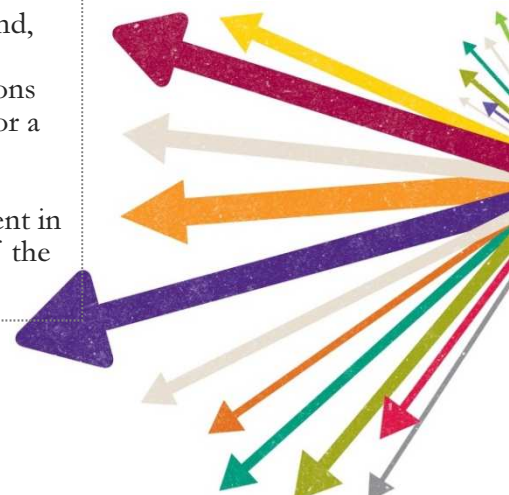
- the Council's corporate governance and systems of internal control, including reporting arrangements
- the prevention and detection of fraud and irregularity
- standards of conduct and arrangements for the prevention and detection of corruption.

Communication of the matters arising from our audit work does not absolve management from its responsibility to address the issues raised and to maintain an adequate system of control.

Best value and performance



- The Local Government (Scotland) Act 1973 places a duty on the auditors of local government bodies to be satisfied that proper arrangements have been made for securing Best Value and complying with responsibilities relating to community planning.
- We are required to review and report on other aspects of the Council's arrangements to manage their performance as they relate to economy, efficiency and effectiveness in the use of resources.
- We review and report on the Council's arrangements for preparing and publishing statutory performance information.
- In accordance with guidance issued by Audit Scotland, auditors may be requested to participate in a performance audit, an examination of the implications of a particular topic for the Council at a local level or a review of the Council's response to national recommendations. In 2014-15 we have completed a second follow up of the Managing Capital Investment in Councils national report and baseline assessment of the financial capacity at the Council.



2. ISA 260 communication to those charged with governance



Financial statements overview

Introduction

Within this section of the report, we present our audit findings to management and those charged with governance in accordance with the requirements of International Standard on Auditing (UK & Ireland) (ISA) 260.

In the conduct of our audit we have not had to alter or change our audit approach, which we communicated to you in our Audit Plan at the meeting of the Audit Committee on 24 February 2015.

Our audit is substantially complete although we are finalising our procedures in the following areas:

- review of the final version of the accounts
- obtaining and reviewing the management letter of representation
- updating our post balance sheet events review, to the date of signing the opinion
- Completion of our review of the group consolidation following receipt of confirmations from component auditors.

Financial statements opinion

Our audit identified a number of adjustments to the primary financial statements. These have been reflected by management in the updated version of the Accounts. Some disclosure adjustments were identified and these have been reflected in the final financial statements. We have no unadjusted differences to report. Please see appendix B for a summary of adjustments reflected in the final statements and a summary of significant disclosure amendments.

We propose to issue an unqualified opinion on the financial statements for the financial year ended 31 March 2015 (Appendix G).

Whole of Government Accounts

The Council submitted a Whole of Government Accounts pack for the financial year ended 31 March 2015.

Inverclyde Council for 2014/15 remains below the testing threshold and therefore full audit assurance is not required. However, in accordance with guidance we are required to complete certain parts of the assurance statement to be submitted to Audit Scotland. No issues were required to be reported.

Our review of the financial statements

The draft financial statements were of good quality and we identified no significant errors or misstatements individually above our materiality threshold. We identified a number of adjustments to the Council's capital accounting which management have amended. Please see a summary of adjustments at appendix B.

As part of our work on the financial statements we are required to review the narrative elements of the financial statements (including the Management Commentary, Statement of Responsibilities, Annual Governance Statement and Remuneration Report). We review the narrative elements of the financial statements for compliance with required CIPFA Code disclosures, for consistency with other areas of the financial statements and our knowledge of the Council. Our review of the Management commentary found that the Council could consider enhancing their disclosure around non-financial performance against the council's objectives. Refer to recommendation 2.

The Local Authority Accounts (Scotland) Regulations 2014 are applicable from 2014-15 and introduced a requirement for a Management Commentary to be included in the financial statements. The Scottish Government produced supplementary guidance on the content of the Management Commentary in May 2015 and the Council has updated their commentary to reflect the guidance issued.

We have reviewed the narrative within the financial statements against the requirements of the CIPFA Code which resulted in some disclosure adjustments, which are reflected in the final financial statements.

Grants certification

The Council complete grant claims which require annual audit certification. One claim has been certified to date:

- Education Maintenance Allowance

No issues arose and the certificate was submitted by the deadline of 31 July 2015.

Work is on-going for the audit of the Criminal Justice Social Work Grant Claim and Housing Benefit Grant Claim. Work is anticipated to be complete in September 2015 and October 2015 respectively. The Non-Domestic Rates Return audit will be undertaken in November 2015. We anticipate we will provide our certificates of assurance in advance of the respective deadlines.

Audit findings against significant and reasonably possible risks

Set out below is our response to the significant risks of material misstatement identified in the Audit Plan. There are two presumed significant risks which are applicable to all audits under auditing standards. However, as set out in our plan and below we rebutted the risk around revenue recognition.

Significant Risks identified in our audit plan	Work completed	Assurance gained
<p>1 Management override of controls Under ISA 240 there is a presumed risk that the risk of management override of controls is present in all entities.</p>	<p>Review of accounting estimates, judgements and decisions made by management. Testing of journal entries. Review of unusual and/or significant transactions.</p>	<p>Our audit work has not identified any evidence of management override of controls. In particular the findings of our review of journal controls and testing of journal entries has not identified any significant issues.</p>
<p>2 The revenue cycle includes fraudulent transactions Under ISA 240 there is a presumed risk that revenue may be misstated due to the improper recognition of revenue. This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition.</p>	<p>Having considered the risk factors set out in ISA240 and the nature of the revenue streams at the Council, we determined the risk of fraud arising from revenue recognition can be rebutted, because:</p> <ul style="list-style-type: none"> • there is little incentive to manipulate revenue recognition • opportunities to manipulate revenue recognition are very limited • the culture and ethical frameworks of local authorities, including the Council, mean that all forms of fraud are seen as unacceptable <p>The most significant area of revenues was grant funding totalling £220m (80% of incoming resources). We have substantively agreed grant funding to award letters and other supporting evidence.</p> <p>In addition we have conducted judgemental sampling of fees, charges and other income.</p>	<p>Our work confirmed that revenue had been recognised appropriately in the financial statements.</p>



Significant risks often relate to significant non-routine transactions and judgmental matters. Non-routine transactions are transactions that are unusual, either due to size or nature, and that therefore occur infrequently. Judgmental matters may include the development of accounting estimates for which there is significant measurement uncertainty

(ISA (UK&I) 315).

Set out below is our response to the other risks of material misstatement which we identified in the Audit Plan.

Transaction cycle	Description of Reasonably Possible Risks	Work completed	Assurance gained
Employee remuneration	<p>Employee remuneration accruals understated</p> <p>Employee costs accounted for 37% of total expenditure in 2014-15. There are a large number of transactions processed throughout the year and the Council relies on numerous controls including monthly reconciliations and segregated duties when compiling employee remuneration batches to ensure that the employee costs are recorded correctly in the financial statements.</p>	<p>We gained assurance over the risk through:</p> <ul style="list-style-type: none"> • review and walkthrough of the processes and controls in operation for payment of staff • substantive testing of employee remuneration accruals at the year end • judgemental sample testing of 25 staff members to payslip, contract or termination notice and recalculation of employer costs. • analytical review of employee remuneration expenses in comparison to expectations and investigation of any significant variances • review of the relevant disclosures relating to staff costs within the financial statements 	<p>We gained sufficient assurance over employee remuneration processes to conclude that there are no material misstatements.</p> <p>An annual reconciliation between the payroll system reports and the general ledger is not performed at the Council. However, given the level of integration between the systems, and the monthly control account reconciliations performed, we are satisfied that the ledger and accounts are complete for all payroll transactions.</p>





"Reasonably possible risks are, in the auditor's judgement, other risk areas which they have identified as an area where the likelihood of material misstatement cannot be reduced to remote, without the need for gaining an understanding of the associated control environment, along with the performance of an appropriate level of substantive work".

Transaction cycle	Description of Reasonably Possible Risks	Work completed	Assurance gained
Operating expenses	<p>Creditors understated or not recorded in the correct period</p> <p>Inverclyde Council is responsible for the delivery of a range of services to the local area. In 2014-15 the cost of delivering these services was £263.4m.</p>	<p>We gained assurance over the risk through:</p> <ul style="list-style-type: none"> • review and walkthrough of the processes and controls in operation over purchase ordering, procurement and general payment and recording of expenditure • reconciliation of the creditors system to the general ledger and financial statements • judgemental sample of year end payables and subsequent review of non trivial items • judgemental sample of 20 post year end transactions to test for unrecorded liabilities. We further extended this sample by an additional 20 items and testing of non-trivial items. This testing was completed from transactions within April 2015, in order to identify items of 2014-15 expenditure recorded in an incorrect period. 	<p>Unrecorded liabilities:</p> <ul style="list-style-type: none"> • Our initial sample covered 20 post year end transactions, randomly selected. We encountered 2 errors within this population, totalling £43.54. • Following the identification of errors, we extended our random sample by a further 20 items, subsequently encountering 2 additional errors, totalling £31.56. • The existence of errors within our samples above means we were unable to gain assurance by sampling alone that post year end items of expenditure, relating to 2014-15 services were being captured within the accounts. • We therefore tested all items of post year end expenditure above our trivial threshold. This included 2 items, with a total value of £1.181m, no additional errors were noted. • Given the extent of our testing, we are satisfied no non-trivial errors exist to report to you. <p>Creditors:</p> <ul style="list-style-type: none"> • We judgementally sampled year end payables to confirm their existence. We noted 2 errors, totalling £6,574.55. Upon extrapolation of the errors over the entire population of creditors, we are satisfied with the level of assurance gained. • However, we undertook a similar procedure to our unrecorded liabilities testing, whereby we tested all creditor balances in excess of our trivial amount (£250k). We tested a further 11 items totalling £13.462m. No errors were noted and we are satisfied the population is free from material error.

Transaction cycle	Description of Reasonably Possible Risks	Work completed	Assurance gained
Welfare expenditure	<p>Welfare benefit expenditure improperly computed</p> <p>The Council received £35.5m in housing benefit grant income. The systems to establish entitlement to housing and council tax benefit are complex and rely on a number of controls to provide assurance that the benefits area awarded and recorded correctly.</p>	<p>We gained assurance over the risk through:</p> <ul style="list-style-type: none"> • review and walkthrough of the processes and controls in place to calculate pay and record benefit expenditure • analytical review of the benefit expenditure in comparison to auditor expectations • judgemental sampling of 10 rent rebates and 10 rent allowance transactions • reperformance of the reconciliation between the housing benefit system and general ledger 	<ul style="list-style-type: none"> • We gained sufficient assurance that welfare expenditure is correctly calculated and there are no material misstatements.

Accounting estimates and significant judgements

Accounting area	Summary of policy	Commentary	Our assessment
<p>Revenue recognition</p>	<p>Grants receivable: Government grants, third party contributions and donations are recognised as due to the Council when there is reasonable assurance that the Council will comply with the conditions attached to the payments.</p> <p>Sale of goods: Recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits will flow to the Council.</p> <p>Provision of Services: Recognised when the Council can measure reliably the percentage of the completion of the transaction.</p> <p>Council Tax: Accounted for as the accrued income for the year, less reliefs and remissions.</p> <p>Non-Domestic Rates: Accounted for as the accrued income for the year, less reliefs and remissions.</p>	<p>The revenue recognition policies are appropriate under the CIPFA Code.</p> <p>The disclosure in the draft accounts was found to be reasonable and in line with prior years.</p> <p>Following a national review by Grant Thornton it was suggested that the Council disclose their adopted policies in relation to Non-Domestic Rates and Council Tax. This was communicated in March 2014 and incorporated into the first draft of the accounts by management. The disclosed policies appropriately cover both material revenue streams and the Council's treatment of income.</p>	
<p>Property, plant and equipment</p>	<p>The Council disclose their policy in respect of PPE recognition, measurement (including revaluation), impairment, disposals and depreciation.</p> <p>In particular, the measurement policy notes the Council's policy upon revaluation. A five-yearly interval revaluation is completed. The last revaluation took place for the accounts year ended 31 March 2013.</p> <p>In addition to the policy, the council has completed a number of revaluations during the year on specific assets. In our view this programme does not fully meet the Code's requirement to value items within a class of property, plant and equipment simultaneously.</p>	<p>The Code requires that upon revaluation, all assets within the category are re-valued. The Council's decision to revalue specific assets outside the 5 year policy is therefore inconsistent with the code. However, we are satisfied with the election to revalue specific assets in 2014-15, because the revaluation movements are significant.</p> <p>An annual impairment review is undertaken by the Council's qualified valuer. We identified that the capital expenditure relating to a school premises under refurbishment and extension had been over impaired. The council applied their accounting policy as disclosed, however exercised judgement in impairing all program costs incurred to 31 March 2015. This was challenged by the auditor and an audit adjustment reflected in the updated accounts. Please see appendix B.</p>	

Accounting area	Summary of policy	Commentary	Our assessment
Financial Liabilities	<p>Financial liabilities are recognised on the Balance Sheet when the Council becomes contractually obliged by the financial instrument and the liabilities are measured at fair value and then carried at their amortised cost. This is normally the principal amount repayable and accrued interest to the Balance Sheet date. Interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.</p>	<p>The council adequately disclose their annual interest cost under Schools Public Private Partnerships within note 8 of the accounts. Additional disclosure is also made regarding the amounts payable to PPP operators in respect of the provision of educational facilities. This amount is material and not separately disclosed on the face of the CIES and is therefore disclosed within note 5, "Material items of income and expenditure". Adequate disclosure of the Council's PPP liabilities is made within the Finance Lease & Financial Instruments supporting notes.</p>	●
Provisions	<p>The Council recognises provisions where an event has taken place that gives the Council a legal or constructive obligation that will probably require a settlement by transfer of economic benefits or service potential.</p> <p>Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year the Council becomes aware of the obligation.</p>	<p>We are satisfied the policy is appropriate under the CIPFA Code.</p> <p>The draft accounts included provisions for five items:</p> <ul style="list-style-type: none"> - equal pay provision (£0.67m) - insurance provision (£0.38m) - Gourock Waterfront development dispute (£0.05m) - debtor provisions (£14.20m for Council Tax and £4.55m against trade receivables) <p>We have reviewed the reasonableness of managements judgements in line with our knowledge of the Council.</p> <p>We have conducted a review of the debtors provision including re-performance of calculations and review of assumptions with no issues to note.</p> <p>We are satisfied the provisions have been disclosed appropriately.</p> <p>From our review of capital accounting we noted the requirement for two new provisions within the accounts: one to account for the removal of contamination from a council site and another to account for future committed demolition costs. The adjustments are noted within appendix B.</p>	●

Accounting area	Summary of policy	Commentary	Our assessment
Events after the Balance Sheet date	The council recognises both favourable and unfavourable events that occur between the end of the reporting period and the date upon which the Statement of Accounts is authorised for issue. An adjustment is made to the financial statements where there is evidence that the event relates to a condition which existed at the balance sheet date.	Following discussion with the auditor, management have incorporated a subsequent event disclosure within their revised accounts. Following the year end date the Council uncovered asbestos which was previously not expected within an unused site. An audit adjustment was proposed to incorporate a provision for the removal of the asbestos and disclosures have been updated with the particulars of the adjustment and event. The adjustment is included within appendix B. An additional contingent liability has also been included to reflect additional contamination, as yet unquantifiable. This is reflected in appendix C.	●
Pension fund valuations and liabilities	<p>In accordance with International Accounting Standards the Council is required to account for retirement benefits and reflect the movement in pension liabilities through the Comprehensive Income and Expenditure Statement. Service expenditure includes pension costs based on employers' pension contributions payable and payments to pensioners in the year.</p> <p>This involves recognition in the Balance Sheet of Inverclyde Council's share of the net pension asset or liability together with a pension reserve.</p> <p>Estimation of the net liability to pay pensions depends on a number of complex judgements. A firm of consulting actuaries (Hymans Robertson) is engaged to provide the Council with expert advice about the assumptions to be applied.</p>	<p>We have reviewed the accounting policies and confirmed they are in line with the guidance in the CIPFA Code and IAS 19.</p> <p>We have reviewed the qualification of Hymans Robertson who have been used as management's expert in year.</p> <p>We have relied on an auditors expert, PWC, to provide assurance over the reasonableness of assumptions and judgements applied by the Council.</p> <p>We are satisfied pensions have been disclosed appropriately.</p>	●
Other accounting policies	We have reviewed the Council's policies against the requirements of the CIPFA Code and accounting standards.	Disclosures were in line with the CIPFA Code and considered reasonable following some minor amendments. This includes consideration of a new policy around agency relationships and adoption of a policy for the treatment of associates within the single entity accounts i.e. that the policy of the Council is to prepare separate group financial statements.	●

Assessment

- Material accounting policy which could potentially attract attention from stakeholders
- Accounting policy appropriate but scope for improved disclosure
- Accounting policy appropriate and disclosures sufficient

Group audit summary

ISA (UK&I) 600 requires that as Group auditors we obtain sufficient appropriate audit evidence regarding the financial information of the components and the consolidation process to express an opinion on whether the group financial statements are prepared, in all material respects, in accordance with the applicable financial reporting framework. We are awaiting a response from a number of component auditors to conclude upon our work on the group financial statements. We have highlighted the entities below where we are awaiting final audit opinions.

Component	Risk identified	Response under ISA 600 and work completed	Assurance
Inverclyde Leisure	ISA presumed significant risk: management override of control. ISA presumed significant risk: the revenue cycle includes fraudulent transactions.	A full scope audit was performed by Welsh Walker accountants. We issued group instructions outlining our key risks and planned materiality levels. We have agreed the figures in the unaudited financial statements for Inverclyde Leisure to the group working papers provided by the Council and agreed the treatment to the Code.	We have received a response from Welsh Walker. The figures in the accounts have been agreed to the financial statements of the component. No issues have been noted from component auditors.
Riverside Inverclyde	As above.	As above with the audit performed by Scott-Moncrieff.	We have been informed by the auditor that the accounts will not be signed before 30 September 2015. Riverside Inverclyde has advised that the valuation of land and buildings is being reviewed. We are satisfied that any adjustment would not result in a material misstatement to the Group accounts.
Renfrewshire Valuation Joint Board	As above.	As above with the audit performed by Audit Scotland.	We are awaiting the component auditor's opinion on the financial statements.
Strathclyde Partnership for Transport	As above.	As above with the audit performed by KPMG UK LLP.	We are awaiting the component auditor's opinion on the financial statements.
Strathclyde Concessionary Travel Scheme Joint Board	As above.	As above with the audit performed by KPMG UK LLP.	We are awaiting the component auditor's opinion on the financial statements.
Inverclyde Common Good Fund	As above.	We complete a separate review of the Common Good Fund on account it is separately disclosed within the overall Accounts document. We adopt a separate level of materiality and complete testing of all balances which are deemed significant.	We are satisfied with the Council's accounting for Common Good. We have noted a typographical error within the related parties note for transactions occurring between the Council as a single entity and the Common Good Fund. This has been updated by the Council in a revised draft of the Related Parties note included within the updated version of the accounts.
Subsidiary Charities and Trusts	Separate audit findings reports covering the requirements of ISA 260 has been issued to the Council in respect of two Section 106 charity audits performed by Grant Thornton UK LLP. Other Charity and Trust disclosures have been agreed to accounting records.		

Other areas of audit focus

Internal controls

We update our understanding of the Council's operations and key financial controls systems each year and tailor our audit strategy to focus on key risk areas.

Our audit included consideration of internal controls relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. During our interim audit, we conducted walkthrough testing on the following areas:

- employee remuneration
- operating expenditure
- welfare expenditure

We did not identify any significant deficiencies or material weaknesses arising from our testing of the systems above.

Going concern

The Council has prepared their accounts on a going concern basis. We have considered this and obtained assurance over going concern through:

- review of financial factors including levels of debt, liabilities, arrears and operating cash flows
- review of budgets and the assumptions included within the Financial Strategy which underpin the forecasted figures.

Overall we can conclude that it is appropriate for the Council to prepare the financial statements on a going concern basis.

Future accounting considerations

Looking forward, there are key accounting changes for 2015/16 that the Council should be aware of that will impact on next years financial statements:

IFRS 13: Fair value measurement

The 2015-16 CIPFA Code has been updated to reflect the adoption of IFRS 13. The changes to measurement requirements in relation to Property, Plant and Equipment relate solely to Surplus Assets.

Authorities will be required to use valuation techniques with one or more of the three main approaches to measuring fair value:

- the market approach uses prices and other relevant information generated by market transactions involving comparable assets or liabilities
- the cost approach reflects the amount that would be required to replace the service capacity of the asset
- the income approach converts future cash flows, income or expenditure to a single current amount. The fair value measurement reflects current market expectations about those future amounts.

Currently the Council hold surplus assets on the balance sheet, valued at £3.25m.

Infrastructure assets

The Council has a range of transport infrastructure assets including carriageways, footways, cycle tracks, structures, street furniture, street lighting, traffic management systems and land.

The 2016-17 CIPFA Code changes the valuation base from historical cost to a depreciated replacement cost (DRC) basis. DRC is a method of valuation that provides the current cost of replacing an asset with its modern equivalent asset less deductions for deterioration or obsolescence.

This change will have a significant impact on the balance sheet of the Council and requires retrospective restatement. In order to ensure successful delivery for 2016-17 preparatory work will be required in 2015-16. The finance team have already started to consider the implications of this change in the Council's financial statements and we will continue to support the team in this transition.

3. Financial management



Financial management

Financial performance

The Council approved the 2014-16 general reserve budget along with indicative budgets for the financial year 2015-16 in February 2014. The Budget Strategy confirmed the Council's intention not to allow the General Fund Reserve balance to fall below £3.8m. This has since been revised to £4m in line with the Council's approach to setting an acceptable level of free reserves (2% turnover). At 31 March 2015, the Council's free reserves position stood at £4.987m. The approved initial budget assumed expenditure of £178m, which was revised to £169m on account of reserves allocated to meet increased loan charges. The projected underspend was £3.7m, with a final out-turn of £4.4m reported in August 2015.

Areas of underspend

Underspend for the year totals £5.9m, shown across committees in Chart 1. The Policy and Resources Committee is the largest driver of underspend, with the majority of variance relating to unused inflation contingencies (£1.6m) and turnover savings (£0.3m). Turnover savings of £0.9m were also realised in Health & Social Care and £0.2m in Education & Communities. Delay in implementation of the Children & Young Persons Act contributed £0.4m underspend.

Areas of Overspend

Overspend for the year 2014/15 totals £1.5m see chart 2 with the primary contributor being an overspend of £0.7m on homecare, residential and nursing care. A shortfall in income from reduced usage of homelessness services contributed a £0.3m variance. Unbudgeted spending of £0.1m on agency worker costs within Environment & Regeneration, combined with an under-recovery of planning income (£0.1m) comprise the majority of change within that directorate.

Net Position & Accuracy of Budgeting

The Council's net underspend of £4.395m shown in chart 3 across committees results in an increase in percentage variance to budget than has been experienced in previous years. The budget variance calculated is 2.61%, compared with 0.81% in 2013/14 and 1.6% in 2012/13. The council have acknowledged the level of variance in addressing their subsequent budgets to 2015/17. Excluding the effect of the Children & Young Persons Act variance (£0.4m), not included in initial budget projections and the reduced requirement for inflationary uplifts (£1.6m), the councils variance would be considered reasonable at 0.55%.

The assumption of stubborn inflation rates in excess of 2% was made in June 2013 as part of the Finance Strategy. The variance to budget in 2014/15 for lower than anticipated inflationary pressures (£1.579m) is sizeably more than previous budgets when inflation rested above 2%. This is on account of historically low inflation, with low levels below the Government's 2% target experienced for the entirety of the budget period.

From February 2015 onwards, the rate of inflation has been circa 0%. In an open letter dated 06 August 2015, the Governor of the Bank of England wrote to the Chancellor of the Exchequer explaining "CPI inflation is judged likely to rise around the turn of the year". Due to the lack of short term forecast inflationary pressure, the Council have responded accordingly by updating their budget strategy and have adjusted the forecast budget gap calculation. Initial estimates of the 2016/17 budget gap assumed non-pay inflationary pressures of £2.9m for 2016/17, which has now been revised to £1m.

We have made a recommendation that the Council should consider the use of sensitivity analysis in financial modelling. See recommendation 1

Chart 1: Underspend for the year totals £5.9m

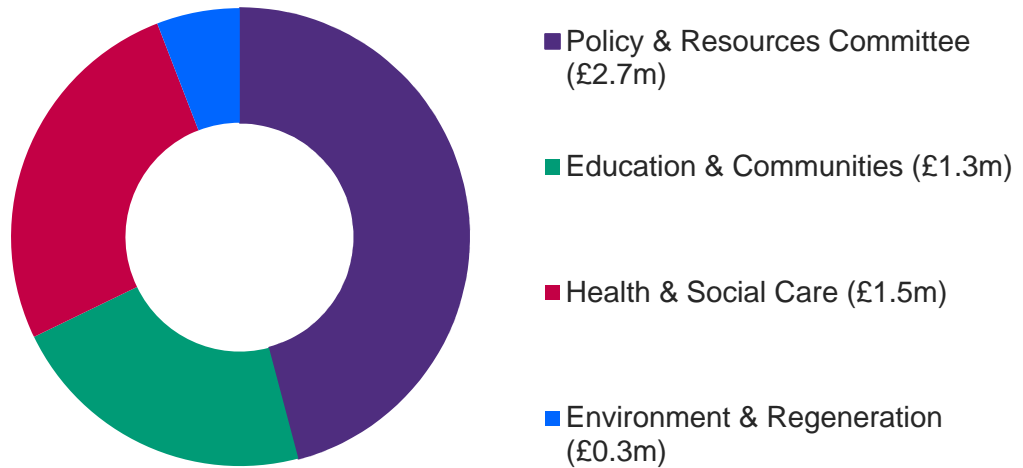


Chart 2: Overspend for the year 2014/15 totals £1.5m

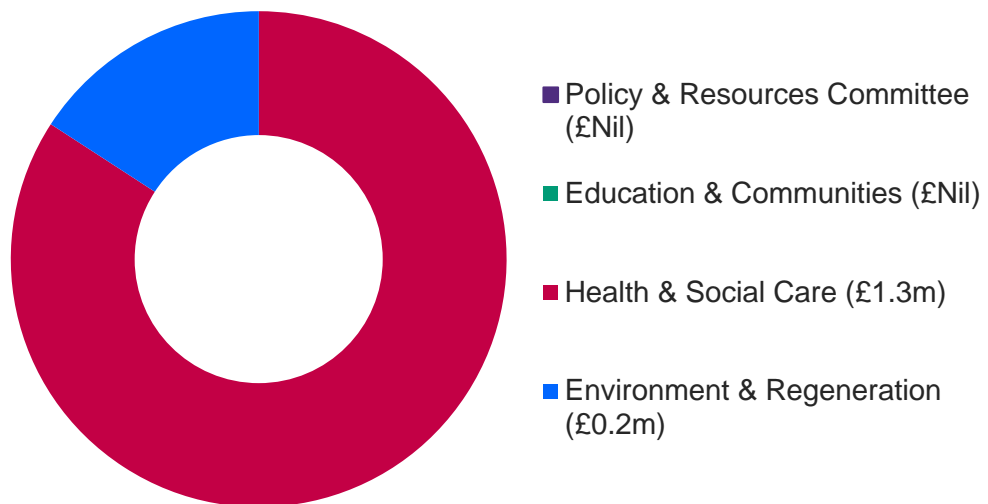
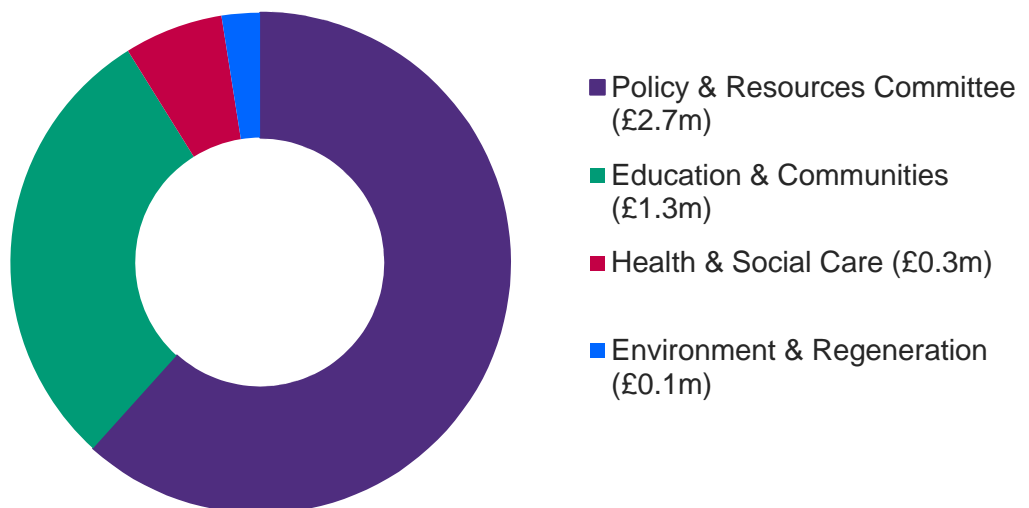


Chart 3: The Council's net underspend of £4.395m

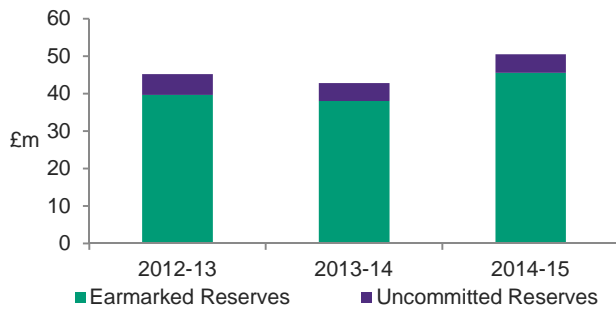


Source: Revenue Out-Turn 2014/15 – Inverclyde Council

Reserves position

In 2014-15 the Council recorded an underspend of £4.4m against the revised cost of services budget (2013-14 £1.3m).

The Council has set a target to maintain uncommitted reserves at 2.0% of the general fund budget to allow flexibility and the ability to respond to unexpected events. The 2014/15 budget therefore required a level of free reserves at £3.8m. This has since been updated to £4m. Reserves as at March 2015 were £5m.



Source: Inverclyde Council Statement of Accounts 2012-13, 2013-14 and 2014-15

The Council reported a General Fund balance of £45.6m at 31 March 2015 (31 March 2014: £42.9m).

The earmarked element of the General Fund has also increased in year to £40.6m (2013-14: £38.1m). The reserves have been earmarked for specific purposes including:

- Equal pay (£4.668m)
- Capital funded from current revenue (£3.623m)
- Early retirement/voluntary severance reserve (£3.562m)
- School Estates Management Plan (£2.942m)
- Roads Asset Management Plan (£2.165m)
- Temporary use of reserves 2016-17 (£3.298m)
- Greenock Arts Guild
- Contribution to Riverside Inverclyde (£1.858m)
- Asset Management Plan (£1,578m)
- Welfare reform (£1.007m)
- Loans charges post 16/17 (£1.200m)

Comprehensive income and expenditure statement

There were some significant movements in the Comprehensive Income and Expenditure Statement during the year, principally as a result of changes in the pensions liabilities and significant audit adjustments which were recorded in 2013-14.

	2015 £'000	2014 £'000
Net cost of services	191,589	172,891
Other operating expenditure/(income)	6,811	(332)
Financing and investment income and expenditure	20,349	19,478
Taxation and non-specific grant income	(204,441)	(200,755)
(Surplus)/deficit on the provision of services	14,308	(8,718)
(surplus)/deficit from the revaluation of non-current assets charged to the revaluation reserve	199	(11,093)
Impairment losses on the non-current assets charged to the revaluation reserve	1,470	3,261
Remeasurement of the net defined benefit liability	17,488	12,422
Total Comprehensive (income) and expenditure	33,465	(4,128)

Source: Inverclyde Council Statement of Accounts 2014-15

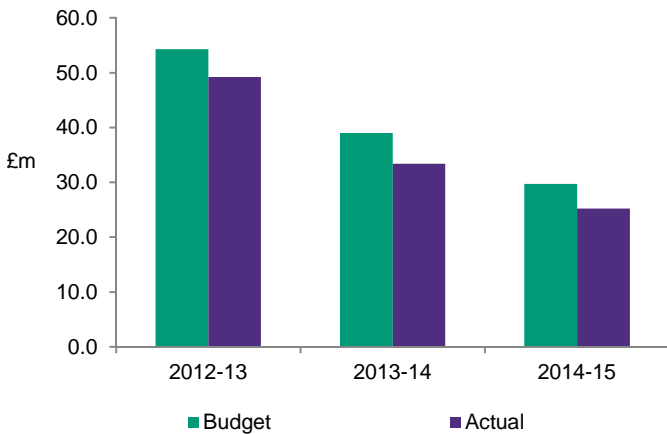
The Council's Total Comprehensive Expenditure has increased by £37.593m. The most significant areas of movement relate to the disposal of assets at an accounting loss (£6.4m), an increase in Education Services expenditure (£17.8m), a reduction in surplus recognised on revaluation of non-current assets (£11.3m). The revaluation exercise in 2014/15 did not impact significantly upon the CIES.

The Council disposed of assets with a carrying value of £8.7m for proceeds of £2.3m. This resulted in an accounting loss on disposal, charged to the accounts of £6.4m. The most significant disposal was the site and buildings of the previous St Stephen's School, which realised an accounting loss of £7.2m. The loss on sale is attributable to the Council carrying the asset at existing use valuation, as opposed the market value of the land alone, in line with accounting standards.

Education Services expenditure has varied on the prior year level on account of an audit adjustment of £8.7m in 2013/14 relating to revaluations. The CIES was credited with this amount in respect of impairments which did not require to be expensed. In the current year £5.1m of the Council's impairment charge was attributable to Schools, most notably Ardgowan Primary, which undertook significant refurbishment to restore its operating potential. Finally an increase in depreciation of £2m contributed to the charge – due primarily to a full year's depreciation charge on the new Port Glasgow Joint Campus which was brought into use during 2013/14.

Capital programme

Inverclyde Council has experienced slippage in the plan for a number of years. In 2014-15, the Council incurred capital spend of £25.6m. Slippage in the programme meant that £4.1m was carried forward to subsequent periods. This represents a slippage rate of 14%.



Source: Inverclyde Council Capital Programme Performance 2014/15 including prior year comparatives

We have raised the issue of capital slippage with management in previous years. The effects of depopulation on the future of the Council make regeneration a key area of focus.

In 2013/14 the Corporate Management Team agreed four priorities to tackle slippage in the programme including: early notification of slippage, 2014/15 performance targets, identification of possible acceleration and anticipation of delays due to external factors.

The Council has responded by making progress in identifying slippage early (reporting the majority of slippage in to committee in September 2014) and therefore allowing acceleration of specific projects (£3.6m was able to be advanced in 2014/15). These improvements have resulted in a slippage rate below the 6 year average of 23.3%.

The Council need to continue to focus on tackling internal slippage and delays experienced from relationships with third parties. Respectively, these causations contributed £2.9m and £2.3m of the Council's reported 2014/15 slippage of £7.7m, offset by the £3.2m of accelerated projects (net £4.5m).

Notable internal slippage can be seen within the School Estates Management Plan of £1.2m and over a mix of plans within Environment & Regeneration (£1.3m).

The majority of slippage experienced on account of third party issues relates to the Inverkip Community Facility & Library – discussions over drainage and complications regarding the land purchase have resulted in £1.1m of underspend to plan.

With capital spend budgeted to maintain a level of £29m spend in 2015/16, and subsequently to substantially increase to £46m in 2016/17, the Council need to consider the viability of plans given the project management resource available. Refer to recommendation 4.

Financial capacity

During 2014-15, Audit Scotland asked auditors to collect baseline data on finance departments and the control environment within individual bodies. As part of the audit we gathered data on:

- organisational structure and influence of the most senior finance professional
- financial strategy and sustainability
- budget monitoring and reporting
- the quality and finance capability of the operational finance function

At the Council, the Chief Financial Officer (CFO) is the most senior finance official. The CFO has responsibility for the core finance function, benefits, revenues, customer services, procurement and ICT. We consider the status of this role to allow the CFO to deliver strong financial management alongside senior finance staff at strategic levels. Senior finance staff have good representation within Council committees and are accountable to the Audit Committee.

We have reviewed the Council's Finance Strategy and Sustainability within the next section of this report.

Since our appointment in 2011/12 we consider the quality of working papers and unaudited accounts to have been good. The Council have been responsive to our requirements and constructively improved on working paper quality and relevance year-on-year.

We have no issues to report regarding the financial capacity of the Council.

Quality and financial capability of the finance team

The Council has numerous employees working in a financial capacity across the corporate accountancy function and service accountancy function.

As part of the managed budget process there has been a reduction in the number of finance staff employed across the organisation. A total of 11.46 full-time equivalent professionally qualified finance staff work within the Council.

Key finance positions are included within the Council's succession planning policy.

We are satisfied with the quality of output produced by the Council's finance function and have no issues to report regarding capability. The Council's finance function, like many other areas of the council, is operating within the constraints of a tight budget and demanding political and reporting environment.

3. Financial Sustainability



Financial Sustainability

Developing Financial Sustainability

Audit Scotland's *Local Government Overview Report 2013-14*, published in March 2015, highlighted that eighteen councils in Scotland do not have long-term financial plans covering five years or more. It is important that councils have plans in place to direct and control finances and set the context for annual budgeting. Medium to long term financial plans also show whether the council's finances are sustainable over a longer period of time.

Inverclyde Council in addition to the Single Outcome Agreement has recognised the challenges facing the Council over the medium and longer term, for example: depopulation and percentage decreases in grant funding. Such challenges are reflected in the Council's Financial Strategy, a rolling document covering a 7 year period. The Strategy, as updated in June 2015, covers the period to 2016/17 in detail and also identifies issues that will impact in the longer term, so that the Council can plan ahead. It includes expenditure forecasts and projected funding, where known for key priorities.

Audit Scotland set out ten features of long term financial planning. The table later in this section sets out our assessment of Inverclyde's Financial Strategy, and associated plans, against these good practice characteristics. Based on our review, the Financial Strategy mostly meets the key features identified by Audit Scotland, with additional focus required around scenario planning and sensitivity analysis.

2015/16 and 2016/17 Budget






The budget for 2015-16 prior to savings initiatives projects a cumulative budget gap of £2.9m. In order to reduce the funding gap going forward the Council approved a cumulative savings target of £5.446m for 2015-16. This delivers an approved budget surplus of £2.587m.




Work is currently progressing with members approving savings from a suite of options to balance the 2016-17 budget. These include the timing of loan charges and the temporary use of reserves and additional top-slice savings amongst other well thought out proposals. If all the proposals to be considered by the Policy and Resources Committee in September 2015 are agreed, 2016/17 will have earmarked surplus of £1.05m and the 2017/18 funding gap will reduce to £2.2m after the temporary use of £2m reserves.

The Council has considered the funding gap within their budgeting to 2019/20. Cumulatively this was assessed at £23.8m in June 2015. Continued identification and delivery of savings is therefore of paramount importance to the financial sustainability of the entity. We have assessed some of the key assumptions in the Council's funding gap assessment later in this section.






In terms of forecasted service expenditure, expenditure in Education and Social Services are forecasting slight increases in spend compared with prior years reflecting increasing needs, with all other service areas having to operate at less cost than previously.

Our assessment of Inverclyde Council's Financial Plan against Audit Scotland's good practice characteristics

Element	Expected characteristic	Our assessment	Key features within the Financial Strategy
Income	An assessment of expected income, including projected changes to council tax income. It should set out options to increase income, for example policies on fees and charges.		<ul style="list-style-type: none"> The Financial Strategy budget gap calculations assume no Council Tax increase/decrease in the period to 2019/20. Given the on-going discussions around Council Tax within the Scottish Government, we would consider it appropriate for the Strategy to include some sensitivity or scenario planning around this assumption. See discussion later in this report. The Strategy does indicate that an annual increase in Council Tax would deliver a £1m contribution towards the funding gap.
Costs	A clear understanding of the council's costs, including those of individual services, borrowing costs etc. It should highlight future cost pressures and identify options for relieving these.		<ul style="list-style-type: none"> Key factors within the financial model, including cost pressures such as the impact of pay awards and inflationary pressures. We have recommended the Council again adopt a sensitivity review around their inflation assumptions (see Financial Management section), however the Council have documented their understanding of future costs well.
Savings	An analysis of required savings along with evidence-based options for achieving these. This should set out details of one-off and recurring savings and the risk of these not being achieved.		<ul style="list-style-type: none"> Clear outline of savings required and remaining funding gap for each year to 2019-20. Options for savings are very well delivered by the Council who present a range of alternatives for consideration when setting the Budget Strategy. Savings in excess of requirement are presented to members to debate.
Funding gaps	Details of any funding gaps between projected income and the cost of providing services, including the reasons for these and how these will be managed.		<ul style="list-style-type: none"> A cumulative funding gap has been identified of £23.8m by 2019-20. The Plan signifies a programme of savings which have been approved to the period 2016/17. Savings beyond this date have been identified, and will be presented to members for selection of the most appropriate options when setting the Budget Strategy.
Assets, liabilities and reserves	An assessment of assets and liabilities showing how these will change over time. There should also be a reserves policy, setting out details of adequacy, why reserves are held and what they will be used for.		<ul style="list-style-type: none"> The Finance Strategy includes both the reserves policy of the Council and the projected outcome for reserves within the budgeting period. The strategy is continually reviewed every 6 months. The Finance Strategy effectively links with associated capital plans including the School Estates Management Plan and Roads Asset Management Plan.

Key:		In our view, the Financial Strategy meets the relevant feature of good practice Medium to Long Term Financial Planning
		The Financial Strategy partially meets the relevant good practice feature
		The Financial Strategy does not meet the relevant good practice feature

Our assessment of Inverclyde Council's Financial Plan against Audit Scotland's good practice characteristics (continued)

Element	Expected characteristic	Our assessment	Key features within the Financial Strategy
Scenario planning	Different scenarios that show the best, worst and most likely financial positions. This should set out the assumptions used, and take into account long-term economic forecasts and interest rate projections.		<ul style="list-style-type: none"> As noted above, the Council should adopt a sensitivity analysis of their Financial Strategy's main assumptions – these include, amongst others, the effects of depopulation, inflation assumptions and Council Tax reform. The Finance Strategy reflects consideration of uncertainties such as inflation and depopulation, however the Council's plan does not indicate best & worst case scenarios.
Capital investment activity	Details of investment needs and plans and how these will be paid for. This should include details of estimated financing charges.		<ul style="list-style-type: none"> The Plan links to the capital programme.
Demand	Analysis of demand for services, taking into account various population projections. It should also include the impact of demand on capital investment needs.		<ul style="list-style-type: none"> Demographic pressures built into cost model and funding gap analysis. Inverclyde's Financial Strategy reflects the expected changes in population age demographics (e.g. an increase in the elderly and a decrease in younger population). Later in this section we have provided some additional comments regarding depopulation and shifts in local demographics which the strategy reflects.
Risks	An analysis of significant financial risks, their implications and how these might be mitigated.		<ul style="list-style-type: none"> A General Pressures allocation has been established to mitigate the risk of future cost pressures. The Strategy discloses a specified Risk Register which has been developed specifically for the Finance Strategy.
Links	Clear links to the council's corporate strategy, CPP objectives and other plans.		<ul style="list-style-type: none"> There are clear links to the overall strategic framework of the Council, including the Single Outcome Agreement, Corporate Statement and Corporate Directorate Improvement Plans.

Inverclyde's economy – an outlook

In order to achieve financial sustainability, the Council will need to continue to promote economic growth across the area, recognising there are specific challenges they face.

The Single Outcome Agreement, supported in part through the Financial Strategy requires the Council to focus upon 8 key areas with specific priorities pertaining to the local economy: including maintaining a sustainable, balanced population; ensuring economic regeneration with increased skillsets within the workforce, increased economic activity and an accessible labour market. Fundamentally the Council is committed to providing public services which are high in quality, continually improving, efficient, and responsive to the needs of constituents.

In overall terms Inverclyde has a small economy below the national median and is one of the smaller Local Authorities in Scotland. Therefore any economic fluctuations, no matter how small could have a substantial impact on the economy.

Labour market & Unemployment

Alongside a dynamic local enterprise culture, the strength of the local labour market is a key factor in both competitiveness and sustainability of the local economy. Higher levels of unemployment are typically associated with higher levels of demand for Council services. Unemployment in Inverclyde is approximately 20% of the population, placing the Council in the bottom 40% of Local Authorities nationally. Whilst constituting a third of the local business mix in Inverclyde, knowledge intensive sector employers accounted for only 22% of employment during the year 2013. This also reflects the lack of higher education availability within the area, given the talent pool does not reflect demand from these businesses.

A large proportion of the working age population within Inverclyde claim job seekers allowance, at 3.3% (national average of 2.2%). The Council will face significant challenges in the provision of services correlated with higher levels of unemployment and reliability on state support.

The public sector workforce in Inverclyde is considered sizeable and supports the region, with 36.8% of those employed, working within this sector. This is above the Scottish average of 30.1% and the UK as a whole 27.83%.

Local business

The current business formation rate within Inverclyde is average, ranking within the middle 20% of Local Authorities nationally. However businesses which do set up have a strong chance of survival in Inverclyde, showing the Council's commitment to local business, with a 24 month survival rate of 82% well above the UK average. The majority of businesses (70%) within Inverclyde are in non-knowledge intensive sectors (this sector is widely recognised as being a key driver of productivity). Despite being in line with the Scottish average of 30% knowledge-intensive business, this may be an area of focus for the Council in coming years, working with the Community Planning Partnership and other working groups.

Per one thousand constituents, 29 businesses operate in Inverclyde. The Central belt as a whole performs similarly. Nearby areas such as South Ayrshire, Renfrewshire, Dumfries and Galloway and Argyll and Bute each outperform the Inverclyde economy in this respect, each with over 39 business per thousand residents. Notably, with the exception of Argyll & Bute, these areas have some sort of University provision nearby or within their bounds.

Depopulation

As one of the main levers in financial sustainability for the area of Inverclyde, the Council has rightly considered the effects of depopulation both within the Single Outcome Agreement and subsequent Financial Strategies. In assessing the budget gap, the June 2015 updated Financial Strategy assumes a continual £1m decline in income each year to 2019/20 on account of depopulation alone.

In 2012, Sims Consulting were employed to prepare a Depopulation research study for the Inverclyde region. The study delivered the following key findings:

Depopulation has been more notable amongst younger people, and those of working age, than older age groups. Depopulation has been on-going in Inverclyde for 60 years and despite a slow in the decline, the population is still forecast to fall below 70,000 by 2025. The report highlights the drivers of those leaving Inverclyde as: young people, looking for work or higher education and young families looking for better career prospects and good family housing.

The above is supported by Grant Thornton's *Where Growth Happens: The High Growth Index of Places* paper discussed later in this report. The report particularly mentions the unavailability of University Education as a driver of migration and poor knowledge-based sector growth. Universities act as a stimulus in attracting and refreshing the talent pool of regions, especially where trends are towards a locally ageing working population.

The Council's longer term estimates indicate the population of Inverclyde will fall to 66,500 by 2035. This is echoed by Grant Thornton's demographic information, which would suggest a decrease in all age demographics up to the 65+ category, to the year 2037, as noted in the table below.

Age Group	Population Growth to 2037
0-14	-32%
15-24	-35%
25-44	-36%
45-64	-34%
65+	+45%
80+	+80%

Source: Grant Thornton In Focus Report: Inverclyde Council 2014/15

The way forward

The Council should continue to consider the impact of depopulation upon their budgetary process. In particular, the Council should seek to perform a sensitivity exercise, using as up to date information as possible, to forecast the impact of depopulation on a number of income streams and service delivery. This should be conducted for as long a term as is realistically possible, as ultimately, the future of the Council as a Local Authority could be affected by continued decline in population. Presently, the updated Finance Strategy employs the same depopulation assumptions as were included in the 2013 Strategy when adopted. We recommend as part of the sensitivity analysis, that the Corporate Management Team revisit these assumptions and consider whether any are now out-dated. The Council's current short term budget gap calculations do take into account the effects of depopulation to 2019/20, however by completing an exercise of sensitivity, critically evaluating publically available information and information available from other consultants, the Council could aim to estimate their longer-term best-case and worse-case scenarios. Refer to recommendation 1.

The Council may also wish to consider forming more substantial links with Scottish Universities, especially those who operate on a multi-campus model. Investment in higher education infrastructure through incentivised partnerships could deliver a university culture to the area, in turn delivering an increase in knowledge-sector business, population growth and lower migration of younger people. From a regeneration perspective, the surrounding areas of Universities tend to perform well where local businesses support the presence of students – in particular, recent research by Savills (property consultants) shows strong rental yields for student accommodation in areas outside the more traditional university city locations.

Inverclyde Council is in a unique position given its strong transport links to the City of Glasgow region – ultimately facilitating any "out-of-town" campus a university may consider. Examples of non-city campuses in the West of Scotland include Paisley, Ayr, Dumfries and Hamilton - none of which share all of the benefits of Inverclyde which SIMS reported: the wealth of natural resource and environment, superb schooling providing a "university pipeline" and regular connections to the wider city region.

Council Tax Income

The Scottish Government set up a cross party commission to "identify and examine alternatives that would deliver a fairer system of local taxation to support the funding of services delivered by local government". The remit includes examining international methods of local tax levy, including systems which are progressively based.

It is assumed that a full revaluation and review of the bands used in Council Tax collection will be the outcome – improving fairness on account the system is based upon values from the early nineties.

The COSLA Fiscal Empowerment Task Group set up to deliver the review, has assumed 6 priorities, loosely based upon Adam Smith's cannons of taxation:

- Local taxation should be fair and easy to understand
- Local taxation should be administratively efficient and difficult to avoid
- Local taxation should have regard to the stability and buoyancy of the underlying tax base
- Local taxation should be determined locally in order to establish and maintain democratic local accountability. This includes the local setting of rates
- Local government should have discretion to
- determine whether rates and reliefs are set nationally or locally.
- Local taxation should allow for local flexibility, empowering Local Authorities.

The Leader of the Council wrote to the Scottish Government on 28 June 2015 emphasising the following from the councils perspective:

- The retention of a modified Council Tax system would increase equality and reduce disruption
- The Council's in year collection rate is at a ten year high, with 94.8% of total Council Tax billed being collected by the Council
- Given the significant variation in property prices since the early nineties, any national revaluation should avoid unintended consequences which would not be fiscally neutral on a local level
- The review presents an opportunity to revise tax reliefs and discounts. The Council supports a review of the current single person discount (25%) and a reduction in discounts offered for higher level properties
- The Council believes that there is a need to re-establish the link between local democratic accountability and the ability to vary rates at a local level, without the threat of punitive sanctions on the Council.

We consider the Council's standpoint to be reasonable, given Inverclyde's good rate of in year collections (94.8%) which is in line with the Scottish Average.

An alteration in the system would likely negatively affect the rate of collections as constituents respond to change.

The mix of property and demographics within Inverclyde would also suggest that any progressive system, based upon income, would be detrimental to the Council's income. As indicated previously, 30% of Inverclyde's population is unemployed, and 19.7% collect benefits. The vast majority of Council Tax Dwellings as at 31 March 2015 reside in Band A (19,175 dwellings), the lowest value band, whilst only 3,505 reside within what would be considered the upper bands (F, G & H). These statistics support the assumption that any progressive system of local income tax, would likely add considerable pressure on Council revenues if the Scottish Government no longer used grant to equalise movements in the Council Tax base.

The Council's suggestion that single persons discount be reviewed is sensible, given the number of dwellings claiming this discount in 2014/15 was sizeable. 40% of dwellings within the Council area claimed the relief. Notionally, based upon 2014/15 rates, the discount reduces income by £3.66m. Should the discount be reduced by 5%, this would represent an additional £0.732m of income to the Council, based upon 2014/15 rates and claimants.

The Council has made sufficient effort during 2014/15 to improve upon their public engagement with Council finances. The budget consultation process discussed later in this report reflects the Council's commitment to engaging residents in how their resources are allocated, however, the freeze on Council Tax restricts the Council's democratic manoeuvrability. Conditions applied to the General Revenue Grant by the Scottish Government, mean that it would be detrimental for the Council to assume flexibility over Council Tax charges in the short term.

The way forward

The Council's Finance Strategy and budget gap calculations to 2019/20 reflect Council Tax income remaining static in the period. In the short term, this could be considered likely. However, following the events mentioned above and the Scottish Government's intention to refresh the local tax system, it would be prudent for the council to adopt a scenario planning approach to changes at this stage. There are a number of possible outcomes, some of which are mentioned above. It would therefore be appropriate for the Council to model a number of scenarios which would present differing impacts on revenues and collection rates. Best and worse case scenarios could be reflected (for example, the worst case under a progressive system and the best case, where bands are extended and discounts/reliefs reduced). Refer to recommendation 1.

3. Governance and transparency



Governance and transparency

Annual governance statement

The Local Authority Accounts (Scotland) Regulations 2014 introduced a requirement for all Councils in Scotland to prepare an Annual Governance Statement (AGS) as part of their financial statements. The Council has been preparing an AGS since 2013-14 and we commended the Council for their preparedness and efforts in delivering a quality report in the previous set of accounts. The Council have maintained the standards noted in the prior year and produced a robust and fair reflection of the Governance Framework including areas of focus within the Council's internal control activities.

Guidance is set out in the CIPFA Code for the content of the AGS as it forms a key summary of the governance ethos of the Council and provides assurances around the achievement of the vision and strategic objectives of the Council.

The Council has conducted a review of effectiveness of the governance framework and the system of internal control to inform the AGS. The review of effectiveness did not highlight any issues that would impact on the level of assurance over the governance framework, however there were a number of areas for improvement identified and reflected in the statement:

- the Council reflected and drew appropriate attention to one audit review relating to Corporate Complaints Procedures which received a "requires improvement" audit opinion. A working group has now been set up address a number of organisation-wide control issues
- the AGS also summarised areas of improvement including: staff mandatory training, members development plans, staff inductions, oversight of employee conflicts of interests & gifts, records management, staff performance reviews and formal succession planning.

We reviewed the Council's AGS as part of our audit procedures and concluded that the disclosures were in line with the CIPFA Code and our knowledge of the Council. The statement is sufficiently balanced, reflecting key aspects of the Council's governance structure as well as key areas for future development.

Political Balance

Following the resignation of a labour Councillor and re-appointment as an independent member during the year, the political balance on Committees, Sub-Committees, Boards and Outside Bodies (where appropriate) was reviewed in order to comply with the Council's approved Scheme of Administration.

Budget Consultation Process

During 2014/15 the Council engaged the public in a community consultation in development of the budget to 2016/17. The suite of consultations/communication channels included: Citizens Panel questionnaires, five public meetings, a dedicated feedback email address and an online budget simulator.

A number of positive feedback results were noted:

- more than 70% of respondents found the budget simulator very easy or fairly easy to use
- over two thirds of respondents felt the council had supplied sufficient information to aid them in making choices about the budget
- 93.6% of respondents agreed to be contacted in future about subsequent budget consultations.

Whilst representing only a small proportion of the population of Inverclyde, 602 people used the online simulator during the consultation. This alone reflects the Council's effort in furthering public engagement and using technology to impact upon local politics. 191 people attended one of the five public meetings held in December 2014.

An estimated cost of £10,000 was proposed and approved for continuation of the consultation process in 2015/16. We consider this a modest cost which presents good value for the level of involvement attained. Examples of positive feedback include "*Can I congratulate the Council in involving the community of Inverclyde. I particularly liked the budget simulator as it gave you an idea of the difficulties faced by those having to make decisions*". One respondent also commented "*I did not realise how hard it is*" referring to the budget and savings process.

Inverclyde Council was one of a number of Councils which adopted this approach during 2014/15. The Council's pro-active implementation of this sort of consultation should be commended. Areas of further improvement may include more effective targeting of groups – as feedback reflects poor attendance at a

number of public meetings, with awareness considered to be part of the problem. The Council may wish to continue to use social media (e.g. Twitter) to promote the consultation process, but should also consider other demographics within Inverclyde – e.g. the elderly are less likely to be as connected on social media and one of the Council's most affected groups.

The way forward

Feedback gathered by the council suggested that additional information could be provided alongside the budget simulator. We have not proposed a recommendation in this regard, given we are aware the Council has processed this feedback through the committee process.

Governance of Arms' Length External Organisations

The Council have a Governance Framework in place to monitor third party organisations in which the Council have a financial interest. The framework, agreed in 2011, has developed over a number of years taking cognisance of guidance, for example the Audit Scotland report ALEO's: Are you getting it right? We reported last year that the Council are meeting either the basic or better practices with the ALEO's: Are you getting it right? toolkit.

As part of the Governance of External Organisations Annual Report presented to Policy and Resources Committee in November 2014, an action plan was agreed to develop advanced practice in a number of areas namely:

- how clear is the council about its reasons for delivering services through ALEOs?
- how well does the council understand the financial commitment and risk to which it is exposed through ALEOs.

This action plan will help strengthen the governance framework in place.

During the year, the Greenock Arts Guild, a long standing organisation that the Council has provided grant funding to, ran into financial difficulties and governance issues. A number of individuals resigned from the Board and a Board Recovery Plan was put in place.

In December 2014, the Greenock Arts Guild made a request for additional funding of £1.95m from the Council. At a special meeting in January 2015, the Council agreed a funding package of £1.2m capital grant and increase revenue support of £0.750m over 8 years.

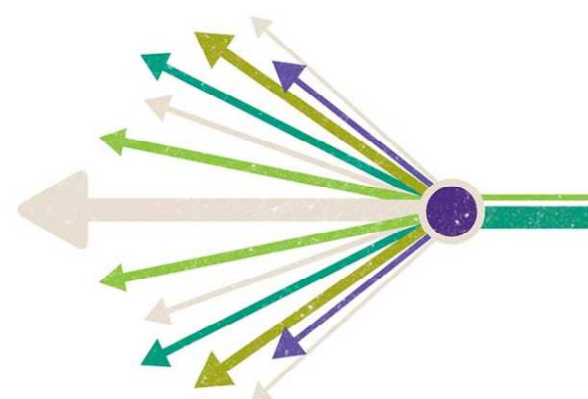
The Council have worked closely with the Greenock Arts Guild to review the progress on governance arrangements, finances and business plan. An updated report is being presented to the Policy and Resources Committee in September 2015 recommending the release of the £1.2m capital funding plus some of the agreed revenue support.

Community Planning Partnership

The Inverclyde Alliance has a good governance framework in place with clear reporting structures. Each Outcome Delivery Group has an outcome delivery plan and provides a quarterly report to each meeting of the Programme Board and Alliance Board on the progress made against the actions set out in the plans. The latest quarterly progress report (March –May 2015) highlights that 64 out of the 65 actions are complete or on track. There is one action, relating to the production of an online Children's Services Plan which is not expected to meet target.

The Alliance are open to improvement and have carried out self assessments in previous years and regularly report on performance and actions against improvement plans.

An Inverclyde Alliance Improvement Plan was reviewed and agreed in December 2014. The Improvement Plan has been drawn together from the Quality Assurance of the SOA in 2013, the remaining actions from the Alliance Board PSIF Improvement Plan and any improvement actions identified from the Audit Scotland reports on Community Planning.



The actions within the Improvement Plan have been grouped into the following themes:

- Community engagement, empowerment and asset based approaches
- Tackling inequalities
- Joint resourcing and planning
- Leadership
- Development of the SOA

In November 2014, Audit Scotland published its most recent review of Community Planning arrangements. The report noted significant improvements since Improving Community Planning in Scotland was published in March 2013. All Community Planning Partnerships (CPPs) developed new Single Outcome Agreements (SOAs) during summer 2013, based on the Statement of Ambition published by the Scottish Government and CoSLA.

Key messages from the report were:

- partners are demonstrating more collective ownership of community planning and participation has improved
- many CPPs are still not clear about what they are expected to achieve and the added value that can be brought through working in partnership
- the way public services are delivered must change to manage financial and service demand pressures and to address the significant variations in outcomes experienced by different communities
- performance management continues to be a weakness in CPPs.

Following Inverclyde Alliance's consideration of the Audit Scotland report, two additional actions have been added to the improvement plan:

- developing further performance indicators to enable the partnership to identify how well it is delivering on its outcomes

- all outcome delivery groups to review their performance indicators to ensure that they can evidence any improvements being made by the group. Additionally, the way reports are made to the SOA Programme Board and Alliance Board could be reviewed to allow for a greater level of performance information to be made available for scrutiny.

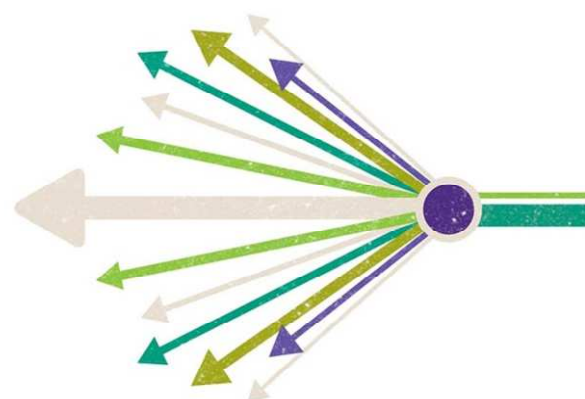
Glasgow and Clyde Valley City Deal

In August 2014, Inverclyde Council, along with seven other Councils in the Clyde Valley region, entered into the Glasgow and Clyde Valley City Deal.

The deal will see investment of £27.4m across three major infrastructure projects in Inverclyde, Inchgreen, Ocean Terminal and Inverkip Power Station development. The financial implications of this initiative now form an appendix within the Council's Financial Strategy. In addition, the Council will participate in two other major portfolio projects namely a Skills and Employment project jointly funded by the DWP over the period to March 2018 and an Enterprise project.

Governance arrangements have been established with a Joint Committee, Cabinet and Chief Exec's group now in place with agreed roles and remits.

The Assurance Framework requires an administrative role to be fulfilled to support the Cabinet and the delivery of the City Deal. This will be delivered by Glasgow City Council as the Lead Authority through a newly constituted Programme Management Office.



Risk management

The Council have continued to strengthen their risk management arrangements during 2014-15.

All Corporate, Directorate and Service risk registers are in place and have been reviewed and refreshed during the year. The Corporate register is reported regularly to the Corporate Management Team (CMT). Progress reports and an Annual Report on risk management are reported to the Audit Committee throughout the year.

Key actions through the year have included:

- continuing the advancement of emergency planning, crisis management and business continuity
- maintaining Service Risk Registers for the Inverclyde Health and Social Care Partnership
- promoting the e-learning module on Risk Management for employees as part of the Brightwave corporate training platform
- facilitating risk registers for arms-length organisations.

Strategic risks in the register which sit above the risk appetite include:

- failure to identify, develop and deploy sufficient workforce capacity to achieve the required outcomes which may result in resources being spread too thinly
- the risk that the Council will not manage the significant funding restrictions over 2015/19 appropriately
- the risk the Council may fail to discharge its health and safety responsibilities
- the risk that the Council do not achieve their absence management strategy due to high absence rates and controls not implemented by managers.

Service risk registers are the responsibility of service managers. A Corporate Risk Management Group is in place to facilitate consistency across the services.

Internal Audit

The Council has an in-house Internal Audit function, and has confirmed compliance with Public Sector Internal Audit Standards as part of their Annual Report.

Internal Audit is led by the Chief Internal Auditor who reports to the Head of Legal and Property Services and consists of a team of four, including a corporate risk advisor.

Internal Audit is required to provide an annual opinion to the Audit Committee on the assurance framework. In 2014-15, they issued the following opinion:

"On the basis of Internal Audit work carried out in 2014/2015, the majority of Inverclyde Council's established internal control procedures appeared to operate as intended to meet Management's requirements for the individual systems reviewed by Internal Audit. On the basis of selective testing of key controls, it can be concluded that, in the main, controls were generally operating as expected during the period under review, although it does need to be recognised that a number of recommendations were made by Internal Audit to improve controls."

One area was assessed as requiring improvement:

- Corporate complaints

Although Internal Audit did identify a number of amber risk rated recommendations none of these were identified as critical risks to the achievement of the Council's objectives.

In 2015-16 the Internal Audit programme focuses on:

- HR operations
- Learning disability services – client money arrangements
- Corporate health and safety
- Self-directed support
- Facilities services – cleaning
- Contract management - RAMP

As set out in our audit plan we reviewed the work of Internal Audit to inform our audit approach. However, we did not place reliance on any specific Internal Audit work undertaken in 2014-15.

Overall Internal Audit have completed their plan for 2014-15 as agreed with the Audit Committee and have provided detailed updates to Committee.

Prevention and detection of fraud and irregularity

The Council has a Fraud and Corruption Strategy, which is designed to promote an anti-fraud and anti-corruption culture. This is supplemented by the Council's Public Interest Disclosure (Whistleblowing) Policy. In year the Council appointed a Fraud and Audit Officer to support and further develop the Council's arrangements including an update of the current Fraud and Corruption strategy (December 2015), and this is reflected in the Annual Governance Statement as a future area of focus.

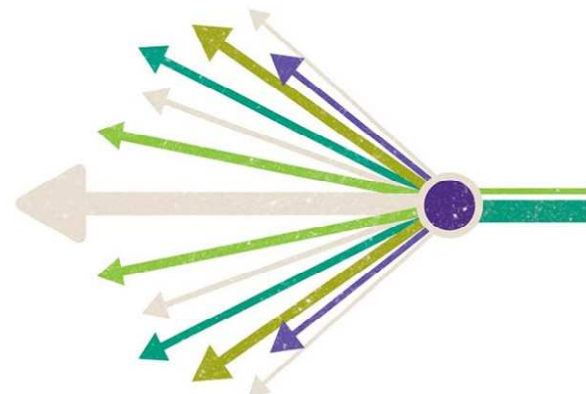
Our enquiries of management and the Council's internal audit identified one fraud during the year, relating to theft of client monies in the region of £25,000. The Council has strengthened controls in this area following the theft.

In order to gain assurance there were no material fraudulent transactions in year we conducted testing on journal entries and related party balances to identify any unusual transactions. There were no issues arising from this testing.

The Council participates in Audit Scotland's National Fraud Initiative. During 2014-15 the data matching exercise found 1,709 matches requiring review across council tax, creditors and payroll. The Council has investigated 783 (46%) of the recommended matches as at 11 September 2015 and have not identified any instances of fraud or error.

Arrangements for maintaining standards of conduct

In line with the Ethical Standards in Public Life etc (Scotland) Act 2000, the Council has established a Code of Ethical Standards and the specific Code of Conduct for Councillors as approved by the Scottish Government. A register of interests is available for each Councillor on the Council's website, and declarations of interest are made at each Council meeting.



4. Value for money

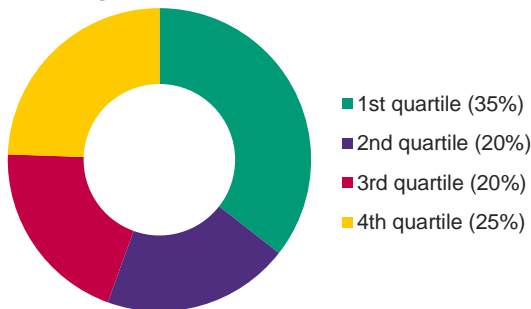


Statutory performance indicators

As required by the Local Government Act 1992 Publication of Information (Standards of Performance) Direction 2013, the Council has collected and reported information on Corporate Management (SPI 1), Service Performance (SPI 2) and the Local Government Benchmark Framework (LGBF SPI 3).

The LGBF comprises a suite of performance indicators which are collected for all councils across Scotland to create a database of comparable data. The Council's performance data which was reported into the 2013-14 LGBF is available on the Council website. In 2013-14 there were 53 indicators as part of the LGBF, of which the Council report on 48 indicators. As at March 2015 information from Scottish Government was outstanding for three of the indicators in Children's services

Performance against LGBF indicators:



Source: SOLACE Improving Local Government Benchmarking Framework 2013/14 Policy and Resources Committee March 2015

This chart highlights that service performance in a national context remains mixed with 35% in the first quartile, but 25% at the bottom quartile.

Areas performing well include: cost of primary school education per pupil, proportion of pupils entering positive destinations, refuse collection, satisfaction with cultural and leisure facilities, satisfaction with social care services and assisting unemployed people into work.

Performance in the bottom quartile of council's include sickness absence rates, roads maintenance and self direct supported spend.

The Council have acknowledged that improvement in roads maintenance was required and developed a fully funded, long term Road Asset Management Plan. The Council have invested £10.1m through the Road Asset Management Plan since 2012. A further investment of £18.210m is planned for the three year period 2015-2018.

Accounts Commission Public Performance Reporting review

The Accounts Commission reported on how well Councils have met the requirements of it's SPI Direction 2012 in June 2015. The report presented to the Accounts Commission meeting outlined where Public Performance Reporting (PPR) has improved and where further improvement is required.

The Accounts Commission noted that although there was a general trend of improvement there were significant variations across the SPI 1 and SPI 2 themes.

As part of the review it was assessed how well councils met all of the 18 themes within the SPI Direction 2012. As a result of the review Councils were split into quartiles for compliance.

Inverclyde Council was in the first quartile noting full compliance with 15 out of the 18 priorities. The Accounts Commission identified assets, sustainable development and accessibility as areas for improvement. The findings in the above areas were:

- for assets and sustainable development, the indicators included are reported well but the performance information would benefit from a wider range of indicators, including cost information
- more could be done to improve the accessibility of the PPR information, eg using high-level info graphics or publishing in other forms than narrative text.

Health and Social Care Integration

Introduction

As with all regions in the UK, the Greater Glasgow and Clyde health economy is facing significant strain on its resources from an ageing population, increasing prevalence of long term conditions and declining health of individuals, at the same time as trying to maintain financial sustainability and improve quality.

NHS Scotland's 2020 Vision is for everyone to be able to live longer, healthier lives at home, or in a home setting with integrated health and social care with a focus on prevention, anticipation and supported self management.

The Public Bodies (Joint Working)(Scotland) Act 2014 was granted Royal Assent on 1 April 2014. This puts in place a framework for integrating health and social care. This has made existing Community Health and Care Partnerships (CHCPs) redundant, replacing them with Integrated Joint Boards (IJBs). The IJB will play a key role in implementing NHS Scotland's 2020 Vision.

Inverclyde has had a strong CHCP since 2010 so is well placed to meet the requirements of the Act.

Governance

A requirement of the Act was to prepare an Integration Scheme setting out the functions which will be delegated and the method of determining financial resources.

During the year, the Health and Care Sub Committee over saw implementation plans for the IJB and received updates through out the year.

The Health and Care sub committee was abolished on 1 April 2014 and the Health and Care committee will have the role of scrutinising the IJB. Membership of the Health and Care committee will be open to Council members sitting on the IJB. Although there can be advantages with knowledge and accountability with such representation on Committee the Council should consider if there is a risk that self review will diminish effective scrutiny. See further details at recommendation 5.

A 2015/16 Establishment Plan has been approved which provides a framework for developing the three year strategic plan that the IJB must have in place by 1 April 2016.

A three year strategic plan covering the period 2016-19 is being developed by Inverclyde IJB in the context of a wider Greater Glasgow and Clyde basis.

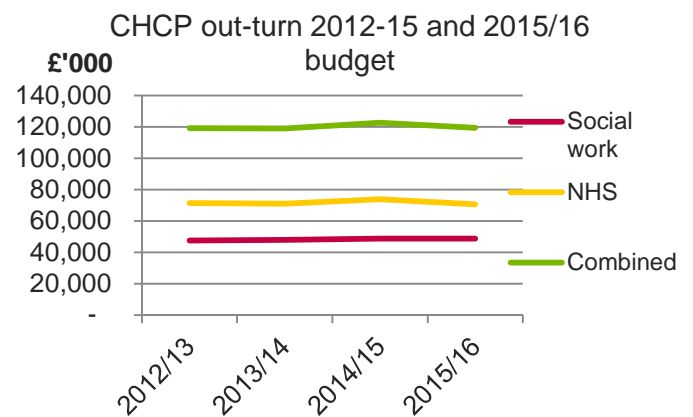
The Inverclyde IJB is one of six which NHS Greater Glasgow and Clyde is involved with. As such, a collaborative approach was taken by the local authorities to develop systems and practices which would be adopted across the six IJB's within the NHSGGC region. A technical working group consisting of the S95 officers of each council meet monthly. Three sub work streams were established:

- annual accounts, governance and financial regulations
- budgeting
- technical accounting

The technical group review the outputs of the working groups. The treatment of VAT has been identified as a key risk and national guidance is required for that and other technical accounting issues.

2015/16 Budget

Due diligence work has been carried out by the Council to consider the sufficiency of the revenue budget for 2015/16. Inverclyde Health and Social Care Partnership (HSCP), have, from October 2010, fully aligned their financial reporting. A review was carried out to compare the 2015/16 budget against the HSCP out-turn budgets from 2012-15.



The 2015/16 social work budget is in line with prior year budgets, however this represents a decrease in real terms. The NHS cash budget has reduced by 4.4% from 2014/15. The report concluded that the 2015/16 budget was sufficient.

Key to the 2020 Vision is community based services. Of the £120m 2015/16 budget, £73m (61%) is for community services.

Financial Risks for the IJB

It is acknowledged that transformational change is required for health and social care. There needs to be capacity within the management structures in place, joined up local policies and National strategies and funding available to enact change whilst also providing services under the current system in the short term. It is unclear when and where additional funding for transformational change programmes will come from. In addition there are a number of financial risks yet to be resolved for the IJB from 2016/17.

- There is no additional funding for the running costs of the IJB. The budget presented in the IJB integration scheme does not identify the running costs of the organisation.
- There is currently no budget included for large hospital services. NHSGGC are currently working on a model to allocate budget across the six IJB's.
- Currently Inverclyde HSCP carry out considerable work to monitor and reduce prescribing expenditure and have a risk share arrangement in place across the Greater Glasgow and Clyde area. However, given the nature of prescribing being volatile and demand led, it is difficult to predict and will continue to be a risk for the IJB.
- The NHS resource allocation model (RAM) does not take account of the reality of resources on the ground and it could take a number of years for the staffing structure to reflect the ideal skill mix that the RAM is based on. For areas like Inverclyde where there are fewer specialist resources and facilities, enticing newly qualified staff to the area could be a challenge and further exacerbate the gap between the RAM and actual skill mix within the NHS in Inverclyde and therefore funding available.

Appendices

Contents	Page
A - Action Plan	43
B - Adjusted Misstatements	45
C – Misclassification and disclosure	46
D - Follow-up of prior year actions	47
E - Other communication requirements	49
F – Fees, non audit services and independence	50
G – Draft Independent Auditors Report	51
H– Letter of Representation	53



Appendix A: Action Plan

	Issue and Risk	Priority	Recommendation
1.	<p>Issue</p> <p>Audit Scotland's good practice characteristics of a financial strategy include the use of scenario planning.</p> <p>The Financial Strategy reflects consideration of uncertainties such as inflation, changes to Council Tax and depopulation, however the Council's plan does not indicate best & worst case scenarios.</p> <p>Risk</p> <p>There is a risk that financial risks are not identified.</p>	Medium	<p>The Council has an opportunity to complement the Finance Strategy with a scenario planning exercise showing the range of outcomes which could impact upon the future financial sustainability of the Local Authority. A worst case and best case scenario could be reviewed and contingency plans identified to mitigate any risks identified.</p> <p>Management Response and due date</p> <p>Scenario planning will be incorporated with the Financial Strategy updates from June 2016.</p> <p>Chief Financial Officer</p>
2.	<p>Issue</p> <p>The Council has a good opportunity through the new Management Commentary report within the annual accounts to promote areas of achievement/further development within the Council.</p> <p>Risk</p> <p>Guidance from the Scottish Government suggests the Management Commentary should "tell the story" of the Council. There is a risk that commentary focuses too heavily upon financial information and readers of the accounts will not be made aware of key non-financial achievements and progress on the council's objectives during the year.</p>	Medium	<p>In subsequent years the Council should aim to include a brief summary of key activities of the Council which have progressed during the year. These can be supported with performance reporting of non-financial key performance indicators where appropriate. Examples of areas where the Council could focus may be attainment in schools, recycling, social & health integration etc.</p> <p>Management Response and due date</p> <p>The Council will review whether increasing the length of the Management Commentary adds value to the document and will ensure it complies with best practice.</p> <p>June 2016 Chief Financial Officer</p>
3.	<p>Issue</p> <p>The brought forward cost and depreciation figures do not agree to the Fixed Asset Register.</p> <p>There is no impact on the Net book value of the assets held by the Council.</p> <p>Risk</p> <p>There is a risk that the cost and depreciation figures continue to be overstated.</p>	Medium	<p>The Council have carried out a review and have identified that substantial work is required to adjust the cost and depreciation figures.</p> <p>The Council should carry out further work to correct the disclosure of cost and depreciation as soon as possible.</p> <p>Management Response and due date</p> <p>A full revaluation of all assets is due for the 2016/17 accounts, this will be advanced for the 2015/16 accounts which will resolve this issue and procedures will be amended to ensure this is not repeated.</p> <p>June 2016 Finance Manager</p>

Appendix A: Action Plan (Continued)

	Issue and Risk	Priority	Recommendation
4.	<p>Issue Slippage in the capital programme persists at the Council. Progress has been made to tackle slippage in 2014/15, however the problem persists. The Council have planned capital expenditure of £29m in 2015/16 and £46m in 2016/17</p> <p>Risk Given slippage is experienced at the current level of capital expenditure (£29m), there is a risk that the Council will continue to realise internal slippage with increased levels of capital expenditure projects in future periods.</p>	Medium	<p>The council should consider their available resource and project management capability in light of extensive capital expenditure plans established for 2015/16 and more notably 2016/17 when expenditure is planned to significantly increase. Following due consideration, the Council could re-assess the capital plan to ensure work can be completed.</p> <p>Management Response and due date</p> <p>The exercise is carried out annually and will be done again as part of the 2016/18 budget in February 2016. Corporate Director Environmental Regeneration and Resources</p>
5.	<p>Issue The Health and Care Committee will be the Councils scrutiny body for the IJB. Currently membership of the scrutiny committee is open to members of the IJB.</p> <p>Risk There is a risk of self review if members of the scrutiny committee are also on the IJB.</p>		<p>The Council should consider the appropriateness of IJB members being members of the Health and Care Committee, or what mitigations will be made for reducing the risks of conflict of interest and self review.</p> <p>Management Response and due date</p> <p>The matter will be considered after one year of operation of the IJB in September 2016. Chief Officer HSCP</p>

Appendix B: Adjusted misstatements

A number of adjustments to the draft financial statements have been identified during the audit process. We are required to report all misstatements to those charged with governance, whether or not the financial statements have been adjusted by management. The table below summarises the adjustments arising from the audit which have been processed by management. There are no unadjusted misstatements to report.

Impact of adjusted misstatements

All adjusted misstatements are set out below along with the impact on the primary statements and the reported financial position.

	Detail	Comprehensive Income and Expenditure Statement	Balance Sheet
1	In July 2015 asbestos was identified on the site of the previous Greenock Academy. The value of the land in the draft accounts did not take account of the impact of the contamination. Following free reserves being earmarked post year end the Council have elected to remove the asbestos from the site. The expected cost is £0.420m. A provision of £0.420m has been made for the removal of the asbestos.	nil	Dr £0.420m Cr £0.420m
2	During the audit, it was identified that all capital expenditure on the refurbishment and extension of the Ardgowan primary school had been impaired (£4.9m). The Council have reviewed the basis for the impairment and amended the impairment to take into account some of the expenditure related to an extension of the premises and therefore would have added value to the asset. The impairment of Ardgowan has been reduced to £3,915m. An amount of £0.979m was capitalised to reflect the extension.	Cr £0.979m	Dr £0.979m
3	Items were noted on the fixed asset register which related to an asset which was disposed of during the year. As such, these were not included in the loss on sale calculation for St Stephens school. The adjustment increases the overall loss on sale of non-current assets recorded within Other Operating Expenditure to £6,234m and reduces the net book value of assets by £1,345m.	Dr £1.922m	Cr £1.922m
4	Following Disposal of St Stephens School the Council are committed under contract to demolish the building after a period of 2 years. A provision was therefore proposed to account for the future committed expenditure estimated at £0.420m. The adjustment reflected in the accounts increases the Council's long term provisions reduces the net asset position as at 31 March 2015.	nil	Dr £0.497m Cr £0.497m
5	A transfer between the revaluation reserve to the capital adjustment account of £0.401m to reflect the difference between fair value depreciation and historic cost depreciation has been made in line with the code.	nil	Dr £0.401m Cr £0.401m
Common Good Fund			
1	Expenditure relating to the Common Good Fund was mis-posted to the Council. This increase the expenditure of the Common Good by £0.009m and reduces cash balances of the Common Good by the same amount.	Dr £0.009	Cr £0.009

Appendix C: Misclassifications & Disclosure Changes

The table below provides details of the most significant misclassification and disclosure changes identified during the audit which have been updated for by management in the final set of financial statements.

Note / Location	Detail	Impact upon the financial statements
Remuneration Report	Prior year comparative information for pension contributions within the pension benefits tables for senior officers and Councillors was required.	Change has been made within the remuneration report, no additional changes required.
Note 1	Additional accounting policies relating to the Council acting as an agent and interest in other entities have been included in the Note 1 to the Accounts.	Disclosure of accounting policy only.
Note 3	Additional disclosures for critical judgements in relation to going concern and the carrying value of assets have been added to Note 3.	Disclosure of critical judgements only.
Note 4	Additional disclosures of assumptions made about the future and other major sources of estimation uncertainty have been made in relation to: <ul style="list-style-type: none"> property, plant and equipment 	Disclosure of assumptions and major sources of estimation only.
Note 5	Material items of expenditure relating to Housing Benefit payments have been included in the note.	Disclosure of additional material items of expenditure only.
Note 6	Contamination was discovered at a former school site during the course of the audit. A post balance sheet event has been disclosed in the accounts.	The post balance sheet event has resulted in a provision for contamination removal to be included in the accounts and an additional contingent liability.
Note 10	The Council had not separately reflected all movements in land and buildings valuation following revaluation of specific assets. A net figure for revaluation movements taken to the revaluation reserve was presented. We proposed the Council separate the movement to clearly show elements of the movement including depreciation written back upon revaluation and movements in cost/valuation as a result of the exercise.	There was no impact on the Net Book Value of the assets as a result of these changes.
Note 13	The note did not include sufficient disclosure to enable reconciliation with the financial statements as required by IFRS 7.	The Council have made the necessary disclosure updates within the note to reflect the requirements of the accounting standard.
Note 19	The amount transferred between the revaluation reserve and capital adjustment account as a result of the difference between fair value depreciation and historic cost depreciation had not been separately disclosed.	The difference between fair value depreciation and historic cost depreciation has been disclosed in the revaluation reserve and capital adjustment account.
Note 27	An additional disclosure was made in relation to donated assets received from Riverside Inverclyde. Some minor adjustments were made to the disclosed transactions relating to Inverclyde Leisure for 2014/15 and 2013/14 and the Common Good for 2014/15.	A revised note was provided including additional disclosure of donated assets.
Note 34	As part of Inverclyde Leisure's and Riverside Inverclyde's applications to join the Local Government Pension Scheme, Inverclyde Council are required to assume any contingent liability for non-funded costs of the pension fund relevant to Inverclyde Leisure should they cease to exist for any reason.	An additional contingent liability has been included within the note to the accounts for the non-funded pension liabilities for Inverclyde Leisure and Riverside Inverclyde.
Note 34	Contamination was discovered at a former school site during the course of the audit. Investigations are on going to identify the extent of the contamination.	An additional contingent liability has been disclosed at note 6 and a provision for the known element of restorative costs included within the accounts

Appendix D: Follow-up of prior year actions

The table below provides details of issues identified during the 2013-14 audit and our recommendations presented within the Annual Report to Members. We have conducted a review of action taken in the current year against our recommendations.

	Issue and Recommendation	Action taken
1.	<p>Issue The Council has £38m of Earmarked Reserves.</p> <p>Recommendation The Council should review the earmarked reserves and ensure a spending plan is in place to meet the objectives of the Council.</p> <p>Management Response in Prior Year The phasing of all EMRs have been reviewed at the start of 2014/15 and is reported to CMT and each Committee. This forms part of senior officer appraisals.</p> <p>Reserves will also be reviewed as part of the 2015/17 budget</p>	<p>Reflected as an external audit recommendation in the Internal Audit report to Audit Committee on 06 January 2015.</p> <p>Responsibility attributed to the Chief Financial Officer with expected date of resolution 01 April 2015.</p> <p>A revised earmarked reserves policy was approved by the Policy and Resources Committee in May 2015. The amendments focus on the following areas:</p> <ul style="list-style-type: none"> • approval process • rationale • managing delivery and spend.
2.	<p>Issue The Council has historically underspent against the capital programme. The Policy & Resources Committee have approved an action plan to address capital slippage.</p> <p>Recommendation The Council should monitor and receive regular updates on progress against the action plan.</p> <p>Management Response in Prior Year The information included in capital reports on slippage has been standardised and strengthened, added to which slippage is within senior officer appraisal targets.</p> <p>No further action is proposed.</p>	<p>As noted in management's response, no further actions have been progressed.</p> <p>We have reviewed subsequent capital reports which clearly state progress of the Council against the 4 key priorities set out to address slippage % in the prior year.</p> <p>The council have made significant progress in the reporting of slippage to committee in a timely manner and bringing forward capital expenditures where possible.</p> <p>Please see Financial Management section of this report where further review of capital reports is noted.</p> <p>We have made a recommendation in appendix A reflecting the increased capital expenditure expected in the next few years.</p>
3.	<p>Issue The overall budget for the year reduced from £197.742m to £192.713m and service budgets have reduced from £180.217m to £164.988m. From review of the General Fund Revenue Budget monitoring papers, there is scope to more clearly highlight these movements.</p> <p>Recommendation Changes to the budget should be clearly highlighted within the Budget Monitoring report.</p> <p>Management Response in Prior Year The current presentation of budget movements in Budget Monitoring reports will be reviewed and factored into reports on the 2015/16 budget.</p>	<p>Reflected as an external audit recommendation in Internal Audit report to Audit Committee on 06 January 2015.</p> <p>Responsibility attributed to the Chief Financial Officer with expected date of resolution 31 August 2015.</p> <p>A specific appendix has been added to the Revenue Monitoring reports from August 2015.</p>

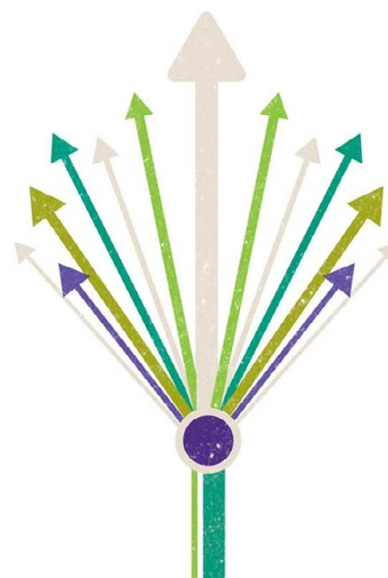
Appendix D: Follow-up of prior year actions (continued)

	Issue and Recommendation	Action taken
4.	<p>Issue Duplicate assets were noted on the fixed asset register following a large scale revaluation of non-current assets.</p> <p>Recommendation A reconciliation check should be performed where the carrying value of assets is summed and reviewed against the total re-valued amount proposed by the Council's valuer. This will alert management to potential duplications or omissions.</p> <p>Management Response in Prior Year Management will review procedures in order to implement adequate checks and/or reconciliations to ensure where possible that no revaluations are omitted or duplicated.</p>	<p>Our review of non-current assets which were revalued during the year found no issues regarding duplicate assets.</p> <p>The responsibility for the action was assigned to the Head of Finance to be implemented upon completion of the 2014/15 revaluation.</p> <p>However, we did identify assets which had been disposed of which had not been removed from the fixed asset register (see appendix B).</p> <p>We have made a recommendation to management to review the process for preparing the capital elements of the Statement of Accounts.</p>
5.	<p>Issue Following large scale revaluation the accumulated depreciation amount for revalued assets should be reset to nil.</p> <p>Recommendation The Council should adopt this requirement in line with paragraph 4.1.2.31 of the CIPFA/LASAAC Code.</p> <p>Management Response in Prior Year Management will review procedures in order to implement adequate checks and/or reconciliations to ensure appropriate treatment of revaluation.</p>	<p>Our review of revaluation treatment of accumulated depreciation in the 2014/15 exercise found no issues. Management have adopted the requirements of paragraph 4.1.2.31 of the code for all items reviewed as part of the 2014/15 revaluation.</p> <p>The historical cost and accumulated depreciation of assets brought forward has not been retrospectively updated due to the significant volume of work that would be required. We have made a recommendation that management progress this action as soon as possible (see appendix A).</p>

Appendix E: Other communication requirements

We set out below details of other matters which we, as auditors, are required by auditing standards to communicate to those charged with governance.

Issue	Commentary
<p>1 Written representations</p>	<ul style="list-style-type: none"> • A letter of representation has been requested from the Council. A copy of which is presented in Appendix H • In particular, representations will be requested from management in respect of: <ul style="list-style-type: none"> – significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable – responsibility for the design and implementation of internal control to prevent and detect error and fraud – related party relationships and transactions being appropriately accounted for and disclosed in accordance with the requirements of the CIPFA Code – all events subsequent to the date of the financial statements and for which the CIPFA Code and International Financial Reporting Standards requires adjustment or disclosure having been adjusted or disclosed
<p>2 Disclosures</p>	<ul style="list-style-type: none"> • Our audit work identified no material omissions in the financial statements. We have proposed a number of amendments to improve disclosure (see appendix C) which the Council have reflected in the audited Statement of Accounts.
<p>3 Matters in relation to fraud</p>	<ul style="list-style-type: none"> • We have been made aware of one incident in the period and no other issues have been identified during the course of our audit procedures
<p>4 Matters in relation to laws and regulations</p>	<ul style="list-style-type: none"> • We are not aware of any significant incidences of non-compliance with relevant laws and regulations
<p>5 Matters in relation to related parties</p>	<ul style="list-style-type: none"> • We are not aware of any related party transactions which have not been disclosed within the accounts following inclusion of narrative pertaining to donated assets received from Riverside Inverclyde (see appendix C)
<p>6 Going Concern</p>	<ul style="list-style-type: none"> • We have considered managements assessment of going concern. Our work has identified no significant issues in relation to going concern



Appendix F: Fees, non audit services and independence

We confirm below our final fees charged for the audit and confirm we have not provided any non-audit services to the Council.

Fees

	Per Audit plan £	Actual fees £
Council Audit (including grant certification)	262,095	262,095
Total audit fees	262,095	262,095

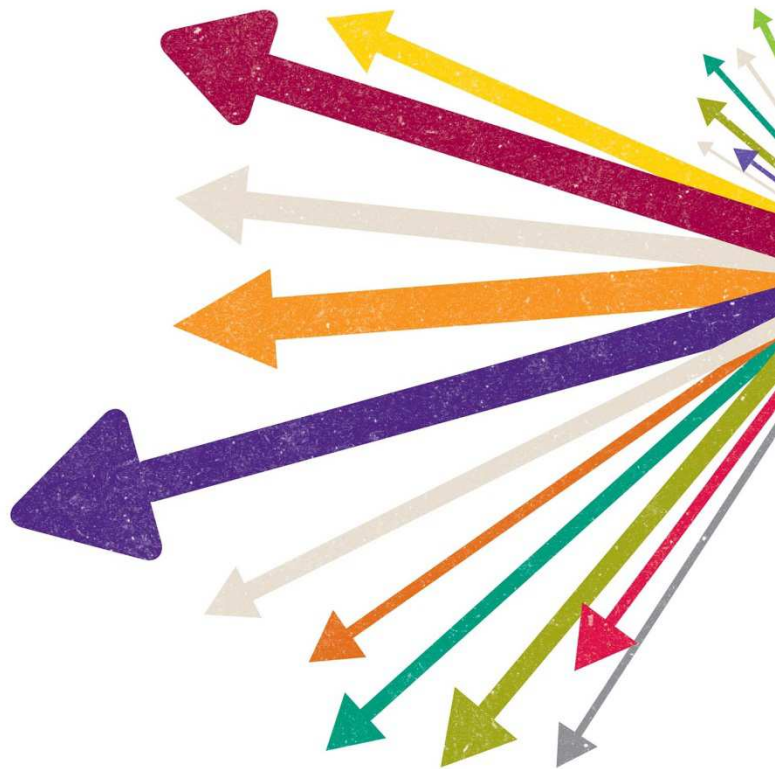
Fees for other services

Service	Fees £
No other services provided	Nil

Independence and ethics

We confirm that there are no significant facts or matters that impact on our independence as auditors that we are required or wish to draw to your attention. We have complied with the Auditing Practices Board's Ethical Standards and therefore we confirm that we are independent and are able to express an objective opinion on the financial statements.

We confirm that we have implemented policies and procedures to meet the requirements of the Auditing Practices Board's Ethical Standards.



Appendix G: Draft Independent Auditors Report

Independent auditor's report to the members of Inverclyde Council and the Accounts Commission for Scotland

We certify that we have audited the financial statements of Inverclyde Council and its group for the year ended 31 March 2015 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement, Group Movement in Reserves Statement, Group Comprehensive Income and Expenditure Statement, Group Balance Sheet, Group Cash Flow Statement, the Council Tax Income Account, the Non-domestic Rate Account, Common Good Fund and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (the 2014/15 Code).

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, we do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the Chief Finance Officer and auditor

As explained more fully in the Statement of Responsibilities, the Chief Finance Officer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the circumstances of the authority and its group and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Finance Officer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the abstract of accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Appendix G: Draft Independent Auditors Report (continued)

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2014/15 Code of the state of the affairs of the group and of the local authority as at 31 March 2015 and of the income and expenditure of the group and the authority for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2014/15 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

Opinion on other prescribed matters

In our opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014; and
- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We are required to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit; or
- the Annual Governance Statement has not been prepared in accordance with Delivering Good Governance in Local Government; or
- there has been a failure to achieve a prescribed financial objective.

We have nothing to report in respect of these matters.

Michael Thomas, (for and on behalf of Grant Thornton UK LLP)

Royal Liver Building

Liverpool

L3 1PS

24 September 2015

Appendix H: Letter of Representation

Grant Thornton UK LLP
95 Bothwell St
Glasgow
G2 7AN

[Date- same as accounts]

Dear Sirs,

Inverclyde Council

Financial Statements for the year ended 31 March 2015

This representation letter is provided in connection with the audit of the financial statements of Inverclyde Council for the year ended 31 March 2015 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with International Financial Reporting Standards.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- i. We have fulfilled our responsibilities for the preparation of the financial statements in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in Great Britain ("the Code") as adapted for International Financial Reporting Standards; in particular the financial statements give a true and fair view in accordance therewith.
- ii. We have complied with the requirements of all statutory directions and these matters have been appropriately reflected and disclosed in the financial statements.
- iii. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- iv. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- v. We are satisfied that the material judgements used by us in the preparation of the financial statements are soundly based, in accordance with the Code, and adequately disclosed in the financial statements. There are no further material judgements that need to be disclosed.

Appendix H: Letter of Representation (continued)

- vi. We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme liabilities for IAS19 disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant retirement benefits have been identified and properly accounted for (including any arrangements that are statutory, contractual or implicit in the employer's actions, that arise in the UK or overseas, that are funded or unfunded).
- vii. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards and the code.
- viii. All events subsequent to the date of the financial statements and for which International Financial Reporting Standards and the code requires adjustment or disclosure have been adjusted or disclosed.
- ix. The financial statements are free of material misstatements, including omissions.
- x. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xi. We believe that the Council's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Council's needs. We believe that no further disclosures relating to the Council's ability to continue as a going concern need to be made in the financial statements.

Information Provided

- xii. We have provided you with:
 - a. access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - b. additional information that you have requested from us for the purpose of your audit; and
 - c. unrestricted access to persons within the Council from whom you determined it necessary to obtain audit evidence.
- xiii. We have communicated to you all deficiencies in internal control of which management is aware.
- xiv. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xv. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Appendix H: Letter of Representation (continued)

- xvi. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the Council and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- xvii. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the Council's financial statements communicated by employees, former employees, regulators or others.
- xviii. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
- xix. We have disclosed to you the entirety of the Council's related parties and all the related party relationships and transactions of which we are aware.

Annual Governance Statement

- xx. We are satisfied that the Annual Governance Statement (AGS) fairly reflects the Council's risk assurance and governance framework and we confirm that we are not aware of any significant risks that are not disclosed within the AGS

Approval

The approval of this letter of representation was minuted by the Council's Audit Committee at its meeting on 24 September 2015.

Signed on behalf of the Council

Name.....

Position.....

Date.....



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GRT101525

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	RMcG/LP/144/15
Contact Officer:	Rona McGhee	Contact No:	01475 712113
Subject:	SNP Group - Changes to Committee and Outside Body Memberships		

1.0 PURPOSE

- 1.1 The purpose of this report is to ask the Council to consider a number of changes proposed by the SNP Group to Committee and Outside Body Memberships as follows:-

Human Resources Appeals Board

Councillor Campbell-Sturges to be appointed in place of Councillor Brooks. As a consequence the Council will require to appoint a Chair.

Planning Board

Councillor Brooks to demit the post of Vice-Chair but remain as a Member of the Planning Board. At the meeting the SNP Group will move that Councillor Nelson be appointed Vice-Chair.

Inverclyde Local Access Forum

Councillor MacLeod to be appointed in place of Councillor Nelson.

West of Scotland Road Safety Forum

Councillor Nelson to be appointed in place of Councillor MacLeod.

2.0 RECOMMENDATIONS

- 2.1 That the Council agree the changes to Committee and Outside Body Memberships as set out above;
- 2.2 That the Council appoint a Chair of the Human Resources Appeals Board; and
- 2.3 That the Council appoint a Vice-Chair of the Planning Board.

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Head of Legal & Property Services	Report No:	GM/LP/139/15
Contact Officer:	Gerard Malone	Contact No:	01475 712710
Subject:	Petitions Committee		

1.0 INTRODUCTION

1.1 This report requests the Council to (a) establish a Petitions Committee; (b) make consequent changes to its Scheme of Administration; and (c) approve a petitions procedure.

2.0 SUMMARY

2.1 The Policy & Resources Committee at its August 2015 meeting recommended that a Petitions Committee be established and that a report be considered by the Council in respect of implementation.

2.2 A Petitions Committee can support and enhance community involvement and awareness of local government issues within Inverclyde. Individuals, businesses and community groups can become involved and informed in debates and topics of interest within the local community.

2.3 This report seeks to establish the membership of the Petitions Committee and formalise its remit with regard to the Scheme of Administration and also to introduce suitable petitions procedures for public use.

2.4 It is within the Council's discretion to decide on the implementation arrangements. It is recommended that the Petitions Committee be a Standing Committee of the Council and be convened on the regular, approved cycle of meetings subject to there being business to consider. The arrangements will be reviewed after one year's operation and in the meantime the Head of Legal & Property Services will be delegated powers to make any consequent and practical arrangements for public accessibility and any Petitions Committee processes.

3.0 RECOMMENDATIONS

It is recommended that:

- 3.1 the Council considers the terms of this report;
- 3.2 the Council establishes a Petitions Committee with 6 Members with nominations and appointments being made at the meeting;
- 3.3 a Convener and Vice-Convener be nominated and appointed;
- 3.4 in the first year of operation, the Petitions Committee will meet on dates within the agreed cycle of meetings commencing in 2016 as follows: 28 January, 17 March, 12 May at 3pm subject to there being business to consider;
- 3.5 the Scheme of Administration be altered to include the terms of paragraph 5.4 and that the petitions procedures set out in Appendix 1 be approved; and

- 3.6 powers be delegated to the Head of Legal & Property Services to make such necessary and practical alterations as may be necessary within the first year of operation to ensure public accessibility and effective and efficient Petitions Committee processes and that a report be then submitted for Council consideration and review.

Gerard Malone
Head of Legal & Property Services

4.0 BACKGROUND

4.1 The Policy & Resources Committee at its meeting in August 2015 recommended that a Petitions Committee be established and that a report be submitted to the Council to determine implementation arrangements. The promoting of or the taking part in a petition can support and enhance involvement in local decision-making. A petition procedure that is supported through Council resources could stimulate informed local debate on issues of topicality and areas of interest and change. A successful petitions procedure could stimulate the involvement of individuals, businesses and community groups and organisations in a range of local issues and thus assist local government engagement within the community.

5.0 PETITIONS COMMITTEE – SCHEME OF ADMINISTRATION

5.1 The Council's Committees have 11 Members but if membership based on the Council's sub-committee model is preferred, it is suggested that the number of Members be 6 to reflect Council practice. If this route is wished, the Petitions Committee can, of course, be established with 6 Members without it being required to be a sub-committee of any other standing committee.

5.2 From comparisons with other Councils, there is a wide range of approaches in respect of membership and arrangements for Petitions Committees. Some Councils replicate their standing committee processes, some form sub-committees, some align the petitions remit with other committees, some have administration chairs and others have opposition chairs. The Council has its entire discretion to decide its preferences with two specific issues to take into account: (1) political balance, of course, requires to be reflected in membership; and (2) this Council already has a non-administration convener of its relevant scrutiny committee, the Audit Committee, and also has non-administration chairs of the Planning Board, the Human Resources Appeals Board, the Local Review Body and, separately, the Inverclyde Licensing Board.

5.3 In view of the existing roles of and with regard to pressures of business on Members, it is recommended that a Committee of six Members be established.

For a six person Committee the political balance is:

Labour	3 Members
SNP	2 Members
Other	1 Member

5.4 The Scheme of Administration will require amendment to take account of the remit of the Petitions Committee, it is recommended that the Head of Legal & Property Services be authorised to make the following amendments to the Council's Scheme of Administration:

- "5.2.1 Petitions Committee (6 Members) (or other such number as the Council determines at its October 2015 meeting)";
- "7.13 Petitions Committee
- 7.13.1 to consider petitions addressed to Inverclyde Council in accordance with the Council's approved petitions procedure and determine the appropriate action to be taken within the terms of the procedure;
- 7.13.2 the Petitions Committee is unable to consider petitions that relate to:
 - a) Any planning, licensing or other such matters where objections and appeals against decisions are dealt with by another, existing process;
 - b) Matters already being considered or scheduled to be considered by the Council or one of its Committees;
 - c) Decisions of the Council or one of its Committees during the previous six month period;
 - d) Matters that are commercially sensitive, confidential or which could cause personal distress or financial loss in any way;

- e) Matters that are directed at a specific person or groups of persons with names or details that can be used to identify such persons;
- f) The same or similar petitions considered within the past 24 months; and, not within the Council's power and remit or functional areas of responsibility.

The Council will not accept a petition that contains:

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

5.4 In view of the introduction of this new procedure, delegated powers should be granted to the Head of Legal & Property Services to make such necessary and practical alterations to the Scheme of Administration as may be necessary within the first year of its operation to ensure public accessibility and an effective and efficient procedure.

6.0 CONVENER, VICE-CONVENER AND MEMBERS

6.1 The Council is requested to consider its preferences for the number of Members for the Petitions Committee and nominations and appointments are sought for membership and for determination of the Convener and Vice-Convener. Within the Council's approved scheme, there is no scope for any special responsibility allowances for this new Committee.

7.0 PETITIONS PROCEDURES

7.1 **Appendix 1** comprises the petitions criteria, guidance to the public on how to submit a petition and a procedure for attendance at the Committee.

7.2 The Council is requested to approve the petitions procedure.

8.0 GENERAL AND REVIEW

8.1 Any modifications of the procedures that assist the Committee in furtherance of its remit or help with effective and efficient public access will be dealt with through powers delegated in this report. The review after one year's operation of the Petitions Committee will be undertaken and reported to the Council for consideration.

9.0 WEBSITE MODULE

9.1 Arrangements are in hand for the availability and launch of the website module following upon any Council approval.

10.0 IMPLICATIONS

Finance

10.1 Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Modernisation	Petitions Committee	2015/16	£3,000		

Annually Recurring Costs/(Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments
ICT	Maintenance	2016/17	£1,000		To be contained by ER&R Directorate
Legal & Property	Committee Services	2015/16	£5,000		No budget – will be contained by the ER&R Directorate

Legal

- 10.2 The amendments to the Council's Scheme of Administration and the proposed procedures are considered practical and reasonable. The Council may determine its preferences in respect of standing committee numbers or other sub-committee provisions, all subject to appropriate political balance being maintained.

Human Resources

- 10.3 There are no direct HR implications arising from this report.

Equalities

- 10.4 The Petitions Committee promotes and assists community engagement throughout Inverclyde.

Repopulation

- 10.5 There are no direct repopulation implications arising from this report.

11.0 CONSULTATIONS

- 11.1 The CMT has been consulted on this report.

12.0 BACKGROUND PAPERS

- 12.1 None.

APPENDIX 1

INVERCLYDE COUNCIL

DRAFT PETITIONS CRITERIA

Inverclyde Council welcomes the public's use of its petitions procedure for local issues. The Council can only deal with petitions that relate to the Council's powers and remit for its areas of functional responsibility.

This guidance sets out the basic requirements for you to submit a valid petition. If you have any doubt about the procedure or if you would like to ask any questions please contact ## at telephone 01475 ## extension ##.

Petitions

1. Petitions must be submitted by an individual or on behalf of a business.

You must include:

- (1) Your name, your address and confirmation that you are aged 16 or over. This is essential to ensure that you are identified as being the person promoting the petition and so that there is notice of a clear and understandable public process being undertaken at your initiative. Please also include, if possible, your telephone number and email address.
- (2) The issue you are concerned about and what you want the Council to do. Please state this as clearly as you can so that people can understand what you want to be done.
- (3) What you have already done to try to address your concern: have you contacted any other person or organisation in order to address your concerns?
- (4) The names of any other people who may already be involved with you in creating the petition.

You can provide any extra details you wish in order to support your petition. You should think about stating your petition as clearly as you can so that people understand what you want.

When you submit your petition, all members of the public will be able to view it on the Council's website. When the Council is sure that your petition meets the Council's rules on proper procedures, your petition will be made available in public for people to sign. You should take care not to include any details or signatures that you do not wish to be made publicly available and this is wholly your responsibility. Remember, the petitions procedure is entirely public.

A petition needs 100 signatures from members of the public for it to be considered by the Council's Petitions Committee. If you are a community group you need 50 signatures. Your petition needs 10 businesses to support it if it is a business petition. Publication on the Council's website will allow the petition to be viewed by the public and persons, if they wish, may choose to support the petition so that you may achieve the numbers of support from individuals or businesses in order that the petition be considered by the Petitions Committee.

2. The Council will not accept a petition that relates to:
 - a) Any planning, licensing or other such matters where objections and appeals against decisions are dealt with by another, existing process;
 - b) Matters already being considered or scheduled to be considered by the Council or one of its Committees;

- c) Decisions of the Council or one of its Committees during the previous six month period;
- d) Matters that are commercially sensitive, confidential or which could cause personal distress or financial loss in any way;
- e) Matters that are directed at a specific person or groups of persons with names or details that can be used to identify such persons;
- f) The same or similar petitions considered within the past 24 months; and, not within the Council's power and remit or functional areas of responsibility.

3. The Council will not accept a petition that contains:

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

Guidance on all of the above can be obtained from the Council by contacting ## at telephone 01475 ## extension ## or by email at ##@inverclyde.gov.uk.

APPENDIX 2

INVERCLYDE COUNCIL

PETITIONS – HOW TO SUBMIT A PETITION

Inverclyde Council welcomes the public's use of its petitions procedure for local issues. The Council can only deal with petitions that relate to the Council's powers and remit for its areas of functional responsibility.

This guidance sets out the basic requirements for you to submit a valid petition. If you have any doubt about the procedure or if you would like to ask any questions please contact ## at telephone 01475 ## extension ##.

Submitting a petition

1. Submitting a petition gives you the opportunity to tell the Council what matters to you. Your petition could help make a difference to your community within Inverclyde. The petition procedure allows residents and businesses within Inverclyde to raise issues of local public concern and gives Councillors the opportunity to hear your views and to consider any need for change.

You can submit a petition if you are over the age of 16 years and you are a resident in Inverclyde or if you own a business that operates and employs people within Inverclyde.

What kind of petitions can be considered?

2. The Council will consider a broad range of subjects and themes for any petitions. The petitions must meet the petitions criteria and these are clearly displayed on the website. The Council can only get involved in areas of local or community concern which are within the powers and remit of the Council or within its functional areas of responsibility.

How many people will need to sign my petition?

3. Before your petition can be considered by the Council's Petitions Committee, it must be supported by the signatures of a number of people who are resident and on the electoral register in Inverclyde or from a business which you own or operate within Inverclyde.

Type of Petitions	Number of Signatures Required
Individual petitions involving a local issue	100
Petition submitted by a community of interest (i.e. a group of people in the community who share a common interest)	50
On behalf of businesses operated within Inverclyde	10 businesses

APPENDIX 3

INVERCLYDE COUNCIL

ATTENDANCE AT PETITIONS COMMITTEE

Inverclyde Council welcomes the public's use of its petitions procedure for local issues. The Council can only deal with petitions that relate to the Council's powers and remit for its areas of functional responsibility.

This guidance sets out the basic requirements for you to submit a valid petition. If you have any doubt about the procedure or if you would like to ask any questions please contact ## at telephone 01475 ## extension ##.

This note is to assist you in preparation for any attendance at the Petitions Committee in support of your petition.

Attending the Petitions Committee

1. As you are the responsible person taking the initiative with your petition, you will be invited to appear before the Petitions Committee to speak in support of your petition. It is entirely within the discretion of the Convener (the Chairman or Chairwoman of the Petitions Committee) to decide if you be heard in person at the Petitions Committee but it will ordinarily be the case that you will be requested to make a brief statement to explain your petition or to support your petition, and, subject to the above, you may speak for up to 10 minutes on this subject. If you wish to appoint a person to speak on your behalf, if necessary, this may be done with the permission of the Convener. The Petition's Committee might ask you questions in order to clarify the purpose or background to your petition.

You should state on your petition form whether or not you would like the opportunity to make such a statement before the Petitions Committee.

The Council will give you 10 days' notice of the date of the meeting at which your petition is likely to be considered. The Council will write to you with the meeting date and time. Please note that other petitions may be heard at the same meeting and for that reason the time that you are called to the meeting can only be indicative.

What to do when you arrive

2. Please report to the reception at the Customer Service Centre on the ground floor of the Municipal Buildings, Greenock PA15 1LX. Reception staff at the Customer Service Centre will take your name and petition details and will direct you to the meeting room.
3. Members of the Petitions Committee and Council staff will be in the meeting room. You will be given an agenda for the meeting. Everyone at the meeting will have a nameplate so that you know who is who.

Ward Councillor representation

4. Your petition may refer to a specific area of Inverclyde. If so, Councillors for this ward will be told of the petition meeting. Ward Councillors will have the opportunity to speak following your own comments to the Petitions Committee.
5. It may be that in terms of normal Committee representation your Ward Councillor is a member of the Petitions Committee, itself. If your Ward Councillor is already on the Petitions Committee, it is essential that you note that your Ward Councilor may not make a decision

on your petition if he or she has made it clear that he or she is either lending support for or is against any such petition that you have submitted. This is essential to ensure that your petition has a fair and proper hearing and will avoid any impression of bias in relation to the Council's decision-making processes.

6. Councillors are entirely entitled to discuss and debate matters affecting the subject of your petition but you must understand that they cannot participate in that process if they are identified as being for or against your petition and in those cases they may not speak as Ward Councillor if they are already a member of the Petitions Committee. These issues, if they arise, will be explained to you at the meeting.

Open public meetings

7. The Petitions Committee meetings are open to the public. If an item involves aspects of confidentiality or otherwise involves information that is exempt in terms of the Local Government Acts, you will be advised of this matter at the Petitions Committee meeting and members of the press and public may then be excluded. Again, this is a matter that will be explained to you if the occasion necessitates.

Outcomes

8. The Petitions Committee will decide what action may be taken. The Petitions Committee may decide that:
 - the issues raised merit further action and will refer the matter to the relevant decision-making body (which may be within the Council) and which may require further work, resolution or influence from the Council;
 - that issues raised do not merit any further action;
 - to take any other action, provided there is no financial impact for the Council's service committees, as may be decided as appropriate.

You will be advised of the decision of the Petitions Committee in writing within 10 working days after the meeting.

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Chief Executive	Report No:	LP/138/15
Contact Officer:	Gerard Malone	Contact No:	01475 712710
Subject:	Review of Polling Places		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise Members that there have been no representations by interested parties on the proposed amendments to the Polling Scheme by the consultation deadline and to ask Members to approve the draft Polling Scheme as detailed in **Appendix 1** to this report.

2.0 SUMMARY

- 2.1 This Council had undertaken, last year, its statutory review of its Polling Places and was considered and approved by the Council at its meeting on 10th April 2014.
- 2.2 The current Polling Scheme, which forms **Appendix 2**, has been in force as from 1 January 2015 and has been utilised for the recent UK Parliamentary Election.
- 2.3 As part of the Council's initiative to review and update its Polling Scheme and to keep it under consideration between its statutory reviews, a consultation exercise was undertaken to amend the Scheme for three locations as detailed in **Appendix 3** with the alternative locations as specified:
- (a) St Ninian's Primary School – Kirn Drive Community Centre
 - (b) St Patrick's Primary School – Prospecthill Christian Fellowship Church
 - (c) St Lawrence's Social Club – relocation to Auchmountain Halls and Crawfordsburn Community Centre.
- 2.4 If agreed by the Council, it is proposed that as no representations have been received by the consultation deadline, the Council agree that further consultation is not required and approve the reviewed Polling Scheme, to take effect as from 1 January 2016 for all elections thereafter (subject to future reviews, statutory or otherwise).

3.0 RECOMMENDATIONS

The Council is requested to:

- 3.1 Agree that further consultation on the proposed amendments to the Polling Scheme is not required; and
- 3.2 Approve the amendments to the Polling Scheme as detailed in **Appendix 1** to this report.

Gerard Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 In terms of the Representation of the People Act 1983, local authorities are required to designate Polling Places for the purposes of elections and to review those arrangements at least every 4 years.
- 4.2 The Council reviewed its electoral arrangements in April 2014. Within Inverclyde, the Council's practice has been to review polling arrangements as each scheduled Election approaches. In conducting its reviews, the Council must seek to ensure that:-
- (i) all electors in the constituency have reasonable facilities for voting as are practicable in circumstances; and
 - (ii) so far as is reasonably practical, all polling places should be accessible to all voters including those who are disabled and when considering the designation of a polling place the Council must have regard to the needs of persons with disabilities.
- 4.3 The current Polling Scheme has been reviewed in April 2014 in formal terms and has been in effect from 1st January 2015 and was utilised for the recent UK Parliamentary elections.
- 4.4 The Council is committed to ongoing reviews of the scheme and to exploring suitable options for polling place locations. The Council seeks to minimise any disruption to schools during each election process and this will be looked at continuously.

5.0 PROPOSED AMENDMENTS TO THE POLLING SCHEME FOR THREE LOCATIONS

- 5.1 It is proposed that the Council alters the Polling Scheme to designate Kirn Drive Community Centre as the Polling Place for Polling District IG30. At present, the approved Polling Place is St Ninian's Primary School. The Council's practice is to seek to minimise any disruption to the school environment as far as is possible. Local representations have been received to suggest a relocation in order to support the Council's aim. Kirn Drive Community Centre is within the same Polling District and meets the standards required for accessibility and access and its use would eliminate school closure at elections.
- 5.2 St Patrick's Primary School is utilised for Polling District IG23. However, in terms of planned refurbishment, the school will not be available for election use. On this basis, investigations have taken place on a possible relocation to Prospecthill Christian Fellowship Church, 8 Prospecthill Street, Greenock, PA15 4DL. The Church is suitable for access and the owners of the building have confirmed their interest in providing polling place facilities for future elections. There will be a consequent minor amendment of the Polling District at Prospecthill Street to bring this location into the relevant Polling District boundary.
- 5.3 St Lawrence's Social Club has been the established Polling Place for Polling District IG15. In view of major demographic changes in this area, the number of voters has reduced substantially and it is feasible and practical to reallocate these voters to the following two Polling Places: Auchmountain Halls and Crawfordsburn Community Centre in Polling Districts IG12 and IG14 respectively.
- 5.4 The Council has previously delegated to the Chief Executive the authority to make any such amendments as may from time to time be necessary in the Polling Scheme in order to take account of any building works and/or closures in order to facilitate suitable and feasible polling arrangements.
- 5.5 For example, in future the Council will explore the possible use of the planned new community facility at Inverkip and that will, potentially, replace use of school accommodation. The Council will, as previously stated, continue to explore suitable options for polling place locations to minimise disruption to schools during each election process.

5.6 There were no representations on the proposed amendments to the Polling Scheme by the consultation deadline and it is now possible for the Council to make these amendments without further consultation as this is an interim review following the formal statutory review of 2014. This interim review is part of the Council's ongoing review of the Polling Scheme in addition to the full scale statutory review.

6.0 IMPLICATIONS

6.1 Finance

As yet, there are no financial implications identified. The consolidation of the St Lawrence's Social Club into the other polling places within the Polling Scheme will result in an accommodation saving and, possibly, minor financial consequences for reduced numbers of polling staff. There is also a potential minor cost for funding 2 external locations rather than 2 schools.

Financial Implications:

One off Costs

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

Annually Recurring Costs/(Savings)

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

6.2 Legal

This proposal complies with relevant electoral legislation and this interim review is an example of good practice.

6.3 Human Resources

There are no implications.

6.4 Equalities

The draft Polling Scheme is being reviewed to take account of the provision of suitable premises to facilitate ease of access for all voters throughout Inverclyde and thus to promote participation in local democracy for all its citizens.

6.5 Repopulation

There are no repopulation implications.

7.0 CONSULTATIONS

7.1 This report has been the subject of consultation with the Chief Executive and the Head of Safer and Inclusive Communities.

8.0 BACKGROUND PAPERS

8.1 None.

**APPENDIX 1
INVERCLYDE COUNTY CONSTITUENCY
DRAFT POLLING SCHEME**

Polling District	Polling Place
IN01	Carsemeadow, Craighet Road, Quarriers Village, Bridge of Weir
IN02	St Columba Church Hall, Bridge of Weir Road, Kilmacolm
IG02	Holy Family Church Hall, Parkhill Avenue, Port Glasgow
IG03	Struthers Memorial Church, Arran Avenue, Port Glasgow
IG04	Park Farm Community Hall, Oronsay Avenue, Port Glasgow
IG05	St. Francis' Primary School, East Barmoss Avenue, Port Glasgow
IG06	Clune Park Resource Centre, Montgomerie Street, Port Glasgow
IG07	Boglestone Community Centre, Dubbs Place, Port Glasgow
IG08	Port Glasgow Lesser Town Hall, Shore Street, Port Glasgow
IG09	Port Glasgow Bowling Club, Broadstone Gardens, Port Glasgow
IG11	Gibshill Community Centre, Smillie Street, Greenock
IG12	Auchmountain Halls, Burnhead Street, Greenock
IG13	Craigend Resource Centre, McLeod Street, Greenock
IG14	Crawfurdsburn Community Centre, Carwood Street, Greenock
IG16 & IG10	Whinhill Primary School, Drumfrochar Road, Greenock
IG17	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock
IG18	Salvation Army Centre, Regent Street (enter from Roxburgh Street), Greenock
IG19	McLean Museum & Art Gallery, Watt Hall, 15 Kelly Street, Greenock
IG20	Ardgowan Club, Ardgowan Square, Greenock
IG21	Finnart Scout Hall, 159 Finnart Street, Greenock
IG22	Lyle Kirk Hall, Bentinck Street, Greenock
IG23	Prospecthill Christian Fellowship Church, Prospecthill Street, Greenock
IG24	Lady Alice Primary School, Inverkip Road, Greenock
IG25	Grieve Road Community Centre, Grieve Road, Greenock
IG26	St Joseph's Primary School, Wren Road, Greenock
IG27	St Andrews Primary School, Chester Road, Greenock
IG28	Cardwell Bay Sailing Club, Cove Road, Gourock
IG29	Gamble Halls, Enter from Davidson Drive, Gourock
IG30	Kirn Drive Community Centre, Kirn Drive, Gourock
IG31	Moorfoot Primary School, Moorfoot Drive, Gourock
IG32	Spinnaker Hotel, Albert Road, Gourock
IG33	Royal Gourock Yacht Club, Ashton Road, Gourock
IG34	Upper Larkfield Community Hall, Lothian Road, Greenock
IG35	Aileymill Primary School, Norfolk Road, Greenock
IG36	Branchton Community Centre, Branchton Road, Greenock
IG37	Inverkip Primary School, Station Road, Inverkip
IG38	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay

**APPENDIX 2
INVERCLYDE COUNTY CONSTITUENCY
CURRENT POLLING SCHEME**

Polling District	Polling Place
IN01	Carsemeadow, Craigbet Road, Quarriers Village, Bridge of Weir
IN02	St Columba Church Hall, Bridge of Weir Road, Kilmacolm
IG02	Holy Family Church Hall, Parkhill Avenue, Port Glasgow
IG03	Struthers Memorial Church, Arran Avenue, Port Glasgow
IG04	Park Farm Community Hall, Oronsay Avenue, Port Glasgow
IG05	St. Francis' Primary School, East Barmoss Avenue, Port Glasgow
IG06	Clune Park Resource Centre, Montgomerie Street, Port Glasgow
IG07	Boglestone Community Centre, Dubbs Place, Port Glasgow
IG08	Port Glasgow Lesser Town Hall, Shore Street, Port Glasgow
IG09	Port Glasgow Bowling Club, Broadstone Gardens, Port Glasgow
IG11	Gibshill Community Centre, Smillie Street, Greenock
IG12	Auchmountain Halls, Burnhead Street, Greenock
IG13	Craigend Resource Centre, McLeod Street, Greenock
IG14	Crawfurdsburn Community Centre, Carwood Street, Greenock
IG15	St Lawrence's Social Club, Cartsburn Street, Greenock
IG16 & IG10	Whinhill Primary School, Drumfrochar Road, Greenock
IG17	Wellpark/Mid Kirk Church Hall, Clyde Square, Greenock
IG18	Salvation Army Centre, Regent Street (enter from Roxburgh Street), Greenock
IG19	McLean Museum & Art Gallery, Watt Hall, 15 Kelly Street, Greenock
IG20	Ardgowan Club, Ardgowan Square, Greenock
IG21	Finnart Scout Hall, 159 Finnart Street, Greenock
IG22	Lyle Kirk Hall, Bentinck Street, Greenock
IG23	St. Patrick's Primary School, Broomhill Street, Greenock
IG24	Lady Alice Primary School, Inverkip Road, Greenock
IG25	Grieve Road Community Centre, Grieve Road, Greenock
IG26	St Joseph's Primary School, Wren Road, Greenock
IG27	St Andrews Primary School, Chester Road, Greenock
IG28	Cardwell Bay Sailing Club, Cove Road, Gourock
IG29	Gamble Halls, Enter from Davidson Drive, Gourock
IG30	St. Ninian's Primary School, Staffa Street, Gourock
IG31	Moorfoot Primary School, Moorfoot Drive, Gourock
IG32	Spinnaker Hotel, Albert Road, Gourock
IG33	Royal Gourock Yacht Club, Ashton Road, Gourock
IG34	Upper Larkfield Community Hall, Lothian Road, Greenock
IG35	Aileymill Primary School, Norfolk Road, Greenock
IG36	Branchton Community Centre, Branchton Road, Greenock
IG37	Inverkip Primary School, Station Road, Inverkip
IG38	Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay

**APPENDIX 3
INVERCLYDE COUNTY CONSTITUENCY
EXCERPT DRAFT INTERIM POLLING SCHEME FOR CONSULTATION**

Current Polling District	Current Polling Place	New Polling District	New Polling Place	Comments
IG12	Auchmountain Halls Burnhead Street Greenock	IG12	Auchmountain Halls Burnhead Street Greenock	No change from current arrangements except for the inclusion of voters reallocated from IG15 St Lawrence's Social Club.
IG14	Crawfurdsburn Community Centre Carwood Street Greenock	IG14	Crawfurdsburn Community Centre Carwood Street Greenock	No change from current arrangements except for the inclusion of voters reallocated from IG15 St Lawrence's Social Club.
IG15	St Lawrence's Social Club Cartsburn Street Greenock	IG12 IG14	Auchmountain Halls Burnhead Street Greenock Crawfurdsburn Community Centre Carwood Street Greenock	Due to major demographic changes within Polling District IG15, the number of voters has reduced substantially, therefore it would now be practical and feasible to reallocate voters to IG12 Auchmountain Halls and IG14 Crawfurdsburn Community Centre.
IG18	Salvation Army Centre Regent Street (enter from Roxburgh Street) Greenock	IG18	Salvation Army Centre Regent Street (enter from Roxburgh Street) Greenock	No change from current arrangements except for a change to the polling place for the electorate residing at Prospecthill View who will now be reallocated to IG23 Prospecthill Christian Fellowship Church.
IG23	St. Patrick's Primary School Broomhill Street Greenock	IG23	Prospecthill Christian Fellowship Church Prospecthill Street Greenock	St Patrick's Primary School will be unavailable for election use due to planned refurbishment. There is no alternative accommodation within Polling District IG23 and it is proposed to make a small alteration to the district boundary line to incorporate Prospecthill Christian Fellowship Church. This will affect the electorate residing at Prospecthill View who would have previously voted at The Salvation Army Centre (IG18). Prospecthill Christian Fellowship Church meets the requirements for accessibility and is DDA compliant.

Current Polling District	Current Polling Place	New Polling District	New Polling Place	Comments
IG30	St. Ninian's Primary School Staffa Street Gourock	IG30	Kirn Drive Community Centre Kirn Drive Gourock	Local representations have been received suggesting relocation to a suitable alternative venue in order to support the Council's aim in seeking to minimise disruption to the school environment where possible. It is proposed to utilise Kirn Drive Community Centre which meets the standards required for accessibility and is DDA compliant. This will eliminate the closure of St Ninian's Primary School on polling day.

Report To: The Inverclyde Council

Date: 8 October 2015

Report By: Chief Executive

Report No: CE/007/JWM

Contact Officer: Lynsey Logsdon, Business
Support Executive

Contact No: 2744

Subject: Elected Member Champions

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to review and formalise the role and remit of the Community Council Champion and agree a final list of the Council's Elected Member Champions.

2.0 SUMMARY

- 2.1 Member Champions have been appointed by the Council on various occasions since 2008. The current list of Elected Member Champions is detailed in paragraph 7.1.
- 2.2 The key role of a Member Champion is to be the Council's ambassador and spokesperson for their particular area of responsibility. Member Champions should highlight and promote their particular area of responsibility both within the Council and with external agencies and the public.
- 2.3 Formal roles and remits have been agreed for the Council's Member Champions, with the exception of the Community Council Champion. The Council agreed to appoint a Community Council Champion at its meeting on 20 February 2014 and it was decided that Councillor Brennan be appointed to the role.
- 2.4 A formal role and remit for the Community Council Champion has been developed and is attached for the Council's consideration in appendix 1.

3.0 RECOMMENDATION

- 3.1 The Council is asked to:
- (i) Approve the role and remit of the Community Council Champion; and
 - (ii) Agree the final list of the Council's Elected Member Champions.

Lynsey Logsdon
Business Support Executive

4.0 BACKGROUND

- 4.1 The role of Member Champion was created to highlight the key issues affecting that particular area of interest and to act as a spokesperson to ensure that effective communication takes place both within the Council and with external agencies and the public.
- 4.2 In this way, the Member Champions represent the Council and seek to ensure that there is mutual awareness of the impact of strategic decisions in these areas both within the Council and especially with relevant outside agencies.
- 4.3 The Member Champions also provide, effectively, a focus for key actions in terms of the Council's Corporate Statement and promote liaison and communication amongst the Council and partner agencies.
- 4.4 The Council has appointed various Member Champions since 2008 and appointments were consolidated at the statutory meeting of the Inverclyde Council following the election in May 2012.

5.0 COMMUNITY COUNCIL CHAMPION

- 5.1 The Council agreed to appoint a Community Council Champion at its meeting on 20 February 2014 and it was agreed that Councillor Brennan be appointed to the role.
- 5.2 The purpose of the Community Council Champion is to enhance the Council's engagement with and support for Community Councils.
- 5.3 Formal roles and remits were agreed for the Council's Member Champions at the last Council meeting on 4 June 2015, with the exception of the Community Council Champion. A formal role and remit for the Community Council Champion has been developed and is attached for the Council's consideration in appendix 1.

6.0 FINAL LIST OF ELECTED MEMBER CHAMPIONS

- 6.1 The Council has appointed a total of eight Elected Member Champions and these are listed in the table below.

Designation	Elected Member	Directorate
Older Persons' Champion	Councillor McIlwee and Mrs N McFadden	HSCP
Young People's Champion	Councillor McColgan	Education & Communities
Carers' Champion	Councillor Jones	HSCP
Armed Forces' Champion	Councillor Dorrian	HSCP
Sports Champion	Councillor Ahlfeld	Education & Communities
Health Lifestyles Champion	Provost Moran	HSCP
Welfare & Financial Inclusion Champion	Councillor McCabe	HSCP
Community Council Champion	Councillor Brennan	Education and Communities

The Council is asked to confirm that there are no further Elected Member Champions that it wishes to appoint and that the list contained within paragraph 7.1 represents the final list of Elected Member Champions.

7.0 CONSULTATION

7.1 N/A

8.0 IMPLICATIONS

Finance

8.1 Nil

Legal

8.2 Nil

Human Resources

8.3 Nil

Equalities

8.4 Nil

Repopulation

8.5 Nil

9.0 LIST OF BACKGROUND PAPERS

9.1 Nil

Appendix 1

Role of the Community Council Champion

Overall Purpose of Champion:

To be the Council's Community Council Champion by:

- Raising the profile of Community Councils as a key mechanism through which the Council engages with communities; and
- Advocating for community engagement and community empowerment, through engaging communities in the design and delivery of public services.

Main Duties and Responsibilities:

1.	To be the Council's ambassador and spokesperson for issues relating to community engagement and community empowerment.
2.	To promote the development and strengthening of Community Councils across the Inverclyde area.
3.	To ensure that the views and opinions of Community Councils, community associations and organisations are taken into account in the planning and development of policies and services.
4.	To provide strategic liaison amongst the Council and its partner agencies with regard to developing and improving community engagement in Inverclyde.
5.	To promote the use of asset based approaches to community engagement in the design and delivery of services.
6.	To encourage community representatives to work together to improve outcomes for communities.
7.	To liaise with Government and MPs / MSPs regarding Community Councils and community engagement and empowerment more generally

Report To: The Inverclyde Council

Date: 8 October 2015

Report By: Chief Executive

Report No: CE/008/JWM

Contact Officer: Lynsey Logsdon

Contact No: 2744

Subject: The 'One In Five' Campaign: Involving Disabled People in Politics

1.0 PURPOSE OF THE REPORT

1.1 The purpose of this report is to provide information on how the Council meets the requirements of the 'One In Five' Campaign.

2.0 SUMMARY

2.1 The 'One in Five' campaign aims to encourage, empower and increase political participation amongst disabled people in Scotland. The campaign calls upon organisations to sign up to a charter which focuses on breaking down barriers by imploring organisations to consider the needs of disabled people.

2.2 The Council agreed to sign up the 'One In Five' Campaign at the last full Council meeting on 4 June 2015.

2.3 By signing up to the campaign, the Council has made the following five pledges:

- All members are asked about individual needs which are actioned to ensure inclusion;
- Meetings are held in accessible venues;
- Material is available in a variety of formats;
- Organisational tasks and responsibilities are clearly defined yet remain flexible enough to empower individual member ability; and
- Inverclyde Council seeks to increase the awareness and understanding of issues affecting disabled people and strives to include and empower all members.

2.4 It was agreed at the last full Council meeting in June 2015 that a report be brought back to Council outlining how the Council meets the five pledges outlined above.

3.0 RECOMMENDATIONS

3.1 It is recommended that the Council notes the contents of this report.

John W Mundell
Chief Executive

4.0 BACKGROUND

4.1 The 'One in Five' is a campaign to encourage, empower and increase political participation amongst disabled people in Scotland. The campaign calls upon organisations to sign up to a charter which focuses on breaking down barriers by imploring organisations to consider the needs of disabled people.

4.2 The Council agreed to sign up the 'One In Five' Campaign at the last full Council meeting on 4 June 2015.

4.3 By signing up to the campaign, the Council has made the following five pledges:

- All members are asked about individual needs which are actioned to ensure inclusion;
- Meetings are held in accessible venues;
- Material is available in a variety of formats;
- Organisational tasks and responsibilities are clearly defined yet remain flexible enough to empower individual member ability; and
- Inverclyde Council seeks to increase the awareness and understanding of issues affecting disabled people and strives to include and empower all members.

4.4 It was agreed at the last full Council meeting in June 2015 that a report be brought back to Council outlining how the Council meets the five pledges outlined above.

5.0 HOW THE COUNCIL MEETS THE FIVE PLEDGES

5.1 The main way in which the Council ensures that all members are asked about individual needs which are actioned to ensure inclusion is through Personal Development Plans. Each Elected Member has a Personal Development Plan and this is the mechanism through which all Elected Members are asked about their individual needs. There are plans in place to review Personal Development Plans over the course of the next six months.

5.2 The Council takes all reasonable steps to ensure that all meetings are held in accessible venues. Individual projects are progressed to ensure accessibility of premises and, for example, within the Municipal Buildings complex, Education Services relocated to a newly refurbished building in Wallace Place in 2014 with public library services on the ground floor with a lift also being installed to ensure the building is accessible on upper floors. The Council has current plans to extend this level of property improvement to the former James Watt Memorial College in Greenock to provide a modern office environment for the Council's Environmental Services. This will include the installation of a lift to ensure the building is accessible. For the main headquarters function of the Municipal Buildings, plans are continually reviewed to assist the accessibility to services and meetings for customers, Elected Members and staff.

5.3 The Council ensures that materials are available in a variety of formats including paper, electronic and large print if required.

5.4 A Role Profile for Elected Members has been developed in order to ensure that organisational tasks and responsibilities are clearly defined yet remain flexible enough to empower individual members. The Role Profile for Elected Members outlines the Council's vision and strategic outcomes and provides role descriptions for Elected Members. This includes role descriptions for Ward Councillors, Committee Conveners and Council Leaders. In addition, this document identifies four key competencies which will assist members in contributing to the achievement of the Council's vision and

outcomes. The four key competencies are:

- Personal Effectiveness – have the relevant skills and qualities necessary to work effectively as an Elected Member;
- Collaboration – work in partnership with a view to achieving mutually agreed goals;
- Scrutiny and Challenge – seek opportunity to scrutinise and provide feedback. Analyse information quickly and present arguments in a concise and meaningful way; and
- Leadership – inspire others to achieve higher levels of performance.

5.5 The Council seeks to increase the awareness and understanding of issues affecting disabled people and strives to include and empower all members through the following:

- The Council established an Equalities Officer post in 2013.
- A Corporate Equalities Group has been set up to ensure that the Council meets its duties in terms of equalities legislation.
- The Council published 19 Equality Outcomes in April 2013 to ensure the mainstreaming of equality and diversity within the organisation. Progress against the Equality outcomes is reported to Policy and Resources Committee. There has been progress made against the majority of these outcomes which evidences the genuine mainstreaming of equality and diversity within the organisation.
- The Council currently has equality and diversity e-learning modules covering both general equalities and specific protected characteristics.
- Inverclyde Council and the Alliance Board signed up to the ‘See Me’ pledge in 2010 and continue to support this campaign.

6.0 IMPLICATIONS

6.1 Finance

One off Costs:

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Individual projects	n/a	n/a	n/a	n/a	Costs met from specific project budgets

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £'000	Virement From (If Applicable)	Other Comments
Individual projects	n/a	n/a	n/a	n/a	Costs met from specific project budgets

Costs associated with the plans to increase the accessibility of the Municipal Buildings and the refurbishment of the former James Watt Memorial College will be contained within existing budgets.

6.2 **Legal**
None

6.3 **Equalities**
None

6.4 **Repopulation**
N/A

7.0 CONSULTATION

7.1 N/A

8.0 BACKGROUND PAPERS

8.1 N/A

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Head of Legal & Property Services	Report No:	GM/LP/140/15
Contact Officer:	Gerard Malone	Contact No:	01475 712710
Subject:	Proper Officer – Authorised Signatory		

1.0 PURPOSE

- 1.1 The purpose of this report is to request that the Council appoints the Legal Services Manager, (Litigation, Licensing and Committee Services) as a Proper Officer of the Council as an Authorised Signatory.

2.0 SUMMARY

- 2.1 In the Council's Scheme of Delegation to Officers, the Chief Executive and the Head of Legal & Property Services are appointed as Proper Officers of the Council with authority to sign leases, dispositions and other formal documents on behalf of the Council.
- 2.2 In order to assist with practical issues and to ensure that there are formal representatives of these Officers available to sign such formal documents, arrangements are already in place which designate the Legal Service Managers as Proper Officers who are able to sign deeds in any absence of the Chief Executive and the Head of Legal & Property Services.
- 2.3 This report requests that the Legal Services Manager, (Litigation, Licensing and Committee Services) be appointed as Proper Officer.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Council appoint the Legal Services Manager, (Litigation, Licensing and Committee Services) as a Proper Officer of the Council as defined by Section 235(3) of the Local Government (Scotland) Act 1973, with authority in the absence of the Head of Legal & Property Services to sign all leases, dispositions and other formal documents which require to be sealed with the Common Seal of the Council and to sign any other formal documentation such as stock certificates, bonds and mortgages.

Gerard Malone
Head of Legal & Property Services

4.0 BACKGROUND

- 4.1 The Council may appoint Officers of the Council as Proper Officers, as defined by Section 235(3) of the Local Government (Scotland) Act 1973, for specified purposes. In the Scheme of Delegation to Officers the Chief Executive and the Head of Legal & Property Services are appointed as Proper Officers of the Council with authority to sign all leases, dispositions, and other formal documents which require to be sealed with the Common Seal of the Council and stock certificates, bonds and mortgages and other formal documents.
- 4.2 As a practical issue, it is of assistance to have substitute Officers available to sign such documentation in case of the absence of the Chief Executive and the Head of Legal & Property Services. The existing Legal Services Managers within Legal & Property Services are already formally authorised as Proper Officers to sign such deeds. It is proposed within this report that James Douglas, the Legal Services Manager, (Litigation, Licensing and Committee Services) be also formally appointed by the Council as Proper Officer.

5.0 IMPLICATIONS

Finance

5.1 Financial Implications:

One off Costs

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

Annually Recurring Costs/(Savings)

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

Legal

5.2 Nil.

Human Resources

5.3 Nil.

Equalities

5.4 Nil.

Repopulation

5.5 Nil.

6.0 CONSULTATIONS

6.1 None.

7.0 BACKGROUND PAPERS

7.1 None.

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	RMcG/LP/141/15
Contact Officer:	Rona McGhee	Contact No:	01475 712113
Subject:	Trade Union Bill - Notice of Motion by Councillor Clocherty		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Council of the receipt of a Notice of Motion by Councillor Clocherty, countersigned by Councillor McColgan, submitted in terms of Standing Order 22.
- 1.2 The Notice of Motion is attached at Appendix 1.

2.0 RECOMMENDATION

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

Trade Union Bill

That this Council recognises the positive contribution that trade unions and trade union members make in our workplaces. This Council values the constructive relationship that we have with our trade unions and we recognise their commitment, and the commitment of all our staff, to the delivery of good quality public services.

This Council notes with concern the Trade Union Bill which is currently being proposed by the UK Government and which would affect this Council's relationship with our trade unions and our workforce as a whole. This Council rejects the Bill's attack on local democracy and the attack on our right to manage our own affairs.

This Council is clear that facility time, negotiated and agreed by us and our trade unions to suit our own specific needs, has a valuable role to play in the creation of good quality and responsive local services. Facility time should not be determined or controlled by the UK Government.

This Council is happy with the arrangements we currently have in place for deducting trade union membership subscriptions through our payroll. We see this as an important part of our positive industrial relations and a cheap and easy way to administer a system that supports our staff. This system is an administrative matter for the Council and should not be interfered with by the UK Government.

This Council resolves to support the campaign against the unnecessary, anti-democratic and bureaucratic Trade Union Bill.

This Council further resolves to seek to continue its own locally agreed industrial relations strategy and will take every measure possible to maintain its own autonomy with regard to facility time and the continuing use of check-off, up to and including refusal to comply with the legislation.

Proposer: Councillor Jim Clocherty

Seconder: Councillor James McColgan

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Brian Moore Chief Officer Inverclyde Health and Social Care Partnership	Report No:	SW/26/2015/AH
Contact Officer:	Andrina Hunter Service Manager Inverclyde HSCP	Contact No:	01475 76125
Subject:	Syrian Vulnerable Persons Relocation Scheme		

1.0 PURPOSE

- 1.1 To provide information to the Council on a request from the UK Government, via COSLA, for local authorities to provide accommodation and support to the Syrian Vulnerable Persons Relocation (VPR) scheme.

2.0 SUMMARY

- 2.1 The current conflict in Syria has created a humanitarian crisis that has so far resulted in 4.5 million people fleeing the country to seek refuge elsewhere. On 7 September 2015 the Prime Minister announced that the UK would receive 20,000 refugees over the life of the current Parliament, 5 years.
- 2.2 These refugees will be brought to the UK from refugee camps in the middle east. The refugees will be granted immigration status which will allow them to access the full range of welfare benefits, including housing benefit.
- 2.3 Local authorities and their community planning partners will be responsible for providing a range of services to the refugees in their area, including education and health. Refugees will also require support to settle into communities and there will need to be preparation work with communities in order to promote social cohesion.
- 2.4 Inverclyde Council is currently participating in the Afghan Resettlement Scheme with six families successfully relocated to Inverclyde and a further six arriving over the next few months.
- 2.5 A multi-agency partnership has been established which has been instrumental in settling and supporting the Afghan families within Inverclyde.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Council notes the content of this report and give consideration to the request for support from the UK Government.
- 3.2 That the Council indicates its intention to COSLA to participate in the Syrian Vulnerable Persons Relocation scheme, and agree to the recommendation from officers that support will be offered to ten families initially.
- 3.3 That the existing multi-agency group chaired by the HSCP, established to deal with the Afghan

Resettlement Programme, be extended to include the Syrian Vulnerable Persons Relocation Scheme.

Brian Moore
Chief Officer
Inverclyde Health and Care Partnership

4.0 BACKGROUND

- 4.1 The current conflict in Syria has created a humanitarian crisis that has so far resulted in 4.5 million people fleeing the country to seek refuge elsewhere, and an estimated further 6.5 million people who have been forced to flee their homes but who still remain within Syria. The majority of the refugees able to leave Syria have been hosted by neighbouring countries, such as Lebanon, Jordan and Turkey, but these countries are struggling to cope with the scale of the crisis. This summer has seen thousands of Syrians attempt to enter Europe by land and sea. They have been joined by people from Eritrea, Afghanistan and Algeria, which are also unstable countries that have experienced recent political unrest and conflict. It is estimated that more than 350,000 refugees have arrived in Europe this summer, and an estimated 2,600 people have died on the journey.
- 4.2 The Governments of the UK and other European countries have a legal responsibility under the 1951 UN Refugee Convention to consider the case of any individual who requests protection in their country because of a well-founded fear of persecution in their home country. Under EU law (the Dublin Convention) potential refugees must make their claim for protection in the first European country they come to. This obviously places a great deal of pressure on the countries of the Mediterranean, particularly Spain, Greece, Italy, Malta and Cyprus. There has been increasing pressure on other Governments within the EU to volunteer receive more refugees in order to relieve pressure upon Southern Europe.
- 4.3 Until recently the UK Government's response to the crisis has been focused around the provision of international aid, and to date they have resettled just over 200 refugees through the Home Office's Syrian Vulnerable Persons Relocation Scheme. However, on 7 September, the Prime Minister announced that the UK would now receive 20,000 refugees over the life of the current Parliament. These refugees will be brought to the UK from refugee camps in the middle east.
- 4.4 A statement by the First Minister had already indicated that the Scottish Government would support the resettlement of refugees in both financial and practical terms. At a summit held on 4 September 2015 commitment was given to take 1,000 refugees or 10% of the total received by the UK.
- 4.5 Refugees who come to the UK through the resettlement scheme will be identified in camps in countries neighbouring Syria such as Lebanon, Turkey and Iraq. The UN Refugee Agency (UNHCR) will identify people who fit the criteria identified by the UK Government (the criteria is yet to be confirmed, but it is likely to be relaxed from the previous criteria of women and children at risk of violence, medical cases and victims of torture). Refugees will then be subject to security checks and provided with documentation before they leave the camp.
- 4.6 The International Organisation for Migration (IOM) normally accompanies participants of such schemes to the UK where the local authority takes over their care. Due to the scale of the project, it may be necessary to introduce reception centres in the UK where refugees will be accommodated in the first instance before travelling on to the local authority that will host them, but firm decisions have not yet been confirmed.
- 4.7 Based on information from COSLA it is expected that refugees will start arriving within a couple of months. In order to achieve the target of resettling 20,000 people within the life of the Parliament it is expected that around 100 people will need to arrive in the UK each week for the next 4-5 years.
- 4.8 Previously with such schemes there had been a significant time lag between local authorities committing to participate and people arriving into their area. It is expected that this will change for the Syrian scheme and people will arrive quite quickly after a local authority decides to go ahead with the scheme.

5.0 RESOURCES

- 5.1 At present the Home Office provides funding to local authorities accommodating resettled refugees for the first year to cover the cost of providing accommodation and financial support, prior to mainstream benefits coming on stream. Refugees will be granted immigration status which allows them to access mainstream benefits including housing benefit.
- 5.2 Local authorities and their community planning partners will be responsible for providing a range of services to the refugees in their area including education and health. Refugees will also require some support to settle into communities, and there will need to be preparation work with communities in order to promote community cohesion.
- 5.3 Discussions are on-going between the Home Office, Scottish Government and COSLA to secure an enhanced financial package that reflects the fact people resettled from Syria are likely to be particularly vulnerable and may have long-term needs.

6.0 AFGHAN RESETTLEMENT SCHEME

- 6.1 Inverclyde has current experience of a resettlement scheme through the Afghan resettlement programme with six families currently resettled in Inverclyde and a further six to arrive within the next few months.
- 6.2 Experience to date has highlighted an extremely positive partnership approach from a range of Council services and partner agencies which have helped the Afghan nationals to settle well within the local community.

7.0 PROPOSALS

- 7.1 Officers from the Council have been in discussions with the Convention of Scottish Local Authorities and the Home Office regarding Inverclyde's potential involvement in the Scheme and these should continue so that we procure the best financial arrangements possible to support this work.
- 7.2 Discussions have also taken place initially with Education Services and local RSL's to determine availability of education placements and housing if Inverclyde agrees to participate in this scheme. These discussions have been positive with all organisations and services spoken to so far keen to support.
- 7.3 The existing multi-agency group which was established to support the Afghan Resettlement Scheme will be urgently reconvened to look at how the Council and its partners best work with the Syrian refugee scheme.
- 7.4 Having successfully been involved in the scheme to resettle Afghan interpreters and their families, officers believe that the infrastructure now in place could be replicated to support Syrian refugees. The financial package, along with the experience and resources gained from the Afghan Scheme, should allow the Council to integrate the families into the local area in a positive way.
- 7.5 Following an initial scoping and discussion internally and externally with partners, it is proposed that with the experience to date, the Council should agree to take ten families over a five year period, initially, into Inverclyde.
- 7.6 It is proposed that Inverclyde would be in a position to support the resettlement of at least two families within the next few weeks.

8.0 CONSIDERATIONS

- 8.1 Initial thoughts are that the major challenges for the Council being involved in the Syrian scheme

would be financial, language related and cultural.

- 8.2 The Afghan Programme involved settling interpreters and their families. It is unlikely that many of the Syrians will have any English and speak in the main Arabic. This would mean having to access a range of staff, including interpreters, that we do not currently have available locally. Getting trained interpreters to work in Inverclyde has proven difficult at times and there are concerns regarding the increased demand across the UK on skilled interpreters.
- 8.3 There have never been any Syrians, to our knowledge, living in the Inverclyde area and staff would have to be briefed on the cultural issues, including religion, parenting and diet. Any potential community safety issues would also have to be addressed.
- 8.4 Restrictions on Housing Benefit, the Benefit Cap and proposed changes to Child Tax Credits have the potential to adversely affect this group along with some of the other impacts of welfare reform.
- 8.5 To date most services have supported the Afghan scheme from within existing resources however any increase in families will require some capacity issues to be funded. At present these pressures have been identified initially within Education; Health Visiting and an additional support required for the HSCP Refugee Coordinator.

9.0 IMPLICATIONS

Finance

- 9.1 Current discussions indicate that all of the costs of the Scheme will be met by the Home Office and the European Refugee Integration Fund. The Scottish Government have also indicated that they will make funds available to assist however the detail regarding the funding is not yet confirmed.
- 9.2 There is currently funding unallocated from the Afghan Resettlement Scheme that could be utilised more widely to support the Council and its partners to integrate a number and range of refugees within Inverclyde.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

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

Legal

- 9.3 There are no legal implications arising from the Council's participation in this Scheme.

Human Resources

- 9.4 It is envisaged that additional staff within Education and the HSCP may be required however this

has yet to be scoped out in detail. The costs of this will be met through the funding from the Home Office.

Equalities

- 9.5 There are no equalities issues arising from this report however supporting Inverclyde to become a more ethnically diverse community is viewed as a positive.

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

Repopulation

- 9.6 The Council will advise COSLA that Inverclyde would prefer to only receive families rather than single adults as families are more likely to stay and integrate within the wider community. This should assist in the repopulation of the area in much the same way our involvement in the Afghan Relocation Scheme has.

10.0 CONSULTATIONS

- 10.1 There has been some limited consultation with community planning partners however a positive response has been forthcoming.
- 10.2 Housing associations locally have been consulted around their ability to provide appropriate accommodation if Inverclyde participates in this scheme. Both River Clyde Homes and Oaktree have advised that subject to appropriate housing being available within their vacant stock, they will be keen to support the Council.
- 10.3 Due to the on-going pressures on school places, Education have been consulted about the availability of school places and have provided details of where they have capacity, particularly in primary schools. Every effort will be made to try and obtain suitable housing near available school placements to prevent children having to be transported across Inverclyde. These discussions will continue once we are able to determine the demographics of arriving families.

11.0 CONCLUSIONS

- 11.1 Having been successfully involved in the scheme to resettle Afghan interpreters and their families, officers firmly believe that the infrastructure is now in place to allow the Council to similarly support Syrian refugees.

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Angela Edwards, Head of Inclusive Education, Culture and Corporate Policy	Report No:	IC/03/15/AE/KB
Contact Officer:	Karen Barclay, Corporate Policy Officer	Contact No:	01475 712065
Subject:	The 'Stick Your Labels' Anti-Poverty Campaign		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek agreement for the Council's support for the 'Stick Your Labels' campaign which seeks to challenge negative attitudes towards people experiencing poverty in Scotland and improve understanding of the role of the welfare system.

2.0 SUMMARY

- 2.1 The Poverty Alliance has approached local authorities, public bodies and other organisations to ask them to sign up to a number of pledges which have been developed to highlight the impact of stigmatising attitudes towards people living in poverty.

- 2.2 To demonstrate its support for the campaign, the Council is asked to sign three pledges:

- Pledge 1 – Poverty is not inevitable
Poverty is a problem of political choices, it is neither natural nor acceptable. We all have a role to play in addressing poverty. We will set out our contribution to tackling poverty in Scotland.
- Pledge 2 – Language matters
How we talk about poverty and how we portray it can stigmatise and harm people. We will never use language that may stigmatise people experiencing poverty.
- Pledge 3 – Actions change attitudes
To change beliefs about poverty requires action across our whole society. We will develop actions that help address negative attitudes towards people experiencing poverty.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Council:
- a. agrees to support the 'Stick Your Labels' campaign.

Angela Edwards, Head of Inclusive Education, Culture and Corporate Policy

4.0 BACKGROUND

- 4.1 Poverty is a complex issue. It affects, and is affected by, a huge range of public policy issues. To tackle poverty effectively requires an understanding that it is a cross-cutting issue which requires actions at a number of levels, both nationally and locally.
- 4.2 The stigma associated with poverty is increasing and the Council and the Inverclyde Alliance are working hard to reduce poverty and improve wellbeing in the local area. However, it is noted that more people are now likely to see poverty primarily as a result of individual behaviour rather than the result of structural factors such as low pay, minimal benefits levels, or how income and wealth are distributed in our society.

5.0 LOCAL ANTI-POVERTY INITIATIVES

- 5.1 Led by the Financial Inclusion Partnership, a wide range of initiatives are already being implemented in Inverclyde to combat poverty. Many community planning partners are working together to ensure the right support is provided to people at the right time and that appropriate referrals are made between agencies to tailor support to individuals and their families.
- 5.2 A report considered by the Inverclyde Council earlier this year outlined the variety of support in place across the authority area. Additionally, child poverty features in the work of the local Nurturing Inverclyde Collaborative (the local Early Years Collaborative).

Min. Ref.
Inv Coun
4.6.15

6.0 'STICK YOUR LABELS' CAMPAIGN

- 6.1 The 'Stick Your Labels' campaign is part of the ongoing work of the Poverty Alliance to challenge negative attitudes towards people experiencing poverty in Scotland and improve understanding of the role of the welfare system.
- 6.2 The Poverty Alliance has approached local authorities, public bodies and other organisations to ask them to sign up to a number of pledges which have been developed to highlight the impact of stigmatising attitudes towards people living in poverty.
- 6.3 A number of organisations have already agreed to support the campaign including the Scottish Government, the Scottish Council for Voluntary Organisations and Energy Action Scotland. Additionally, other organisations are expected to pledge their support during *Challenge Poverty Week* which takes place 17-23 October 2015.
- 6.4 If the Council agrees to support the campaign, the following actions around the three key Pledges would be require to be developed:

Pledge 1 – Poverty is not acceptable

The Council will set out its contribution to tackling poverty in Scotland.

Pledge 2 – Language matters

The Council will agree to never use language that may stigmatise people experiencing poverty.

Pledge 3 – Actions change attitudes

The Council will develop actions that help address negative attitudes towards people experiencing poverty.

- 6.5 A strand of the campaign's work also focusses on working with young people, producing materials for use in school classrooms to stimulate discussion about the realities of poverty and stigma. This area of work could potentially be taken forward as part of the Council's health and wellbeing work stream in our educational establishments.

7.0 IMPLICATIONS

7.1 Financial implications - one-off costs:

Cost centre	Budget heading	Budget year	Proposed spend this report	Virement from	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

Financial implications - annually recurring costs/(savings):

Cost centre	Budget heading	With effect from	Annual net impact	Virement from	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

7.2 Human Resources: There are no direct human resources implications arising from this report.

7.3 Legal: There are no direct legal implications arising from this report.

7.4 Equalities: By pledging its support for the 'Stick Your Labels' campaign, the Council will complement its existing efforts to tackle poverty which in turn tackles inequality in Inverclyde; this should have a positive impact on those people with protected characteristics.

7.5 Repopulation: There are no direct repopulation implications.

8.0 CONSULTATION

8.1 There was no requirement to carry out consultation on the content of this report.

9.0 BACKGROUND PAPERS

9.1 Report to the Inverclyde Council on 4 June 2015 entitled 'Update on Local Strategies to Alleviate Child Poverty'.

10.0 CONCLUSION

10.1 The Council is asked to consider supporting the 'Stick Your Labels' campaign which would involve taking action to support three key pledges, as outlined at section 6.4 of this report.

WHAT IS STICK YOUR LABELS DOING TO COMBAT STIGMA?

CHANGING ACTIONS

- As part of the campaign, Poverty Alliance is approaching local authorities, public bodies and other organisations and asking them to sign up to a number of pledges developed to highlight the impact of stigmatising attitudes towards people living in poverty.

RAISING AWARENESS

- Engaging with people and organisations at meetings across Scotland. We will also focus our work on young people and produce materials for schools to use in the classroom about the realities of poverty and stigma.

MYTH BUSTING

- Where we see myths being perpetuated about poverty, we will hold people to account. This includes stigmatising language in the press and divisive language by politicians.

WHAT CAN YOU DO?

- Raise awareness locally and challenge myths when you hear them.
- Organise a local meeting to discuss stigma - we can help!
- Get your organisation to sign up to the stigma pledges
- Help us spread the word via our social media pages
- 'Like' us on facebook - <https://www.facebook.com/StickYourLabels>
- Follow us on twitter @PovertyAlliance
- Let us know what is happening in your area.

SICK OF ATTACKS
ON PEOPLE ON
LOW INCOMES?

TIRED OF READING
ABOUT SKIVERS,
SCROUNGERS AND
CHEATS?

DO YOU THINK
OUR WELFARE
STATE IS WORTH
DEFENDING?

**THEN SUPPORT
THE STICK YOUR
LABELS CAMPAIGN!**



Stick Your Labels is part of the Poverty Alliance's ongoing work to challenge negative attitudes towards people experiencing poverty in Scotland and improving the understanding of the role of the welfare system.

We believe that everyone has a role to play in tackling stigma and negative attitudes. Get involved in the campaign and find out how you can play your part.



MYTH BUSTING – POVERTY IS NOT INEVITABLE!



One of the challenges that we face in addressing poverty in Scotland is the widespread belief that the existence of poverty is simply inevitable. Many people believe that poverty is just a part of modern life, and that there is relatively little that can be done to change this fact.

Research has shown that 35 per cent of people in Britain currently believe that poverty is inevitable, with another 13 per cent believing that it is simply down to luck.

In order to challenge the existence of poverty, it is important that we show people that this is a myth, and poverty need not exist in a country as rich as Scotland.

WATCH YOUR LANGUAGE!

Over recent years we have witnessed a hardening of attitudes towards those in poverty. Many people are now likely to see poverty as a result of individual behaviour rather than the result of more structural factors such as low pay, minimal benefit levels, or how we redistribute income and wealth.

We are all aware of the phrase 'strivers versus skivers' but it is often the more nuanced language that can be the most divisive. Phrases such as 'hardworking families' imply that there are families who aren't hard working and divides people into 'them' and 'us'.



By using phrases such as these, and a tendency to focus on individual causes of poverty, such as addictions, we are moving back towards the language of the 'deserving' and 'undeserving poor'.

WHY DOES IT MATTER?



- Evidence suggests that the stigmatisation of people in receipt of benefits has negative impacts on their well-being and may reduce benefit take up. With an estimated £10billion in benefits going unclaimed, stigma is directly contributing to high levels of poverty in the UK.
- In Scotland, a third of people believe that the main reason for child poverty is parents' dependency on drugs, alcohol or other circumstances; 80% think it is a contributing factor. This assumption, however, is not supported by the evidence. While poverty affects more than 20 percent of the U.K. population; less than 4.7% of the population experiences drug or alcohol dependence.
- By focusing on the individual causes of poverty, we ignore the more important structural causes, and in turn fail to hold Government to account.
- In order to tackle poverty effectively, it is important to get the message across that people in poverty are people just like anybody else.



Minister for Housing and Welfare in the Scottish Government, Margaret Burgess MSP, supports the campaign at the launch in the Scottish Parliament in May 2015.

STIGMA PLEDGE NO. 1: POVERTY IS NOT INEVITABLE



Poverty is a problem of political choices, it is neither natural nor acceptable. We all have a role to play in addressing poverty: **We will set out our contribution to tackling poverty in Scotland.**

The first of the Stick Your Labels Campaign Stigma pledges is aimed at challenging the idea that poverty is inevitable by getting organisations to state clearly what they will do to help address poverty.

One of the biggest challenges that we face in addressing poverty in Scotland, is the widespread belief that the existence of poverty is simply inevitable. It is seen as simply a part of modern life, and that there is relatively little that can be done to change this fact. Around 35 per cent of people in Britain currently believe that poverty is inevitable, with another 13 per cent believing that it is simply down to luck.¹ In order to challenge the existence of poverty, it is important that we show people that this is a myth, and poverty need not exist in a country as rich as Scotland.

With almost half of people thinking that the existence of poverty is inevitable or down to luck¹, it is possible to get disheartened about the possibility of change, but this is not the end of the story. People often hold contradictory views on poverty, and the recently published 'Public attitudes to poverty, inequality and welfare in Scotland and Britain' shows this is still the case.

Tackling poverty

While people may say they believe poverty will always exist, 98 per cent of people believe tackling child poverty is important, and three quarters of people felt it was the job of the Scottish Government to do something about it.²

In Scotland, there are currently 820,000 people living in poverty, including 180,000 children. Of these children, 59 per cent live in a household where someone works.³ While poverty is about more than money, for these families at least the cause is clear – low incomes. By clearly identifying the cause, we can start to find the solution to poverty. For many of those in work the problems are about low wages and underemployment.

Change is possible

Child poverty figures demonstrate that change is possible. In the decade to 2010/11, the child poverty rate in Scotland fell from 31% to 21% after housing costs (AHC).⁴ Scotland went from having a higher child poverty rate than England and Wales, to having a much lower rate. There are many reasons for this, including big policy changes such as the introduction of Tax Credits and the National Minimum Wage. It was also about actions taken at a more local level, for example to support more lone parents into employment. Unfortunately, it is likely that these trends will be reversed over the next 5 years, with the Institute for Fiscal Studies predicting as many as 100,000 more children in Scotland living in poverty by 2020.

Both the decline in child poverty in Scotland in decade up to 2010/11, and the recent IFS predictions show that policy decisions impact poverty levels. The existence of poverty is a political choice, not an inevitability, and it is only by acknowledging this that we can expect to see real change happen.

¹ Scottish Government (2015) 'Public attitudes to poverty, inequality and welfare in Scotland and Britain' <http://www.gov.scot/Resource/0047/00473561.pdf>

² Scottish Government (2015) 'Public attitudes to poverty, inequality and welfare in Scotland and Britain' <http://www.gov.scot/Resource/0047/00473561.pdf>

³ Scottish Government (2014) 'Poverty and Income inequality in Scotland: 2012/13' <http://www.gov.scot/Resource/0047/00473561.pdf>

⁴ Joseph Rowntree Foundation (2013) 'Monitoring Poverty and Social Exclusion in Scotland in Scotland 2013' <http://www.jrf.org.uk/sites/files/jrf/poverty-exclusion-scotland-summary.pdf>



YOUR contribution to tackling poverty

To change the negative attitudes towards those living in poverty and challenge the pessimism that poverty is inevitable it is essential to show where change is being made. One of the things we all can do is to be clear about the actions we are taking to address poverty. Below we highlight some of the things that your organisation could do to show that they are serious about tackling poverty.

By signing up to the Stick Your Labels pledges, you are agreeing to set out what your organisation is planning to do help address poverty. What different organisations are able to do will vary depending on their main purpose, the sector they operate in, their size and a range of other factors. No matter whether in the public sector, the voluntary and community sector or the private sector, all organisations can help address poverty.

So for a company from the private sector it may be about signing up to pay the Living Wage, or to sign up to the Fair Tax mark, or giving employees time off for volunteering, or supporting local anti-poverty charities. For public sector organisations like Local Authorities it means going beyond their statutory duties by producing a specific anti-poverty strategy. Renfrewshire Council produce a clear strategy, as have many others, which they will now implement.



It doesn't matter whether the action is big or small, the important thing is that the public know that your organisation is committed to tackling poverty. **Organisations across Scotland are in a position to shape the way we think about poverty.** If more of us believed that we really can tackle poverty, then some of the negative and misguided attitudes to those living in poverty.

When you sign up to Stick Your Labels, we will help you develop your anti-poverty plan and will publicise your aims. By working together we can help tackle the stigma of poverty and make a real difference to the lives of people across Scotland.

To get involved contact us at:

0141 353 0440

admin@povertyalliance.org



STIGMA PLEDGE NO. 2: LANGUAGE MATTERS



How we talk about poverty and how we portray it can stigmatise and harm people: **We will never use language that may stigmatise people experiencing poverty.**

The second of the Stick Your Labels Campaign pledges focuses on the key issue of the language that we use to discuss people who claiming benefits and people who are living on low incomes. The language we use affects the way we think about poverty and, in turn, the solutions we develop. It is essential that we avoid language that may stigmatise those on low incomes.



ignores that there are people who may not be able to work but contribute to society in other ways. It is important to recognise the value of unpaid work too, both to our society and our economy. By using phrases such as these, and a tendency to focus on individual causes of poverty, we are moving back towards the language of the 'deserving' and 'undeserving poor'.

Over recent years there has been a hardening of attitudes towards those in poverty, accompanied by an increase in individuals being blamed for their poverty. This increased negativity towards people experiencing poverty is partly driven by the divisive rhetoric deployed by the media and politicians when describing people in receipt of benefits.

'Hardworking families'

We are all aware of the phrase 'strivers and skivers' but, it is often the more nuanced language that can be the most divisive. Phrases such as 'hardworking families' imply that there are families who aren't hard working and divides people into 'them' and 'us'. The recent focus of politicians on 'working' families'

'Three generations of families out of work'

There is a strong belief in Scotland that poverty is caused by people not wanting to work.¹ This is associated with a belief in the existence "culture of worklessness" which is assumed to be the result of such unemployment. The extent of inter-generational unemployment is frequently overstated. In the entire UK, there are only 15,000 households where two or more generations have 'never worked' and in thirty-five percent of these cases the second generation has been out of education for less than a year.² In addition to being inaccurate, the idea of a "culture of worklessness"

¹ McKendrick, J.H. (2014) 'COUNTING POVERTY IN SCOTLAND - NUMBERS THAT SHOULD SHAPE OUR PRIORITIES FOR ANTI-POVERTY ACTIVITY BEYOND 2014' in Scottish Anti Poverty Review http://povertyalliance.org/userfiles/files/SAPR_16_AUTUMN_14.pdf

² Joseph Rowntree Foundation (2012) Poverty: The Role of Institutions, Behaviours, and Culture: <http://www.jrf.org.uk/publications/poverty-role-institutions-behaviours>

³ Ibid p.26

ATTITUDES MATTER



is also divisive. This myth suggests that people experiencing poverty differ from others in terms of their fundamental values and aspirations³. This contributes to an “us” vs. “them” narrative in which people with experience of poverty are accused of having poor values – including laziness or the unwillingness to work – and of not wanting the best for themselves or their children. The pervasiveness of these assumption is illustrated by the fact that a large number of Scottish people now view “unwillingness to work” as a major cause of poverty, and see this as being encouraged by overly “generous” benefits levels⁴.

Impact of stigma

Evidence suggests that the stigmatisation of people in receipt of benefits has negative impacts on their well-being and may reduce benefit take up.⁵ Turn2us suggest that benefit stigma in Britain is primarily driven by the perception that claimants are ‘undeserving’.⁶ They argue that looking at trends over time, non-take-up of benefits has risen concurrently with stigma and that stigma has also had a negative impact on claimants own sense of self-worth.⁷

Change is possible

The good news is that change is possible! The See Me campaign is a clear demonstration of this. While there is still a stigma surrounding mental health, there is no doubt that there is a much greater understanding and acceptance towards people with mental health problems

today. See Me has certainly contributed to a better understanding of mental health.

By signing the Organisational Pledges your organisation will be publically committing to never use language that may contribute to stigmatising people living on low incomes. Whether in policy documents, speeches, press release, on twitter or Facebook, you will make sure that the language that is used is sensitive to the realities of poverty. When your organisation speaks about people on low incomes with respect it will lay the basis for longer term change in attitudes to poverty.

What your organisation can do:

- Share your commitment with people in your organisation
- Promote the pledge with your clients, customers or members
- Encourage others to sign the stigma pledges

To get involved contact us at:

0141 353 0440

admin@povertyalliance.org



WORKING TOGETHER TO COMBAT POVERTY

⁴ Joseph Rowntree Foundation (2012) Poverty: The Role of Institutions, Behaviours, and Culture: <http://www.jrf.org.uk/publications/poverty-role-institutions-behaviours>

⁵ Scottish Government (2015) ‘Public attitudes to poverty, inequality and welfare in Scotland and Britain’ <http://www.gov.scot/Resource/0047/00473561.pdf>

⁶ Turn2us (nd) ‘Benefits stigma in Britain’ <http://www.turn2us.org.uk/PDF/Benefits%20Stigma%20in%20Britain.pdf>

⁷ Turn2us (nd) ‘Benefits stigma in Britain’ <http://www.turn2us.org.uk/PDF/Benefits%20Stigma%20in%20Britain.pdf>

STIGMA PLEDGE NO. 3: ACTIONS CHANGE ATTITUDES



To change beliefs about poverty requires action across our whole society: **We will develop actions that help address negative attitudes towards people experiencing poverty.**

The third of the Stick Your Labels Campaign pledges focuses on what organisations can practically do to address negative attitudes to those living on low incomes.

We are all responsible for tackling poverty. Each of us has a role to play. We need to take practical actions to address attitudes where we can. This briefing will highlight why this is important and what your organisation can do it.

Practical steps to tackle attitudes

A report published by the Joseph Rowntree Foundation in 2009¹ found that change is possible. It isn't easy to change people's perceptions and attitudes but there are some things which we know work:

- 1 Real-life stories are important and can demonstrate to an audience that people in poverty are no different to anybody else.
- 2 Campaigning on particular measures or policies to help people experiencing poverty, but focusing on specific groups of people living in poverty for whom the public is perceived to have more sympathy, such as children and those on low wages.
- 3 Focus on a specific problem and present a clear solution.

For campaigning organisations by ensuring that the actions you take reflect these three points, you can make real progress in helping to tackle negative attitudes towards people experiencing poverty. However, it is not just campaigning organisations that can take actions to address attitudes to poverty. Below we give some examples of what where others have tried a variety of things to change attitudes.

Glasgow Poverty Leadership Panel

Glasgow's Poverty Leadership Panel provides one example of a campaign to tackle stigma. The Poverty Leadership Panel decided to focus their work on stigma after speaking to people with direct experience of poverty and hearing about the impact stigma had on their lives.

The PLP brought together people from the 3rd sector, the public sector and people with experience of poverty who agreed two goals for the campaign.

- Improving services so they're as responsive as possible to the needs of people living in poverty
- Ensuring that we do not stigmatise people struggling against poverty.

The PLP used case studies and captured people's real experiences on camera. They have also ensured that at all stages people with direct

experience of poverty were represented. To complement the campaign, and to build understanding at the top level of organisations, they have also launched a mutual mentoring programme by matching a senior member of staff with someone who has directly experienced poverty. While the campaign is still in its infancy, feedback so far has been positive and we would hope to see this approach being replicated across the country.

<http://povertyleadershippanel.org.uk/>

PEOPLE
MAKE
GLASGOW
FAIRER

¹ Joseph Rowntree Foundation (2009)

'Building public support for eradicating poverty in the UK' <http://www.jrf.org.uk/publications/public-support-eradicating-poverty>



See Me: Tackling Mental Health Discrimination

See Me is Scotland's campaign to change public attitudes to mental health. The campaign is built on the idea that everyone has the same fundamental human rights. They believe that everyone has the right to be treated with dignity and respect and to receive fair treatment if they are ill or distressed.

In the last year they have been all over the country growing the movement and adding more passionate voices to the thousands that have joined with See Me over the last 10 years. As part of their work in communities they have recruited and trained Community Champions, they have organised nationwide media campaign, and have had more than 600 organisations signed up to a series workplace pledges.

See Me have been successful as a result of hard work and taking a variety of approaches to tackling stigma. Their work with real people has allowed many people to understand what mental illness really means and why no one should be discriminated against. For more information visit <https://www.seemescotland.org/>



Practical action YOU can take to tackle poverty stigma

Changing public attitudes to poverty can seem like an overwhelming task when so many negative messages come through the media every day but there are things you can do to start making a difference in your organisation. Whether it is changing the media messages you send out, providing training and information for your staff, or getting involved in local anti-poverty activity, it can all make a difference.

The Poverty Alliance will be happy to discuss with you what is practical and feasible for your organisation. Please get in touch with us to find out more.

What your organisation can do:

- Carry out poverty awareness activity with your staff or members
- Support the Stick Your Labels campaign in social media
- Challenge stigmatising language when you hear it

To get involved contact us at:

0141 353 0440

admin@povertyalliance.org



Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/127/15
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Treasury Management – Annual Report 2014/15: Remit from Policy & Resources Committee		

1.0 PURPOSE

1.1 The purpose of this report is to request the Council to consider a remit from the Policy & Resources Committee.

2.0 SUMMARY

2.1 The Policy & Resources Committee at its meeting on 11 August 2015 considered a report by the Chief Financial Officer on the operation of the treasury function and its activities for 2014/15 as required under the terms of Treasury Management Practice 6 ('TMP6'), 'Reporting Requirements and Management Information Arrangements'.

2.2 A copy of the report to the Policy & Resources Committee is attached as Appendix 1.

2.3 The Policy & Resources Committee decided:

- (1) that the contents of the annual report on Treasury Management 2015, the issues in sections 5.2 and 5.3 of the report and the ongoing work to ensure the delivery of financial benefits for the Council be noted; and
- (2) that the annual report be remitted to the Inverclyde Council for approval.

3.0 RECOMMENDATION

3.1 The Council is asked to approve the Treasury Management Annual Report 2014/15.

Report To:	Policy & Resources Committee	Date:	11 August 2015
Report By:	Chief Financial Officer	Report No:	FIN/59/15/AP/KJ
Contact Officer:	Alan Puckrin	Contact No:	01475 712223
Subject:	TREASURY MANAGEMENT – ANNUAL REPORT 2014/15		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise Members of the operation of the treasury function and its activities for 2014/15 as required under the terms of Treasury Management Practice 6 ("TMP6") on "Reporting Requirements and Management Information Arrangements".

2.0 SUMMARY

- 2.1 As at 31 March 2015 the Council had gross external debt (including PPP) of £284,125,698 and investments of £44,787,396. This compares to gross external debt (including PPP) of £291,875,474 and investments of £48,108,524 at 31 March 2014.
- 2.2 The Council's Capital Financing Requirement at 31 March 2015 was £303,381,000. The gross external debt was £19,255,302 (6.3%) less than the Capital Financing Requirement and so the Council was in an underborrowed position and remains so, having undertaken no borrowing so far in 2015/16.
- 2.3 The average rate of return achieved on investments during 2014/15 was 0.76% which exceeds the benchmark return rate for the year of 0.43% by 0.33% and resulted in £177,000 of additional interest on investments for the Council.
- 2.4 During 2014/15 and in 2015/16 to date the Council did not undertake any debt restructuring and 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.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee note the contents of the annual report on Treasury Management for 2014/15, the issues in section 5.2 and 5.3 of the report, and the ongoing work to ensure the delivery of financial benefits for the Council.
- 3.2 It is also recommended that the Annual Report be remitted to the Full Council for approval.

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 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 2014/15.
- 4.2 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."
- 4.3 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).
- 4.4 The format and content of the report has been revised following the Audit Scotland report issued in March 2015 on "Borrowing and treasury management in councils" to seek to make the report clearer and more accessible. The Audit Scotland report and supplement for Councillors was submitted to the Policy & Resources Committee on 19 May 2015. A glossary of treasury management terms is attached as Appendix 1.

5.0 ANNUAL REVIEW

- 5.1 The treasury management issues arising during the year were:
 - a. The Council's debt (including PPP) has reduced during the year by £7.751m due to repaying maturing debt without undertaking new borrowing. As a result, there has also been a reduction in the Council's investments.
 - b. As at 31 March 2015 the Council had under borrowed against its capital financing requirement by £19.255m. No borrowing has been undertaken during 2015/16 to date.
 - c. The Council did not undertake any debt restructuring during 2014/15 and remained within its Prudential Indicator and Treasury Management limits during the year.
 - d. The Bank Rate remained unchanged during 2014/15 at 0.50% (unchanged since March 2009). The first increase is forecast by the Council's treasury advisers for Quarter 4 of 2015 and this has recently been confirmed by the Governor of the Bank of England.
 - e. PWLB rates for new borrowing were expected to increase by between 0.60% and 0.70% during the year. Due to economic uncertainty during the year, rates actually fell over the year by just under 1.20% for new borrowing for periods of 10 years up to 50 years.
 - f. Investment returns were expected to remain relatively low and this was indeed the position during the year, primarily due to the effects of the Funding for Lending Scheme.
 - g. The Council's investments earned a rate of return of 0.76% during the year and outperformed the benchmark return of 0.43% resulting in additional income to the Council of £177,000.
 - h. All investments were in accordance with the Council's investment policy and no institutions with which investments were made had any difficulty in repaying those investments and interest in full during the year.
 - i. The Council's investment performance is due to undertaking fixed term investments at interest rates that were above the benchmark with a counterparty which has high creditworthiness (the Bank of Scotland) and in accordance with the Council's investment strategy.

- 5.2 The UK Government are currently undertaking a trading plan to sell their shares in the Lloyds Banking Group which includes the Bank of Scotland who are the Council's bankers and with whom the Council has regularly undertaken fixed term deposits. The removal of government ownership does not affect the strength or stability of the Bank but may cause the Council to reduce the maximum period for investments with the Bank under the Investment Strategy.
- 5.3 In November 2014 the Committee gave approval for the negotiation of a new contract with the treasury advisers due to the previous contract ending on 30 June 2015. The new contract started on 1 July 2015 for 3 years with an option for a further 1 year extension.
- 5.4 The Council's Year End debt position was as follows:

	At 31 March 2014	At 31 March 2015
	£	£
Total Excluding PPP	220,111,474	214,314,698
PPP Debt	71,764,000	69,811,000
Total Including PPP	291,875,474	284,125,698

Further detail is given in the following table:

	At 31 March 2014		At 31 March 2015		Movement 2014/15
	Principal	Rate	Principal	Rate	Principal
	£000		£000		£000
Fixed Rate Funding:					
- PWLB	117,168		111,373		(5,795)
- Market *	55,000		36,000		See * Below
	172,168	3.99%	147,373	3.95%	(5,795)
Variable Rate Funding:					
- PWLB	0		0		0
- Market *	47,900		66,900		See * Below
- Temporary	43		42		(1)
	47,943	4.97%	66,942	4.81%	(1)
Total Debt (Excl PPP)	220,111	4.21%	214,315	4.22%	(5,796)
PPP Debt	71,764		69,811		(1,953)
Total Debt (Incl PPP)	291,875		284,126		(7,751)

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

5.5 The Council's investment position was as follows:

	At 31 March 2014		At 31 March 2015		Movement 2014/15
	Principal £000	Return	Principal £000	Return	Principal £000
Investments:					
- Fixed Term Deposits	32,500	1.02%	32,500	0.85%	0
- Deposit Accounts	15,609	0.50%	12,287	0.50%	(3,322)
Totals	48,109	0.85%	44,787	0.76%	(3,322)

Maximum level of investments in 14/15: £61,596,145 on 17 September 2014

Minimum level of investments in 14/15: £44,787,396 on 31 March 2015

Daily average for the year 14/15: £53,653,663.

5.6 2014/15 Outturn Compared to Estimates in 2014/15 Strategy

The 2014/15 outturn compared to the estimates in the 2014/15 strategy:

	2014/15 Estimate	2014/15 Outturn
<u>Borrowing Requirement</u>	£000	£000
New borrowing	1,200	0
Alternative financing requirements	0	0
Replacement borrowing	5,800	0
TOTAL	7,000	0
<u>Prudential/Treasury Management Indicators</u>		
	£000	£000
Gross external debt including PPP (As at 31 March 2015)	290,983	284,126
Capital financing requirement (As at 31 March 2015)	307,429	303,381
(Under)/over borrowing against CFR	(16,446)	(19,255)
Net external borrowing and capital financing requirement (As at 31 March)	£000 (56,638)	£000 (64,042)
Capital expenditure	£000	£000
• Capital Programme	27,872	24,200
• PPP Schools/Finance Leases (incl. accounting adjustments)	(2,109)	(1,953)
Total	25,763	22,247
Ratio of financing costs (including PPP/ Finance Leases) to net revenue stream	12.27%	12.50%
Incremental impact of capital investment decisions - incremental increase in council tax (band D) per annum (use of capital receipts and prudential borrowing for capital expenditure)	£1.12	£1.25

5.7 2014/15 Outturn Compared to Limits in 2014/15 Strategy

The 2014/15 outturn compared to limits in the 2014/15 strategy:

	2014/15 Limits	2014/15 Outturn
<u>Prudential/Treasury Management Indicators</u>		
Authorised limit for external debt	£000	£000
• Borrowing	262,000	214,315
• Other long term liabilities	74,000	69,811
	336,000	284,126
Operational boundary for external debt		
	£000	£000
• Borrowing	255,000	214,315
• Other long term liabilities	72,000	69,811
	327,000	284,126
Upper limit for fixed interest rate exposure (Actual is as at 31 March 2015)	140%	87%
Upper limit for variable rate exposure (Actual is as at 31 March 2015)	40%	13%
Upper limit on sums invested for periods longer than 364 days (Actual is maximum in period)	£000 10,000	£000 0
Limits on fixed rate borrowing maturing in each period (LOBOs included based on call dates and not maturity dates) at 31 March 2015		
• Under 12 months	40%	0.0%
• 12 months and within 24 months	40%	0.5%
• 24 months and within 5 years	40%	35.6%
• 5 years and within 10 years	40%	30.8%
• 10 years and within 30 years	40%	6.0%
• 30 years and within 50 years	40%	27.1%
• 50 years and within 70 years	40%	0.0%
<u>Council Policy Limits</u>		
Maximum Percentage of Debt Repayable In Year (Actual is as at 31 March 2015)	25%	18.7%
Maximum Proportion of Debt At Variable Rates (Actual is as at 31 March 2015)	40%	31.2%
Maximum Percentage of Debt Restructured In Year (Actual is as at 31 March 2015)	30%	0.0%

The forecast Investment Balances for 2014/15 required under Investment Regulation 31 and the actual position at 31 March 2015 is shown in Appendix 2.

- 5.8 The forecast from the Treasury Advisors in the Strategy for the Bank Rate as at 31 March and the latest forecast are:

	Forecast Per 2014/15 Strategy	Actual/Latest Forecast	
2014/15	0.50%	0.50%	(Actual)
2015/16	0.75%	0.50%	(Forecast)
2016/17	1.75%	1.00%	(Forecast)

- 5.9 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 are as follows:

Year	Loans Fund Pool Rate
2010/11	4.300%
2011/12	4.208%
2012/13	3.811%
2013/14	3.831%
2014/15	3.934%

As interest rates begin to increase gradually it is expected the Pool Rate will continue a small increase in the medium term.

- 5.10 The Council's investment policy for the year is governed by Scottish Government Investment Regulations, which was implemented in the annual investment strategy approved by the Council on 10 April 2014. This 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.
- 5.11 All investments were in accordance with the policy and no institutions with which investments were made had any difficulty in repaying investments and interest in full during the year.

The result of the investment strategy undertaken by the Council in 2014/15 is as follows:

Average Investment	Rate of Return (gross of fees)	Benchmark Return (3 month LIBID un compounded)
£53,653,700	0.76%	0.43%

The Council have outperformed the benchmark by 0.33% resulting in additional income to the Council of £177,000. Opportunities for the Council to out-perform the benchmark rate are becoming fewer due to more standardisation of rates and periods offered.

6.0 IMPLICATIONS

Legal

6.1 None. Any borrowing or lending is done under the Council's legal powers.

Finance: Through the achievement of exceeding the investment benchmark return rate, the Council has benefited from additional returns of £177,000. The Council utilises Treasury Management as part of the overall Financial Strategy. Officers will continue to investigate borrowing and investment opportunities to bring financial benefits to the Council, all within the Treasury Management Policy.

Human Resources

6.2 None

Equalities

6.3 None

Repopulation

6.4 None

7.0 CONSULTATIONS

7.1 This report has been produced based on advice from the Council's treasury advisers (Capita Treasury Solutions Limited).

8.0 LIST OF BACKGROUND PAPERS

8.1 CIPFA - Treasury Management in the Public Services – Code of Practice and Cross-Sectoral Guidance Notes – 2011 Edition
Inverclyde Council – Treasury Management Strategy 2014/15.

Appendix 1

TREASURY MANAGEMENT GLOSSARY OF TERMS

Authorised Limit for External Debt

This is a limit for total Council external debt as set by the Council based on debt levels and plans.

Bank of England

The central bank for the UK with ultimate responsibility for setting interest rates (which it does through the Monetary Policy Committee or “MPC”).

Bank Rate

The interest rate for the UK as set each month by the Monetary Policy Committee (“MPC”) of the Bank of England. This was previously referred to as the “Base Rate”.

Call Date

A date on which a lender for a LOBO loan can seek to apply an amended interest rate to the loan. The term “call date” is also used in relation to some types of investments with a maturity date where the investments can be redeemed on call dates prior to the maturity date.

Capital Expenditure

Expenditure on or for the creation of fixed assets that meets the definition of Capital Expenditure under the accounting rules as set-out in the Code of Practice on Local Authority Accounting in the United Kingdom and for which the Council are able to borrow.

Capital Financing Requirement

The Capital Financing Requirement (sometimes referred to as the “CFR”) is a Prudential Indicator that can be derived from the information in the Council’s Balance Sheet. It generally represents the underlying need to borrow for capital expenditure (including PPP schemes).

CIPFA

CIPFA is the Chartered Institute of Public Finance and Accountancy who produce guidance, codes of practice, and policy documents for Councils.

Counterparty

Another organisation involved in a deal i.e. if the Council enters a deal with a bank then the bank would be referred to as the “Counterparty”.

Credit Ratings

Credit ratings are indicators produced by a ratings provider (such as Fitch, Moody's or Standard & Poor's) that aim to give an opinion on the relative ability of a financial institution to meet its financial commitments. Credit ratings are not guarantees – they are opinions based on investigations and assessments by the ratings providers and they are regularly reviewed and updated. The Council makes use of credit ratings to determine which counterparties are appropriate or suitable for the Council to make deposits with.

The highest credit rating is AAA.

European Central Bank

Sometimes referred to as “the ECB”, the European Central Bank is the central bank for the Eurozone and is the equivalent of the Bank of England. The European Central Bank sets interest rates for the Eurozone.

Eurozone

This is the name given to the countries in Europe that have the Euro as their currency. Interest rates in the Eurozone are set by the European Central Bank. The Eurozone is comprised of the following 19 countries: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia, and Spain.

Federal Reserve

Sometimes referred to as “the Fed”, the Federal Reserve is the central bank for the US and is the equivalent of the Bank of England. The Federal Reserve sets interest rates for the US.

Fixed Term Deposit

A Fixed Term Deposit or Fixed Term Investment is an investment with a named bank or financial institution which matures on a set date and which is repaid with interest on the maturity date. Fixed Term Deposits cannot be traded and cannot be terminated before the maturity date without the payment of a penalty (if at all).

Gilt Yields

A gilt yield is the effective rate of return that someone buying a gilt at the current market price will receive on that gilt. Since the market price of a gilt can vary at any time, the yield will also vary.

Gilts

Gilts are bonds (i.e. debt certificates) that are issued (i.e. sold) by the UK Government. When they issue gilts the Government sets the interest rate that applies to the gilt, sets when they will repay the value of the gilt, and it agrees to make interest payments at regular intervals until the gilt is repaid or redeemed. Gilts are traded in the financial markets with the price varying depending on the interest rate applicable to the gilt, when the gilt will be repaid (i.e. when it will mature), on Bank Rate expectations, and on market conditions.

Gross Domestic Product

Gross Domestic Product (“GDP”) is a measure of the output of goods and services from an economy.

Growth

Positive growth in an economy is an increase in the amount of goods and services produced by that economy over time. Negative growth in an economy is a reduction in the amount of goods and services produced by that economy over time.

IMF

The International Monetary Fund oversees the world financial system and seeks to stabilise international exchange rates, facilitate development, and provide resources to countries in balance of payments difficulties or to assist with poverty reduction.

Incremental Impact of Capital Investment Decisions

These are Prudential Indicators that reflect the impact on Council Tax of movements in projected and estimated capital expenditure within and between financial years.

Inflation

Inflation is the term used for an increase in prices over time. It can be measured in various ways including using the Consumer Prices Index (“CPI”) or the Retail Prices Index (“RPI”).

Investment Regulations

The Local Government in Scotland Act 2003 allows the Scottish Ministers to introduce Regulations to extend and govern the rules under which Scottish Councils may invest funds. The Local Government Investments (Scotland) Regulations 2010 came into effect on 1st April 2010.

LIBID

This is the London Interbank Bid Rate – an interest rate that is used between banks when they wish to attract deposits from each other.

LIBOR

This is the London Interbank Offering Rate – an interest rate that is used as a base for setting interest rates for deals between banks.

LOBO

This is a form of market loan that the Council has with some lenders. The term is short for the phrase “Lender Option/Borrower Option”.

MPC

The MPC or Monetary Policy Committee is a committee of the Bank of England that meets each month (in a meeting over 2 days) to set the Bank Rate for the UK.

Operational Boundary

This is a level of debt set by the Council at lower than the Authorised Limit and which Council debt levels should not normally exceed during normal operations.

Prudential Code

Councils are required to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities. These requirements include the production of Prudential Indicators. The Prudential Code was last revised in November 2011.

Prudential Indicators

Indicators set-out in the Prudential Code that will help Councils to meet requirements in relation to borrowing limits or which will help Councils demonstrate affordability and prudence with regard to their prudential capital expenditure.

PWLB

The Public Works Loan Board is a government agency and part of the Debt Management Office. The PWLB provides loans to local authorities and other specified bodies.

PWLB Certainty Rates

In the Budget in March 2012, the Chancellor of the Exchequer announced that local authorities that provide information on their long-term borrowing and capital spending plans would be eligible for a 0.20% discount rate for new PWLB borrowing. The PWLB Certainty Rates came into effect on 1st November 2012.

PWLB Rates

These are the interest rates chargeable by the Public Works Loan Board for loans. The rates for fixed rate loans are determined by the day on which the loan is agreed. The rates to be charged by the PWLB for loans are set each day based on gilt yields at the start of business each day and then updated at least once during the day.

Quantitative Easing

This is the creation of money by a central bank (such as the Bank of England) in order to purchase assets from banks and companies and boost the supply of money in an economy.

Treasury Management Code

This is the "Treasury Management in the Public Services: Code of Practice" and is a code of practice for Council treasury management activities. It is produced by CIPFA and was last revised in November 2011.

Treasury Management Indicators

These are Prudential Indicators specifically relating to Treasury Management issues.

Treasury Management Practices (TMPs)

This is a Council document that sets out Council policies and procedures for treasury management as required by the Treasury Management Code. The Council also agrees an annual treasury management strategy that is submitted to Committee in accordance with the Treasury Management Practices.

Yield

The yield is the effective rate of return on an investment.

**FORECAST OF INVESTMENT BALANCES
ESTIMATE FOR 2014/15 AND ACTUAL AT 31 MARCH 2015**

Investment Regulation 31 requires the Council to provide forecasts for the level of investments. The estimate for 2014/15 and the actual as at 31 March 2015 are:

	2014/15 Estimate	2014/15 Actual At 31 March 2015
Cash balances managed in-house		
- At 1 April 2014	58,899	48,109
- At 31 March 2015	40,192	44,787
- Change in year	(18,707)	(3,322)
- Average daily cash balances	49,546	53,654
Holdings of shares, bonds, units (includes local authority owned company)		
- At 1 April 2014	2	2
- Purchases	0	0
- Sales	0	0
- At 31 March 2015	2	2
Loans made to third parties		
- At 1 April 2014	2,321	2,259
- Advances	14	19
- Repayments	53	38
- At 31 March 2015	2,282	2,240
Total of all investments		
- At 1 April 2014	61,222	50,370
- At 31 March 2015	42,476	47,029
- Change in year	(18,746)	(3,341)

Report To:	THE INVERCLYDE COUNCIL	Date: 8 OCTOBER 2015
Report By:	CORPORATE DIRECTOR ENVIRONMENT, REGENERATION & RESOURCES	Report No: LP/134/15
Contact Officer:	JOANNA DALGLEISH	Contact No: 01475 712123
Subject:	PROPOSED TRAFFIC REGULATION ORDER -THE INVERCLYDE COUNCIL (OFF-STREET PARKING PLACES) (VARIATION NO. 3) ORDER 2015	

1.0 PURPOSE

- 1.1 The purpose of this Report is to request the Council to consider a recommendation from the Environment & Regeneration Committee.

2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee held on 3 September 2015 after consideration of a report by the Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – The Inverclyde Council, (Off-Street Parking Places) (Variation No. 3) Order 2015 recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council (Off-Street Parking Places) (Variation No. 3) Order 2015, all as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix 1

Gerard Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 On 5 March 2015 a report was submitted to the Environment and Regeneration Committee advising the Committee of the options for a possible Residents' Parking Permit Scheme in Greenock Town Centre and recommending the most appropriate scheme for adoption by the Council. The report recommended that, in association with the scheme, the Head of Environmental and Commercial Services should promote the Traffic Regulation Order necessary to convert (a) the Bullring car park into a £1 a day long stay car park and (b) the long stay part of the Waterfront car park to free operation.
- 4.3 The Inverclyde Council (Off-Street Parking Places) Order 2013 is the Traffic Regulation Order currently in force throughout the car parks in question. The proposed Traffic Regulation Order will:-
- vary The Inverclyde Council (Off-Street Parking Places) Order 2013 to change the tariff applicable to the Bullring car park from free limited waiting for a maximum duration of 3 hours (no return within 1 hour) to charged parking at £1 per calendar day (free for Disabled Persons' Badge holders).
 - vary The Inverclyde Council (Off-Street Parking Places) Order 2013 to change the tariff applicable to the Waterfront car park from charged parking at £1 per calendar day to free unlimited waiting.
 - vary The Inverclyde Council (Off-Street Parking Places) Order 2013 to allocate dedicated parking spaces for the purpose of charging electric vehicles in the Cathcart Street West, Fore Street and Lochwinnoch Road car parks.
- 4.4 The Council is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

5.0 IMPLICATIONS

Finance

- 5.1 All financial implications have previously been reported to and approved by Committee.

Legal

- 5.2 There are no legal implications arising from this report.

Human Resources

- 5.3 There are no HR implications arising from this report.

Equalities

- 5.4 There are no equalities implications arising from this report.

Repopulation

- 5.5 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

6.1 The proposals have been advertised in the Greenock Telegraph and the Paisley Daily Express and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Inverclyde Council Customer Service Centre, Central Library, Port Glasgow Library and Kilmacolm Library. A copy of the draft Order is appended hereto for Members' information.

6.2 No objections have been received to the proposed Order.

7.0 LIST OF BACKGROUND PAPERS

7.1 None

THE INVERCLYDE COUNCIL
(OFF-STREET PARKING PLACES)
(VARIATION NO. 3) ORDER 2015
TRAFFIC REGULATION ORDER

**THE INVERCLYDE COUNCIL
(OFF-STREET PARKING PLACES) (VARIATION NO. 3) ORDER 2015**

We, The Inverclyde Council in exercise of the powers conferred on us by Sections 1(1), 2(1) to (3), 32(1), 35(1), 46, 49, 101 and 102 of the Road Traffic Regulation Act 1984 (as amended) ("the Act") and of Part IV of Schedule 9 to the Act and of all other enabling powers and after consulting the Chief Constable of the Police Service of Scotland (Seirbheis Phoilis na h-Alba) in accordance with Part III of Schedule 9 to the Act hereby make the following Order:

1.0 Commencement and citation

1.1 This Order shall come into operation on the ** day of **, Two thousand and ** and may be cited as "The Inverclyde Council (Off-Street Parking Places) (Variation No. 3) Order 2015".

2.0 Interpretation

2.1 In this Order except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:-

"Authorised Person" means an employee or agent of the Council authorised to exercise all or any of the functions of the Council under this Order;

"Charging Post" means an installation adjacent to a parking space for the purposes of recharging the battery of an Electric Vehicle by way of a connecting lead;

"Council" means The Inverclyde Council or its successors as Roads Authority;

"Electric Vehicle" means a vehicle, including a motorcycle, which uses electricity as a source of power for propulsion and includes a vehicle which in addition uses, or is capable of using, other sources of power for this purpose;

"Electric Vehicle Parking Space", for the purposes of this Order, means an area of the Parking Place defined as such by means of a sign or surface marking and defined in Schedule 1 which is provided solely for the recharging of Electric Vehicles' batteries by means of a Charging Post;

"Motor Vehicle" means a mechanically propelled vehicle intended or adapted for use on Roads;

"Parking Attendant" means a person employed in accordance with Section 63A of the Act to carry out the functions therein;

"Parking Place" means an area of land specified by number and name in Columns 1 and 2 in Schedule 1;

"Parking Space" means any area of a Parking Place which is provided for the leaving of a Motor Vehicle or an Electric Vehicle and indicated by markings on the surface of the Parking Place;

“Penalty Charge Notice” means a notice issued and fixed to a Motor Vehicle by or on behalf of the Council in relation to a contravention of one or more of the provisions of this Order; and

“Registered Keeper” means the person or organisation recorded by the Driver and Vehicle Licensing Authority as being the legal keeper of the Motor Vehicle.

Except where otherwise stated, any reference in this Order to a numbered Article or Schedule is a reference to the Article or Schedule bearing that number in this Order.

- 2.2 Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, modified, re-enacted, replaced or supplemented by any subsequent enactment.
- 2.3 The prohibitions and restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any regulation made or having effect as if made under the Act or by or under any other enactment provided that where a prohibition or restriction which is imposed, varied or revoked by this Order is in conflict with a prohibition or restriction imposed by a previous Order, then the provision of this Order shall prevail.
- 2.4 Schedule 1 to this Order titled “Parking Places, Number and Name, Charging Hours, Days and Hours of Parking Place Operation, Maximum period for which vehicles may wait, Tariff and Disabled Persons’ Parking Places” is hereby incorporated into “The Inverclyde Council (Off-Street Parking Places) Order 2013.”
- 2.5 The Interpretation Act 1978 (as amended) shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament

3.0 Use of Electric Vehicle Parking Spaces

- 3.1 Each Electric Vehicle Parking Space may be used, subject to the following provisions of this Order, as a parking space solely for the recharging of Electric Vehicles’ batteries by means of a Charging Post, in such positions, on such days and during such hours as are specified in relation to that Parking Place in Schedule 1;
- 3.2 At all times whilst an Electric Vehicle is waiting in an Electric Vehicle Parking Space, the driver shall cause that vehicle to be connected via a recharging lead to the Charging Post installed in respect of the Electric Vehicle Parking Space;
- 3.3 Every Electric Vehicle waiting in an Electric Vehicle Parking Space shall be caused to stand so that every part of the Electric Vehicle is within the marked limits of the Electric Vehicle Parking Space;
- 3.4 Where, within a Parking Place, there is a sign or surface marking which indicates that the Electric Vehicle Parking Space is available only for use by Electric Vehicles, for the purpose of recharging of Electric Vehicles’ batteries, the driver of a Motor Vehicle shall not permit the Motor Vehicle to wait in that Electric Vehicle Parking Space;

3.5 When a Motor Vehicle or Electric Vehicle is left in an Electric Vehicle Parking Space in contravention of any of the provisions of this Order, the Registered Keeper will become liable for a penalty charge and a police constable in uniform, a Parking Attendant or an Authorised Person may affix a Penalty Charge Notice to such Motor Vehicle or Electric Vehicle and, subsequently, may remove or arrange for the removal of such Motor Vehicle or Electric Vehicle from that Electric Vehicle Parking Space.

4.0 Exemptions to Restrictions

4.1 The maximum duration of stay for the parking of Motor Vehicles in any Parking Place specified in Schedule 1 shall be as set out in Column 3 of Schedule 2 to this Order;

4.2 Notwithstanding Article 4.1 of this Order, an Electric Vehicle waiting in an Electric Vehicle Parking Space shall be exempt from the maximum duration of stay specified in Column 3 of Schedule 2;

4.3 The display of ticket/parking disc requirements for the parking of Motor Vehicles in any Parking Place specified in Schedule 1 shall be as set out in Column 5 of Schedule 2;

4.4 Notwithstanding Article 4.3 of this Order, an Electric Vehicle waiting in an Electric Vehicle Parking Space shall be exempt from the display of ticket/parking disc requirements specified in Column 5 of Schedule 2.

5.0 Other Provisions

5.1 The Driver of an Electric Vehicle using an Electric Vehicle Parking Space shall stop the engine as soon as the Electric Vehicle is in an Electric Vehicle Parking Space in the Parking Place, and shall not start the engine except when about to change the position of the Electric Vehicle in the Parking Place or depart from the Parking Place;

5.2 Unless authorised in writing by the Council no person shall use an Electric Vehicle or anything towed by an Electric Vehicle when it is within a Parking Place, to offer for sale any goods or other article including an Electric Vehicle to persons in or near the Parking Place or offer for sale or hire his skill or services or for the purpose of any exhibition, or for plying for hire. No notices or advertising material of any description shall be placed by any person on Electric Vehicles parked within the Parking Place except as authorised by the Council;

5.3 No person shall use any part of a Parking Place or any Electric Vehicle left in a Parking Place:

- (a) for sleeping between 11pm and 7am or cooking; or
- (b) for the purpose of washing or servicing any Electric Vehicle or part thereof other than is reasonably necessary to enable that Electric Vehicle to depart from the Parking Place;

- 5.4 No person shall use the Parking Place for the purpose of splitting loads or transferring plant between Electric Vehicles and/or Motor Vehicles or for loading or unloading goods in association with a commercial concern;
- 5.5 While an Electric Vehicle is within a Parking Place it shall not be lawful for the Driver of the Electric Vehicle, or for any person employed in connection therewith, to ply for hire or to accept passengers for hire either directly or via any means of communication;
- 5.6 The Driver of an Electric Vehicle using a Parking Place shall not sound any horn or other similar instrument except when about to change the position of the Electric Vehicle in the Parking Place or depart from the Parking Place;
- 5.7 The Driver of any Electric Vehicle in a Parking Place shall comply with any instructions given, whether orally by an Authorised Person or Parking Attendant, by direction signs or by surface markings or in any other manner as to the route to be followed within the Parking Place;
- 5.8 (a) A Driver shall not park an Electric Vehicle on any Parking Space indicated by appropriate markings as being reserved for official use.
- (b) In the absence on any such Parking Space of surface markings, signs or otherwise, a Driver of an Electric Vehicle shall park the Electric Vehicle as directed by an Authorised Person or Parking Attendant;
- 5.9 When an Electric Vehicle is left in a Parking Place in contravention of any of the provisions contained in this Order, an Authorised Person or Parking Attendant or any person acting on the instructions of such an Authorised Person or Parking Attendant, may remove the Electric Vehicle or arrange for it to be removed from that Parking Place;
- 5.10 In an emergency, an Authorised Person or Parking Attendant or a police constable in uniform may alter or cause to be altered the position of an Electric Vehicle in a Parking Place or remove or arrange for the removal of an Electric Vehicle from a Parking Place;
- 5.11 Any person altering or causing the alteration of the position of an Electric Vehicle by virtue of Article 5.9 or 5.10 or removing or causing the removal of an Electric Vehicle by virtue of Articles 5.9 or 5.10 may do so by towing or driving the Electric Vehicle or in such other manner as he may think reasonably necessary to enable the position of the Electric Vehicle to be altered or the Electric Vehicle to be removed;
- 5.12 Any person removing or arranging for the removal of an Electric Vehicle by virtue of Articles 5.9 or 5.10 shall make such arrangements as he considers to be reasonably necessary for the safety of the Electric Vehicle in the place to which it is removed;
- 5.13 Where the Driver of an Electric Vehicle is alleged by the Council to have failed to comply with this Order, the Registered Keeper of the Electric Vehicle shall, if requested by an Authorised Person or Parking Attendant, give such information as he is able as to the identity and whereabouts of the Driver; and
- 5.14 The Council may, as respects an Electric Vehicle which has been removed from a Parking Place in pursuance of Article 5.9, if it appears to have been

abandoned, sell or otherwise dispose of the Electric Vehicle after having made reasonable enquiry to ascertain the name and address of the Registered Keeper of the Electric Vehicle in accordance with the procedure set out in the Refuse Disposal (Amenity) Act 1978 (as amended).

This Order and the two Schedules annexed hereto are sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by ##

DRAFT

SCHEDULE 1

SCHEDULE 3

PARKING PLACES, NUMBER AND NAME, CHARGING HOURS, DAYS AND HOURS OF PARKING PLACE OPERATION, MAXIMUM PERIOD FOR WHICH VEHICLES MAY WAIT, TARIFF AND DISABLED PERSONS' PARKING PLACES

Parking Places Operational at all times

PARKING PLACE REFERENCE NUMBER	NAME OF PARKING PLACE	CHARGING HOURS OF PARKING PLACE	MAXIMUM PERIOD FOR WHICH MOTOR VEHICLES MAY WAIT	TARIFF	DISABLED PERSONS' PARKING SPACES (No.)	ELECTRIC VEHICLE PARKING SPACES (No)
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
25	Barr's Brae	08:00-18:00 Mon-Sat	24 hours	A	1	
9	Bruce Street	08:00-18:00 Mon-Sat	24 hours	A	3	
12	Buccleugh Street	08:00-18:00 Mon-Sat	24 hours	A	1	
11	Bullring	08:00-18:00 Mon-Fri	24 hours	D	4	
13	Cathcart Street West	08:00-18:00 Mon-Fri	24 hours	C	4	2
14	Cathcart Street East	08:00-18:00 Mon-Fri	24 hours	D	1	
2	Cloch Road	08:00-18:00 Mon-Sat	24 hours	A	0	

PARKING PLACE REFERENCE NUMBER	NAME OF PARKING PLACE	CHARGING HOURS OF PARKING PLACE	MAXIMUM PERIOD FOR WHICH MOTOR VEHICLES MAY WAIT	TARIFF	DISABLED PERSONS' PARKING SPACES (No.)	ELECTRIC VEHICLE PARKING SPACES (No)
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
4	Cove Road	08:00-18:00 Mon-Sat	24 hours	A	0	
22	East Road	08:00-18:00 Mon-Sat	24 hours	A	0	
19	Fore Street	08:00-18:00 Mon-Sat	24 hours	A	8	2
1	Fran Terrace	08:00-18:00 Mon-Sat	24 hours	A	0	
7	Hastie Street	08:00-18:00 Mon-Fri	24 hours	D	4	
21	Highholm Avenue	08:00-18:00 Mon-Sat	24 hours	A	8	
3	Kempock Street	08:00-18:00 Mon-Sat	24 hours	A	2	
24	Lochwinnoch Road	08:00-18:00 Mon-Sat	24 hours	A	6	2
5	Manor Crescent	08:00-18:00 Mon-Sat	24 hours	A	0	
20	Princes Street	08:00-18:00 Mon-Sat	24 hours	B	6	
8	Roslin Street	08:00-18:00 Mon-Fri	24 hours	D	0	

PARKING PLACE REFERENCE NUMBER Column 1	NAME OF PARKING PLACE Column 2	CHARGING HOURS OF PARKING PLACE Column 3	MAXIMUM PERIOD FOR WHICH MOTOR VEHICLES MAY WAIT Column 4	TARIFF Column 5	DISABLED PERSONS' PARKING SPACES (No.) Column 6	ELECTRIC VEHICLE PARKING SPACES (No) Column 7
10	Roxburgh Street	08:00-18:00 Mon-Sat	24 hours	A	0	
18	Shore Street	08:00-18:00 Mon-Sat	24 hours	A	11	
16	Station Avenue East	08:00-18:00 Mon-Fri	24 hours	D	2	
15	Station Avenue West	08:00-18:00 Mon-Fri	24 hours	D	2	
23	Station Road	08:00-18:00 Mon-Sat	24 hours	A	1	
6	West Stewart Street	08:00-18:00 Mon-Fri	24 hours	D	2	
17	William Street	08:00-18:00 Mon-Sat	24 hours	A	1	
26	Waterfront	08:00-18:00 Mon-Fri	24 hours	A	2	
27	Cinema	08:00-18:00 Mon-Fri	24 hours	C	2	

SCHEDULE 2

SCHEDULE 4

SCALE OF PARKING CHARGES APPLICABLE DURING THE HOURS OF OPERATION FOR PARKING PLACES SPECIFIED IN SCHEDULE 3

TARIFF	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
A		Free	24 hours	n/a	None	n/a
B		Free	2 hours (3 hours for Disabled Person's Badge holders)	1 hour	None	n/a
C		Free	3 hours (3 hours for Disabled Person's Badge holders)	1 hour	Parking Disc	n/a
D		£1.00 per calendar day (Free for Disabled Person's Badge holders)	One calendar day	n/a	Ticket	Multiple stays in one calendar day, using the same ticket, are permitted in any Parking Place listed as D in Column 5 of Schedule 3 to this Order

Report To: THE INVERCLYDE COUNCIL **Date:** 8 OCTOBER 2015

Report By: CORPORATE DIRECTOR,
ENVIRONMENT, REGENERATION &
RESOURCES **Report No:** LP/131/15

Contact Officer: CAROLINE SHAW **Contact No:** 01475 712115

Subject: PROPOSED TRAFFIC REGULATION ORDER – DISABLED
PERSONS’ PARKING PLACES (ON-STREET) ORDER NO. 1 2015

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment & Regeneration Committee.

2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee held on 3 September 2015 after consideration of a Report by the Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – The Inverclyde Council, Disabled Persons’ Parking Places (On-Street) Order No. 1 2015 recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council, Disabled Persons’ Parking Places (On-Street) Order No. 1 2015, all as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix 1

Gerard Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 The provision of on-street parking places for use by disabled drivers, who are the holders of a Disabled Person's Badge, is regulated by The Disabled Persons' Parking Places (Scotland) Act 2009. Inverclyde Council is required to promote a Traffic Regulation Order to regulate the use of such parking places.
- 4.3 The Council is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

5.0 IMPLICATIONS

Finance

- 5.1 There are no financial implications arising from this report.

Legal

- 5.2 There are no legal implications arising from this report.

Human Resources

- 5.3 There are no HR implications arising from this report.

Equalities

- 5.4 There are no equalities implications arising from this report.

Repopulation

- 5.5 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Head of Legal and Property Services and at Central Library, Port Glasgow Library, Gourock Library and Inverkip & Wemyss Bay Library.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 None.

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES
(ON-STREET) ORDER NO. 1 2015
TRAFFIC REGULATION ORDER

DRAFT

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES (ON-STREET)
ORDER NO. 1 2015

The Inverclyde Council in exercise of the powers conferred on them by Sections 32(1) of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act hereby make the following Order.

1. This Order may be cited as "The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order No. 1 2015" and shall come into operation on #####.
2. In this Order the following expressions have the meanings hereby assigned to them
 - "Council" means The Inverclyde Council or its successors as Roads Authority;
 - "disabled person's badge" means:
 - (a) a badge issued under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (as amended);
 - (b) a badge issued under a provision of the law of Northern Ireland corresponding to that section; or
 - (c) a badge issued by any member State other than the United Kingdom for purposes corresponding to the purposes for which badges under that section are issued;and has not ceased to be in force.
 - "disabled person's vehicle" means a vehicle lawfully displaying a disabled person's badge;
 - "parking attendant" means a person employed in accordance with Section 63A of the Act to carry out the functions therein;
 - "parking place" means a place where a vehicle, or vehicles of any class, may wait i.e. the area of land specified in the Schedule for which the use as a parking place has been authorised by the Council under Section 32(1) of the Act;
 - "traffic sign" means a sign prescribed or authorised under Section 64 of the Act;
 - "vehicle" unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power;
3. Each area of road which is described in the Schedule and plans relative to this Order is hereby designated as a parking place.
4. The parking places designated in this Order shall only be used for the leaving of disabled persons' vehicles displaying a valid disabled person's badge.

5. The limits of each parking place designated in this Order shall be indicated on the carriageway as prescribed by The Traffic Signs Regulations and General Directions 2002.
6. Every vehicle left in any parking place designated in this Order shall stand such that no parking place is occupied by more than one vehicle and that every part of the vehicle is within the limits of the parking place provided that, where the length of a vehicle precludes compliance with this paragraph, such vehicle shall be deemed to be within the limits of a parking place if;
 - i. the extreme front portion or, as the case may be, the extreme rear portion of the vehicle is within 300mm of an indication on the carriageway provided under this Order in relation to the parking place; and
 - ii. the vehicle, or any part thereof, is not within the limits of any adjoining parking place.
7. Any person duly authorised by the Council or a police officer in uniform or a traffic warden or parking attendant may move or cause to be moved in case of any emergency, to any place they think fit, vehicles left in a parking place.
8. Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever such suspension is considered reasonably necessary:
 - i. for the purpose of facilitating the movement of traffic or promoting its safety;
 - ii. for the purpose of any building operation, demolition, or excavation in or adjacent to the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe, apparatus for the supply of gas, water electricity or of any telecommunications apparatus, traffic sign or parking meter;
 - iii. for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwellinghouse to another or the removal of furniture from such premises to a depository or to such premises from a depository;
 - iv. on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
 - v. for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions.
9. A police officer in uniform may suspend for not longer than twenty four hours the use of a parking place or part thereof whenever such suspension is considered reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.

10. **This Order insofar as it relates to the parking places to be revoked (R) and amended, as specified in the Schedule to this Order, partially revokes and amends The Inverclyde Council On-Street Parking Places (Without Charges) Order Nos: 02/1999 and 01/2002 and The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order Order No: 02/2011 and 01/2012 respectively.**

Sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by ##

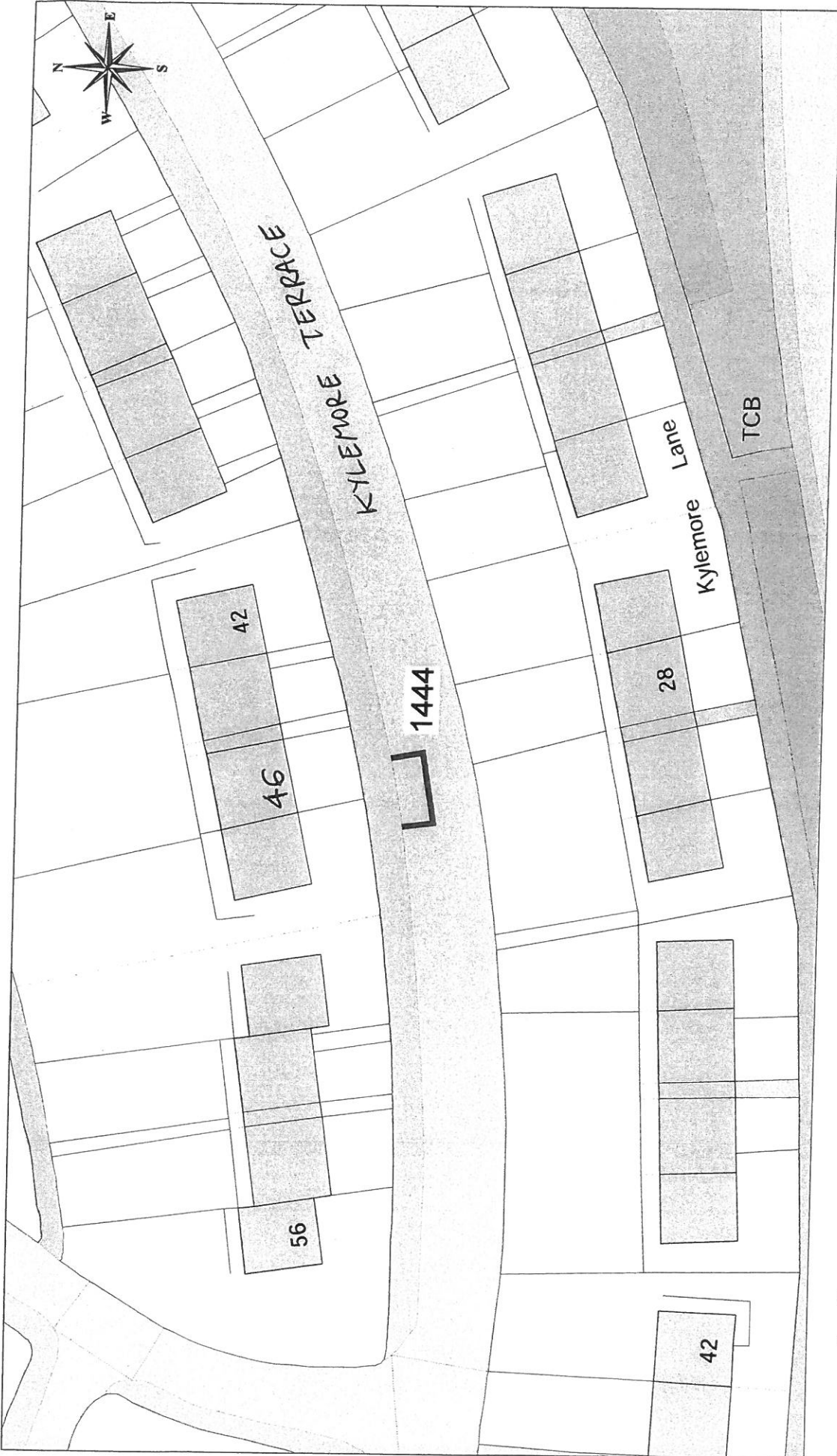
DRAFT

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES
(ON-STREET) ORDER NO. 1 2015

**Statement of Reasons for Proposing to Make
the above Order**

It is considered necessary in order to comply with The Disabled Persons' Parking Places (Scotland) Act 2009, Section 5, to make the above Order to provide assistance for disabled persons who hold a badge under the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 as amended and by revoking those parking places no longer required to maximise street parking capacity.

Ian Moffat
Head of Environmental & Commercial Services
1 Ingleston Park
Cartsburn Street
GREENOCK
PA15 4UE

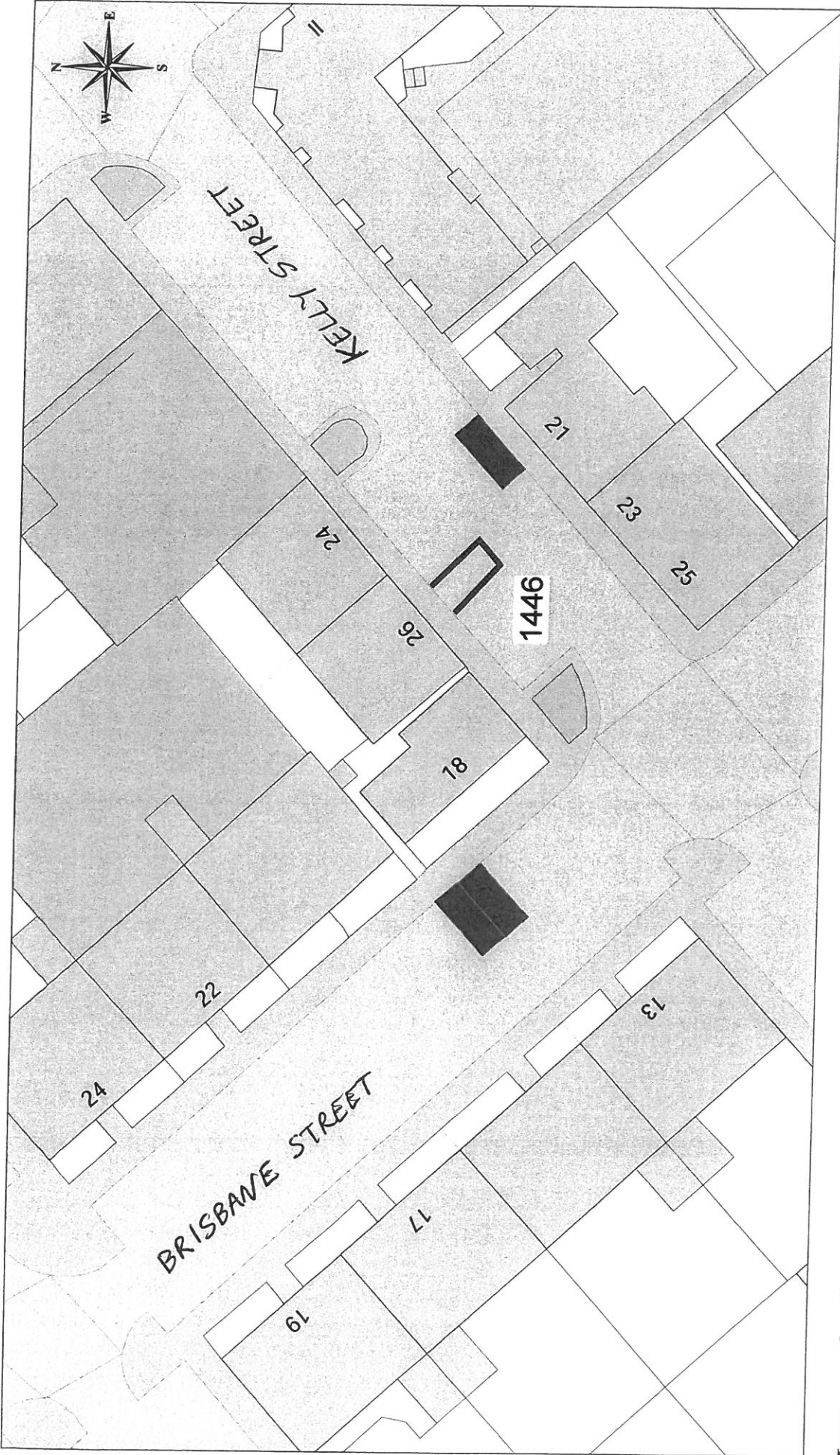
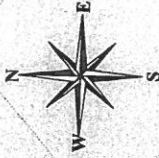


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Inverclyde
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Regeneration & Environment
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Tel: 01475 712712
Fax: 01475 712631
aubrey.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
46 KYLEMORE TERRACE, GREENOCK
PLACE No. 1444

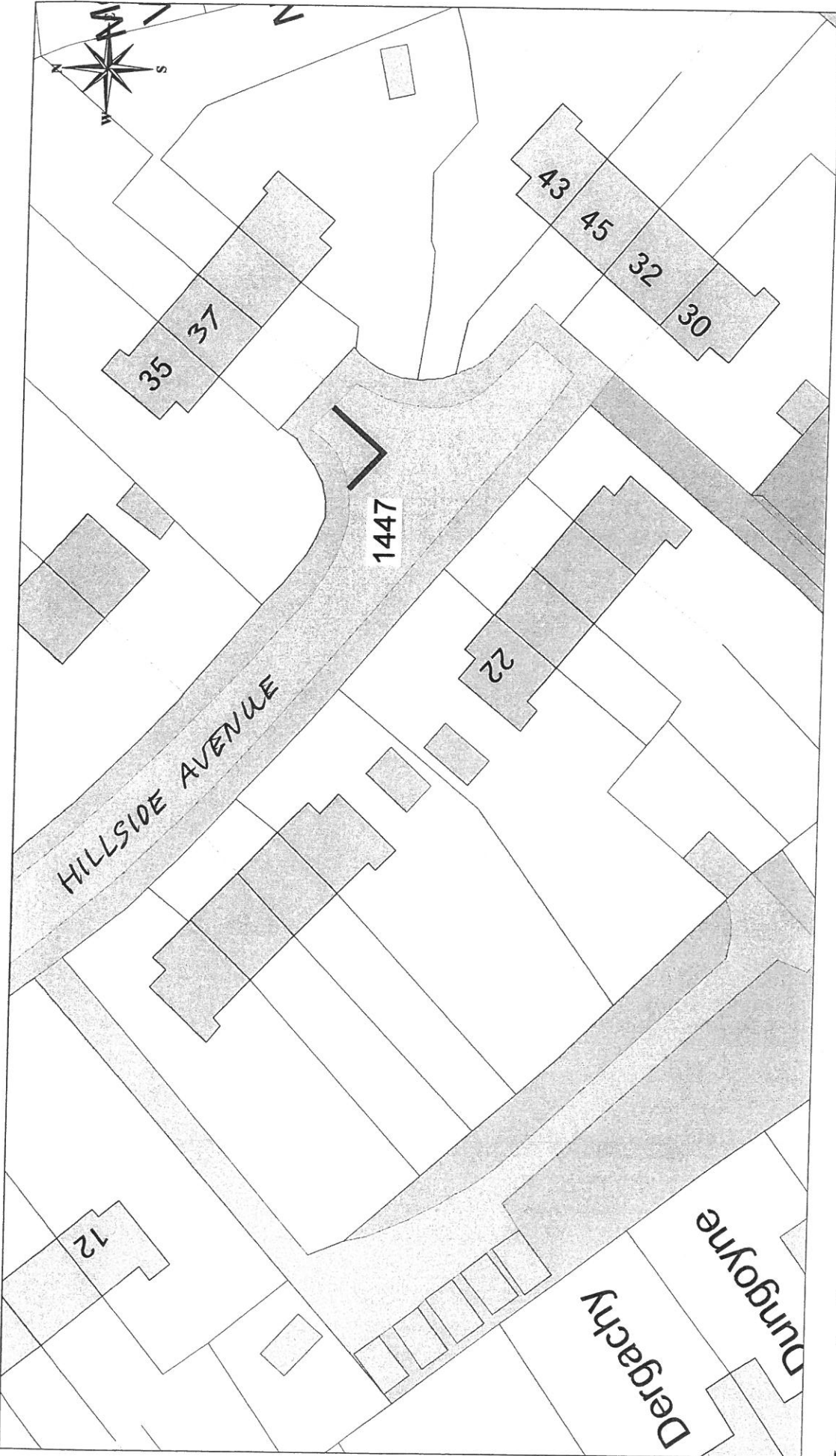


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DISABLED PERSONS' PARKING PLACE
26 KELLY STREET, GREENOCK
PLACE No. 1446

Inverclyde
council
Environmental Services

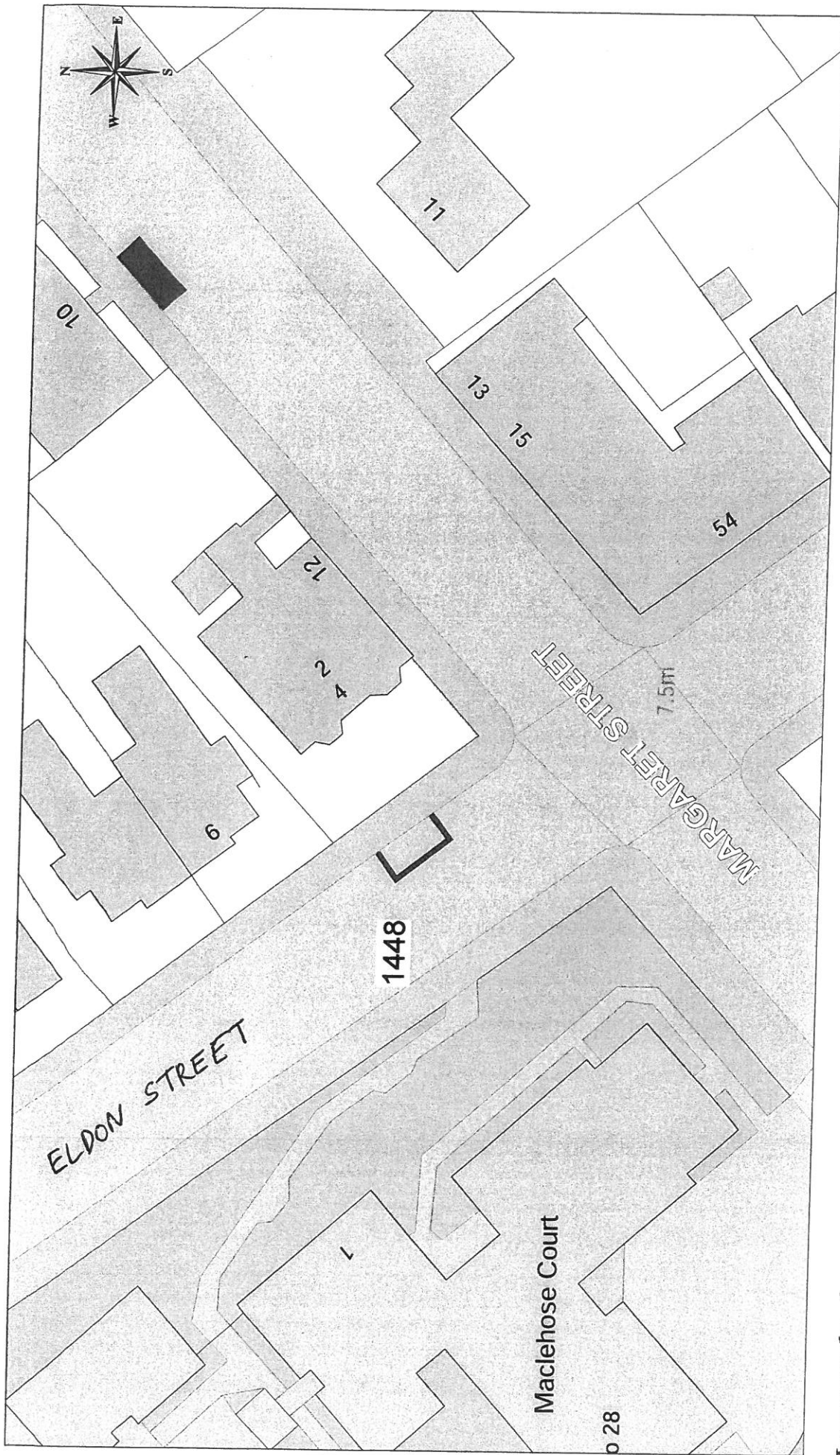
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DISABLED PERSONS' PARKING PLACE
37 HILLSIDE AVENUE, KILMACOLM
PLACE No. 1447

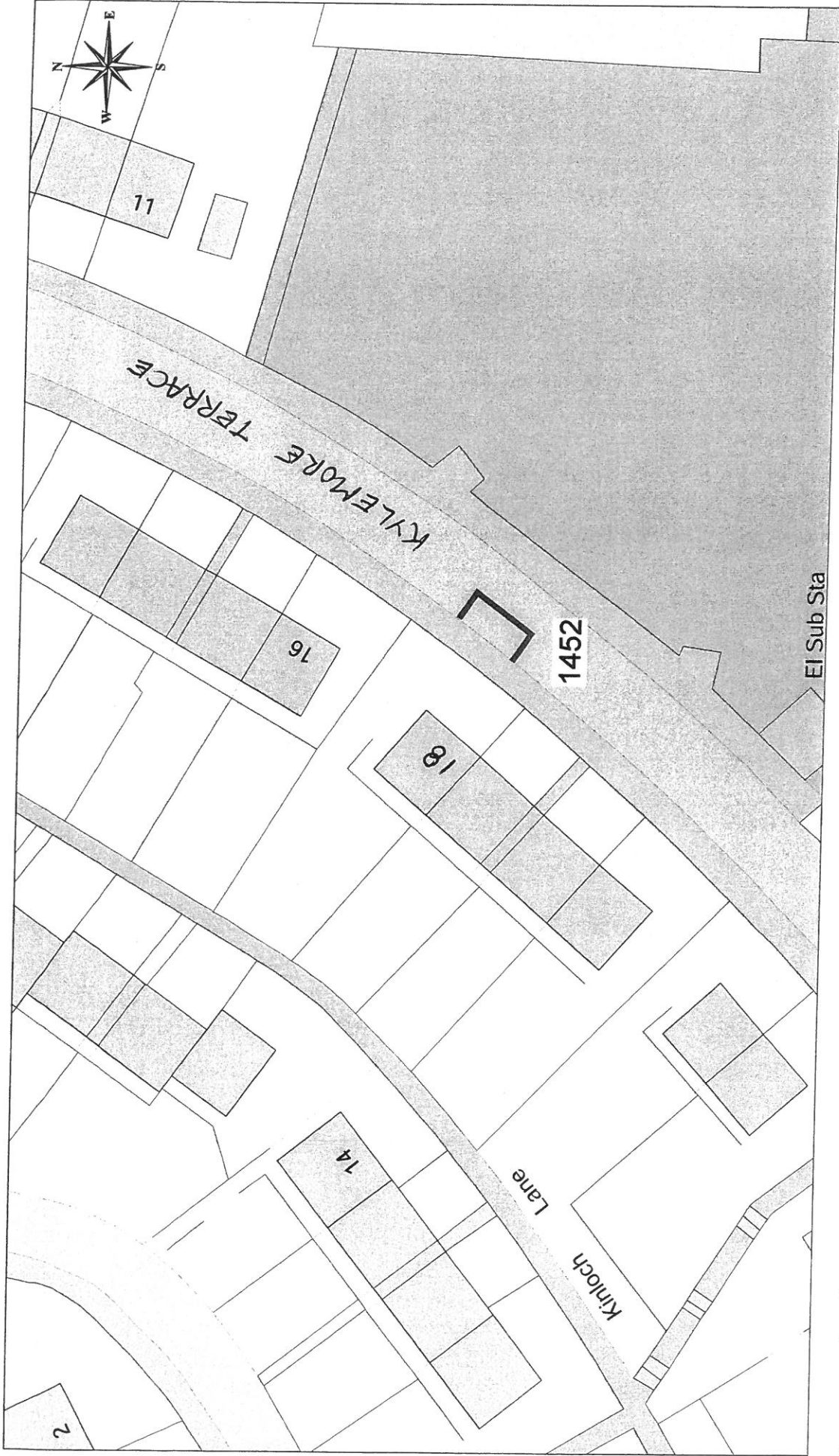
Inverclyde
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DISABLED PERSONS' PARKING PLACE
2 ELDON STREET, GREENOCK
PLACE No. 1448

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DISABLED PERSONS' PARKING PLACE
18 KYLEMORE TERRACE, GREENOCK
PLACE No. 1452

Inverclyde
 council

Environmental Services

Regeneration & Environment
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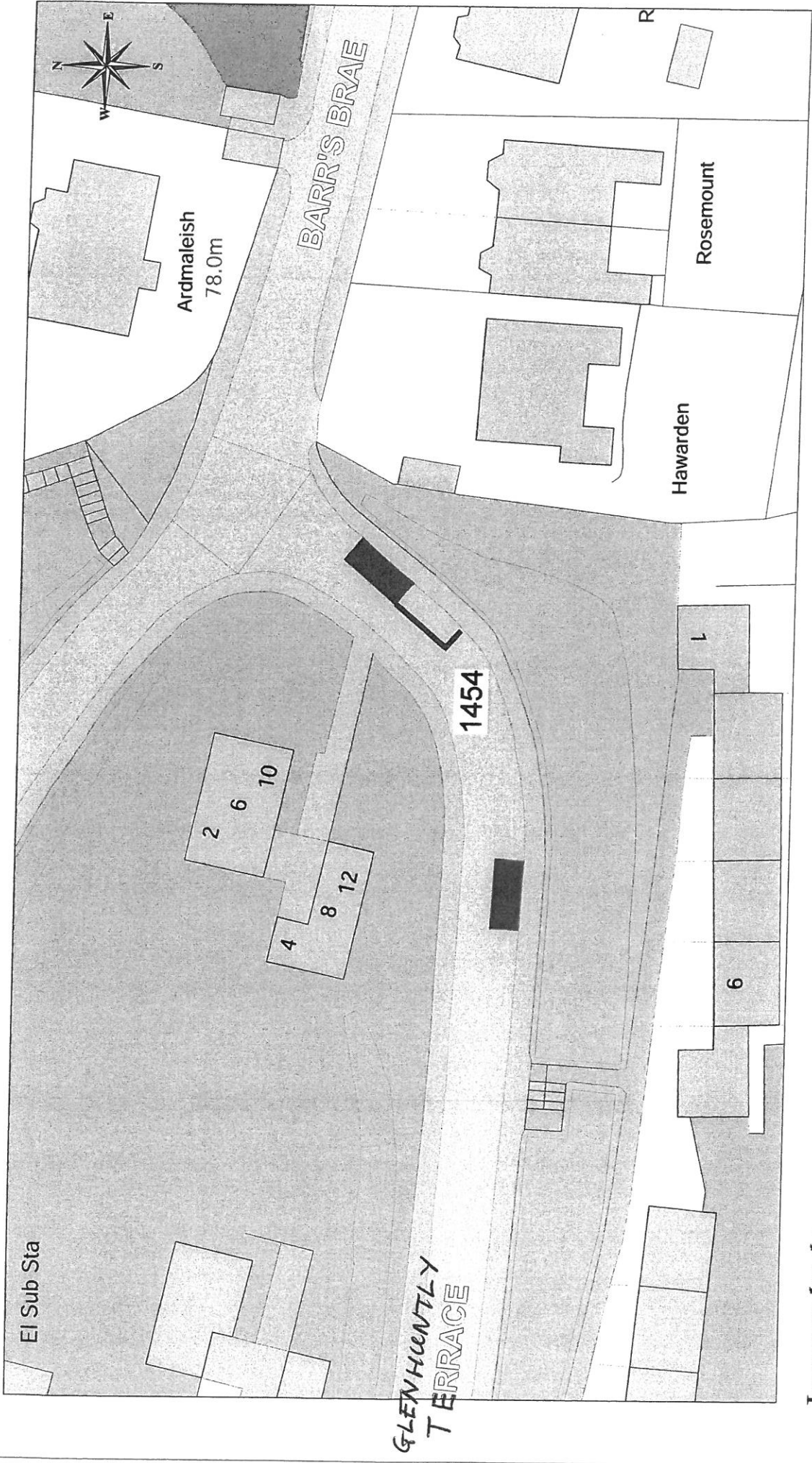


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DISABLED PERSONS' PARKING PLACE
 16 EAST BARMOSS AVENUE, PORT GLASGOW
 PLACE No. 1453

Inverclyde
 council
 Environmental Services

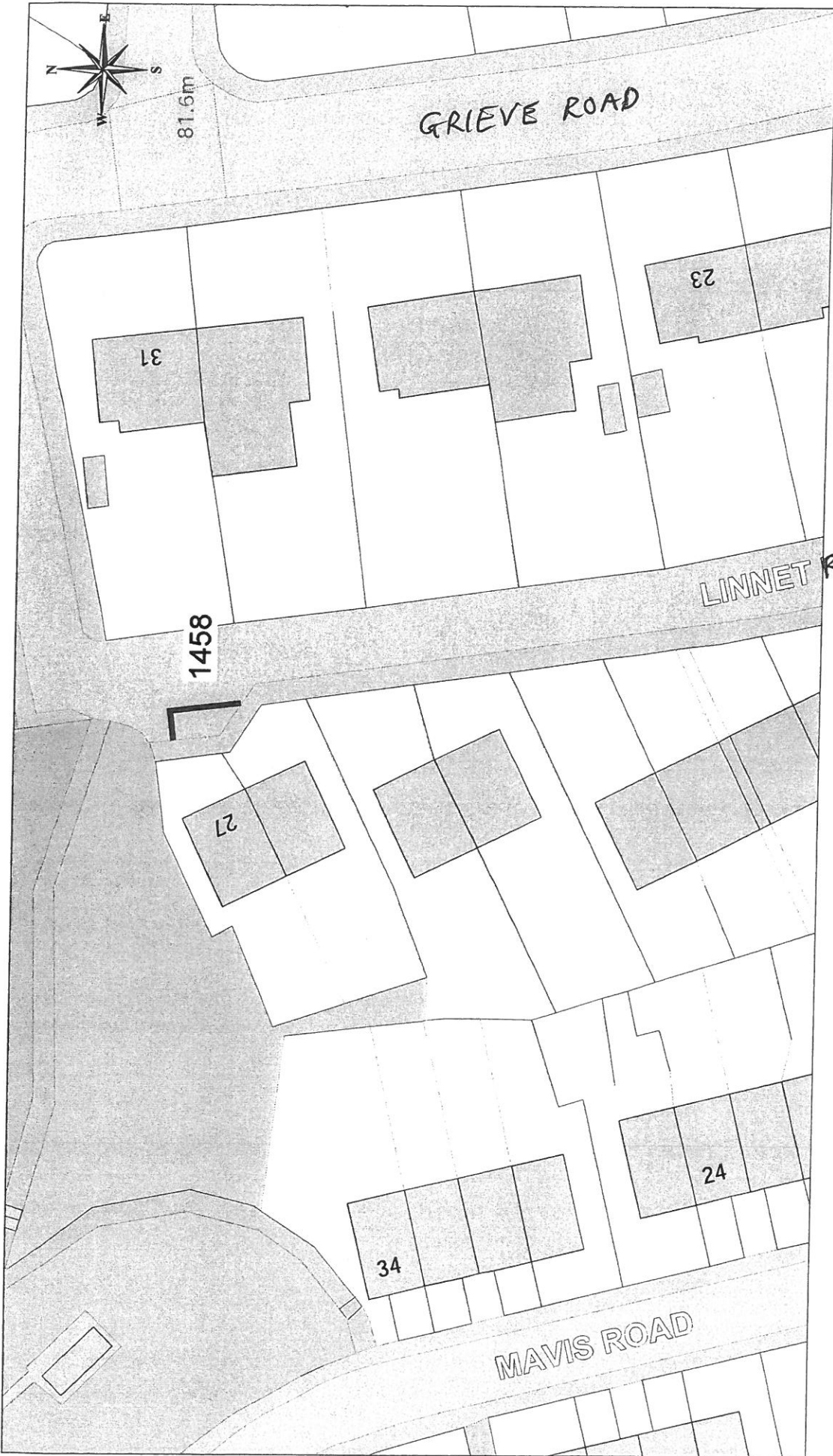
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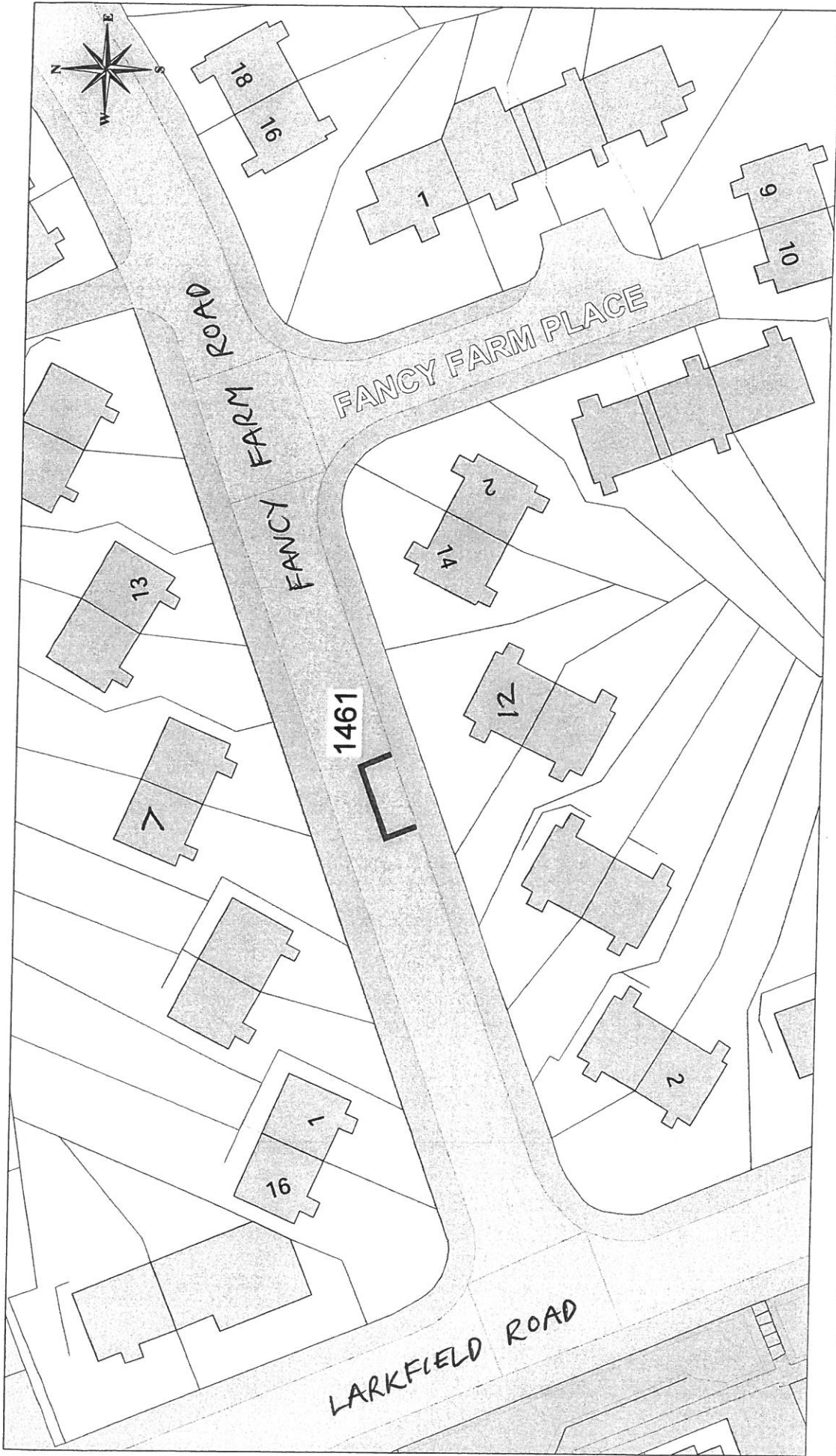
DISABLED PERSONS' PARKING PLACE
 10 GLENHUNTLY TERRACE, PORT GLASGOW
 PLACE No. 1454

Inverclyde
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DISABLED PERSONS' PARKING PLACE
 25 LINNET ROAD, GREENOCK
 PLACE No. 1458

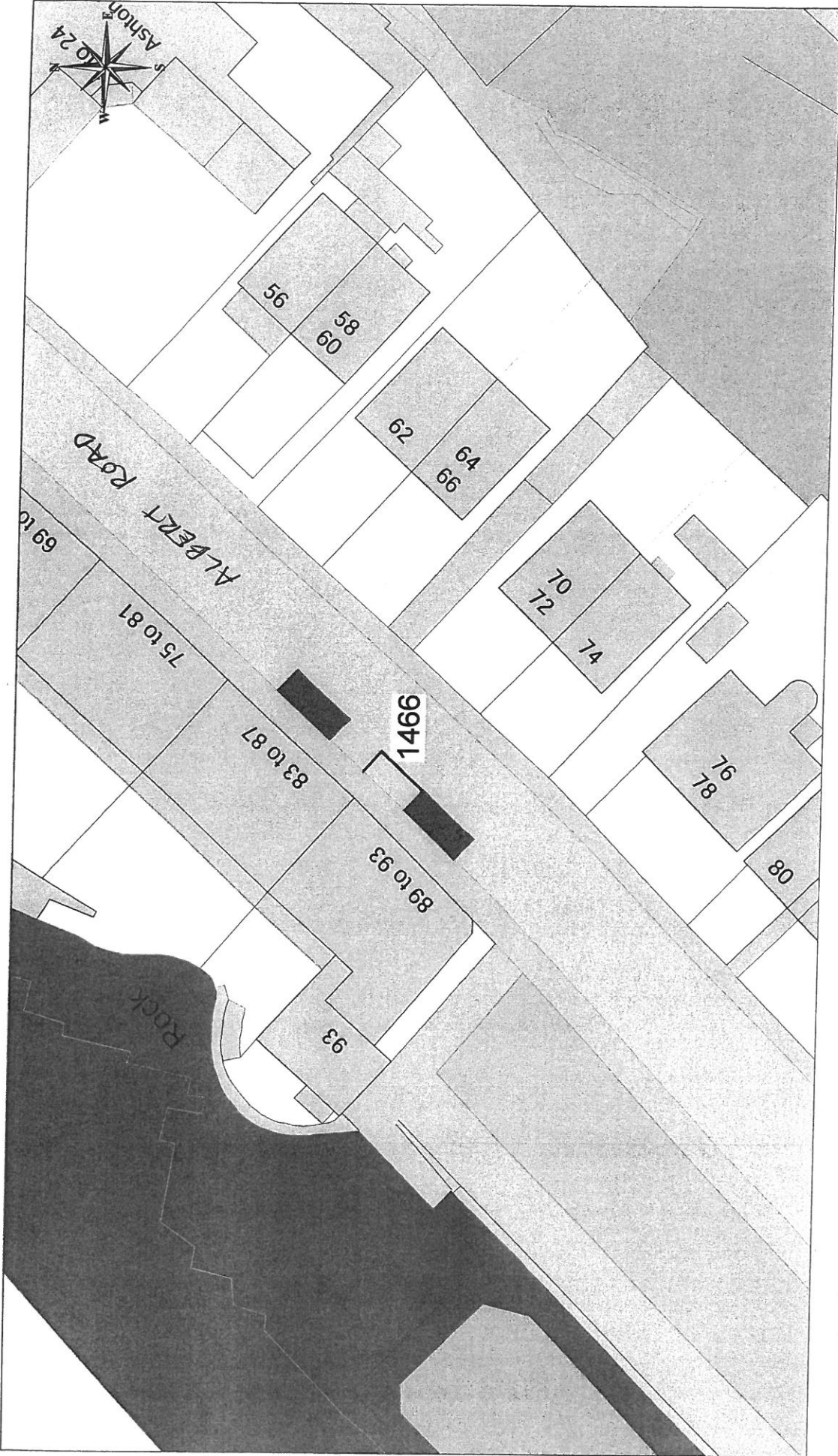
Inverclyde
 council
Environmental Services
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DISABLED PERSONS' PARKING PLACE
12 FANCY FARM ROAD, GREENOCK
PLACE No. 1461

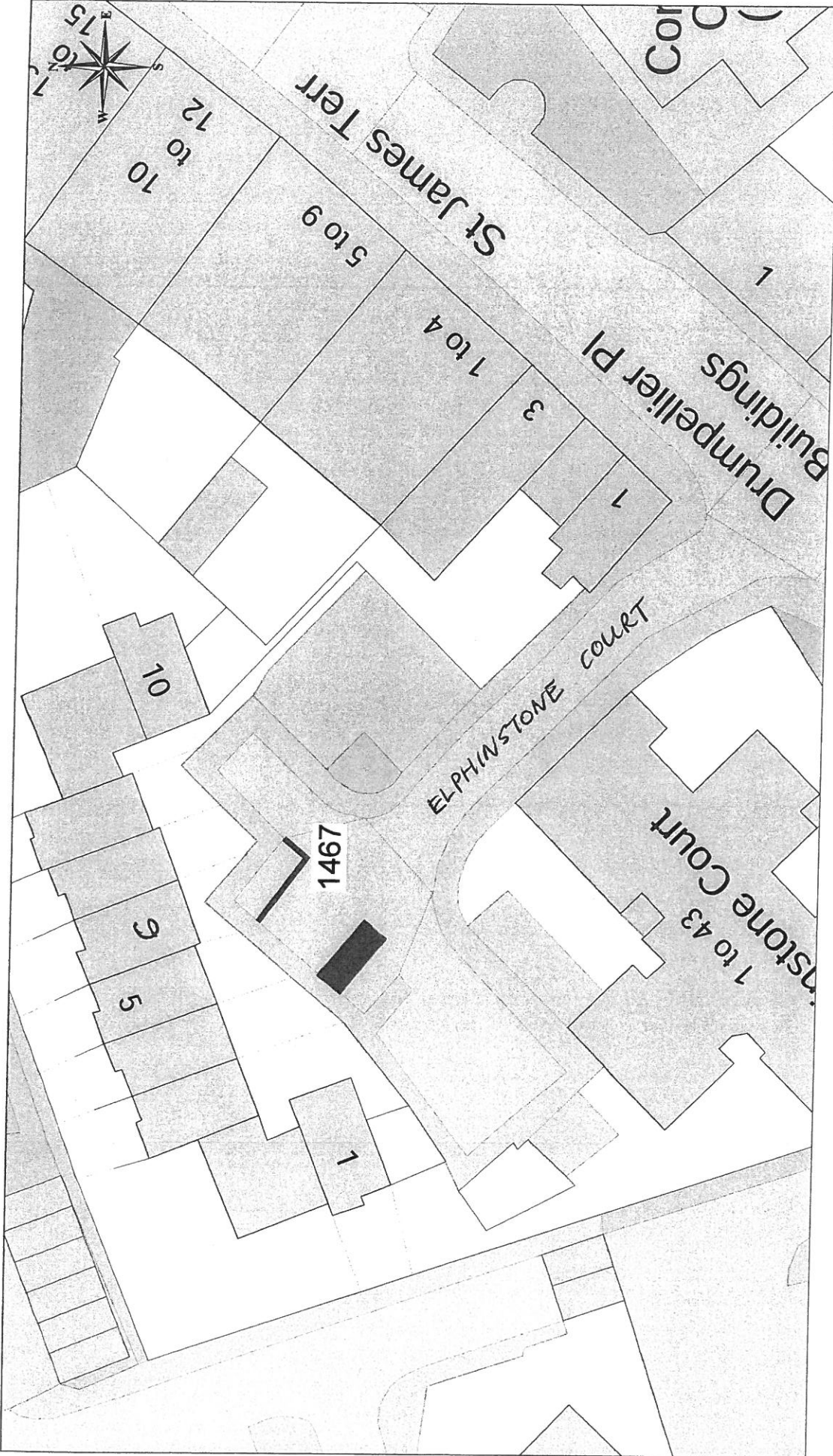
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DISABLED PERSONS' PARKING PLACE
91 ALBERT ROAD, GOUROCK
PLACE No. 1466

Inverclyde
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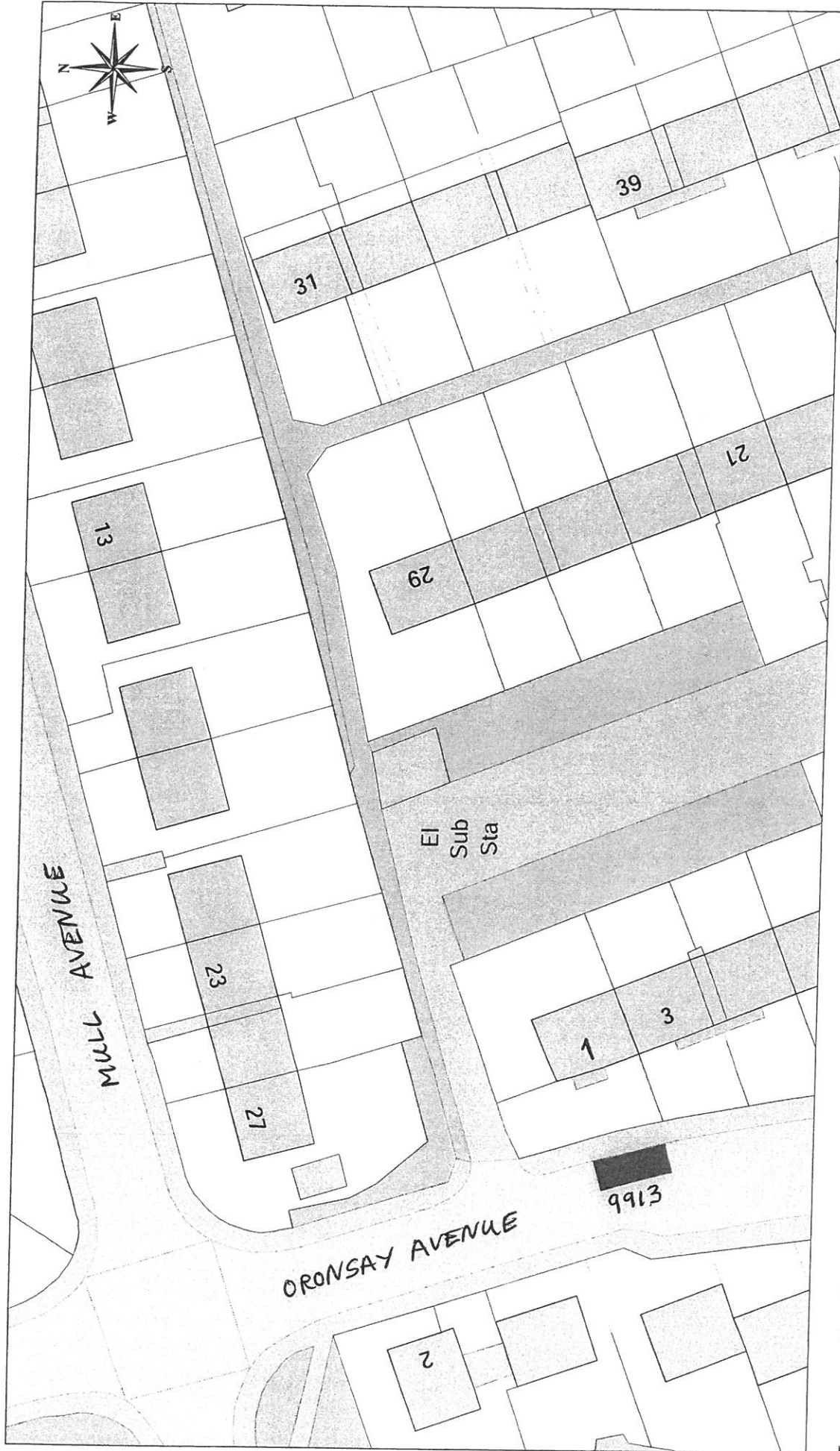
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aubrey.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
6 ELPHINSTONE MEWS, KILMACOLM
PLACE No. 1467



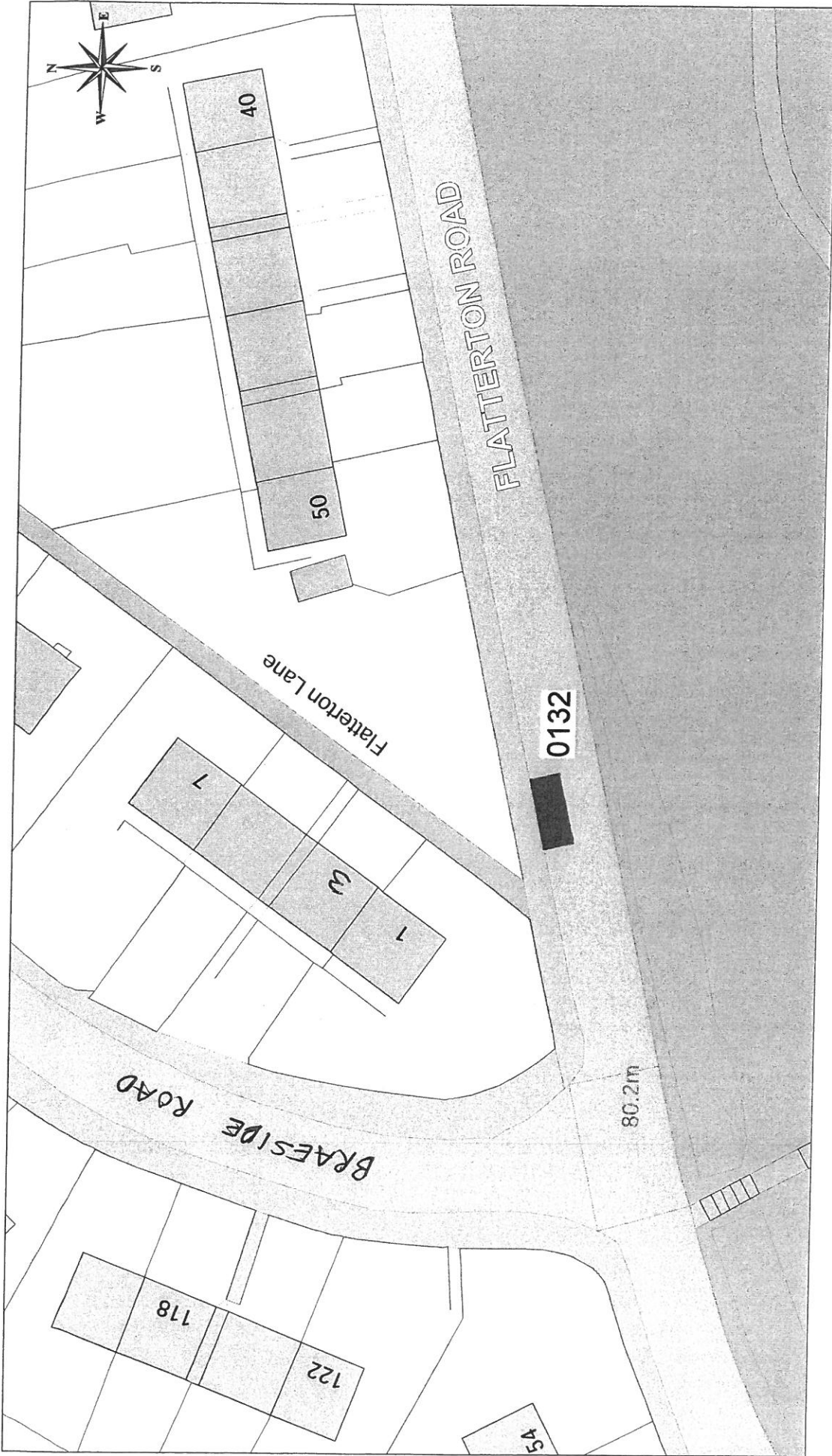
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**DISABLED PERSONS' PARKING PLACE
1 ORONSAY AVENUE, PORT GLASGOW
PLACE No. 9913 REVOCATION**

Inverclyde
council
Environmental Services

Regeneration & Environment
Corporate Director: Aubrey Fawcett

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Inverclyde
council
Environmental Services

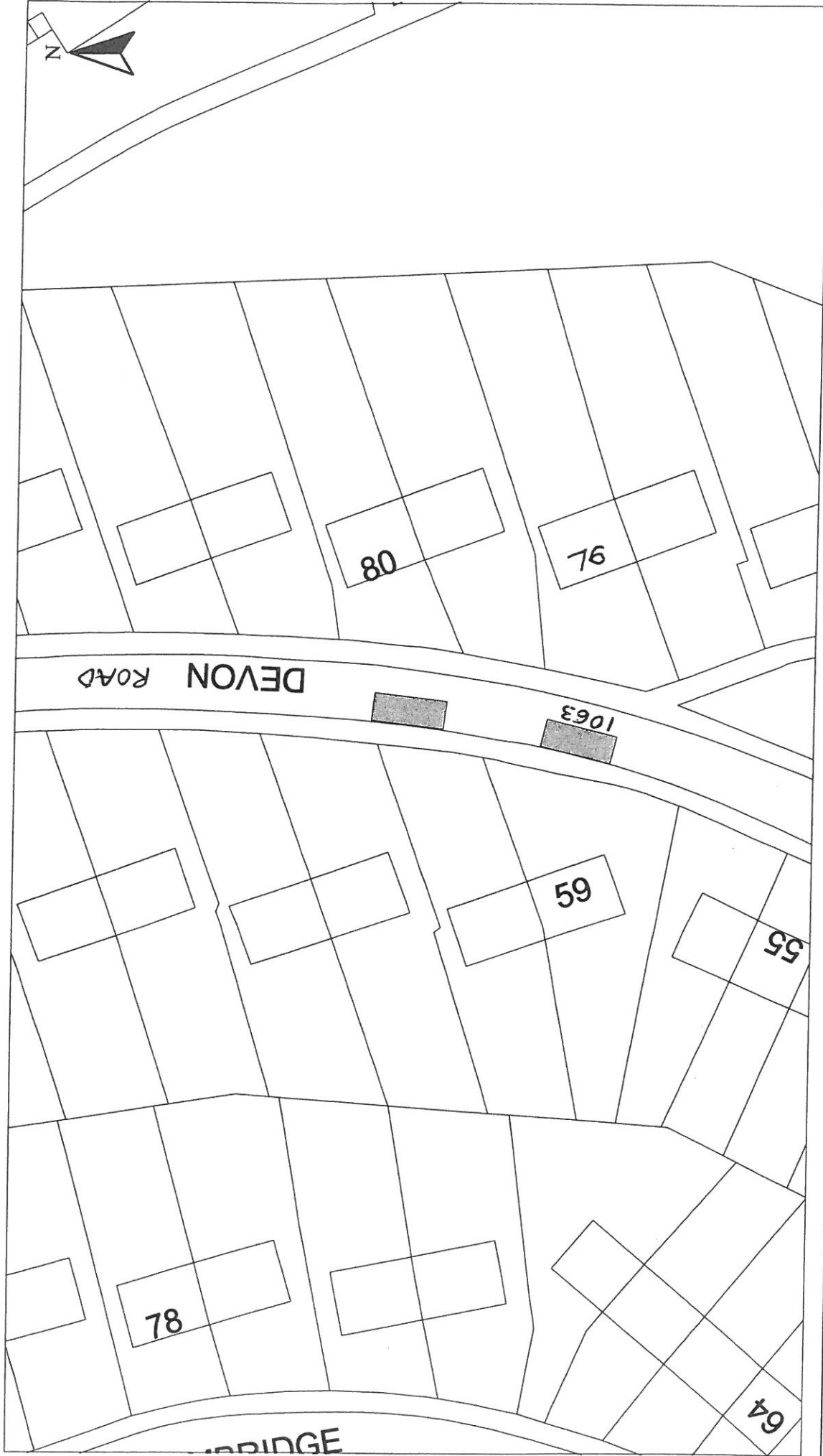
Regeneration & Environment
Corporate Director: Aubrey Fawcett


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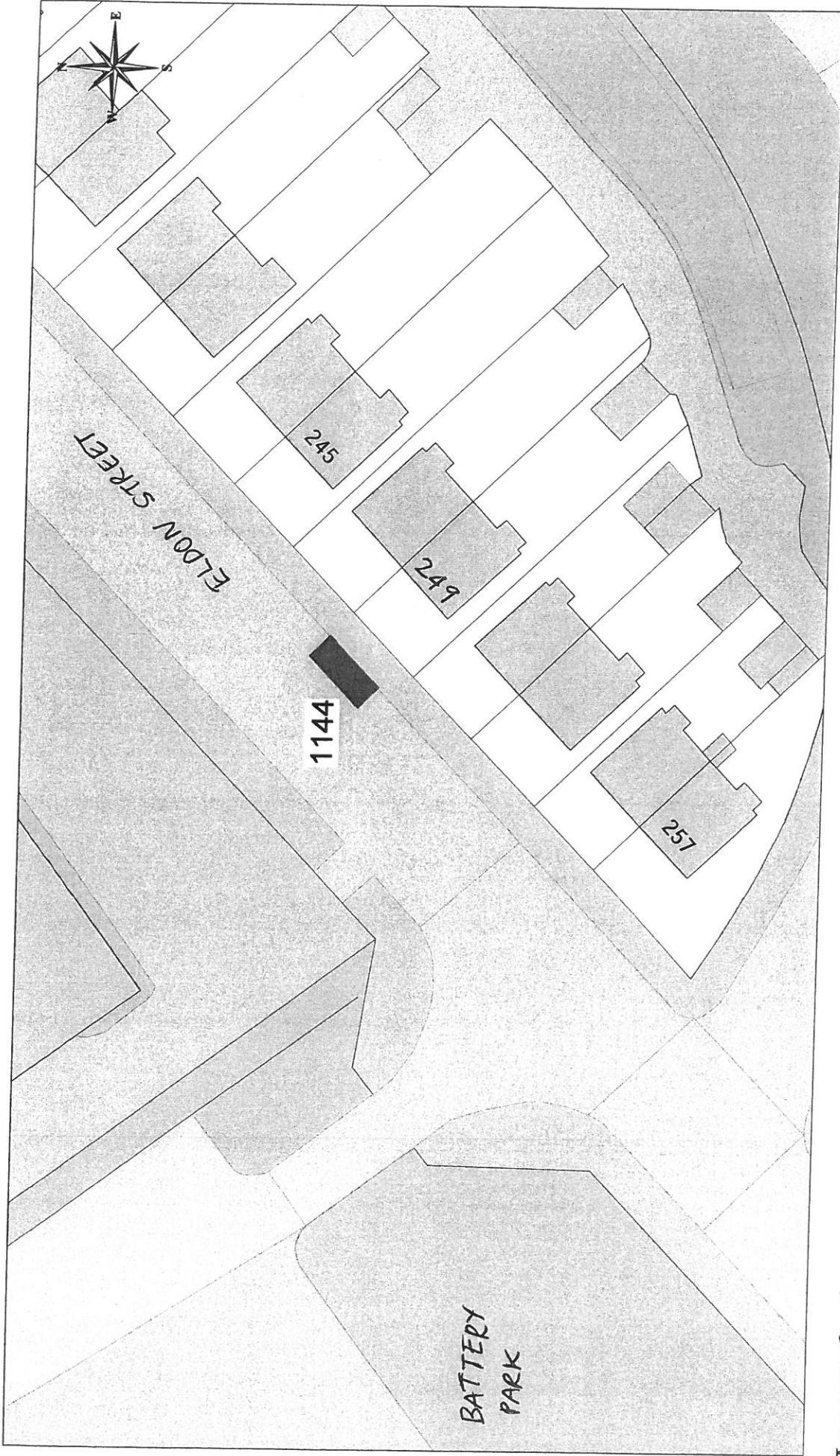
DISABLED PERSONS' PARKING PLACE
3 FLATTERTON LANE, GREENOCK
PLACE No. 0132 REVOCATION



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Disabled Bays	HEAD OF SERVICE IAN MOFFAT 71 EAST HAMILTON STREET GREENOCK, PA15 2UA	Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may result in prosecution or legal proceedings.  Licence No. LA03097L	DISABLED PERSONS' PARKING PLACE 59 DEVON ROAD, GREENOCK PLACE No. 1063 REVOCATION	Scale : 1:500 Prepared by : R. MACKAY Drawn by : R. MACKAY Drawing No. :	Date : JAN 2011 Checked by : Approved by : File No. : 19/12
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DISABLED PERSONS' PARKING PLACE
249 ELDON STREET, GREENOCK
PLACE No. 1144 REVOCATION

Inverclyde
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 Fax: 01475 712731
aubrey.fawcett@inverclyde.gov.uk

Report To:	THE INVERCLYDE COUNCIL	Date: 8 OCTOBER 2015
Report By:	CORPORATE DIRECTOR, ENVIRONMENT, REGENERATION & RESOURCES	Report No: LP/132/15
Contact Officer:	CAROLINE SHAW	Contact No: 01475 712115
Subject:	PROPOSED TRAFFIC REGULATION ORDER – DISABLED PERSONS’ PARKING PLACES (ON-STREET) ORDER NO. 2 2015	

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a remit from the Environment & Regeneration Committee.

2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee held on 3 September 2015 after consideration of a report by the Corporate Director Environment, Regeneration & Resources on the proposed Traffic Regulation Order – The Inverclyde Council, Disabled Persons’ Parking Places (On-Street) Order No. 2 2015 recommended that the Inverclyde Council be asked to make the Traffic Regulation Order and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

3.0 RECOMMENDATION

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council, Disabled Persons’ Parking Places (On-Street) Order No. 2 2015, all as detailed in the copy of the proposed Order forming a supplement to the principal Minute hereof, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith. Appendix 1

Gerard Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 The provision of on-street parking places for use by disabled drivers, who are the holders of a Disabled Person's Badge, is regulated by The Disabled Persons' Parking Places (Scotland) Act 2009. Inverclyde Council is required to promote a Traffic Regulation Order to regulate the use of such parking places.
- 4.3 The Council is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

5.0 IMPLICATIONS

Finance

- 5.1 There are no financial implications arising from this report.

Legal

- 5.2 There are no legal implications arising from this report.

Human Resources

- 5.3 There are no HR implications arising from this report.

Equalities

- 5.4 There are no equalities implications arising from this report.

Repopulation

- 5.5 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Head of Legal and Property Services and at Central Library, Port Glasgow Library, Gourock Library and Inverkip & Wemyss Bay Library.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 None.

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES
(ON-STREET) ORDER NO. 2 2015
TRAFFIC REGULATION ORDER

DRAFT

THE INVERCLYDE COUNCIL
DISABLED PERSONS' PARKING PLACES (ON-STREET)
ORDER NO. 2 2015

The Inverclyde Council in exercise of the powers conferred on them by Sections 32(1) of the Road Traffic Regulation Act 1984 ("the Act") and of all other enabling powers and after consultation with the Chief Constable of Police Scotland in accordance with Part III of Schedule 9 to the Act hereby make the following Order.

1. This Order may be cited as "The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order No. 2 2015" and shall come into operation on #####.

2. In this Order the following expressions have the meanings hereby assigned to them

"Council" means The Inverclyde Council or its successors as Roads Authority;

"disabled person's badge" means:

(a) a badge issued under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (as amended);

(b) a badge issued under a provision of the law of Northern Ireland corresponding to that section; or

(c) a badge issued by any member State other than the United Kingdom for purposes corresponding to the purposes for which badges under that section are issued;

and has not ceased to be in force.

"disabled person's vehicle" means a vehicle lawfully displaying a disabled person's badge;

"parking attendant" means a person employed in accordance with Section 63A of the Act to carry out the functions therein;

"parking place" means a place where a vehicle, or vehicles of any class, may wait i.e. the area of land specified in the Schedule for which the use as a parking place has been authorised by the Council under Section 32(1) of the Act;

"traffic sign" means a sign prescribed or authorised under Section 64 of the Act;

"vehicle" unless the context otherwise requires, means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power;

3. Each area of road which is described in the Schedule and plans relative to this Order is hereby designated as a parking place.

4. The parking places designated in this Order shall only be used for the leaving of disabled persons' vehicles displaying a valid disabled person's badge.

5. The limits of each parking place designated in this Order shall be indicated on the carriageway as prescribed by The Traffic Signs Regulations and General Directions 2002.
6. Every vehicle left in any parking place designated in this Order shall stand such that no parking place is occupied by more than one vehicle and that every part of the vehicle is within the limits of the parking place provided that, where the length of a vehicle precludes compliance with this paragraph, such vehicle shall be deemed to be within the limits of a parking place if;
 - i. the extreme front portion or, as the case may be, the extreme rear portion of the vehicle is within 300mm of an indication on the carriageway provided under this Order in relation to the parking place; and
 - ii. the vehicle, or any part thereof, is not within the limits of any adjoining parking place.
7. Any person duly authorised by the Council or a police officer in uniform or a traffic warden or parking attendant may move or cause to be moved in case of any emergency, to any place they think fit, vehicles left in a parking place.
8. Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever such suspension is considered reasonably necessary:
 - i. for the purpose of facilitating the movement of traffic or promoting its safety;
 - ii. for the purpose of any building operation, demolition, or excavation in or adjacent to the parking place or the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe, apparatus for the supply of gas, water electricity or of any telecommunications apparatus, traffic sign or parking meter;
 - iii. for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwellinghouse to another or the removal of furniture from such premises to a depository or to such premises from a depository;
 - iv. on any occasion on which it is likely by reason of some special attraction that any street will be thronged or obstructed; or
 - v. for the convenience of occupiers of premises adjacent to the parking place at times of weddings or funerals or on other special occasions.

9. A police officer in uniform may suspend for not longer than twenty four hours the use of a parking place or part thereof whenever such suspension is considered reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.
10. **This Order insofar as it relates to the parking places to be revoked (R) and amended, as specified in the Schedule to this Order, partially revokes and amends The Inverclyde Council On-Street Parking Places (Without Charges) Order Nos: 01/2003 and The Inverclyde Council Disabled Persons' Parking Places (On-Street) Order Order No: 01/2010 respectively**

Sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by ##

DRAFT

THE INVERCLYDE COUNCIL

**DISABLED PERSONS' PARKING PLACES
(ON-STREET) ORDER NO. 2 2015**

**Statement of Reasons for Proposing to Make
the above Order**

It is considered necessary in order to comply with The Disabled Persons' Parking Places (Scotland) Act 2009, Section 5, to make the above Order to provide assistance for disabled persons who hold a badge under the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 as amended and by revoking those parking places no longer required to maximise street parking capacity.

Ian Moffat
Head of Environmental & Commercial Services
1 Ingleston Park
Cartsburn Street
GREENOCK
PA15 4UE

INVERCLYDE COUNCIL

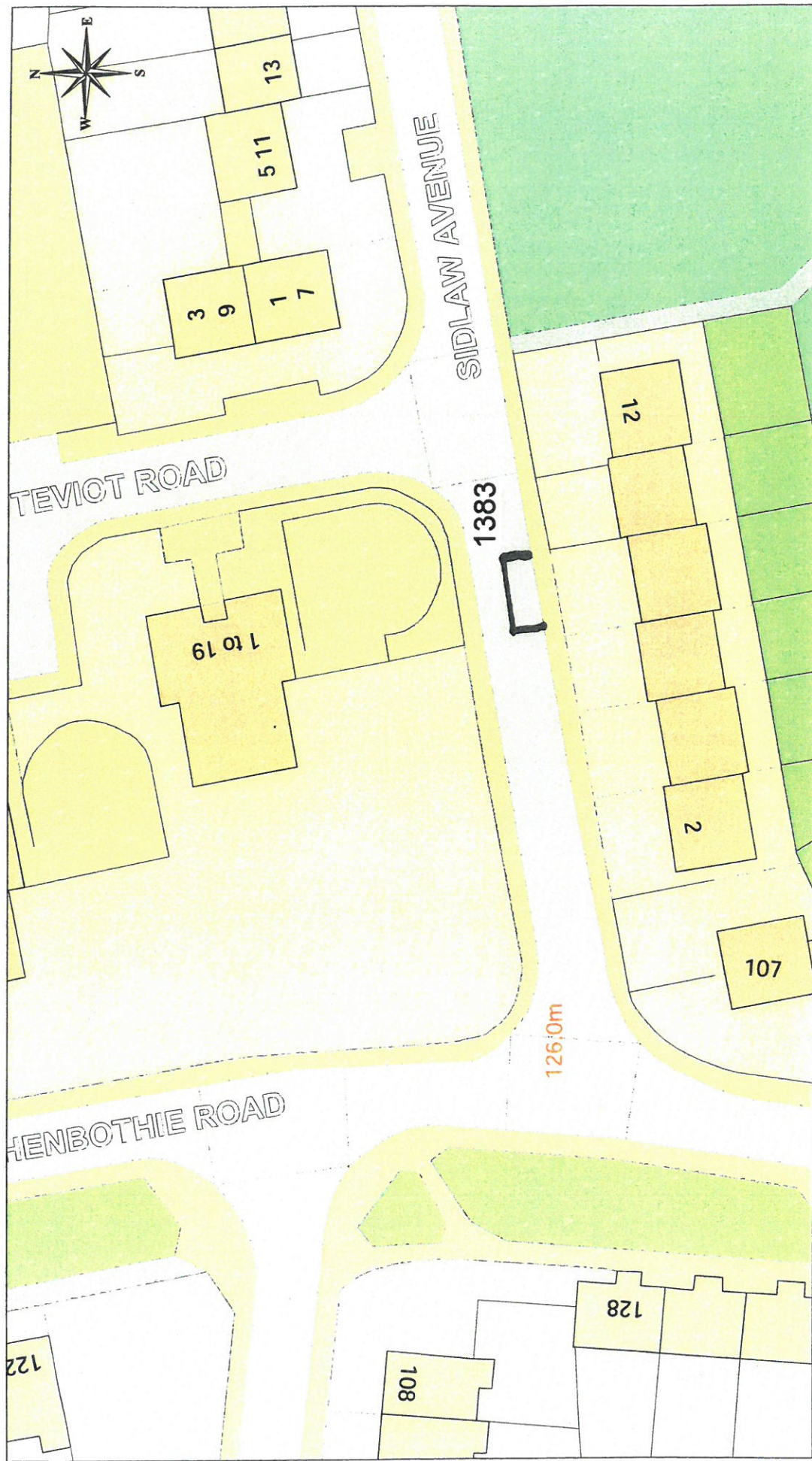
DISABLED PERSONS' PARKING PLACES (ON-STREET) ORDER No.2 2015

SCHEDULE

Rev A

All and whole that area of ground as described in Column 2 in the table below:

<u>Ref No.</u>	<u>Address of Disabled Person's Parking Place to be created or revoked ® "ex-adverso"</u>
1383	8 Sidlaw Avenue, Port Glasgow
1472	11 Ann Street, Greenock
1473	24 Mavis Road, Greenock
1476	1 Larkfield Grove, Greenock
1478	3 Cardross Avenue, Port Glasgow
1480	21 Royal Street, Gourock
1481	1 Binnie Street, Gourock
1483	Kirn Drive, Gourock
0303	3 Glamis Drive, Greenock ®
0971	9 Glebe Road, Inverkip ®



Inverclyde
council
Environmental Services

Regeneration & Environment
Corporate Director: Aubrey Fawcett

Municipal Buildings
Clyde Square
Greenock
PA15 7LY
Tel: 01475 712712
Fax: 01475 712734
aubrey.fawcett@inverclyde.gov.uk

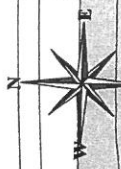
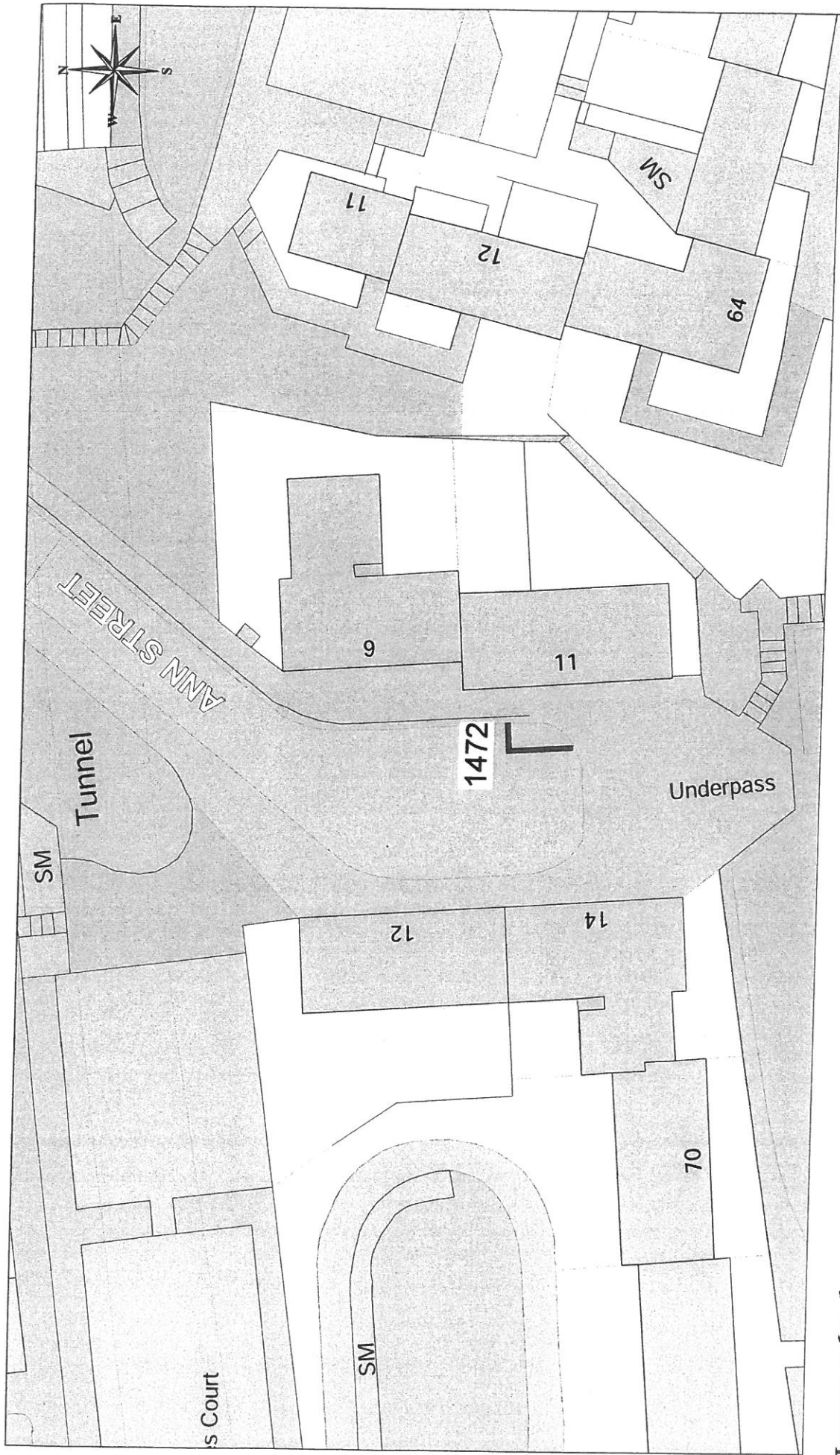
DISABLED PERSONS' PARKING PLACE
8 SIDLAW AVENUE, PORT GLASGOW
PLACE NO. 1383



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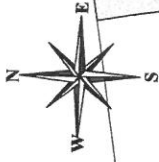
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DISABLED PERSONS' PARKING PLACE
11 ANN STREET, GREENOCK
PLACE No. 1472

Inverclyde
council
Environmental Services

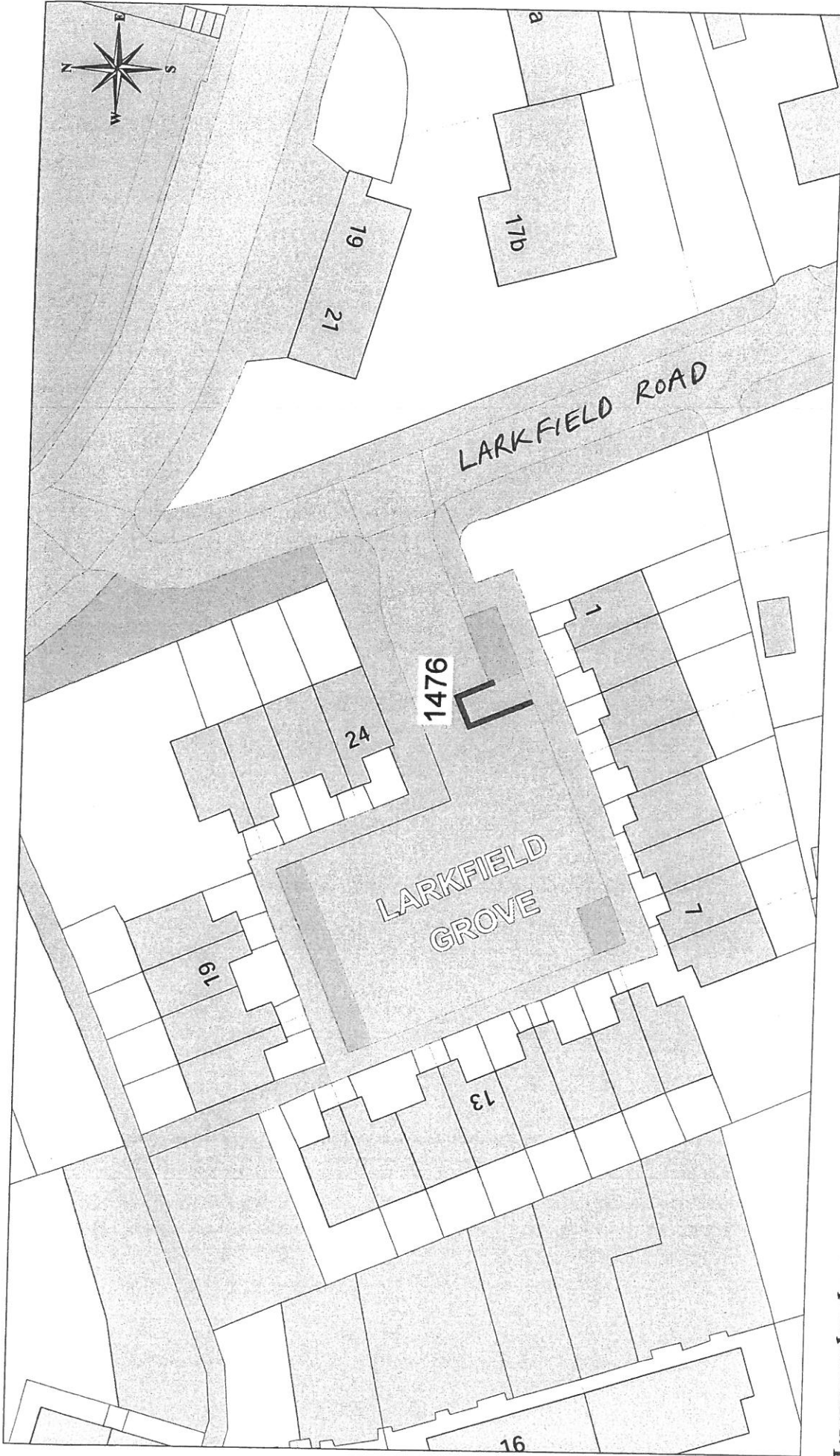
Regeneration & Environment
Corporate Director: Aubrey Fawcett
Municipal Buildings
Glyde Square
PA15 1LX
Tel: 01475 712712
Fax: 01475 712731
aubrey.fawcett@inverclyde.gov.uk



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DISABLED PERSONS' PARKING PLACE
24 MAVIS ROAD, GREENOCK
PLACE No. 1473

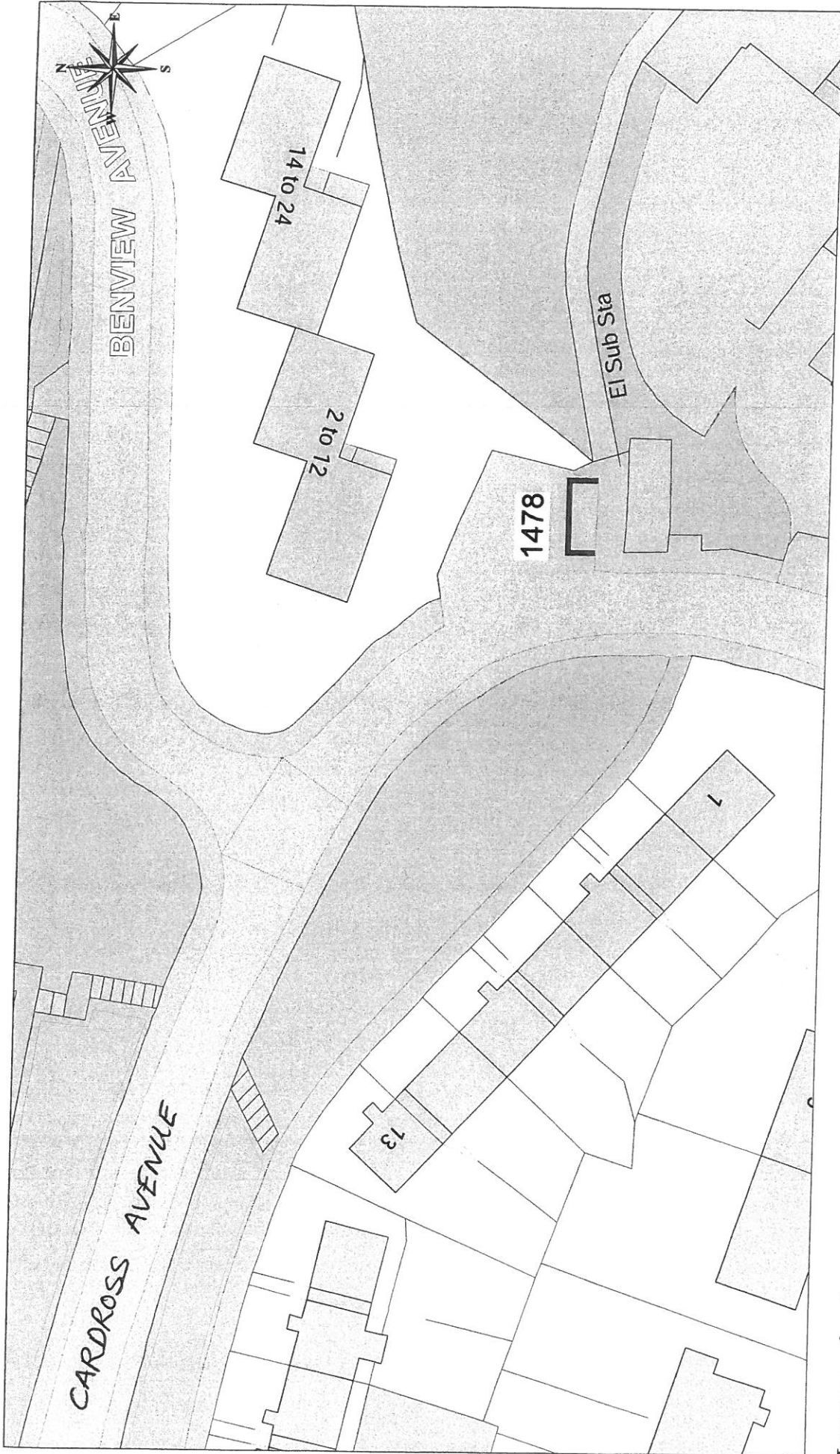
Inverclyde
council
Environmental Services
Regeneration & Environment
Corporate Director: Aubrey Fawcett
Municipal Buildings
Clyde Square
Greenock
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DISABLED PERSONS' PARKING PLACE
1 LARKFIELD GROVE, GREENOCK
PLACE No. 1476

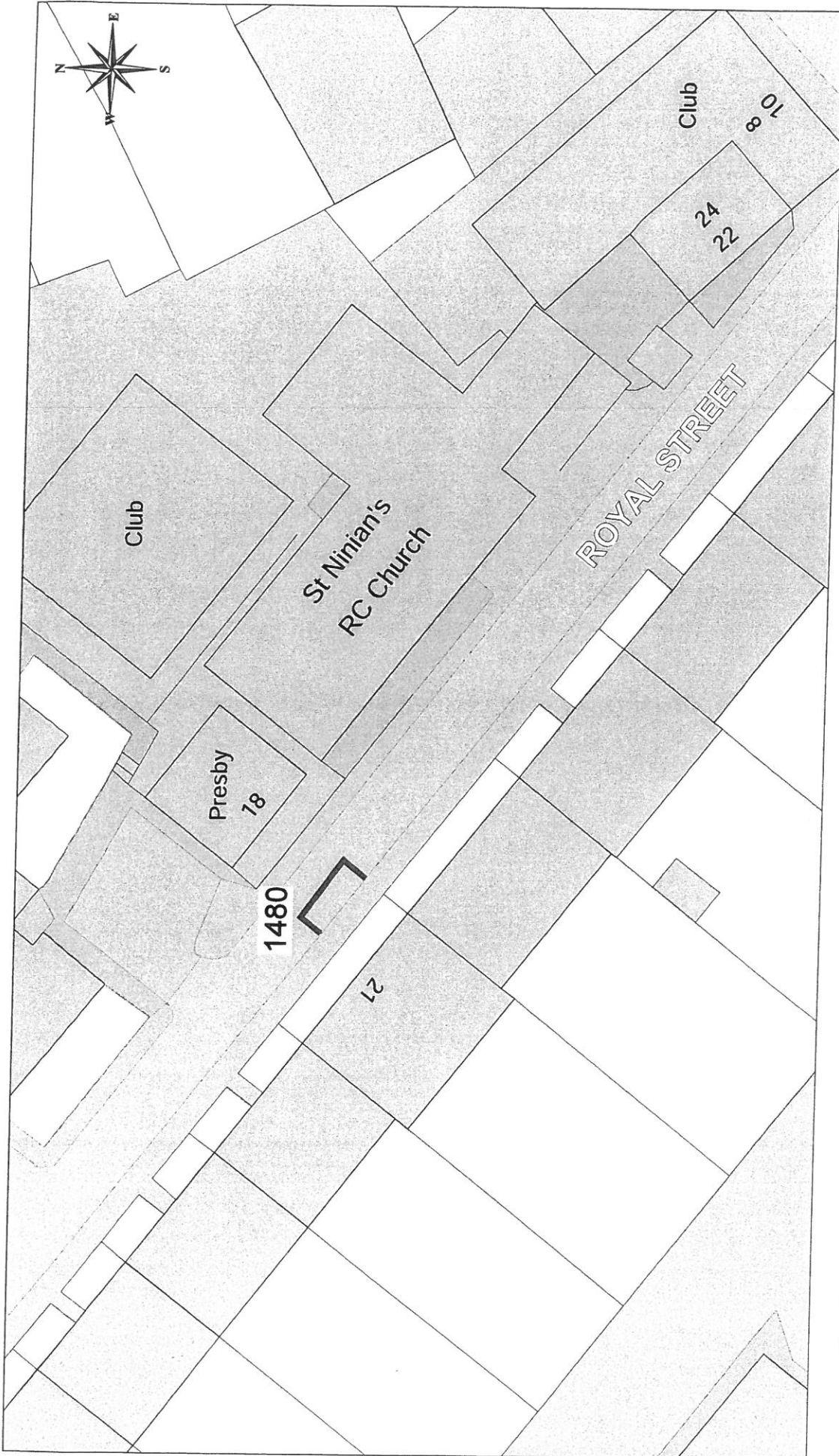
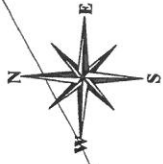
Inverclyde
 council
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 Regeneration & Environment
 Corporate Director: Aubrey Fawcett
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DISABLED PERSONS' PARKING PLACE
 3 CARDROSS AVENUE, GREENOCK
 PLACE No. 1478

Inverclyde
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 Greenock
 PA15 9JY
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Fax: 01475 712731
aubrey.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
21 ROYAL STREET, GOUROCK
PLACE No. 1480

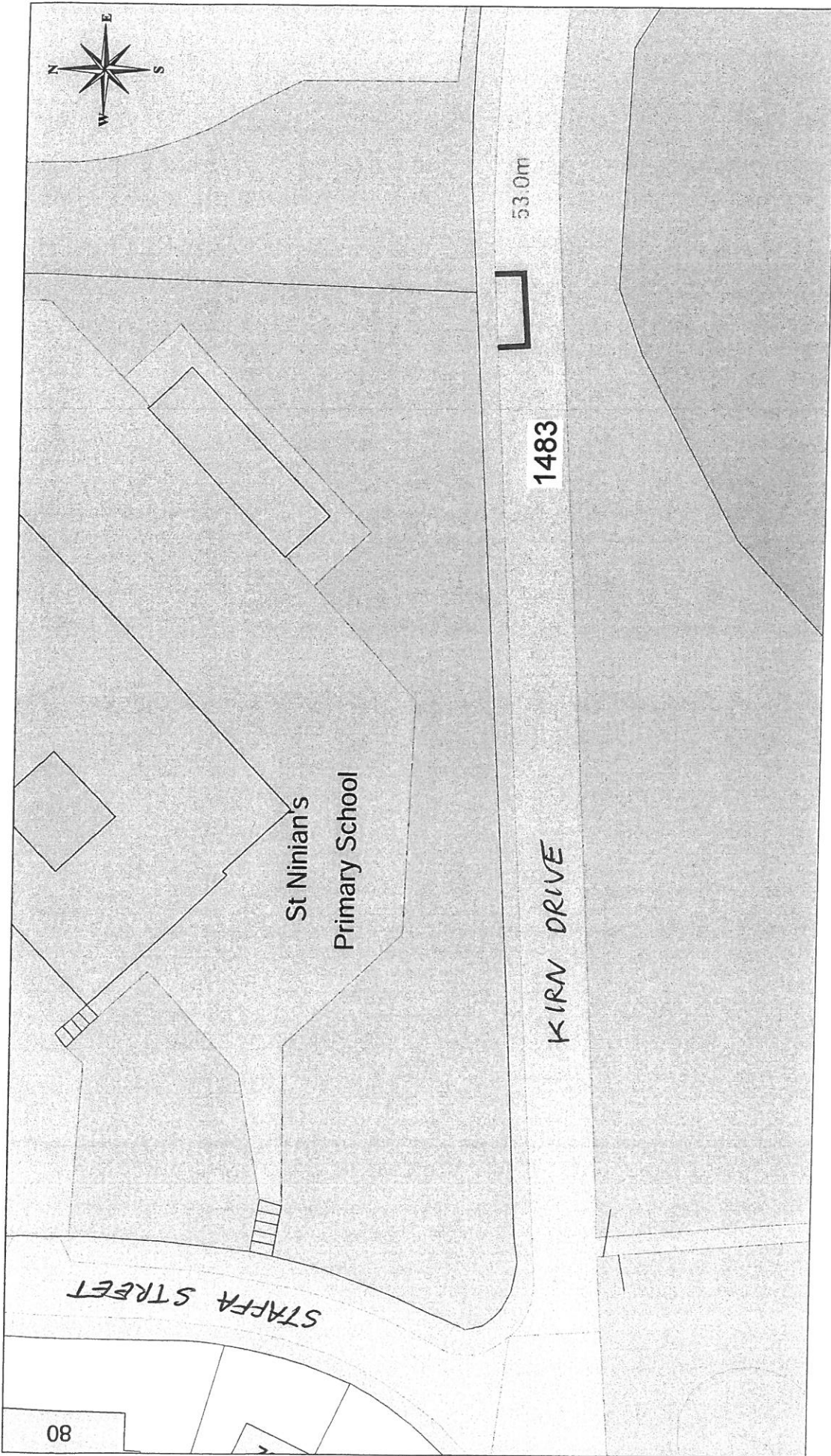


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DISABLED PERSONS' PARKING PLACE
1 BINNIE STREET, GOUROCK
PLACE No. 1481

Inverclyde
 council
Environmental Services

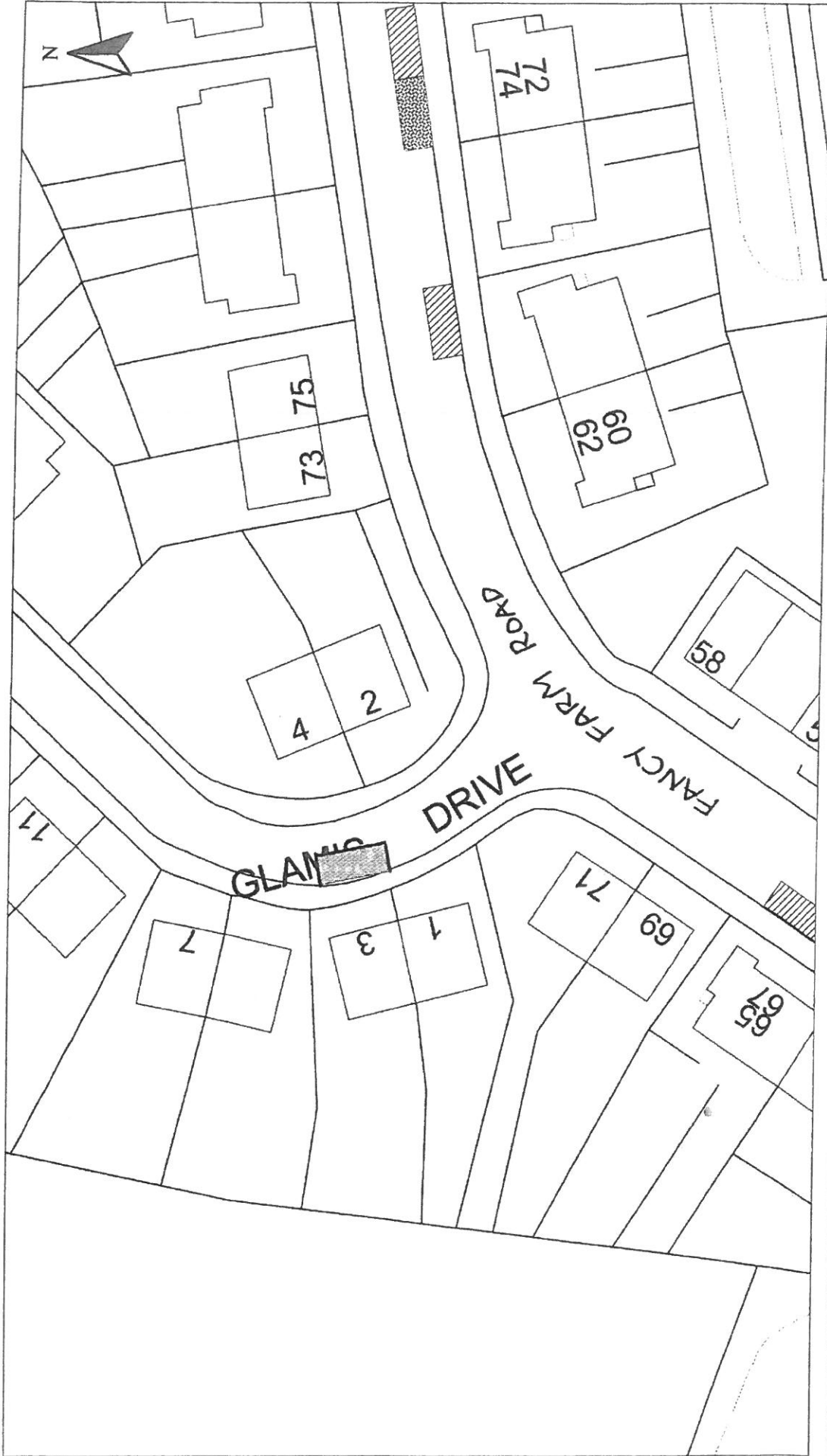
Regeneration & Environment
 Corporate Director: Aubrey Fawcett
 Municipal Buildings
 Clyde Square
 Gourock
 Inverclyde
 Tel: 01475 712712
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 aubrey.fawcett@inverclyde.gov.uk



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 aubrey.fawcett@inverclyde.gov.uk

DISABLED PERSONS' PARKING PLACE
 KIRN DRIVE, GOUROCK
 PLACE No. 1483



HEAD OF TRANSPORTATION AND ROADS
R.J. SMALL B.Sc., C.Eng., M.I.C.E.

Disabled Bays
71 EAST HAMILTON STREET
GREENOCK, PA15 2UA

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DISABLED DRIVER'S PARKING BAY
3 GLAMIS DRIVE, GREENOCK
BAY No 0303 REVOCATION

Scale : 1:500

Prepared by : R. MACKAY

Drawn by : R. MACKAY

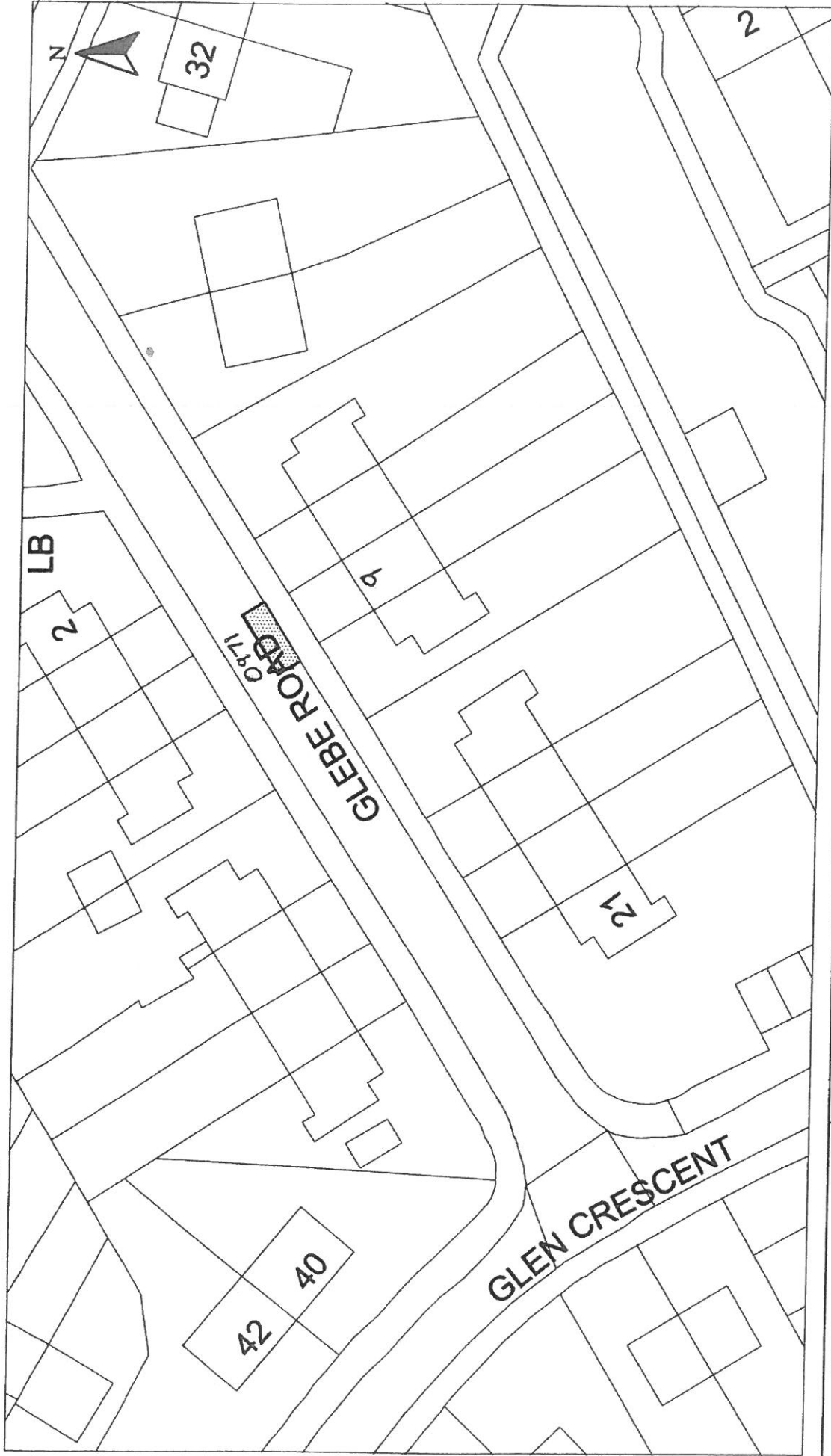
Drawing No. :

Date : MAY 2003

Checked by :

Approved by :

File No. : 19/12



<p>HEAD OF SERVICE ALAN G BARNES MCIWM CERV</p>		<p>Reproduced from Ordnance Survey mapping with the permission of the Controller, Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction is prohibited and may result in prosecution or legal proceedings.</p> <p>OS Ordnance Survey Licence No. LA03097L</p>		<p>DISABLED PERSONS' PARKING PLACE 9 GLEBE ROAD, INVERKIP PLACE No. 0971 REVOCATION</p>		<p>Scale : 1:500</p>		<p>Date : NOV 2009</p>	
<p>Disabled Bays</p>		<p>71 EAST HAMILTON STREET GREENOCK, PA15 2JA</p>		<p>Prepared by : R. MACKAY</p>		<p>Checked by :</p>		<p>Approved by :</p>	
				<p>Drawn by : R. MACKAY</p>		<p>Drawing No. :</p>		<p>File No. : 19/12</p>	

Report To: The Inverclyde Council **Date:** 8 October 2015

Report By: Corporate Director
Environment, Regeneration &
Resources **Report No:** ERC/ENV/IM/15.245

Contact Officer: Robert Graham **Contact No:** 714827

Subject: Proposed Traffic Regulation Order - The Inverclyde Council,
Gourock Waterfront (One Way Only) Order 2014

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider a recommendation from the Environment and Regeneration Committee.

2.0 SUMMARY

- 2.1 The Environment & Regeneration Committee, at its meeting held on 3 September 2015, after consideration of a report by the Corporate Director Environment, Regeneration & Resources on the public hearing into the Inverclyde Council, Gourock Waterfront (One Way Only) Order 2014, recommended that the Inverclyde Council be asked to make the Traffic Regulation Order without modification and remit it to the Head of Environmental and Commercial Services and the Head of Legal and Property Services to arrange for its implementation.

3.0 RECOMMENDATIONS

- 3.1 That the Inverclyde Council approve the making of the Traffic Regulation Order – The Inverclyde Council, Gourock Waterfront (One Way Only) Order 2014, as detailed in Appendix 1 of this report, and that the Head of Environmental and Commercial Services and the Head of Legal and Property Services be authorised to take all necessary action in connection therewith.

Ian Moffat
Head of Environmental & Commercial Services

4.0 BACKGROUND

- 4.1 Local Authorities are empowered to make Orders under the Road Traffic Regulation and Roads (Scotland) Acts 1984 and under the Council's Scheme of Administration the Head of Environmental and Commercial Services is responsible for the making, implementation and review of Traffic Management Orders and Traffic Regulation Orders.
- 4.2 The Gourock Waterfront (One Way Only) Order 2014 proposals were issued for public consultation between 11 November and 2 December 2014 and advertised in the Greenock Telegraph. The public consultation attracted one objection which was made and not withdrawn.
- 4.3 A public hearing before an independent Reporter was held on 28 May 2015 in order to consider the single objection made and not withdrawn in relation to the Inverclyde Council, Gourock Waterfront (One Way Only) Order 2014. The Reporter published his recommendation on 28 July 2015 to make the Traffic Regulation Order without modification.
- 4.4 On 3 September 2015 a report was submitted to the Environment and Regeneration Committee informing the Committee of the recommendation of officers to accept the recommendation of the independent Reporter and to ask the Inverclyde Council to make the Traffic Regulation Order, which the Committee subsequently approved.
- 4.5 The proposed Traffic Regulation Order will introduce one-way working in a westbound direction on Kempock Street and one-way working in an eastbound direction on Lower Kempock Street, which is a new single carriageway road which connects Shore Street and Albert Road, Gourock.
- 4.6 The Council is asked to note that, if approved, the Order may not be implemented until the making of the Order has been advertised to allow any persons who so wish a period of six weeks to question the validity of the Order in terms of the Road Traffic Regulation Act 1984.

5.0 IMPLICATIONS

Finance

- 5.1 All financial implications have previously been reported to and approved by Committee.

Legal

- 5.2 There are no legal implications arising from this report.

Human Resources

- 5.3 There are no HR implications arising from this report.

Equalities

- 5.4 There are no equalities implications arising from this report.

Repopulation

- 5.5 There are no repopulation implications arising from this report.

6.0 CONSULTATIONS

- 6.1 The proposals have been advertised in the Greenock Telegraph and full details of the proposals have been made available for public inspection during normal office hours at the offices of the Head of Environmental and Commercial Services, the Inverclyde Council Customer Service Centre, Central and Gourock libraries and on the Council's website. A copy of the draft Order is appended hereto for Members' information. Appendix 1

7.0 LIST OF BACKGROUND PAPERS

- 7.1 Reporter's report published on 28 July 2015.

THE INVERCLYDE COUNCIL

**GOUROCK WATERFRONT
(ONE WAY ONLY) ORDER 2014**

TRAFFIC REGULATION ORDER

THE INVERCLYDE COUNCIL

GOUROCK WATERFRONT (ONE WAY ONLY) ORDER 2014

We, The Inverclyde Council in exercise of the powers conferred on us by Sections 1(1), 2(1) to (3) of the Road Traffic Regulation Act 1984 (as amended) (“the Act”) and of all other enabling powers and after consulting the Chief Constable of the Police Service of Scotland (Seirbheis Phoilis na h-Alba) in accordance with Part III of Schedule 9 to the Act hereby make the following Order:

1.0 Commencement and citation

1.1 This Order may be cited as "The Inverclyde Council, Gourock Waterfront (One Way Only) Order 2014" and shall come into operation on #####.

2.0 Interpretation

2.1 In this Order, except where the context otherwise requires, the following expression has the meaning hereby respectively assigned to it:

“Vehicle” means a vehicle of any description and includes a machine or implement of any kind drawn or propelled along roads whether or not by mechanical power.

3.0 Prohibition and restriction

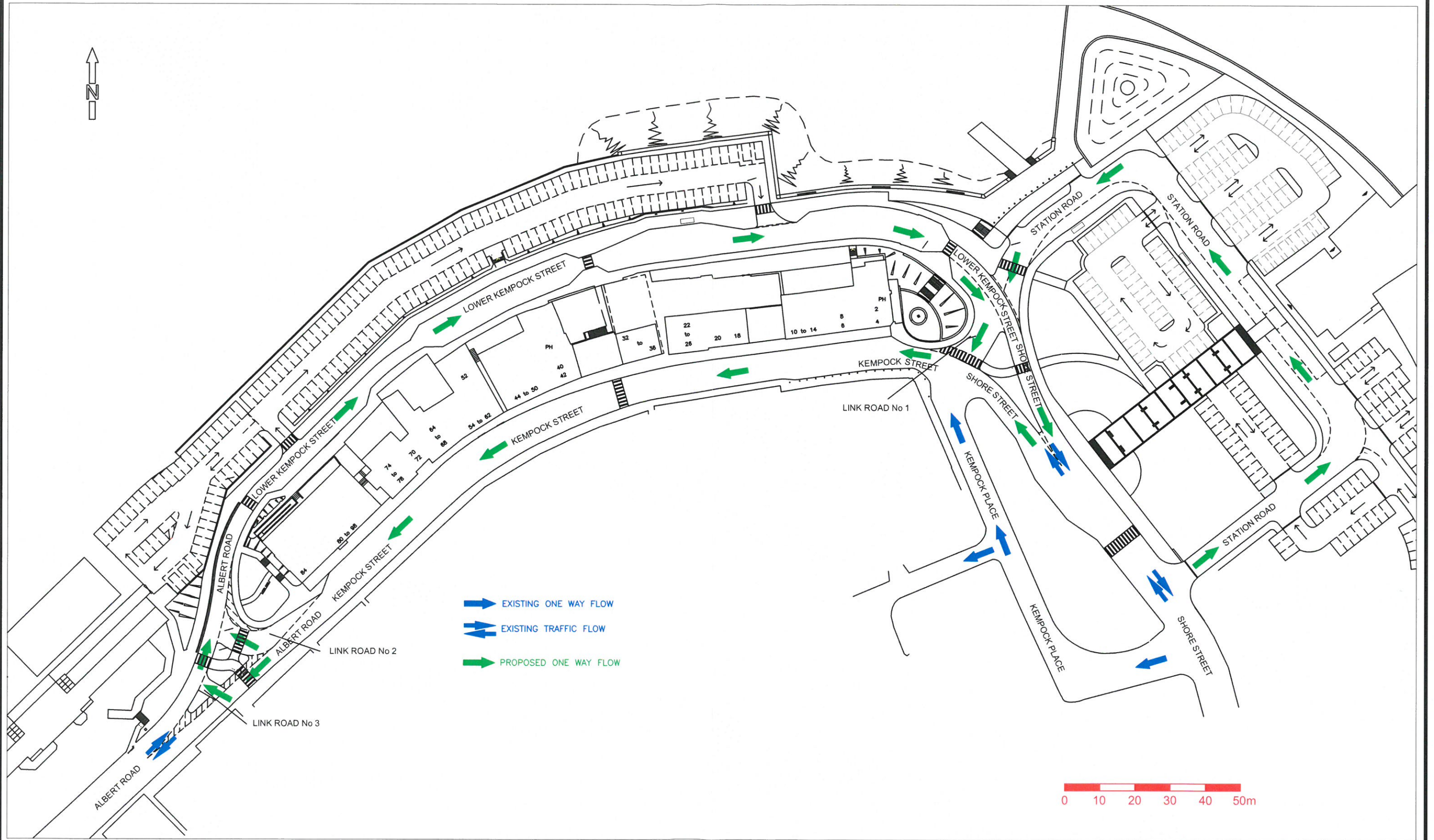
3.1 No person shall drive or cause or permit to be driven any Vehicle on the lengths of road specified in Column 1 of the Schedule to this Order otherwise than in the direction specified in Column 2 of the said Schedule as referred to in the plan annexed to this Order.

Sealed with the Common Seal of The Inverclyde Council and subscribed for them and on their behalf by

SCHEDULE

THE INVERCLYDE COUNCIL GOUROCK WATERFRONT (ONE WAY ONLY) ORDER 2014

<u>Length of Road in Inverclyde within the Town of Gourock</u>	<u>Permitted Direction of Travel</u>
<u>Albert Road</u> From Kempock Street southwestwards for a distance of 136 metres or thereby	Southwestwards
From Lower Kempock Street southwestwards for a distance of 145 metres or thereby	Northeastwards
<u>Shore Street</u> From Kempock Street southeastwards for a distance of 66 metres or thereby	Northwestwards
From Lower Kempock Street southeastwards for a distance of 77 metres or thereby	Southeastwards
<u>Kempock Street</u> For its entire length, from Shore Street to Albert Road.	Westwards
<u>Lower Kempock Street</u> For its entire length, from Albert Road to Shore Street.	Eastwards
<u>Station Road</u> For its entire length, from Shore Street to Lower Kempock Street.	Northeastwards, then Northwestwards then Southwestwards
<u>Link Road 1</u> From Lower Kempock Street southwestwards to Kempock Street for a distance of 74 metres or thereby	Southwestwards
<u>Link Road 2</u> From Albert Road Northwestwards to Albert Road for a distance of 73 metres or thereby	Northwestwards
<u>Link Road 3</u> From Albert Road Northwestwards to Albert Road for a distance of 14 metres or thereby	Northwestwards



Consultancy
Section

HEAD OF SERVICE
Ian Moffat

Original Drawing Size
420x297 (A3)

71 EAST HAMILTON STREET
GREENOCK PA15 2UA



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TRAFFIC REGULATION ORDER C149
GOUROCK WATERFRONT
ONE WAY ONLY RESTRICTIONS

Scale : 1:1000

Date : Oct 2014

Prepared by : R. Mackay

Checked by :

Drawn by : R. Mackay

Approved by :

Drawing No. : TR/TRO/149

File No. : 19/38

Report To:	Inverclyde Council	Date:	8 October 2015
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	SL/LP/143/15
Contact Officer:	Sharon Lang	Contact No:	01475 712112
Subject:	Appointments to Greenock Arts Guild Board of Directors		

1.0 PURPOSE

- 1.1 The purpose of this report is to request the Council to consider appointing two Elected Members to the Board of Greenock Arts Guild.

2.0 SUMMARY

- 2.1 The Policy & Resources Committee at its meeting on 22 September 2015 considered a report advising of the progress to satisfaction of the conditions of grant attached to the Council's financial support to the Greenock Arts Guild Limited agreed at the meeting on 29 January 2015 and approved other action in this regard.
- 2.2 The Committee also agreed that on progress of the terms described in the report and subject to these being fulfilled, a further report be submitted to the Council on 8 October requesting that consideration be given to appointing two Elected Members to the Board of Directors of Greenock Arts Guild.
- 2.3 The up to date position on Council nominations will be reported orally to the Council at the meeting.

3.0 RECOMMENDATION

- 3.1 The Council is requested to appoint two Elected Members to the Board of Directors of Greenock Arts Guild.

Report To:	Trustees of Council's Charities	Date:	08 October 2015
Report By:	Honorary Treasurer	Report No:	FIN/94/15/AP/CM
Contact Officer:	Jan Buchanan	Contact No:	01475 712223
Subject:	Reorganisation of Lady Alice Shaw Stewart Memorial Trust		

1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek trustee's approval for a reorganisation scheme to transfer the entire funds of £45,917 to a national charity Action for Children with strong local links in order that the funds may be put to more appropriate use in the assistance and rehabilitation of women offenders in the Inverclyde area.

2.0 SUMMARY

- 2.1 The charitable purpose of the SC019228 Lady Alice Shaw Stewart Memorial Trust is to provide financial and other assistance to women offenders recommended to the trustees by the Inverclyde Criminal Justice Service from interest on the capital sum of the bequest. The governing document is somewhat restrictive and consequently significant reserves have accrued over the years. As at 31 March 2015, the trust fund had a total value of £45,917, of which £1,923 is the capital of the endowment and the balance unrestricted revenue reserves.
- 2.2 The trust predates the Welfare State and it is recognised that the funds could be put to more appropriate use. There is also a tension recognised in that both the trustees' role and the Probation Officer's role now vests in the Council, so that the Council (as a service) is effectively recommending to itself (as trustees).
- 2.3 A reorganisation scheme is proposed that if agreed by OSCR, the Scottish Charity Regulator would transfer all funds to Action for Children (AfC). AfC is a registered charity in its own right, and a local partner organisation with which the Inverclyde Criminal Justice Service has a robust, effective and long lasting relationship. The organisation's charitable status lends itself well to the administration of the fund with a low risk of reputational damage to either party.
- 2.4 The proposal is that AfC would use the transferred funds in two ways:
1. The primary focus would be to continue to provide a support/mentoring service to women in Inverclyde involved in offending. This would fund one and a half dedicated practitioner posts in the financial year 2016-2017.
 2. AfC would continue to administer small awards to assist individual female service users in their rehabilitation, where finance permits/appropriate.
- 2.5 The governance of the womens' service would continue in its current format, with a management partnership between Inverclyde Council and AfC, reporting to the Women's Strategic Oversight Group. Additionally, it is proposed that the administration of small grants would be subject to the same governance arrangements.

- 2.6 OSCR has informally indicated that the proposals are reasonable and generally in keeping with the spirit of the original purposes. They have flagged up that a condition of approval will be that AfC must hold the transferred funds in a *restricted* or *designated* fund for these particular purposes. AfC has been advised and has provided a written assurance that it will accept and adhere to this condition, were it to receive the funds
- 2.7 Recent experience has shown that the process to gain OSCR's approval may take some time. It is suggested that in order to streamline arrangements within the Council, authority be delegated to the Provost for the signing of the submission to OSCR and thereafter the payment to AfC and consequent winding up of the charity.

3.0 RECOMMENDATIONS

3.1 It is recommended that the trustees:

- a) approve the submission of an application or applications to OSCR for consent to re-organise the Trust to permit transfer by the Trustees of the whole funds held by the Trust (both by way of the original endowment and unrestricted revenue reserves) to Action for Children, to wind up the Trust by making such a transfer, and to remove the Trust from the Scottish Charity Register;
- b) decide to reorganise the Trust on the basis set out at a) above, but that only following on OSCR approval of the same; and
- c) decide to transfer the whole funds held by the Trust (both by way of the original endowment and unrestricted revenue reserves) to Action for Children and so wind up the Trust, but that only after reorganisation in terms of b) above, and on the basis that they will utilise these funds to i) continue provision of a support/mentoring service to women in Inverclyde involved in offending (by way of one and a half dedicated practitioner posts in the financial year 2016-2017) and ii) continue to administer small awards scheme of the type currently in place, to assist individual female service users in their rehabilitation;
- d) decide to enter a formal agreement with Action for Children to secure their commitment to utilise the funds in the manner outlined in this report, which agreement will be novated to the Inverclyde Council prior to the winding up of the Trust, and that on such terms as are recommended by the Council's Head of Legal and Property Services and Chief Financial Officer;
- e) in their capacity as the Elected Members of the Inverclyde Council, decide to accept novation of the agreement as outlined at d) above.

Alan Puckrin
Honorary Treasurer

4.0 BACKGROUND

- 4.1 The purpose of the trust, as established in 1947, is to “*utilise the interest of the capital for the purpose of giving monetary or other assistance to females in cases recommended to them by the Probation Officer or Officers for the time being of the Burgh of Greenock*”. Greenock and its environs have long since ceased to have a dedicated women’s prison and payments from the trust have fallen into abeyance. Consequently, significant reserves have accrued over the years. As at 31 March 2015, the trust fund had a total value of £45,917, of which £1,923 was the capital of the endowment and the balance unrestricted revenue reserves.
- 4.2 Trustees at the meeting of 9 October 2014 approved procedures for delegated authority to the Provost and Council officers in the consideration of applications to the trust. An initiative by the Inverclyde Criminal Justice Services in partnership with Action for Children attracted several applications but all except one applicant in the first full year of the scheme’s operation had completed their Community Service Order by the time of consideration and were not eligible for grant.
- 4.3 At the meeting of 4 June 2015, the Honorary Treasurer advised trustees that a short life Officer Working Group would explore improved ways in which the funds of the trust could be more immediately and better applied towards the purpose of the original bequest. This was in recognition of the general duty upon all trustees, as a condition of the trust’s legal status as a registered Scottish charity, to apply income towards charitable purposes within a “reasonable” time of its receipt. Reasonable is normally taken to mean no longer than five years, but may be shorter, depending upon individual circumstances and all provided there is an agreed plan in place.

5.0 DEVELOPMENT OF PROPOSALS FOR MORE EFFECTIVE USE OF FUNDS

- 5.1 Officers from Social Work, Legal Services and Finance have developed proposals in recognition that the restrictive terms of the governing document severely limit what trustees are able to do. The trust predates the Welfare State and it is recognised that the significant funds could be put to more appropriate use in the assistance and rehabilitation of women offenders in the Inverclyde area. There is also a tension recognised in that both the trustees’ role and the Probation Officer’s role now vests in the Council, so that the Council (as a service) is effectively recommending to itself (as trustees).
- 5.2 A reorganisation scheme is proposed that if agreed by OSCR, the Scottish Charity Regulator would transfer all funds to Action for Children (AfC). AfC is a registered charity in its own right, and a local partner organisation with which Inverclyde Criminal Justice Service has a robust, effective and long lasting relationship. The organisation’s charitable status lends itself well to the administration of the fund with a low risk of reputational damage to either party.
- 5.3 Further information about Action for Children and its twenty year partnership with Inverclyde Council in delivering services to people involved in the criminal justice system is attached in Appendix 1.

6.0 PROPOSAL FOR TRUSTEES’ CONSIDERATION

- 6.1 The reorganisation scheme would be a reorganisation under Chapter 5 of the Charities and Trustee Investment (Scotland) Act 2005. Should OSCR approve the transfer - and informal soundings by officers indicate this would be treated favourably - this would entitle the trust to transfer all its funds (capital and income) to AfC. An immediate advantage would be that AfC would not be restricted (as the trustees currently are) to using revenue reserves only.

6.2 The proposal is that AfC would use the transferred funds in two ways:

1. The primary focus would be to continue to provide a support/mentoring service to women in Inverclyde involved in offending. This would facilitate one and a half dedicated practitioner posts in the financial year 2016-2017. It is the professional judgement of officers in both the Inverclyde Criminal Justice Service and in AfC that this will provide more effective assistance to this client group than continuing with individual grant awards in the absence of such a support service.
2. AfC would continue to administer small awards to assist individual female service users in their rehabilitation where finance permits/appropriate. Despite the limited impact in 2014-2015, it is the professional judgement of officers in both the Inverclyde Criminal Justice Service and in AfC that awards can be a beneficial option in certain circumstances.

6.3 The governance of the women' service would continue in its current format, with a management partnership between Inverclyde Council and AfC, reporting to the Women's Strategic Oversight Group. Additionally, it is proposed that the administration of small grants would be subject to the same governance arrangements.

7.0 CONDITIONS OF TRANSFER

7.1 OSCR has indicated broadly that the proposals are reasonable and generally in keeping with the spirit of the original purposes. They have flagged up that a condition of approval will be that AfC must hold the transferred funds in a *restricted* or *designated* fund for these particular purposes. This will mitigate the risk that the funds simply become incorporated into AfC's general funds and are then used for other charitable purposes that are not so closely linked to the original purpose of the Lady Alice Shaw Stewart Memorial Trust.

7.2 AfC has been advised and has provided a written assurance that it will accept and adhere to this condition. A formal agreement will be entered into between AfC and the Trust to secure this commitment. This agreement will be novated to the Inverclyde Council prior to the winding up of the Trust.

8.0 IMPLICATIONS

8.1 Financial

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
Capital		2015/16	1,923		Transfer funds to Action for Children
Revenue		2015/16	43,994		

Annually Recurring Costs/ (Savings)

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

8.2 Legal

The reorganisation scheme would be for a reorganisation in terms of Chapter 5 of the Charities and Trustee Investment (Scotland) Act 2005. Officers from Legal will require to enter dialogue with OSCR to progress matters, prepare and submit all necessary forms to OSCR, and such formal documentation as is required to implement the reorganisation following on OSCR approval. Officers from Legal will also require to prepare and formalise an agreement with AfC in respect of use of funds, and deal with formal novation of the same prior to the winding up of the trust.

8.3 Human Resources

There are no human resource implications arising from this report.

8.4 Equalities

There are no equalities issues arising from this report.

9.0 REPOPULATION

9.1 None.

10.0 CONSULTATIONS

- 10.1 a) The Head of Legal and Property Services has been consulted about the matters in this report.
- b) The Head of Criminal Justice and Children and Families has been consulted about the matters in this report.

11.0 APPENDICES

- 11.1 Appendix 1 Action for Children: Supporting Women in the Criminal Justice System
- 11.2 Appendix 2 Inverclyde Women's Service 2014/15 Annual Report with attachments (real names have not been used)

Appendix 1

Action for Children : Supporting Women in the Criminal Justice System in Inverclyde

The relationship between the local authority in Inverclyde and Action for Children in delivering services to people involved in the criminal justice system dates back to May 1994, when the Intensive Probation Unit (IPU) was established as a partnership between what were then NCH and Strathclyde Regional Council. Following local government reorganisation in 1996 responsibility for the Project was assumed jointly by Inverclyde Council and NCH Scotland.

In October 2003 the project was renamed NCH / Inverclyde Integrated Team, later becoming known as Inverclyde Integrated Criminal Justice Service (ICJ). NCH became Action for Children in September 2008.

This has been primarily a group work service and, for a number of years, we operated a women's group work programme. This was in recognition of (i) that services specifically for women were under-represented nationally within Criminal Justice services and (ii) the proportion of women being placed on statutory supervision through the Courts was double the national average.

The women's group work programme met with limited success: although the women who attended regularly benefited from the experience, it was sometimes difficult for many of the service users to maintain regular attendance due to underlying issues such as mental health, alcohol / drug dependency, difficult domestic circumstances and child care.

The 2012 Scottish Government Commission on Women Offenders Report highlighted that most women in Cornton Vale prison had mental health problems. Many were victims of severe physical, emotional and sexual abuse and there were high rates of self-harm and drug / alcohol problems. Inverclyde Criminal Justice Services and ICJ recognised that these were the same issues faced by many of our female service users.

The report to trustees recommends the use of mentors over and above traditional statutory services, Funding was identified for two brief pilots involving a 50% WTE worker from January to March 2013 and July to November 2013.

Funding for one year from April 2014 was then obtained from the Scottish Government for one dedicated criminal justice social worker/coordinator and one and half support workers. The social worker is employed by Inverclyde Council and the support workers by Action for Children. The service benefits from a Strategic Oversight Group and inter-agency operational links developed through a Holistic Assessment and Planning Group.

WOMEN'S SERVICE OVERVIEW

Over and above the services and supports normally available through statutory supervision, the additional support workers offer individual support tailored to the needs of the women. This ranges from low level practical intervention, e.g., assisting with a college application or housing issue, providing transport to appointments with support services to intensive support and guidance in complex multi-agency cases involving children at risk. Additionally, a weekly drop-in service is provided in which women can come together in a safe and informal environment for mutual support and additional contact with staff. Structured group work is also available. Government funding for this support ended on March 31st 2015.

Funding was identified in 2015/16 as a one off payment to allow the continuation of the women's service building on the successes contained within the first year's annual report (see Appendix 2).

The benefit of having a dedicated staff resource to provide women with intensive support in addressing issues relating to mental health, substance misuse and chaotic lifestyles has been significant and resulted in women becoming more stable within their communities and preventing the ongoing cycle of involvement within the criminal justice system.

Appendix 2

Inverclyde Women's Service 2014 – 2015

The Commission on Women Offenders report made recommendations that the current provision of services for female offenders required a '*...radical reform of existing systems and working practices...*' (Scottish Government 2012:5). The report highlighted the significance of adopting a holistic approach, which was women centred to identify and address needs with the aim of improving overall well-being and reducing the risk of further reoffending. Furthermore, the report made recommendations in relation to service redesign including Community Justice Centres, which would be based on a one-stop-shop model resulting in women being able to access a range of services from one setting.

The Inverclyde Integrated Women's' Service (IWS) is delivered in partnership with Action for Children (AFC) and Inverclyde Criminal Justice Social Work (CJSW). The Service was awarded £94,278 by the Scottish Government for the financial year 2014-2015, which is non-recurring. The money funded a Women's Service Co-ordinator post, 1.5 Support Workers posts, soft furnishings, management fees, travel and training.

A total of 36 women were referred to the Service during the period of 1st April 2014 and 31st March 2015.

All referrals were received from CJSW staff, including staff supervising Community Payback Orders with an Unpaid Work Requirement. Different referral pathways included:

Community Payback Orders	Diversion	Throughcare	Court Report
34	1	0	1

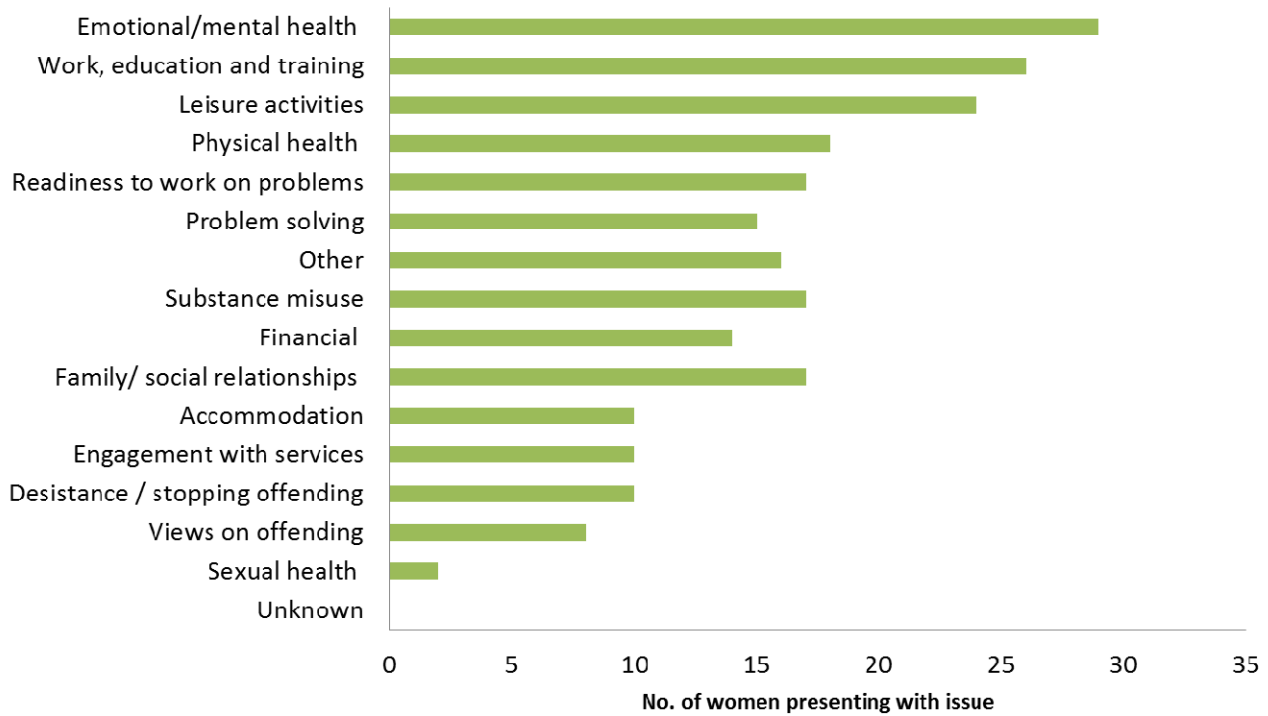
Staff

- 1 full-time female Social Worker responsible for co-ordinating and developing the service.
- 2 female AFC Support Workers; one worker assigned to the service on a full-time basis and the other worker available 2½ days per week.

Assessment and Identified Need

Within 3 working days of receiving a referral, a three-way meeting is arranged between the CJSW worker, the woman and the allocated support worker. The purpose of the meeting is to clarify roles; promote working in partnership with women; initiate the process of identifying their needs; to develop an action plan to meet the outcomes identified using factors from the LS/CMI risk assessment tool and CJSW reports.

Each woman is allocated a key worker from IWS, who is responsible for the provision of support whether emotional or practical, at the same time liaising with CJSW staff and other agencies. Assessments were undertaken using a Scottish Government tool, which identified the following:



During the initial planning stage of the Service, it was agreed that the Outcome STAR well-being framework and assessment tool could be used. However, it was highlighted that the time required to complete this particular assessment in addition to the Scottish Government tool was significant. Therefore the Scottish Government tool was used for the duration of the funding period. At a basic level this tool was able to capture improvement or deterioration in the circumstances of the women involved in the Service.

Of the 36 women who were referred to the Service, 24 engaged. For these 24 women, the circumstances of 16 had improved or indeed significantly improved. However, for 6 there was no change and for 2 there a deterioration.

Two case studies are provided in Appendices 2A and 2B, which offer a qualitative insight into the impact of IWS.

Recommendation: To identify and implement an outcomes tool which enables the Service to capture the detail of the woman’s journey. In addition, to improve recording systems in relation to how the resources within the IWS are being deployed, with aim of helping to evidence impact and efficiencies.

The specific services in IWS are as follows -

Drop-in

The Drop-in Service is available to all women referred to IWS and is provided at AFC every Wednesday from 1pm-3pm. The room has been decorated for the purpose of delivering the Service and is pre-booked in advance, as it is also used by other AFC projects based in the same building. Initially the Drop-in took place using a semi-structured format. Different speakers were invited from a range of agencies to deliver information sessions on all aspects of improving life/pro-social skills and increasing self-esteem/confidence. Topics for discussion or activities were arranged via discussion and feedback with women.

Due to the sometimes chaotic circumstances of the women and their involvement with Criminal Justice Social Work Services, attendance and engagement at times was erratic or minimal. Consequently, it was agreed to defer having speakers until there was an established group of attendees.

The focus of the Drop-in changed after the introduction of structured groupwork in October 2014. The Drop-in became less structured and attendees only were recorded for statistical purposes. Between October and the end of the financial year, 59 places were kept over 23 sessions, an average of 2.56 per session. The numbers rose slightly after the Christmas / New Year period and averaged exactly 3 per session over February / March 2015. The Drop-in service is now well established with regular attendees who genuinely appear to be benefitting from attendance, including those who have completed their Community Payback Orders but require on-going support. To promote accessibility to the Service IWS staff will collect women and bring them to AFC premises.

Services provided to women at the drop-in include -

- Information on Advocacy Service
- Information on Community Learning and Development courses including Adult Literacy
- Positive peer support
- Parenting advice
- Welfare and benefits and debt advice
- Practical support
- Access to phone/internet to contact services
- Access to worker to address any issues
- Access to clothes bank
- Pro social activities such as cooking classes/arts/health and beauty

Recommendation: To continue the Drop-in Service and to look to opportunities to build on the current format in consultation with the women.

Individual and outreach work

This aspect of the Service is provided on an outreach basis, which involves workers meeting women in their communities whilst providing support to them according to their practical or emotional needs. Based on the level of risk and/or need, the support workers will initially meet women either at AFC premises or within the community. Support workers tailor how they will provide the support taking into account vulnerability, safety, mobility issues and childcare. Various venues in Inverclyde are utilised in addition to AFC premises to ensure full access to the Service for the women.

Individual and outreach work has represented the largest component of the work of IWS, amounting to approximately 2,193 staff hours in 2014/15.

Individual work includes -

- Sign-posting to other appropriate support services such as health, drug and alcohol, mental health, children and families social work
- Transport to and from appointments
- Moral support for attending appointments
- Linking in with other workers to improve multi – agency communication
- Support to attend court and appointments with supervising officer
- Parenting support
- Assistance completing forms
- Benefits and welfare advice
- Housing support
- Emotional support
- Support around domestic abuse
- Support around child sexual abuse
- Providing a safe space to disclose childhood trauma/child sexual abuse/other traumas
- Support with stress and anger management
- Relationship advice and support
- Information on college courses/volunteer work/employment opportunities

Recommendation: to continue all outreach and 1:1 work.

Groupwork

Cognitive behavioural offence focused groupwork has been a well-established method of intervention within Criminal Justice, thus this had been built into the IWS at the planning stage. Through the national women services network IWS gained access to the Connection groupwork programme developed by colleagues in Aberdeen City Council. After a few weeks of running the Programme, it was evident the women were struggling to sustain the required level of participation and it was felt that they were perhaps not ready for such a structured intervention. In addition given that the research indicates women have different pathways into offending compared to men, it may be further consideration is required as to whether or not this type of groupwork is an appropriate approach for women. Notwithstanding this, IWS staff have utilised the Connections material in some of their 1:1 and outreach work with the women.

Recommendation: To further reflect on the role of groupwork within the Service, both in terms of structure and content and in doing so seek to engage the women in this dialogue.

Strategic Oversight Group

Meetings of the Strategic Oversight Group have taken place every three months since the Women's Service was established. The group is chaired by the Head of Service for Children & Family and Criminal Justice Social Work and has been well attended by a variety of HSCP, Council and other agencies within Inverclyde. The offers of support, use of venues and access to services has been very generous and at times overwhelming.

The priority for the IWS in its first 12 months of operation has been to establish the shape and content of the Service. Thus it is hoped in the following 12 months the Service can begin to explore how these offers of support can be harnessed to improve on the outcomes for the women accessing the Service. It is the intention to begin this process by looking at our co-ordination and integration with both HMP Greenock Throughcare Support Officers and SHINE/Turnaround.

Recommendations: 1) To enhance the co-ordination and integration between HMP Greenock Throughcare Support Officers and SHINE/Turnaround staff and 2) to reduce the meetings of the Strategic Oversight Group to 6 monthly.

Women's Service Referral Group

At the heart of the IWS was the aim of providing a holistic response to the needs and risks of the women involved in the Criminal Justice system. This was further explored at the Strategic Oversight Group in December 2014, when it was decided to pilot a Women's Service Referral Group and base it on the MARAC (Multi Agency Risk Assessment Conference) process. MARAC is a monthly co-ordinated panel of agencies who meet to discuss victims of domestic abuse in Inverclyde, with the aim of protecting victims of domestic abuse. From the analysis of needs etc. collated by IWS in relation to the women who accessed the Service, key partners for the IWS Referral Group were identified.

To date three Referral Groups have taken place, chaired by a Senior Social Worker from Criminal Justice and attended by an IWS worker from AFC, representatives from Integrated Drug and Alcohol Services who also have health backgrounds and Children and Families Services. The group has been successful in tapping into the knowledge of colleagues in these services, particularly around available supports for the women.

Recommendation: To continue the Referral Group, which will meet on a monthly basis.

SHINE

IWS had access to the SHINE mentoring service in 2014-15. However, there has been some frustration over the ability of the services to connect in a meaningful way. This has been due in part to the prescribed remit of the SHINE Service and worker availability, which had been agreed nationally at two days per week. Through constructive dialogue with the sponsor of the Inverclyde SHINE mentor, Turning Point, there has been an agreement to merge this post with a 'Turnaround' post which is also available to Inverclyde Criminal Justice Service. This in effect gives the Service access to a worker 4 days per week who will be co-located with AFC staff and will have greater flexibility as to their remit. A new worker took up this post in April 2015.

Recommendation: AFC and CJSW will work with Turning Point to develop the role of this worker.

Appendix 2.2 provides an overview of the agencies/organisations and departments with whom IWS are involved.

In addition to the recommendations which have been made throughout this report, IWS are also planning the following developments:

1. To have both AFC support workers and SHINE/Turnaround worker trained in the Survive and Thrive Programme, courtesy of our SPS colleagues.
2. To provide all CJSW and AFC staff with an input on attachment theory within the context of engagement and change.
3. Given the predominance of health issues among the women attending IWS, a nurse will attend the Drop-in to provide health checks, advice and support.

Appendix 2.2

Overview of speaker and Agencies who have been involved with the Women's Service

Speakers at Drop-In:

- Advocacy
- Cooking classes
- Community Learning and Development
- Health Advice
- Parenting- Playing with your Child
- Jewellery making
- Financial Fitness
- Rig Arts
- Your Voice
- Venture Trust
- Skin and Beauty Advice

Agencies involved:

- Children and Families Social Work Services
- Community Drugs Team
- Community Mental Health Team
- Inverclyde Alcohol Services
- DTTO
- Women's Aid
- All Housing agencies
- Job Centre Plus
- Financial fitness
- Advocacy service
- Special Needs in Pregnancy
- Barnardo's Nurture Service
- Welfare rights
- Victim Support/Witness Service
- Strathclyde Police
- ASSIST Officers
- Stepwell
- Venture Trust
- Family Contact Centre
- The Trust
- West College Scotland
- Mind Mosaic
- Children's Hearing

Report To:	Trustees of Council's Charities	Date:	8th October 2015
Report By:	Honorary Treasurer	Report No:	FIN/96/15/JB/BA
Contact Officer:	Jan Buchanan	Contact No:	01475 712225
Subject:	Reorganisation of SC019229 William Stewart of St Fillans Bequest		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek the approval of trustees for the reorganisation of the charity and the distribution of the funds between two local charities, Little Sisters of the Poor and Greenock Medical Aid.

2.0 SUMMARY

- 2.1 At the previous meeting of 4th June 2015, trustees approved actions to wind up the William Stewart of St Fillans Bequest and thereafter to distribute the remaining funds and apply to have the Bequest removed from the OSCR register.
- 2.2 This trust dates back to 1868 and its charitable purpose is to promote the religious and intellectual improvement of the poor and destitute of Greenock. Trustees have discretion as to distributions from the Bequest. The current arrangements are that the annual distribution is divided equally between four organisations - Greenock Medical Aid, Little Sisters of the Poor, Caladh House and Argyll & Clyde Acute Hospital Endowment Fund. There is £1,361 in reserves plus a creditor of £30 for awards for previous years.
- 2.3 Research since the June meeting has disclosed that two of these organisations are no longer active in the area. The Caladh House Association was taken over by Turning Point Scotland in 2013 and the Argyll & Clyde Acute Hospital Endowment Fund also no longer operates, the former health board having been split between two successor Health Boards. It is proposed to pay out to only the two who remain active.
- 2.4 It is therefore proposed that the trustees, in the exercise of their discretion, approve a full and final transfer of all remaining funds in equal shares between the Little Sisters of the Poor and Greenock Medical Aid. Both organisations are registered Scottish charities, are still active and provide a service for the benefit of the poor in Inverclyde. This sits well with the charitable purpose of the trust. OSCR has informally indicated that the proposal is reasonable and an application is likely to be acceptable to them.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the trustees:
- approve the submission of an application or applications to OSCR for consent to reorganise the Trust to permit transfer by the Trustees of the whole funds held by the Trust (both by way of the original endowment and unrestricted revenue reserves) to the Little Sisters of the Poor and Greenock Medical Aid (an equal share to each), to wind up the Trust by making such a transfer, and to remove the Trust from the Scottish Charity Register;
 - decide to reorganise the Trust on the basis set out at a) above, but that only following on OSCR approval of the same; and

- c) decide to transfer the whole funds held by the Trust (both by way of the original endowment and unrestricted revenue reserves) to the Little Sisters of the Poor and Greenock Medical Aid (an equal share to each) and so wind up the Trust, but that only after reorganisation in terms of b) above.

Alan Puckrin
Honorary Treasurer

4.0 IMPLICATIONS

Finance

4.1 There are no financial implications arising from this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Trusts	William Stewart	2015/16	1.4		

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments

4.2 Legal

The review of the charities will entail further applications to OSCR for either a reorganisation scheme or schemes under Sections 39-45 of the Charities and Trustees Investment (Scotland) Act 2005 or to have a charity wound up under s.16(2)(c) of the Charities and Trustees Investment (Scotland) Act 2005. Officers from Legal will require to enter dialogue with OSCR to progress matters, prepare and submit all necessary forms to OSCR, and such formal documentation as is required to implement the reorganisation following on OSCR approval.

4.3 Human Resources

There are no HR implication arising from this report.

Equalities

4.4 There are no equalities implications arising from this report.

Repopulation

4.5 There are no repopulation implications arising from this report.

5.0 CONSULTATIONS

5.1 a) The Head of Property and Legal Services has been consulted about the matters in this report.

Report To:	Trustees of Council's Charities	Date:	08 October 2015
Report By:	Honorary Treasurer	Report No:	FIN/93/15/AP/CM
Contact Officer:	Jan Buchanan	Contact No:	01475 712223
Subject:	Trust Funds Annual Accounts 2014-2015		

1.0 PURPOSE

- 1.1 The purpose of this report is to ask the trustees to review and approve the Annual Accounts for two trust funds that are not registered charities. The accounts of the McLeod Trust that is administered by Port Glasgow High School are also included for information.

2.0 SUMMARY

- 2.1 It is good practice for trustees to approve the Annual Accounts and sign and date the Trustees' Annual Report and Balance Sheet no later than 9 months after the financial year end. The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (The CODE), the same basis as the Council. These trusts are not registered charities and accordingly do not require to be filed with an external agency.
- 2.2 The two trusts concerned are:
- o Birkmyre Trust
 - o Watt Institution Trust Fund
- 2.3 The independent examination of the accounts of the trusts has been completed by David Connell CPFA free of charge and his signed certificate is attached to each set of accounts. In both cases, the certificate confirms that the financial statements present fairly the finances of the trust for the period.
- 2.4 The financial statements of both trusts continue to be included within the annual Audited Accounts for Inverclyde Council under the Local Authority Accounts (Scotland) Regulations 2014.
- 2.5 The accounts of the McLeod Trust are also included for trustees' information. The independently examined financial statements for 2014-2015 have been approved at a meeting of the school's Senior Management Team (which was also the AGM of the trustees) and are attached for information.

3.0 RECOMMENDATION

- 3.1 It is recommended that the trustees:
- a) Review and approve the Annual Accounts for the two trust funds for the year ended 31 March 2015.
 - b) Note the accounts of the McLeod Trust for the year ended 31 March 2015.

Alan Puckrin
Honorary Treasurer

4.0 BACKGROUND

4.1 The Council has three miscellaneous trust funds. Two of these trusts, the Birkmyre Trust and the Watt Institution Trust, have the elected members of the Council as trustees.

4.2 The other trust fund is the McLeod Trust. The trustees are the Senior Management Team of Port Glasgow High School. The independently examined financial statements for 2014-2015 were approved at a meeting of the school's Senior Management Team on 18 September 2015 (which was also the AGM) and are attached for information.

5.0 IMPLICATIONS

5.1 Legal

None

5.2 Financial

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement from	Other Comments
			None	-	None

5.3 Human Resources

None.

5.4 Equalities

None.

6.0 CONSULTATIONS

6.1 None.

7.0 LIST OF BACKGROUND PAPERS

7.1 None.

Birkmyre Trust

Annual Report and Financial Statements 2014-2015



Year ended 31 March 2015

Inverclyde
council

Birkmyre Trust Contents

Trustees Annual Report	3-6
Independent Examiner’s Report	7
Income and Expenditure Statement	8
Balance Sheet	9
Notes to the Accounts	10-12

Adam Birkmyre (1848-1906) of Shallot, Kilmacolm was a generous benefactor to Kilmacolm and donated to them **Birkmyre Park**. He also paid for the reading room and the library in the village.

In 1889 he purchased land in the middle of the village to provide a public park for the inhabitants of the Parish of Kilmacolm for their “use, benefit, enjoyment and recreation”.

The following year after work to lay out footpaths, play areas for children and pitches for sports, Birkmyre Park was formally opened to the public. In addition to the parkland, four cottages on the land were donated.

The cottages were subsequently converted into what became known as the Pavilion. A feature of this building was the decoration of the Birkmyre name and family emblem on its end walls. The Pavilion served various purposes over the years including a children’s nursery and accommodation for the park keepers.

By the turn of the Millennium, and after over 100 years of service, the Pavilion was in need of renovation. Starting in 2005, capital improvements were made to the Pavilion and its surrounds by the local authority.

In 2009, with financial assistance from the council, a further programme of very extensive refurbishment to the Pavilion was successfully completed. The building now houses modern leisure facilities.

The trust for the Birkmyre Park was established under the trust disposition of Adam Birkmyre to the Parish of Kilmacolm in 1897.

As the successor local authority Inverclyde Council is the sole trustee. The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council’s financial affairs and, as part of that responsibility, administers the trust and reports to Council.

Birkmyre Trust
Trustees' Annual Report
For the Year ended 31 March 2015

The trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2015.

Reference and Administrative Information

- Trust Name Birkmyre Trust
- Principal Offices C/o Inverclyde Council, Municipal Buildings,
Clyde Square, Greenock, PA15 1LY

Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

Other Trustees who served during the Year

- None

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Property Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Chief Financial Officer (Section 95 Officer)

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Examiner

- David Connell CPFA, Greenock PA15 2QR

Structure, Governance and Management

Governing Document

The legal name of the charity is Birkmyre Trust. It is an unincorporated trust governed on the basis of the available evidence of its constitution. The trust was established in terms of a disposition granted by Adam Birkmyre on 1 November 1987 and recorded in 1908.

In this deed, he conveyed to himself and others, including the Parish Council of Kilmacolm, as trustees of the trust, an area of ground known as Birkmyre Park, four cottages known as the Park Cottages and some related areas of ground. After his death, Mr. Birkmyre's testamentary trustees conveyed further ground to the trustees of the trust in terms of two further dispositions recorded in 1908 and 1916 respectively. The terms of the trust have been amended by court approved *cy pres* schemes in 1995 and in 2005.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a trustee and the accounts of the trust.

Organisational Structure

The trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting of the Council, trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust.

The Council makes a charge for these services as agreed by the trustees at the meeting of 4 October 2012. There are no other costs in connection with governance.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the trust.

Risk Management

The Council has assessed the major risks to which the charity is exposed, in particular those related to its operation and finances, and is satisfied that the systems are in place to mitigate the exposure to the major risk.

Management of Funds and Investment Policy

The trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust. In this way, the income stream for the future benefit of the charity is protected while allowing income for the current year's expenditure.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Income and Expenditure Statement.

Object and Activities

Object

Its purpose is
"the said park . . shall be kept open and free (except as mentioned) every day Sundays and holidays included for the use, benefit, enjoyment and recreation of the public for all time coming.

The area of the park so far as not occupied by walks, trees, buildings and other fixtures shall be devoted to the purpose of games and the inhabitants of

the Parish of Kilmacolm shall have the sole use of the said area for that purpose”

The end of the financial year is 31 March 2015.

Activities

The trust meets the costs of the Park and its buildings not otherwise defrayed by the Council and receives income from chargeable activities. The balance of funds is invested with the Council.

Performance and Achievements

Performance

The current membership base of the leisure centre operated by Inverclyde Leisure in the refurbished pavilion is growing every year. It is currently sitting with 503 members. This is a record number of members. The gym has around 35,000 visits per year excluding the café. This is an average of around 675 visits per week.

Achievements

Every September, the Kilmacolm Running Festival is held and is now a regular fixture on our participants’ running calendar. This event continues to grow year on year.

The day consists of a Toddle Waddle round the park for children, a 3k race, a 10k race and also a half Marathon event. This annual event, held in September, attracted a record number of entries in 2014 with 800 young and old taking part. And the leisure centre’s management aims to surpass this next year with the aid of an up-to-date entry system, chip timing and the reputation of being a fantastic family day out.

The facilities in Birkmyre Park host many other outdoor sports and activities such as Birkmyre Rugby Club, cricket and cross-country events.

The leisure trust runs a host of outdoor leisure activities in the Park on behalf of the local authority such as the MUGA (Multi Use Games Area) for football, tennis and basketball, and the putting green, all of which are very well used.

Looking ahead, 2015 will see more investment in the leisure centre with enhanced indoor facilities in the gym and fitness suite. This will be of great benefit to the local community and visitors and is eagerly anticipated by members and staff alike.

All of these facilities coupled with a motivated and professional workforce means that the Birkmyre Park continues to be a well-established hub of the Kilmacolm community - with the on-site café catering for various social gatherings too.

Financial Review

Income and Expenditure for the Year ended 31 March 2015

The Income and Expenditure Statement on page 8 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2014 to 31 March 2015.

The trust incurred expenditure of £9,214 covering insurance (£763), loan interest (£5,050), governance costs (£500) and an annual depreciation charge (£2,901). Income of £19,120 was received; £14,707 from rents, £3,923 from pitch hires and £490 from interest on short-term deposits with Inverclyde Council.

The aggregate surplus of £9,906 was added to the reserves brought forward: £12,807 was added to the Usable Revenue Reserves and £2,901 was taken from the Unusable Revaluation Reserve.

Assets and Liabilities at 31 March 2015

The balance sheet on page 9 provides an analysis for the trust of the assets and liabilities as at 31 March 2015.

The reserves of the trust are £1,119,402. Usable revenue reserves are £114,019 and the unusable revaluation reserve stands at £1,005,383.

The net book value after depreciation of the land and buildings held by the trust is £1,144,668. Inverclyde Council holds cash of £92,992 on behalf of the trust. The trust has borrowings for capital investment of £118,258 advanced by Inverclyde Council of which £8,496 is repayable in the next financial year.

Reserves Policy

The trust has been in existence for some time and the trustees consider that its reserves are sufficient.

The trust has always maintained a healthy balance of revenue reserves and as such there had been to-date no requirement to adopt a formal reserves policy. The free reserves at the financial year-end were £114,019.

Future Plans

The Birkmyre Trust will continue to work in partnership with the local authority to support the continued operation of the parkland and buildings in the Park.

Conclusion

The trust's income exceeded expenditure during the reporting period and the surplus of £9,906 has been added to the reserves brought forward, £12,807 added to the usable revenue reserves less £2,901 taken from the unusable revaluation reserve.

The trustees look forward with some confidence. The trust has a healthy balance of £114,019 of usable revenue reserves. Funding is in place for the future with income from rents and pitch hires. Most importantly, the buildings

have recently been extensively refurbished and now house modern nursery and leisure facilities to serve the local community.

Approved by the trustees on Eighth October, Two Thousand and Fifteen and signed on behalf of all trustees.

Provost Robert Moran

Chair of the trustees

This Trustees' Report is also counter-signed by the Chief Financial Officer of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA

Honorary Treasurer

Independent Examiner's Report to the Trustees of the Birkmyre Trust

I report on the accounts of the charity for the year ended 31 March 2015 which are set out on pages 8 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRS) as adopted by the European Union, and interpreted and adopted by the Code of Practice on local authority accounting in the United Kingdom 2014/15 (The CODE). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trusts and reports to trustees. On the advice of the Honorary Treasurer, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Connell CPFA
59 Shankland Road
Greenock
PA15 2QR
09 October 2015

Birkmyre Trust
Income and Expenditure Statement
for the Year ended 31 March 2015
(including Movement in Reserves Statement)

This statement shows the cost of the operations of the trust in accordance with accounting standards. It shows the movement in the year on the two reserves held by the Trust; usable reserves that can be applied to fund expenditure, and unusable reserves, the unrealised gains on the revaluation of the trust's land and buildings.

Total 2013-2014		Note	Usable Reserves: Revenue	Unusable Reserves: Revaluation	Total 2014-2015
£			£	£	£
763	Insurance Costs	3	763		763
2,000	Property Repairs		0		0
500	Governance Costs	4	500		500
2,900	Annual Depreciation Charge	5	2,901		2,901
6,163	Gross Expenditure		4,164	0	4,164
(1,933)	Hire of Pitches		(3,923)		(3,923)
(2,617)	Rental for Nursery School		(2,707)		(2,707)
(12,000)	Rental for Leisure Centre	3	(12,000)		(12,000)
(16,550)	Gross Income		(18,630)	(0)	(18,630)
(10,387)	Cost of Services		(14,466)	0	(14,466)
	Financing and Investment Income and Expenditure				
5,229	Interest Paid	3	5,050		5,050
(452)	Interest Received	3	(490)		(490)
4,777			4,560	0	4,560
(5,610)	(Surplus) or Deficit on the Provision of Services		(9,906)	0	(9,906)
	Other Income and Expenditure				
0)	Unrealised gains on revaluation of land and buildings	5	0	0	0
(5,610)	Net (Increase) or Decrease before Transfers		(9,906)	0	(9,906)
0	Transfers between Reserves	5	(2,901)	2,901	0
(5,610)	(Increase) or Decrease in the Year		(12,807)	2,901	(9,906)
(1,103,886)	Balance at 1 April		(101,212)	(1,008,284)	(1,109,496)
(1,109,496)	Balance at 31 March Carried Forward		(114,019)	(1,005,383)	(1,119,402)

The Birkmyre Trust has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 10 to 12 form part of these financial statements.

Birkmyre Trust
Balance Sheet as at 31 March 2015

The balance sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the trust. Reserves are reported in two categories. The first category of reserves is usable reserves i.e. those reserves that the Trust may use to provide services. The second category of reserves is those that the trust is not able to use to provide services. This category of reserves holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets are sold.

31 March 2014	Notes	31 March 2015
£		£
1,109,496	Net Assets	1,119,402
1,109,496	Total Reserves	1,119,402
<p>The notes on pages 10 to 12 form part of these accounts. Approved by the trustees on 08 October 2015 and signed on their behalf by:</p>		
<p>Provost Robert Moran Chair of the trustees</p>		<p>Alan Puckrin CPFA Honorary Treasurer</p>

Birkmyre Trust

Notes to the Accounts

Note 1 Accounting Policies

Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

Incoming Resources

All incoming resources are included in the Income and Expenditure Account when the trust is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Charges to Revenue for Non-current Assets

Depreciation, revaluation and impairment losses are charged to record the cost of holding fixed assets during the year.

Depreciation is charged on a straight-line basis over the useful life of the assets, assessed as 15 years for the recent refurbishment work to the Pavilion building and 10 years for the improvements to the nursery school area. No depreciation is charged in the year of acquisition; a full year's depreciation is charged in the year of disposal.

Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable immediately. The trust has no cash equivalents.

Borrowing

The amounts presented on the balance sheet are the outstanding principal repayable plus any accrued interest. The interest chargeable to the Comprehensive Income and Expenditure Statement is the amount payable for the year.

Property, Plant and Equipment

Assets that have physical substance and are held for use in the supply of services, for rental to others or for administrative purposes and that are expected to be used for more than one financial year are classified as Property Plant and Equipment.

Assets are included at fair value (that would be paid for the asset in its existing use) and are revalued sufficiently regularly to ensure their carrying value is not materially different from their fair value at the year-end (but as minimum every five years) by external independent professional valuers.

Increases in valuation are matched by credits to the Revaluation Reserve to recognise unrealised gains.

Reserves

The Trust has two reserve funds. The Usable Reserves (Revenue) is a fund available to support services at the discretion of Trustees.

The Unusable Reserves (Revaluation) holds unrealised gains or losses where the amounts would only become available to provide services if the underlying assets are sold.

Comparative Figures and Taxation

Figures for 2013-2014 are shown as appropriate for purposes of comparison. Irrecoverable tax is included in the expense or income to which it refers.

Note 2 Staff Numbers and Costs

The Birkmyre Trust has no staff. All support functions are provided by Inverclyde Council.

Note 3 Related Party Disclosures

During the year, Inverclyde Council recharged insurance premiums of £763 to the trust (2013-2014 £763). Interest of £490 was received from, and interest of £5,050 was paid to, the local authority (2013-2014 £452 and £5,229).

As at 31 March 2015, Inverclyde Council held £92,992 for the trust (2014 £88,326). The trust owed £118,258 to Inverclyde Council (2014 £126,399).

The trust received a rental of £12,000 (2013-2014 £12,000) from the local authority leisure company as independently determined by the District Valuer. The leisure company is responsible for all running and maintenance costs under the lease.

Note 4 Governance Costs

Inverclyde Council provides management services to the trust at £500 (2013-2014 £500). The independent examination has been conducted on a “no-charge” basis and accordingly no accrual has been made for the examiner’s fees.

Note 5 Analysis of Property Plant and Equipment

The figure in the balance sheet reflects the depreciated existing use value of the parkland, and its buildings – the Pavilion, nursery school, garage and public convenience.

2013-2014		Buildings	2014-2015 Community Assets	Total
£		£	£	£
Valuation				
1,297,093	1 April 2014	130,885	1,166,208	1,297,093
0	Additions in year	0	0	0
0	Disposals in year	0	0	0
0	Revaluations adjustments	0	0	0
1,297,093	At 31 March 2015	130,885	1,166,208	1,297,093
Depreciation and Impairment				
146,624	At 1 April 2014	130,885	18,639	149,524
2,900	Depreciation charge for the year (see note)	0	2,901	2,900
0	Impairment losses	0	0	0
149,524	At 31 March 2015	130,885	21,540	152,424
1,147,569	Balance Sheet as at 31 March 2015	0	1,144,668	1,144,669

Transfer between Reserves: The annual depreciation charge in the above table relates entirely to unrealised gains from increases in valuation and is written out of the Unusable Reserves (Revaluation). This is achieved by a transfer between usable and unusable reserves that is shown on the Movement in Reserves Statement.

Note 6 Cash and Cash Equivalents

The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

2013-2014		2014-2015	
£		£	£
87,616	Balance at 1 April 2014		88,326
	Net Cash Inflow from Operating Activities		
10,387	Net surplus/(deficit) on the cost of services	14,466	
2,900	Adjustments for non-cash movements	2,901	17,367
	Net Cash Outflow from Investing Activities		
(0)	Expenditure on property, plant & equipment	(0)	
452	Interest received	490	490
	Net Cash Inflow from Financing Activities		
0	Receipts of long-term borrowing	0	
(7,800)	Repayment of long-term borrowing	(8,141)	
(5,229)	Interest paid on borrowing	(5,050)	
			(13,191)
88,326	Balance at 31 March 2015		92,992

Note 7 Borrowing

The trust has secured long-term borrowing to fund capital investment on the buildings. The borrowing was undertaken in the two financial years 2011 and 2012 and is repayable over a period of 15 years.

2014		2015	
£		£	
	Amounts due within 12 Months		
7,800	At 1 April 2014		8,141
0	New Borrowings		0
8,141	Transfer from Debt over 12 Months		8,496
(7,800)	Repayments to Inverclyde Council		(8,141)
8,141	Balance at 31 March 2015		8,496
	Amounts due over 12 Months		
126,399	At 1 April 2014		118,258
0	New Borrowings		0
(8,141)	Transfer to Debt under 12 Months		(8,496)
(0)	Repayments to Inverclyde Council		(0)
118,258	Balance at 31 March 2015		109,762

Note 8 Payments to Trustees

No trustees or any person related to a trustee was remunerated during the year, nor was there any requirement for any expenses to be paid.



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
Tel: 01475 712090 Fax: 01475 712202 www.inverclyde.gov.uk

Watt Institution Trust Fund

Annual Report and Financial Statements 2014-2015



Year ended 31 March 2015

Inverclyde
council

Watt Institution Trust Fund Contents

Trustees Annual Report	3-7
Independent Examiner’s Report	8
Income and Expenditure Statement	9
Balance Sheet	10
Notes to the Accounts	11-12

Greenock Corporation took over responsibility for running the Watt Library, McLean Museum, Art Gallery and Watt Hall (known collectively as the Watt Institution) from the Watt Trust in 1973.

In July 1984, the existing trustees of three bodies - the Committee of Management of the Greenock Library; the Committee of Management of the Watt Hall and Museum and Greenock Art Gallery; and the James McLean Trust - were discharged from their relative trust obligations and the whole trust estate was invested in the former Inverclyde District Council.

The Court of Session, at that time, declared a Scheme of Administration for the future management and use of the assets and funds invested in the trust and all of the land and buildings and moveable assets transferred to the Council at that time.

The Council is responsible for holding the land and buildings in trust as a memorial to the late James Watt LLD and to use it as a library, museum and hall for the benefit of the inhabitants of Greenock.

Additionally, the Council is to hold and apply the whole of the moveable property the investments from time to time

representing the same and the income thereof in trust for the maintenance, preservation, repair, improvement and furnishing of the land and buildings and of the fixtures and fittings and for the provision, safekeeping and repair of suitable books and objects for the Library and Museum.

The Watt Institution Trust Fund has its own funds which are to be used for similar purposes and any expenditure from this Fund must meet the conditions listed above.

As the successor local authority Inverclyde Council is the sole trustee. The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council’s financial affairs and, as part of that responsibility, administers the trust and reports to Council.

Watt Institution Trust Fund
Trustees' Annual Report
For the Year ended 31 March 2015

The trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2015.

Current Trustees

- Provost Robert Moran, Chair
- Councillor Ronnie Ahlfeld
- Councillor Martin Brennan
- Councillor Keith Brooks
- Councillor Math Campbell-Sturgess
- Councillor Jim Clocherty
- Councillor Gerry Dorrian
- Councillor Jim Grieve
- Councillor Vaughan Jones
- Councillor Terry Loughran
- Councillor Stephen McCabe
- Councillor James McColgan
- Councillor Michael McCormick
- Councillor Chris McEleny
- Councillor Joe McIlwee
- Councillor Jim MacLeod
- Councillor Innes Nelson
- Councillor Luciano Rebecchi
- Councillor Kenny Shepherd
- Councillor David Wilson

Other Trustees who served during the Year

- None

Honorary Secretary

- Role fulfilled by officers in Inverclyde Council's Legal and Property Services

Honorary Treasurer

- Role fulfilled by Alan Puckrin CPFA, Chief Financial Officer (Section 95 Officer).

Bankers

- All monies are held and managed by Inverclyde Council.

Independent Examiner

- David Connell CPFA, Greenock PA15 2QR

Structure, Governance and Management

Structure

The name of the trust is the Watt Institution Trust Fund. The trust is an unincorporated trust governed on the basis of the available evidence of its constitution. The trust in its current form was established under a court approved *cy pres* scheme in July 1984.

Appointment of Trustees

The councillors of Inverclyde Council are assumed as trustees on their appointment to the Council. Councillors receive training on the responsibilities of being a trustee and the accounts of the trust.

Organisational Structure

The trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting of the Council, trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust.

The Council makes a charge for these services as agreed by the trustees at the meeting of 4 October 2012. There are no other costs in connection with governance.

Related Parties

Trustees hold this position because they are elected councillors of Inverclyde Council. Inverclyde Council provides support services to the trust.

Management of Funds and Investment Policy

The trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Comprehensive Income and Expenditure Statement.

Objects and Activities

Objects

Its purpose is to hold and apply the investments and income thereof for the maintenance, preservation, repair, improvement and furnishing of the land and buildings and of the fixtures and fittings and for the provision, safekeeping and repair of suitable books and objects for the Library and Museum.

Activities

The trust meets the costs of the Watt Institution not otherwise defrayed by the Council and invests the balance of funds with the Council.

Performance and Achievements

In line with policy adopted by the Council and the terms of the trust, the Watt Institution Trust Fund supported the continued operation of the museum, art gallery and library in the Watt Institution in partnership with the local authority.

Performance

During the year there were:

- 40,105 visitors in person to the McLean Museum and Art Gallery;
- 72,943 visitors to/usages of the McLean Museum and Art Gallery, including web sessions; and
- 1,178 people attended meetings in the Watt Hall.

Achievements

Seven exhibitions were mounted in the Watt Hall as follows. *Dress Codes – Wealth, Power and Beauty*, 15 April to 31 May; *Creative Coursework*, 6 to 12 June; *Are Ye' Askin'?* in conjunction with RIG Arts, 14 June to 26 July; *Inverclyde's Great War 1914-1918*, 9 August to 18 October; *The Greenock Art Club Annual Exhibition*, 3 to 15 November; *Absent Voices*, 22 November to 24 December; and *The Inverclyde Schools Showcase – Art and Design*, 14 to 28 February.

Current services provided within the Watt Complex continue to be under review with the intention of Inverclyde Council submitting a further application to the Heritage Lottery Fund for consideration for the renovation of the building complex and the future improvement of the service.

A major exhibition commemorating World War I, *Inverclyde's Great War 1914-1918*, was held in the Museum in the summer of 2014 and attracted an audience of over 11,000 visitors. The exhibition and the setting up of a commemorative website along with other activities have been generously supported by a grant of £51,300 from the Heritage Lottery Fund. The application for grant was made by Inverclyde Council and the costs of these activities and the website were fully met by Inverclyde Council. The McLean's WW1 project has received extensive publicity via press coverage and radio and television interviews.

The McLean Museum and Art Gallery in collaboration with the National Museums of Scotland and three other local authority partners complete a two-year project for young people aged 16-24 called *Scotland Creates! – A Sense of Place*. The history and wares of the Clyde Pottery of Greenock (1816 – 1905) from the McLean's collection featured in a display at the National Museum of Scotland in Edinburgh in May 2014. The

funding assistance of the Esmée Fairbairn Foundation and Creative Scotland for the project is gratefully acknowledged. Young musicians from Live Music Now, a partner organisation gave concerts at the Museum at Christmas.

As a legacy event from the Scotland creates project, six *Steampunk* workshops and a showcase event with young and old participants were organised by visual artist Annie MacKay and musician Yvonne Lyon and took place in January and February 2015.

Donations of two major art works *Greenock* by James Watt and *Breton Landscape* by William Scott were received. The former was presented by the artist and the later by Robert and James Scott, sons of the artist.

The Museum's collections online website now features over 6,700 items from its diverse collections, including WW1 posters and archival records. The online website was prepared with financial assistance from Museums Galleries Scotland, which is gratefully received.

Curator Val Boa attended meetings of the Public Catalogue Foundation steering group for venture called *Art Detective* which gives enquirers an opportunity to access the expertise of fine art experts in various specialisms via a website.

A number of art works were loaned to temporary exhibitions: four paintings by Frank Henry Mason were borrowed by Hartlepool Art Gallery, *The Bridge and Schiehallion* by the Scottish Colourist J.D. Ferguson was loaned to Perth Museum and Art Gallery and two works by Margaret Wright *The Strutted Close* and *Families on the Pier* were loaned to the *Glasgow Girls 1920 – 1960* Exhibition in Kircudbright.

Work placements included Abbie Thorne, Museums and Galleries Scotland Intern,

Gabrielle Heffernan an Egyptologist and Future Curator studying at the British Museum; Alicia McNeill, a graduate student at Glasgow University studying for a Masters in Museum Studies with a Costume and a Textiles speciality, and Modern Apprentice Lauren Renfrew studying Customer Service. A number of volunteers also assisted the work of the Museum and the Archives during the year.

571 people attended a family Fun Day in May as part of the Festival of Museums, with the support of Museums Galleries Scotland.

The Watt Library was awarded almost £20,000 in September 2014 by the Scottish Library and Information Council (SLIC) for an exciting schools project entitled *All Aboard* that allowed pupils from St. Mary's Primary School Greenock to create their own app on the theme of emigration to explore their local history.

A redesigned *James Watt* leaflet in the series of Famous People of Inverclyde and *Tracing Your Family Tree in Inverclyde* leaflet was also updated.

11 loans of handling boxes were made to Inverclyde schools and care homes. The Museum also participated in *Doors Open Day* for Inverclyde.

Meetings held in the Watt Hall included the annual lecture programmes of the Greenock Philosophical Society, a celebration of the Centenary of the Inverclyde Music Festival, a *Roots of Empathy* project session for babies and a celebration for International Women's Day. The Hall was also utilised for Education meetings, Council training meetings and wedding ceremonies.

Financial Review

Income and Expenditure for the Year ended 31 March 2015

The Income and Expenditure Statement on page 9 provides an analysis for the

trust of the income and expenditure for the twelve months from 1 April 2014 to 31 March 2015.

The trust spent £15,795 on supplies and services - a contribution of £14,168 by the trust to Inverclyde Council towards the costs of a part-time archivist, and £1,627 on archival quality acid free boxes and file jackets, toner for microreaders and microfilming. £500 was incurred on governance costs. Income of £601 was received from interest on short-term deposits with Inverclyde Council.

The deficit of £15,694 was deducted from the reserves of £133,348 brought forward.

Assets and Liabilities at 31 March 2015

The balance sheet on page 10 provides an analysis for the trust of the assets and liabilities as at 31 March 2015.

The reserves of the trust are £117,694 and are all held by Inverclyde Council.

Reserves Policy

The trust has been in existence for some time and the trustees consider that its reserves are sufficient.

The trust has always maintained a healthy balance of Revenue Reserves and as such there had been to-date no requirement to adopt a formal reserves policy. The free reserves at the financial year-end were £117,654.

Future Plans

The Watt Institution Trust Fund will continue to work in partnership with the local authority to support the operations of the museum, art gallery and library in the Watt Institution.

Conclusion

The trust's expenditure exceeded income during the reporting period and the deficit of £15,694 has been drawn down from the reserves brought forward.

The Watt Institution Trust Fund has a healthy balance of £117,654 of Revenue Reserves. A bid for Heritage Lottery funding is being considered and if approved will considerably assist the extensive refurbishment planned by the local authority to provide modern facilities for the library, art gallery and museum.

Approved by the trustees on Eighth October, Two Thousand and Fifteen and signed on behalf of all trustees.

Provost Robert Moran
Chair of the Trustees

This Trustees' Report is also counter-signed by the Chief Financial Officer of Inverclyde Council in his capacity as the Honorary Treasurer.

Alan Puckrin CPFA
Honorary Treasurer

Independent Examiner's Report to the Trustees of the Watt Institution Trust Fund

I report on the accounts of the charity for the year ended 31 March 2015 which are set out on pages 9 to 12.

Respective Responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and interpreted and adopted by the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (The CODE). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trusts and reports to trustees. On the advice of the Honorary Treasurer, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

David Connell CPFA
59 Shankland Road
Greenock
PA15 2QR
09 October 2015

Watt Institution Trust Fund
Income and Expenditure Statement
for the Year ended 31 March 2015
(incorporating Movement in Reserves Statement)

This statement shows the costs of the operations of the trust in accordance with accounting standards. It shows the movement in the year on the reserves held by the trust that can be applied to fund expenditure.

Usable Reserves : Revenue 2013-2014	Note	Usable Reserves: Revenue 2014-2015
£		£
16,189		16,295
15,689	5	15,795
500	6	500
(0)		(0)
16,189		16,295
(683)		(601)
0		0
(683)	2	(601)
(15,506)		(15,694)
0		0
(15,506)		(15,694)
(148,854)		(133,348)
(133,348)		(117,654)
<p>The Watt Institution Trust Fund has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 11 to 12 form part of these financial statements.</p>		

Watt Institution Trust Fund Balance Sheet as at 31 March 2015

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the trust. These usable reserves are available to the trustees to provide services.

31 March 2014		Notes	31 March 2015
£			£
	Current Assets		
133,348	Cash and Cash Equivalents	7	117,654
133,348	Net Assets		117,654
	Reserves		
133,348	Usable Reserves: Revenue		117,654
133,348	Total Reserves		117,654
<p>The notes on pages 11 to 12 form part of these accounts. Approved by the trustees on 8 October 2015 and signed on their behalf by:</p>			
<p>Provost Robert Moran Chair of the trustees</p>		<p>Alan Puckrin CPFA Honorary Treasurer</p>	

Watt Institution Trust Fund

Notes to the Accounts

Note 1 Accounting Policies

Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

Incoming Resources

All incoming resources are included in the Income and Expenditure Statement when the trust is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable on demand. The trust has no cash equivalents.

Reserves

The trust has a single reserve fund. The Usable Reserves (Revenue) is a fund available to support services at the discretion of Trustees.

Comparative Figures

Figures for 2013-2014 are shown as appropriate for purposes of comparison.

Note 2 Related Party Disclosures

Interest of £601 was received from the local authority (2013-2014 £683). As at 31 March 2015, Inverclyde Council held £117,654 for the trust (2014 £133,348).

As part of the management arrangements of the Scheme of Administration, Inverclyde Council remains responsible for all costs and any income relating to the Watt Institution and is entitled to the unrestricted use of its assets.

Under accounting standards and the associated guidance, arrangements that convey the right to use an asset require to be accounted for as a lease even where they do not have the legal form of a lease. The local authority has assumed the risks and rewards of ownership and the arrangements have the substance of a finance lease. The Watt Institution and its collections require to be disclosed on the balance sheet of the local authority and accordingly are not included in the trust fund's accounts. The holding value of these assets in the Council's Annual Accounts is £3.5 million (2014 £2.4 million) for the buildings and £17.8 million (2014 £18.1 million) for its collections of heritage assets.

The Watt Institution Trust Fund has a notional investment in the lease-type arrangement, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the assets when the arrangement comes to an end.

The value of the lease debtor and the investment is not considered significant because the arrangements under the Scheme of Administration are expected to remain in place for the foreseeable future.

Note 3 Staff Numbers and Costs

The trust does not employ any staff (see note 5).

Note 4 Payments to Trustees

No trustee or any connected person was remunerated during the year, nor was there any requirement for any expenses to be paid.

Note 5 Supplies and Services

A contribution of £14,168 was made by the trust to Inverclyde Council towards the cost of one part-time worker (2013-2014 £12,711). £1,627 was incurred on archival quality acid free boxes and other archival preservation materials (2013-2014 £2,978).

Note 6 Governance Costs

Inverclyde Council provides management services to the trust at a fee of £500 (2013-2014 £500). The independent examination has been conducted on a "no-charge" basis and accordingly no accrual has been made for the examiner's fees.

Note 7 Cash and Cash Equivalents

The Council acts as the banker for the trust and all transactions incoming and outgoing are made via the Council's accounts. The balance is repayable on demand. Interest is paid on balances.

2013-2014		2014-2015	
£		£	£
148,854	Balance at 1 April 2014		133,348
	Net Cash (Outflow) from Operating Activities		
(16,189)	Net surplus/(deficit) on the cost of services	(16,295)	
0	Adjustments for non-cash movements	0	(16,295)
	Net Cash Inflow from Investing Activities		
683	Interest Received		601
0	Net Cash Inflow from Financing Activities		0
133,348	Balance at 31 March 2015		117,654



Inverclyde
council

Finance Services, Municipal Buildings, Greenock PA15 1LY
Tel: 01475 712090 Fax: 01475 712202 www.inverclyde.gov.uk

McLeod Trust

Annual Report and Financial Statements 2014-2015



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Year ended 31 March 2015



McLeod Trust Contents

Trustees' Annual Report	3-6
Independent Examiner's Report	7
Income and Expenditure Statement	8
Balance Sheet	9
Notes to the Accounts	10-11

The McLeod Trust was established by two donations from Mr George F. McLeod of Wyomissing, Berks County, Pennsylvania United States, a former pupil of Port Glasgow High School, to provide scholarships for further education to pupils of Port Glasgow High School from disadvantaged backgrounds or from families of no history of further education.

contacting the Head Teacher at McLeod Trust, Port Glasgow High School, Port Glasgow Community Campus, Kilmacolm Road, Port Glasgow PA14 6PP, Tel: 01475-715200 or e-mail: information@portglasgow.inverclyde.sch.uk.

The trust fund was established under a Deed of Trust in 2003. The trust provides for financial and other assistance and support to assist with the costs of further education.

The major part of the trust funds are invested in UK stocks and shares and managed by a firm of stockbrokers and investment managers under a discretionary agreement. Interest and dividend income is used to provide three and four year scholarships to former pupils to assist with the costs of their further education.

Normally, four or five awards are made each year. Awards were made to four people in September 2014.

The Trustees are the Head and Depute Head Teacher and the Finance Officer of the school plus a chaplain of the school.

If you wish to apply for financial assistance, or you are aware of a person who may wish to apply for financial assistance, then application forms can be obtained by



McLeod Trust
Trustees Annual Report
For the Year ended 31 March 2015

The Trustees present their report together with the financial statements and the Independent Examiners' report for the year ended 31 March 2015.

Reference and Administrative Information

- Trust Name McLeod Trust
- Principal Office Port Glasgow High School, Port Glasgow Community Campus, Kilmacolm Road, Port Glasgow PA14 6PP.

Current Trustees

- Alan Dick
- Fiona Craig
- Isabelle McKillop
- Andrew McLean

Other Trustees who served during the Year

- None

Chair

- Alan Dick

Honorary Secretary

- Role fulfilled by Fiona Craig

Honorary Treasurer

- Role fulfilled by Isabelle McKillop

Stockbrokers and Investment Managers

- Speirs and Jeffrey, 28-36 Renfield Street Glasgow G2 1NA

Bankers

- Bank of Scotland, 25 John Wood Street Port Glasgow PA14 5HX (School Funds)

Independent Examiner

- David Connell CPFA, Greenock PA15 2QR

On behalf of the Trustees, I am pleased to present the 2015 Annual Report for the McLeod Trust.



We have been able to use the funds at our disposal to make awards to assist four of our students who have gone on to further education where they will have the opportunity to maximise their undoubted potential to the benefit of themselves and our community.

Structure, Governance and Management Governing Document

The McLeod Trust is an unincorporated trust governed on the basis its constitution in the Deed of Trust of May 2003.

Appointment of Trustees

The trust deeds provide for up to five trustees. Three of the Trustees are assumed on their appointment to one of the designated posts in the Trust Deeds – the Head Teacher, a nominated member of the Senior Management Team and the Finance Officer. The Trust Deeds provide for the appointment of up to two other persons and these appointments are decided by the Trustees. There is no set term of office.

Organisational Structure

At a special annual meeting, Trustees consider the income and expenditure levels during the financial year and ensure that expenditure remains within available resources and to maintain reasonable levels of reserves.

The School and Inverclyde Council provide support services to the trust. Neither the

School nor Inverclyde Council makes any charge to the Trust. There are no other costs in connection with governance.

Related Parties

Three of the trustees hold this position because they are senior teaching or administrative support staff of the school.

Risk Management

The Trustees have assessed the major risks to which the trust is exposed, in particular those related to its operation and finances, and are satisfied that systems are in place to mitigate the exposure to the major risks.

Management of Funds and Investment Policy

The Trustees have appointed a firm of external stockbrokers and investment managers to manage the capital funds of the trust. These funds are invested in bonds and shares. Under accounting standards, these investments are disclosed at market value (and not the historic cost value).

The Trustees conducted a periodic review of the trust's exposure to financial risk in November 2012, with assistance from the investment managers, and confirmed the investment approach as low risk/cautious with the primary objectives of capital growth and income for awards. In this way, the capital and income stream for the future benefit of the trust is protected. The investment gains and losses in the financial year are shown in the Income and Expenditure Statement.

The revenue funds of the trust are deposited with the school funds, with the investment managers as income cash balances and with Inverclyde Council as on-call deposits. Cash deposits with the stockbrokers receive bank interest. The deposits with Inverclyde Council receive interest at the average market rate for the Council's short-term borrowing.

Objects and Activities

Its purpose is “for the relief of poverty, suffering and stress and the advancement of education by providing further assistance for the University education of former pupils of Port Glasgow High School . . . who by reason of poverty, could not otherwise attain the benefit of a University education.”

Activities

The Trust makes educational scholarships in accordance with its purposes to former pupils of the school and invests its funds with the primary objectives of capital growth and income for awards.

The trust deeds provide a number of powers to trustees, key of which are:

- “to advance funds to former pupils of Port Glasgow High school to assist in the furtherance of their university education, the terms, extent and provision of such assistance to be determined by my Trustees in their sole discretion, subject always to the terms of the Trust. Generally, the Trustees should provide annual advances of funds, each installment being dependent upon written confirmation from the appropriate university of the successful completion of all assessments from the previous year of study.”
- “to invest any funds which are not immediately required for the administration of the Trust or for the Trust’s activities, in such investments as may be considered appropriate (and to dispose of and vary such investments)

Achievements and Performance

In line with policy adopted by the Council and the terms of the trust, the McLeod Trust made awards to four former pupils of the school to assist with the costs of their University education. These covered a diverse range of courses of study

including philosophy, law, primary education, and chemistry.

Financial Review

Income and Expenditure for the Year ended 31 March 2015

The Income and Expenditure Statement on page 8 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2014 to 31 March 2015.

Revenue Reserves: The trust made awards totalling £2,800 and incurred investment management fees of £210. On the income side, the trust received £3,120 from interest and dividends.

The surplus of £110 was added to the revenue reserves of £5,007 brought forward.

Capital Reserves: Investment gains of £2,126 were made and were added to the capital reserves of £68,551 brought forward.

Assets and Liabilities at 31 March 2015

The Balance Sheet on page 9 provides an analysis for the trust of the assets and liabilities as at 31 March 2015.

The total reserves of the trust are £75,794; £5,117 held in Revenue Reserves and £70,677 in Capital Reserves.

The Capital Reserves are invested in bonds and shares using an external firm of stockbrokers and investment managers. The Trust bears all market risks and rewards.

The Revenue Reserves of the trust are deposited with the school funds, with the investment managers as income cash balances and with Inverclyde Council as on-call deposits.

Reserves Policy

The Trust has a two reserve funds, both available to support the objectives of the trust. The Revenue Reserves is a fund available to make awards. The Capital Reserves are for capital growth and to provide for income. Both reserves may be used at the discretion of Trustees.

The trust has been in existence for some time and the Trustees consider that its reserves are sufficient. The free reserves at the financial year-end were £75,794.

Future Plans

The McLeod Trust will continue to provide scholarships in accordance with the terms of the trust.

Conclusion

We have been able to use the funds at our disposal to make significant awards to five students in the current year during challenging economic conditions while protecting our reserves to safeguard funding for the future.

Net incoming resources exceeded awards during the reporting period and the surplus of £110 has been added to the reserves brought forward.

The trust has a healthy balance of £75,794 of reserves for the future benefit of students of Port Glasgow High School.

Approved by the Trustees on Eighteenth September, Two Thousand and Fifteen and signed on behalf of all Trustees.

Alan Dick

Chair of the Trustees

Independent Examiner's Report to the Trustees of McLeod Trust

I report on the accounts of the charity for the year ended 31 March 2014 which are set out on pages 8 to 11.

Respective Responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and interpreted and adopted by The Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (The CODE). On the advice of the Chief Financial Officer of Inverclyde Council, the trustees have determined that an independent examination be conducted. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Connell
59 Shankland Road
Greenock
PA15 2QR
18 September 2015

McLeod Trust
Income and Expenditure Statement
for the Year ended 31 March 2015
(incorporating Movement in Reserves Statement)

This statement shows the cost of the operations of the Trust in accordance with accounting standards. It shows the movement in the year on the two reserves held by the Trust; the Revenue Reserves that provide the funding of awards and the Capital Reserves that are for capital growth and to provide for income.

Total 2013-2014		Note	Revenue Reserves	Capital Reserves	Total 2014-2015
£			£	£	£
3,300	Awards	4	2,800	0	2,800
3,300	Gross expenditure		2,800	0	2,800
0	Gross income		0	0	0
3,300	Cost of services		2,800	0	2,800
	Financing and investment income and expenditure				
(423)	Interest received	6	(418)		(418)
(2,042)	Dividends received		(2,702)		(2,702)
225	Investment management fees		210	00	210
(2,240)			(2,910)	00	(2,910)
1,060	(Surplus) or deficit on the provision of services		(110)	00	(110)
0	Transfers between reserves		(0)	0	0
1,497	Other income and expenditure (Gains) and losses on investments	7	(0)	(2,126)	(2,126)
2,557	(Increase) or decrease in the year		(110)	(2,126)	(2,236)
(76,115)	Balance at 1 April		(5,007)	(68,551)	(73,558)
(73,558)	Balance at 31 March carried forward		(5,117)	(70,677)	(75,794)
<p>The McLeod Trust has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 10 to 11 form part of these financial statements.</p>					

McLeod Trust
Balance Sheet as at 31 March 2015

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the Trust. The net assets of the trust (assets less liabilities) are matched by the reserves held by the Trust. These usable reserves are available to the trustees to provide awards or for capital growth.

31 March 2014	Notes	31 March 2015
£		£
68,551	7	70,677
5,007	9	5,117
73,558		75,794
5,007		5,117
68,551		70,677
73,558		75,794
<p>The notes on pages 10 to 11 form part of these accounts. Approved by the Trustees on 00 September 2015 and signed on their behalf by:</p> <p style="margin-left: 40px;">Alan Dick Chair of the Trustees</p>		

McLeod Trust

Notes to the Accounts

Note 1 Accounting Policies

Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 (The CODE). The CODE is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

The figures in the Accounts have been prepared from the transactions and balances held for the Trust in the financial records in the School Funds, the corporate financial systems of Inverclyde Council and the nominee statements of the stockbrokers.

Incoming Resources

All incoming resources are included in the Income and Expenditure Statement when the Trust is entitled to the income. All incoming resources are applied to usable reserves funds. Dividends and Interest are included when receivable.

Resources Expended

All expenditure is included in the Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

Investments

Stocks and shares held by the trust are measured and carried at fair value i.e. quoted market price. The capital cash balances held by the Stockbrokers are for capital growth and are classified as part of long-term investments.

Changes in holding value are recognised in other comprehensive income and expenditure and the gain or loss is taken to the Capital Reserves.

Cash and Cash Equivalents

Cash is represented by the aggregate of earmarked balances within school funds, income cash balances held by the stockbrokers on behalf of the trust and deposits with the Council. All cash is payable on demand and the Trust has no cash equivalents.

Reserves

The Trust has a two reserve funds, both available to support the objectives of the trust. The Revenue Reserves is a fund available to make awards. The Capital Reserves are for capital growth and to provide for income. Both reserves may be used at the discretion of Trustees.

Comparative Figures and Taxation

Figures for 2013-2014 are shown as appropriate for purposes of comparison. Irrecoverable tax is included in the income or expense to which it relates.

Note 2 Staff Numbers and Costs

The McLeod Trust has no staff. All support functions are provided by the School or by Inverclyde Council.

Note 3 Payments to Trustees

No remuneration or expenses were paid during the year to any Trustees or person connected to a Trustee.

Note 4 Awards

Awards were made in the year to five former pupils for three or four year scholarships to assist with the costs of further education.

Note 5 Governance Costs

Port Glasgow High School and Inverclyde Council provide administrative services to the Trust at no charge. The independent examination has been conducted on a "no-charge" basis and accordingly no accrual has been made for the examiner's fees.

Note 6 Related Party Disclosures

Interest of £14 was received from the local authority (2013-2014 £5). As at 31 March 2015, Inverclyde Council owed the Trust £2,480 (2014 £3,372). The School Funds held £715 (2014 £62).

Note 7 Long-term Investments

The McLeod Trust has investments managed under a discretionary agreement by a firm of stockbrokers and investment managers. The investments are held in UK Government Bonds and UK and global equities. The market values at the year-end were as follows:

2014		2015	
£		£	%
Portfolio			
31,730	UK Equities	33,643	47.6
17,840	Equity Funds, UK and Global	18,034	25.5
9,198	UK Government Bonds	9,189	13.0
8,333	Unit Trust, Fixed Interest	8,361	11.8
1,450	Capital Cash Balance with Stockbrokers	1,450	2.1
68,551	Balance at 31 March 2015	70,677	100.0
(1,497)	Gains and (losses) on investments	2,126)	

Note 8 Cash and Cash Equivalents

The McLeod Trust has earmarked balances within school funds, income cash balances held by the investment managers on behalf of the trust and deposits with Inverclyde Council. The change in the year is as follows:

2013-2014		2014-2015	
£		£	£
3,052	Balance at 1 April 2014		5,007
1,062	Short-term Deposits with Inverclyde Council	3,367	
1,985	Income Cash Balances with Stockbrokers	1,578	
5	Earmarked Balances in School Funds	62	
(3,300)	Net Cash (Outflow) from Operating Activities		(2,800)
(3,300)	Cost of Services	(2,800)	
5,255	Net Cash Inflow from Investing Activities		2,910
3,000	Capital Receipt from Stockbroker	0	
2,465	Interest and Dividends Received	3,120	
(210)	Investment Managers Fees	(210)	
0	Net Cash Inflow from Financing Activities		0
5,007	Balance at 31 March 2015		5,117
3,367	Short-term Deposits with Inverclyde Council	2,480	
1,578	Income Cash Balances with Investment Managers	1,922	
62	Earmarked Balances in School Funds	715	



**Port Glasgow High School, Port Glasgow Campus, Kilmacolm Road, Port Glasgow PA14 6PP
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