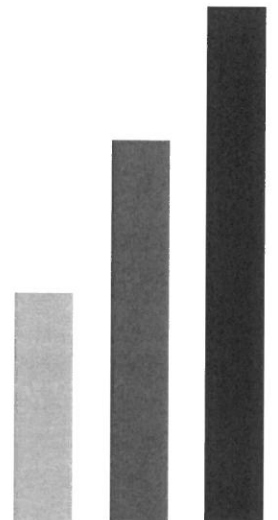


Agenda 2016

Education & Communities Committee

For meeting on:

1	November	2016
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A meeting of the Education & Communities Committee will be held on Tuesday 1 November 2016 at 2pm within the Municipal Buildings, Greenock.

Please note that consideration of the Education items of business will commence at 4pm or following conclusion of the Communities business, whichever is the later.

GERARD MALONE
Head of Legal and Property Services

BUSINESS

****Copy to follow**

1. Apologies, Substitutions and Declarations of Interest	Page
<u>COMMUNITIES</u>	
PERFORMANCE MANAGEMENT	
2. Communities 2016/17 Revenue Budget Report – Period 5 to 31 August 2016 Report by Chief Financial Officer and Corporate Director Education, Communities & Organisational Development	p
3. Communities Capital Programme 2016-2018 Report by Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	p
4. A 3 Year Plan for Coordinating Community Learning & Development (CLD) in Inverclyde 2015-2018: Progress Report Year 1 Report by Corporate Director Education, Communities & Organisational Development	p
NEW BUSINESS	
5. Watt Complex Refurbishment ** Report by Corporate Director Education, Communities & Organisational Development	
6. McLean Museum Draft Collections Development Policy Report by Corporate Director Education, Communities & Organisational Development	p

7.	Inverclyde Strategic Housing Investment Plan 2017/18 – 2021/22 Report by Corporate Director Education, Communities & Organisational Development	p
8.	Inverclyde Local Housing Strategy 2017-2022 Report by Corporate Director Education, Communities & Organisational Development	p
9.	Inverclyde Youth Participation Strategy 2016-2019 Report by Corporate Director Education, Communities & Organisational Development	p
10.	Gourock Highland Games Report by Corporate Director Education, Communities & Organisational Development	p
11.	Future Funding for Under 19 Sports Clubs Report by Corporate Director Education, Communities & Organisational Development	p
12.	Inverclyde Leisure – Annual Review of Business Plan Report by Corporate Director Education, Communities & Organisational Development	p
<u>EDUCATION</u>		
PERFORMANCE MANAGEMENT		
13.	Education 2016/17 Revenue Budget – Period 5 to 31 August 2016 Report by Chief Financial Officer and Corporate Director Education, Communities & Organisational Development	p
14.	Education Capital Programme 2016-2018 Progress Report by Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	p
15.	Tackling Unnecessary Bureaucracy and Undue Workload in Schools Report by Corporate Director Education, Communities & Organisational Development	p
16. **	Secondary Attainment Challenge Report by Corporate Director Education, Communities & Organisational Development	
NEW BUSINESS		
17.	Review of School Estate Funding Model 2016 Report by Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	p
18.	Inverclyde Summer Literacy Lunch Clubs 2016 Report by Corporate Director Education, Communities & Organisational Development	p

19. Establishing the Capacity of Secondary Schools in Inverclyde Report by Corporate Director Education, Communities & Organisational Development	p
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Enquiries to - **Sharon Lang** - Tel 01475 712112

Report To:	Education & Communities Committee	Date:	1 November 2016
Report By:	Chief Financial Officer and Corporate Director Education, Communities and Organisational Development	Report No:	FIN/102/16/AP/IC
Contact Officer:	Iain Cameron	Contact No:	01475 712832
Subject:	Communities 2016/17 Revenue Budget Report- Period 5 to 31 August 2016		

1.0 PURPOSE

- 1.1 To advise Committee of the 2016/17 Revenue Budget position at Period 5 to 31 August 2016.

2.0 SUMMARY

- 2.1 The total Communities budget for 2016/17, excluding Earmarked Reserves, is currently £8,487,330 following the anticipated approval of the virement of £95,000 from the Education Revenue budget as detailed in paragraph 7.1 and appendix 5. The latest projection is an overspend of £37,000.
- 2.2 The main variances to highlight for the 2016/17 Revenue Budget are –
- (a) Projected underspend of £60,000 for Support for Community Facilities, an increase of £30,000 since the last Committee. This budget is not required until later in 2016/17 when the final new facilities open.
 - (b) £119,000 overspend due to carrying out a review of income with Inverclyde leisure on historical debt related to School / Pitch income. As a result, it concluded that there has been an overstatement of income as at the end of 2015/16. To address this, a provision must be made to this effect.
- 2.3 Earmarked Reserves for 2016/17 total £3,145,000 of which £1,361,000 is projected to be spent in the current financial year. To date expenditure of £176,000 (12.9%) has been incurred. The spend to date per profiling was expected to be £274,000, therefore the year to date expenditure is £98,000 or 35.8% behind phased spend at the end of Period 5. The majority of this relates to Support For Owners.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the current projected overspend of £37,000 for the 2016/17 Revenue Budget as at Period 5 to 31 August 2016.
- 3.2 That the Committee note the current projected overspend of £37,000 is being contained within the overall Education & Communities Directorate Revenue Budget due to a projected underspend of £197,000 in the Education budget.

3.3 That the Committee approve the virements totalling £125,000 as detailed in paragraph 7.1 and appendix 5.

Alan Puckrin
Chief Financial Officer

Wilma Bain
**Corporate Director Education, Communities
and Organisational Development**

4.0 BACKGROUND

- 4.1 The purpose of this report is to advise the Committee of the current position of the 2016/17 Revenue Budget as at Period 5, 31 August 2016 and highlight the main issues contributing to the projected overspend of £37,000 for 2016/17.

5.0 2016/17 PROJECTION

- 5.1 The current Communities budget for 2016/17 is £8,487,330. This is an increase of £141,000 from the approved Revenue Budget. Appendix 1 provides details of the virements responsible for this increase.
- 5.2 The main issues to highlight in relation to the projected overspend of £37,000 for the 2016/17 Revenue Budget are :-

Sports & Leisure: Projected Overspend £109,000

Following approval of the virement detailed in paragraph 7.1 and appendix 5, Waivers for Under 19 Sports Teams budget has been increased by £99,000 to £210,000. The latest projection is an underspend of £5,000.

A provision of £119,000 requires to be made for Lets Income at the end of Financial Year 2016/17. A review of all historical debt has been carried out in conjunction with Inverclyde Leisure and concluded that an overstatement of income was made at the end of 2015/16.

Community Halls: Projected Underspend £69,000

The Support for Community Facilities budget is projected to underspend by £60,000 due to the budget not being required until later in 2016/17 when new community facilities open. The projected underspend has increased by £30,000 since last Committee.

- 5.3 It should be noted that the £37,000 projected overspend for the Communities Revenue Budget is being contained within the overall Education & Communities Directorate Revenue Budget due to the projected underspend of £197,000 for Education.

6.0 EARMARKED RESERVES

- 6.1 Total funding for Earmarked Reserves is £3,145,000 of which £1,361,000 is projected to be spent in 2016/17. The remaining balance of £1,784,000 will be carried forward for use in 2017/18 and beyond. As at Period 5, the expenditure was £176,000 or 12.9% of the 2016/17 projected spend.
- The spend to date per profiling was expected to be £274,000, therefore the year to date expenditure is £98,000 or 35.8% behind phased spend at the end of Period 5. The majority of the slippage relates to Support For Owners.

7.0 VIREMENTS

- 7.1 The Committee is asked to approve the virement of £95,000 from the Education Revenue budget and £30,000 from Community Halls Waivers budget to Sports & Leisure Waivers budget as detailed in appendix 5.

8.0 IMPLICATIONS

8.1 Finance

All financial implications are discussed in detail within the report above.

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

8.2 Legal

There are no specific legal implications arising from this report.

8.3 Human Resources

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

8.4 Equalities

There are no equalities issues within this report.

8.5 Repopulation

There are no repopulation issues within this report.

9.0 CONSULTATION

9.1 The paper has been jointly prepared by the Chief Financial Officer and the Corporate Director Education, Communities and Organisational Development.

10.0 BACKGROUND PAPERS

10.1 There are no background papers for this report.

Communities Budget Movement - 2016/17**Period 5: 1st April - 31st August 2016**

Service	Approved Budget	Movements			Transferred to	Revised Budget
	2016/17 £000	Inflation £000	Virement £000	Supplementary Budgets £000	EMR £000	2016/17 £000
Libraries & Museum	1,508	(17)				1,491
Sport & Leisure	1,710		69			1,779
Safer Communities	3,354		63			3,417
Housing	602					602
Community Halls	929		26			955
Grants to Voluntary Organisations	243					243
Totals	8,346	(17)	158	0	0	8,487

Movement Details

£000

External ResourcesVirements

From ED Committee - CLD Streetmates Upload Correction	70
From ED Committee - Funding Waivers	69
From ED Committee - Funding School Lets Income Shortfall	26
From E&R Committee - Parking Income	(7)
	<u>158</u>

Inflation

Reduction in Utilities Budgets	(17)
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Savings/Reductions141

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 5 : 1st April 2016 - 31st August 2016**

<u>Out Turn</u> <u>2015/16</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Budget</u> <u>2016/17</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u>	<u>Actual to</u> <u>31-Aug-16</u> <u>£000</u>	<u>Projection</u> <u>2016/17</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Over / (Under)</u>
0	Sports & Leisure Bad Debt Provision	0	0	0	119	119	-
10	Community Halls Support For Comm Facilities	100	42	8	40	(60)	(60.0%)
Total Material Variances						59	

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 5 : 1st April 2016 - 31st August 2016**

2015/16 Actual £000	Subjective Heading	Approved Budget 2016/17 £000	Revised Budget 2016/17 £000	Projected Out-turn 2016/17 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
4,058	Employee Costs	4,271	4,334	4,327	(7)	(0.2%)
716	Property Costs	728	711	706	(5)	(0.7%)
1,775	Supplies & Services	1,652	1,665	1,664	(1)	(0.1%)
39	Transport Costs	35	35	35	0	-
300	Administration Costs	56	56	56	0	-
4,154	Other Expenditure	2,084	2,130	2,185	55	2.6%
(2,694)	Income	(480)	(444)	(449)	(5)	1.1%
8,348	TOTAL NET EXPENDITURE	8,346	8,487	8,524	37	0.4%
	Earmarked Reserves	0	0	0	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	8,346	8,487	8,524	37	

2015/16 Actual £000	Objective Heading	Approved Budget 2016/17 £000	Revised Budget 2016/17 £000	Projected Out-turn 2016/17 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
1,452	Libraries & Museum	1,508	1,491	1,486	(5)	(0.3%)
1,936	Sports & Leisure	1,710	1,809	1,918	109	6.0%
3,019	Safer Communities	3,354	3,368	3,363	(5)	(0.1%)
863	Housing	602	651	647	(4)	(0.6%)
837	Community Halls	929	925	867	(58)	(6.3%)
241	Grants to Vol Orgs	243	243	243	0	-
8,348	TOTAL COMMUNITIES	8,346	8,487	8,524	37	0.4%
	Earmarked Reserves	0	0	0	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Communities

<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>Total Funding 2016/17</u>	<u>Phased Budget To Period 5 2016/17</u>	<u>Actual To Period 5 2016/17</u>	<u>Projected Spend 2016/17</u>	<u>Amount to be Earmarked for 2017/18 & Beyond</u>	<u>Lead Officer Update</u>
		<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	
Support for Owners	John Arthur	921	100	0	921	0	Expenditure to be completed by 31/03/17 per Scottish Government.
Renewal of Clune Park	John Arthur	1,910	63	91	320	1,590	Expenditure to date relates to Home Loss Payments and Legal Fees.
Support for Community Facilities	John Arthur	29	12	12	29	0	£12k payment made to Grosvenor Bowling Club. Remaining £17k will be spent by 31/03/17
Investment Fund for Council Owned Bowling Clubs	John Arthur	156	32	6	12	144	£150k has been allocated for refurb of Lady Alice toilets. Following issues discovered at survey stage work now not expected to be completed in 2016/17.
Summer Playschemes	John Arthur	29	17	17	29	0	£17k Employee costs for Play4All & £12k to IL to maintain price at £2.50
Grants to Vol Orgs	John Arthur	100	50	50	50	50	£50k allocated to first round of applications 16/17 and £50k c/f for use in 17/18
Total		3,145	274	176	1,361	1,784	

COMMUNITIES COMMITTEE**VIREMENT REQUESTS**

Budget Heading	Increase Budget		(Decrease) Budget
		£	£
Biomass	1		35,000
Contract Janitors			40,000
Music Tuition Fees			20,000
Communities Committee - Waivers		69,000	
Communities Committee - School Lets Income		26,000	
Waivers - Sports & Leisure	2	30,000	
Waivers - School Lets			30,000
		125,000	125,000

Note

1- Total of £95,000 vired from Education Revenue budget to the Communities Revenue budget to fund overspends on Waivers and shortfall in School Lets Income.

2 - Virement of £30,000 from School Lets Waiver budget to Sports & Leisure Waiver budget

Report To: Education & Communities Committee **Date:** 1 November 2016

Report By: Corporate Director Education, Communities & Organisational Development and Chief Financial Officer **Report No:** EDUCOM/68/16/JA

Contact Officer: John Arthur **Contact No:** 01475 714263

Subject: Communities Capital Programme 2016 to 2018

1.0 PURPOSE

- 1.1 The purpose of the report is to update the Committee in respect of the status of the projects forming the Communities Capital Programme and to highlight the overall financial position.

2.0 SUMMARY

- 2.1 This report advises the Committee in respect of the progress and financial status of the projects within the Communities Capital Programme.
- 2.2 Overall the Committee is projecting to contain the costs of the 2016-2018 Capital Programme within available budgets.
- 2.3 Appendix 1 contains details of the projected spend and cashflow for the Capital Programme over the 2 years of the current programme together with a projected allocation for future years.
- 2.4 Expenditure at 30th September, 2016 is £1,182,000 or 43.6% of the 2016/17 approved budget.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the progress with the specific projects as detailed in Appendix 1 and the projected acceleration of £55k or 2.0% expenditure.

John Arthur
Head of Safer & Inclusive
Communities.

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

4.1 This report shows the current position of the approved Communities Capital Programme.

5.0 HOUSING SCHEME OF ASSISTANCE (SOA)

5.1 The Scheme of Assistance provides statutory housing assistance for the improvement and repair of private sector housing within Inverclyde. There is a 3-strand approach to delivery, namely Advice & Information, Practical Assistance and Financial Assistance. In order to meet the objectives of the Local Housing Strategy, repairs and improvements for the following areas are given priority – work to meet needs of disabled persons, houses which fail the tolerable standard, tackling fuel poverty, replacement of lead drinking water pipes and communal Scottish Housing Quality Standard works. Funding for SOA in the period 2016 to 2019 is £2.572m.

Expenditure to 30th September, 2016 is £195,000 or 26.4% of the approved 2016/17 budget 2016/17 (£739,000)

6.0 WATT COMPLEX REFURBISHMENT

6.1 The immediate priority for the complex is to ensure that all essential repairs are carried out to the external envelope, ensuring that the building is wind, watertight and safe. The capital programme has been amended to take account of this with a total of £2million being earmarked for essential repair and upgrading by the end of 2017/18.

Dry rot works have been carried and, following tender, were less expensive than expected, contributing to an actual expenditure of £184k for 2015/16. Expenditure to 31st July, 2016 is £45,000 or 8.6% of the 2016/17 budget (£523,000).

Historic Environment Scotland (HES) approved a grant application for £297,000 for the project in August 2016. This award will ensure that the required works for Phase 1 are kept within the budget allowance.

7.0 INVERKIP COMMUNITY FACILITY AND LIBRARY FITOUT

7.1 Construction of a new Community Facility for Inverkip commenced on site in November 2015 and is progressing well despite challenging weather conditions.

The contractor anticipates completion on site by mid-October 2016.

Expenditure at 30 September 2016 is 887,000 or 84.3% of the 2016/17 budget (£1.052m).

8.0 WOODHALL COMMUNITY FACILITY

8.1 The purpose of this project was to build a Multi-Use Games Area (MUGA) and a small tenants' hall at a vacant site in Parkhill Square, Port Glasgow. The Woodhall Tenants' and Residents' Association were successful in obtaining lottery funding for the MUGA but expressed no interest in proceeding with the tenants' hall project at this time.

In order to resolve an unforeseen land acquisition issue, the sum of up to £30k from the current capital allocation was earmarked to allow purchase of the land (including professional fees) without further delay.

Officers have agreed with Woodhall Tenants' and Residents' Association that the current allocation from the capital budget will be allocated toward provision of CCTV to combat fly tipping, and road calming and other road safety measures in the area.

Expenditure to 30 September, 2016 is £2000, 3.1% of the 2016/17 budget (£65,000).

9.0 NEW COMMUNITY FACILITY BROOMHILL

- 9.1 The Environment & Regeneration Committee of January 2013 approved in principle that the site of the former Mearns Centre and the adjoining blaes pitch at Nile Street Greenock would be made available to Inverclyde Action on Mental Health (IAMH) to develop a joint Social Enterprise / Community Facility. A planning application has been submitted and the former Mearns Centre building has now been demolished and the site cleared.
- 9.2 IAMH have been successful in their bid to the Big Lottery, and the Scottish Government has confirmed the award of Regeneration Capital Grant to the Council to support his project. The Environment and Regeneration Committee at their meeting of 5th March 2015 approved the recommendation to transfer the ground/ agree a 99 year lease at Mearns Street/ Nile Street in support of the project.
- 9.3 At the Education and Communities Committee of 19th January, 2016 members agreed to provide an additional £300k to provide sufficient funds to allow this project to progress in 2016/17. This brings the Council's contribution to the project to £1.350million, including land acquisition, demolition of the former school and fees.
- 9.4 The Regeneration Capital Grant Fund application for draw down of the award of £397k has been approved and funds have now been transferred to the Council. This is reflected in the total cost of the project noted in Appendix 1. The project is now on site and ground and foundation works are now well advanced. The project is reported to be on programme with and anticipated completion of late May 2017.
- 9.5 Expenditure to 30th September, 2016 is £47,000 or 18.9% of the approved 2016/17 budget (£249,000).

10 Birkmyre Park Pitch Improvements.

- 10.1 The current budget for Birkmyre Park pitch improvements is £350k. The estimated cost of the necessary drainage works at the site is £400k including a £50k contribution from St Columba's School.

Officers will prepare a drainage scheme for the site. It is anticipated that work will begin in late 2016/17 and be completed in 2017/18.

11 Mountain Bike Track, Rankin Park

- 11.1 The Committee approved funding of £150k in support of a successful bid to Sports Scotland's 'Active Places' fund at the meeting in May 2015. The full budget for the project is £240 (inclusive of grant of £90k). The project is now completed and the track was formally opened on 22 June, 2016. Informal feedback from users to date has been very positive.
- 11.2 Expenditure to 30th September, 2016 is £6,000 or 9.8% of the 2016/17 budget (£61,000).

12.0 IMPLICATIONS

Finance

- 13.1 The actual spend for Communities at 30th September 2016 for 2016/17 is £1,182m compared to an approved budget of £2.709m. This is 43.6% of approved budget.

The expenditure at 30th September 2016 for Housing, Scheme of Assistance is £195,000, 26.4% of the approved budget of £739,000. The expenditure at 30th September, 2016 for Cultural and Sports is £987,000 or 50.1% of the approved budget of £1.970m

Current 16/17 projections show an acceleration of £55k or 2.0% of expenditure.

- 13.2 The current budget (16/18) of £10.341m is made up of £2.572 for Scheme of Assistance (SOA) and £6.648m for Cultural & Sports projects. Please refer to Appendix 1 for details of expenditure by project.

Legal

- 13.3 There are no legal issues.

Human Resources

- 13.4 There are no human resources issues.

Equalities

- 13.5 There are no equalities issues.

Repopulation

- 13.6 There are no repopulation issues.

14.0 CONSULTATION

- 14.1 The report has been jointly prepared by the Corporate Director Education, Communities & Organisational Development and the Chief Finance Officer.

15.0 BACKGROUND PAPERS

- 15.1 There are no background papers for this report.

Report To:	Education & Communities Committee	Date:	01 November 2016
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/71/16/MP
Contact Officer:	Maggie Paterson CLD Service Manager	Contact No:	01475 715450
Subject:	A 3 Year Plan for Co-ordinating Community Learning and Development (CLD) in Inverclyde 2015 – 2018: Progress Report Year 1		

1.0 PURPOSE

1.1 The purpose of this report is to:

- Update the Committee on the progress made in implementing the 3 year plan for co-ordinating community learning and development in Inverclyde 2015 – 2018

2.0 SUMMARY

- 2.1 On 11 August 2015, the Policy and Resources Committee approved the publication of the '3 year plan for co-ordinating community learning and development in Inverclyde 2015 – 2018'. This ensured compliance with Regulation 4 of the Requirements for Community Learning and Development (Scotland) Regulations 2013, which 'requires each local authority to consult on and publish plans every three years containing specified information on the provision of CLD by both the local authority and its partners'.
- 2.2 The implementation of the plan is led and monitored by the CLD Strategic Implementation Group, which is chaired by the Corporate Director: Education, Communities and Organisational Development and draws membership from Inverclyde Alliance SOA Delivery Groups.
- 2.3 The Delivery Plan is configured using the logic model adopted by Inverclyde Alliance and Inverclyde Council and reviewed by assessing the Red/Amber/Green (RAG) status of each component.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 Note the progress made in the implementation of the 3 year plan for CLD
- 3.2 Approve the recommendations at Section 5 of the review.

4.0 BACKGROUND

4.1 In December 2013, Inverclyde Alliance approved a 'Strategy and Implementation Plan for Community Learning and Development (CLD) in Inverclyde 2014-2018'. This updated the existing Strategy in line with the 'Strategic Guidance for Community Planning Partnerships published by the Scottish Government in June 2012.

Inverclyde's Strategy for CLD affirms that the priorities for CLD should mirror those of Inverclyde Alliance as expressed in the Single Outcome Agreement for Inverclyde and contributing strategies and plans.

- 4.2 The CLD Strategy establishes the framework which underpins this '3 year plan for CLD' as required under the Requirements for CLD (Scotland) Regulation 2013, specifically to:
- Assess the need for community learning and development
 - Involve and consult representatives of target groups and individuals
 - Involve and consult providers of CLD in the area
 - Publish a 3 year plan specifying how the authority will co-ordinate its provision of CLD and that of other providers in the area.
- 4.3 On 11 August 2015, the Policy and Resources Committee approved the publication of the '3 year plan for co-ordinating community learning and development in Inverclyde 2015 – 2018'.
- 4.4 The CLD Strategic Implementation Group (CLD SIG) is responsible for the monitoring and evaluation of both the CLD Strategy and the 3 year plan. The 3 CLD Sub-Groups (Adult Learning and Literacies, the Community Engagement and Capacity Building Network and Youth Work) have a key role in supporting the CLD SIG with this remit.
- 4.5 The review of progress in year 1 of the Delivery Plan largely draws on information provided to the Sub-Groups by CLD Partners, for collation and analysis by the CLD Service.

5.0 IMPLICATIONS

Finance

5.1 None

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

5.2 None

Human Resources

5.3 None

Equalities

5.4 Improved co-ordination of CLD benefits a number of groups with protected characteristics.

Repopulation

5.5 Improved co-ordination of CLD encourages individuals and communities to feel they belong to Inverclyde and are important contributors to the future of the area.

6.0 CONSULTATIONS

6.1 The implementation of the plan has brought together a number of consultation and engagement activities across localities, communities and neighbourhoods.

7.0 LIST OF BACKGROUND PAPERS

7.1 Co-ordinating community learning and development in Inverclyde: a 3 year plan 2015-2018
Requirements for CLD Scotland) Regulation 2013
Strategic Guidance for Community Planning Partnerships Scottish Government 2012

Co-ordinating community learning and development in Inverclyde

3 year plan
2015 – 2018



Inverclyde
council



Inverclyde Alliance

PROGRESS REPORT
TO SEPTEMBER 2016

1 INTRODUCTION

In December 2013, Inverclyde Alliance approved a 'Strategy and Implementation Plan for Community Learning and Development (CLD) in Inverclyde 2014-2018'. This updated the existing Strategy in line with the 'Strategic Guidance for Community Planning Partnerships published by the Scottish Government in June 2012. Inverclyde's Strategy for CLD affirms that the priorities for CLD should mirror those of Inverclyde Alliance as expressed in the Single Outcome Agreement for Inverclyde and contributing strategies and plans.

Inverclyde's Strategy identifies that the focus for CLD should be on:

- improved life chances for people of all ages, through learning, personal development and active citizenship
- stronger, more resilient, supportive, influential and inclusive communities.

The CLD Strategy establishes the framework which underpins this '3 year plan for CLD' as required under the Requirements for CLD (Scotland) Regulation 2013, specifically to:

- Assess the need for community learning and development
- Involve and consult representatives of target groups and individuals
- Involve and consult providers of CLD in the area
- Publish a 3 year plan specifying how the authority will co-ordinate its provision of CLD and that of other providers in the area.

The purpose of the Plan

The purpose of the plan is to maximise the contribution of CLD to achieving the outcomes of the Inverclyde Alliance Single Outcome Agreement by:

- Co-ordinating provision of CLD in the broadest sense, essentially all learning and development that takes place in the community, other than vocational training and programmes delivered by teachers in school and by further education lecturers
- Integrating planning for CLD within community planning, adding value to existing planning and evaluation.

Underpinning principles

The following principles were used to develop the plan and have guided its implementation as outlined in this report:

- Using an asset based approach to identification of needs and strengths
- Co-production of the initial and ongoing development/implementation of plan
- Embedding within the community planning: 'Getting it right for every child, citizen and community in Inverclyde' and SOA Improvement Planning.

Outcomes of the plan

- 1 The needs of individuals and communities for CLD are met

We will achieve this by:

- improving the way we co-ordinate the assessment of needs and strengths in our communities and the identification of unmet need
- knowing and understanding our communities
- building on the strengths of our communities, working together to improve life chances and the quality of community life

2 The impact of CLD in Inverclyde is maximised through effective planning and co-ordination

We will achieve this by:

- ensuring that all CLD provision is mapped to Inverclyde Life and that everyone knows how to access the programmes and support they need
- creating learning and development pathways and supporting people along them
- clearly delineating how and where CLD is planned and co-ordinated within our community planning infrastructure

2 MONITORING AND EVALUATION OF THE PLAN

The CLD Strategic Implementation Group (CLD SIG), chaired by the Corporate Director: Education, Communities & OD, is responsible for the monitoring and evaluation of both the CLD Strategy and the 3 year plan. Membership of the Group has been configured to ensure that all relevant Partners are represented and that there are strong links back to the SOA Delivery Groups. The 3 CLD Sub-groups (Adult Learning and Literacies, the Community Engagement and Capacity Building Network and Youth Work) have a key role in supporting the CLD SIG. In relation to the Delivery Plan the Sub-groups have a remit to:

- put in place mechanisms to review the quality and effectiveness of CLD using agreed self-evaluation frameworks
- put in place mechanisms to support practice development and continuous improvement
- collate and analyse information to support monitoring and evaluation
- support the inspection process.

Since the publication of the 3 year plan, a new self-evaluation framework 'How good is the learning and development in our community?' has been introduced and a new model of inspection commenced in September 2016.

Within the new inspection model, Education Scotland will work with the local authority and CLD partners to focus on:

- How good is the strategic leadership of community learning and development? ; and
- How good is the learning and development in a defined local community?

To do this they will evaluate using the following quality indicators from the new framework:

- 1.1 Improvements in performance
- 4.1 Impact on the local community
- 5.1 Delivering the learning offer with learners
- 9.2 Leadership and direction.

They will also review

- 3.1 Impact on staff and volunteers.

To assist with the self-evaluation process and in line with other policies and strategies, the CLD SIG have committed to undertake a risk assessment of the plan.

3 REVIEW OF THE DELIVERY PLAN

The review of progress in year 1 of the Delivery Plan largely draws on information provided to the Sub-groups by CLD Partners, for collation and analysis by the CLD Service. The review assigns a RAG status to each component of the Delivery Plan:

Red action required
 Amber some slippage
 Green on target

The tables below focus on the Where do we want to be? and How will we know we are getting there? components of the Delivery Plan. A short summary of progress is provided as well as assessment of the RAG status of each component.

OUTCOME 1 The needs of individuals and communities for CLD are met

1.1 Improving the way we co-ordinate the assessment of needs and strengths in our communities

Where do we want to be?	How will we know we are getting there?	Progress	RAG Status
The assessment of needs and strengths is planned and co-ordinated across the community planning partners and information is shared effectively to build up a complete picture of need and strengths in our communities	Increased no. of assessment activities combining needs and strengths Decrease no. needs only assessment activities	2014-15 : 21 needs assessment activities reported, 6 of which needs only 2015-16: 25 needs assessments undertaken, 4 of which needs only	Green
	Increased no. of jointly planned needs and strengths assessment activities	2014-2015: 15 of 21 needs assessments jointly planned 2015-2016:17 of 25 needs assessments jointly planned	Green
	Increased no. sets of findings shared	2014-2015: 13 of 21 needs assessments shared 2015-2016: all 25 needs assessment made available to all Partners via CLD SIG	Green

1.2 Knowing and understanding our communities

Where do we want to be?	How will we know we are getting there?	Progress	RAG Status
<p>The information gathered by Partners and community organisations is combined to create commonly shared and understood profiles of our communities and neighbourhoods and this is used to inform locality planning (in line with requirement of CE Act 2015) leading to action to improve outcomes and strengthen communities</p>	<p>Common approach and profiling mechanism agreed Number of profiles developed Increased evidence of profiles in use to inform action and locality planning</p>	<p>Well-being localities and their constituent, communities and neighbourhoods have been agreed. Information gathered to inform initiatives such as the Attainment Challenge and Community Safety Profiles developed by Safer Communities & Police Scotland are being shared and used to inform action. CVS Inverclyde is piloting a community profile with a local Community Association.</p>	<p>Green</p>

1.3 Building on the strengths of our communities, working together to improve life chances and the quality of community life

Where do we want to be?	How will we know we are getting there?	Progress	RAG Status
<p>Asset based approaches, building on communities' strengths and our understanding of community need are widely used across the Alliance and having a demonstrable impact on improving life chances and the quality of community life, particularly of our more disadvantaged communities.</p>	<p>increased no. of service improvement, development and delivery models using an asset based approach informed by assessment of needs and strengths and understanding of communities.</p>	<p>An Asset Based Community Development Self-Assessment Tool developed by CVS Inverclyde has been piloted and is now being completed by CLD Partners this will provide a baseline for 2015-2016.</p>	<p>Green</p>

OUTCOME 2: The impact of CLD in Inverclyde is maximised through effective planning and co-ordination

2.1 Ensuring that all CLD provision is mapped to Inverclyde Life and that everyone knows how to access the programmes and support they need

Where do we want to be?	How will we know we are getting there?	Progress	RAG Status
Inverclyde Life is understood and recognised as the key source of information about CLD activity and is used widely by staff as a guide to learning and support available	100% of public sector programmes on Inverclyde Life by end of year 1 50% appropriate staff trained and using site by end of year 1, 75% by year 2 and 100% by year 3.	The majority of public sector programmes are now accessible through Inverclyde Life. The website is to be relaunched and will be more user friendly and interactive. Training for staff and promotion of the site is in abeyance pending new format going live.	Green

2.2 Creating learning and development pathways and supporting people along them

Where do we want to be?	How will we know we are getting there?	Progress	RAG Status
All those who would benefit from participating in CLD activity, are effectively engaged and supported to develop and progress to achieve maximum benefit. The goal of losing no one achieved for young people through MCMC is extended to adults/communities	Core pathway stages agreed. 50% Partners have pathways in place by end of year 1, 75% by end of year 2 and 100% by end of year 3. Indicative pathways for key strands in place by end of year 2	Following the decision to separately identify pathways for individual learners and pathways through CLD programmes, Partners have been asked to complete one of two questionnaires, one for those who do not provide CLD but have service users who might benefit from participation in CLD and the other to be completed by CLD providers. This will provide a baseline for 2015-2016.	Green

2.3 Clearly delineating how and where CLD is planned and co-ordinated within our community planning infrastructure

Where do we want to be?	How will we know we are getting there?	Progress	RAG Status
The planning and co-ordination of CLD is clearly delineated within the community planning infrastructure of SOA Delivery Groups and constituent partnership strategies and plans, along with responsibility and accountability for actions.	Guidance developed and in use by October 2015 75% of plans have CLD actions identified and delineated by end of year 1, 100% by end of year 2	The development of guidance is in abeyance pending anticipated changes to our community planning infrastructure associated with the Community Empowerment Act Family learning. The CLD SIG has prioritised the following for co-ordination and review in the shorter term: Family Learning; Wider accreditation; Health and well-being	Amber

4 WORKFORCE DEVELOPMENT

The Strategic Guidance for community planning partnerships on community learning and development published in June 2012, identified expectations in respect of workforce development and effective leadership.

In recognition of the changes in CLD policy and related legislation, the Strategic Guidance asks that 'workforce development keeps pace with these and supports their implementation. The Guidance for Local Authorities on the CLD Regulations also makes reference to the 'competences, values and ethics for CLD practice as set out by the CLD Standards Council for Scotland'.

To meet this expectation and to support the implementation of the 3 year plan, the CLD Strategic Implementation Group has asked that a workforce development plan be produced.

In the first year of the plan, a range of training and workforce development opportunities were offered to staff and volunteers by CLD Partners. There is increasing evidence of Partners sharing these opportunities with other Partners in the form of joint training, for example, in the context of the Attainment Challenge.

It will be important to secure an overview of the training available during the second year of the plan and to use this information to identify gaps in provision and/or access for groups of staff and volunteers. The workforce development plan will be formulated on the basis of this information and the needs identified. The process of producing the workforce development plan will also assist Partners to self-evaluate the following ahead of any inspection:

- 3.1 **Impact on staff and volunteers:** The extent to which staff and volunteers are supported to reflect on and improve their practice through regular access to relevant, high quality learning and development activities and are developing leadership capacity.

5 CONCLUSIONS AND RECOMMENDATIONS

Good progress has been made across the majority of actions within the 3 year plan.

It is recommended that, through the CLD SIG, the following actions are prioritised and/or completed and progress reported at their January 2017 meeting:

- (a) a risk assessment of the plan is undertaken as agreed
- (b) 2015-2016 baseline information for 1.2, 1.3 and 2.2 is completed
- (c) the planning and co-ordination of CLD is integrated within the emerging Local Outcome Improvement Planning infrastructure
- (d) a workforce development review is progressed and a draft plan initiated.

Report To:	Education and Communities Committee	Date:	01 November 2016
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	EDUCOM/64/16/AW
Contact Officer:	Alana Ward, Libraries, Museums and Archives Manager	Contact No:	01475 712330
Subject:	McLean Museum Draft Collections Development Policy		

1.0 PURPOSE

- 1.1 The purpose of this report is to ask the committee to approve an updated Collections Development Policy for the McLean Museum and Art Gallery. The adoption and implementation of such a policy by the Inverclyde Council, the Governing Body of the McLean Museum and Art Gallery, is a requirement of the Arts Council England (ACE) Accreditation Scheme which sets nationally agreed standards for museums in the UK.

2.0 SUMMARY

- 2.1 This Policy is intended to replace the Acquisition and Disposal Policy approved at Committee in October 2010 and supersedes all previous and existing practices and policies, formal or informal, relating to the acquisition of items for the collections of the Museum.
- 2.2 This policy represents the aims and plans of the Inverclyde Council at the time of its adoption in November 2016 and as such will be subject to revision as the Museum develops. Museums Galleries Scotland will be notified of any changes to the Collections Development Policy.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 approves the McLean Museum Collections Development Policy to meet the requirements of the Arts Council England Accreditation Scheme; and
- 3.2 refers the decision of the Committee to the next meeting of The Inverclyde Council for noting as Trustees of the Watt Institution.

Wilma Bain
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The adoption and implementation of a Collections Development Policy for the McLean Museum and Art Gallery by the Inverclyde Council, the Governing Body of the McLean Museum and Art Gallery, is a requirement of Arts Council England (ACE) Accreditation Scheme for Museums in the UK.
- 4.2 The McLean Museum and Art Gallery currently enjoys Accredited Status within the Scheme and seeks to retain this status as it is a benchmark standard which attracts Government funding. Museums that do not meet the standard do not receive Government grants.
- 4.3 It is considered good practice to review Collections Development Policies every five years. The current Acquisition and Disposal Policy was approved by the Regeneration Committee in October 2010.

5.0 PROPOSALS

- 5.1 It is proposed that Inverclyde Council will approve the Draft Collections Development Policy.

6.0 IMPLICATIONS

6.1 Finance

There are no implications.

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

The Head of Legal and Property Services comments that, as the Watt Institution is held and administered by the Council as Trustees, any recommendation of this Committee will require to be referred to the Trustees of the Watt Institution for noting.

6.3 Human Resources

There are no implications.

6.4 Equalities

Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No

This report does introduce a revised policy, however it does not have an impact on people. Inverclyde Council's Equalities Officer has been consulted on the draft document and has confirmed that no Equality Impact Assessment is required.

6.5 Repopulation

There are no implications.

7.0 CONSULTATIONS

7.1 Museums Galleries Scotland have been consulted on the draft document and have confirmed that it meets the requirements of the Accreditation Scheme.

8.0 LIST OF BACKGROUND PAPERS

8.1 Draft McLean Museum Collections Development Policy.



McLean Museum and Art Gallery

Collections Development Policy 2016

Inverclyde
council

Definition of this policy document:	<p>This collection development policy covers the various procedures and standards used in collections development with the McLean Museum and Art Gallery's Collections.</p> <p>The McLean Museum and Art Gallery serves as Inverclyde Council's Museum Service.</p>
Aims of this document:	To describe the collections development policy used at the McLean Museum and Art Gallery, Greenock and serve as the reference document for Museum staff, external bodies and service users.
Date of initial compiling	<p>Originally compiled as part the Museum's Accreditation application in 2006 and updated in accordance with regulatory changes.</p> <p>This is the September 2016 edition incorporating the revised Museum Accreditation standard of the Arts Council of England and has been approved by Museums Galleries Scotland.</p>
Name of the compiler:	George A. Woods, Assistant Curator
Amendments:	

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Name of museum: McLean Museum and Art Gallery

Name of governing body: Inverclyde Council

Date on which this policy was approved by governing body: 1 November 2016

Policy review procedure:

The Collection Development Policy of the McLean Museum and Art Gallery will be monitored annually by the Curator of the Museum and recommended changes and revisions discussed with senior local authority management prior to Committee approval and approval by Inverclyde Council as Trustees of the Watt Institution at least every five years.

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: November 2021

***Museums Galleries Scotland* will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.**

1. Relationship to other relevant policies/plans of the organisation:

1.1. The museum's statement of purpose is:

"The McLean Museum and Art Gallery exists to enhance and enrich the learning, leisure and cultural experiences of people who live, work and visit Inverclyde."

The aims of the McLean Museum and Art Gallery's collection development policy are:

- To enhance the role of the collections in fulfilling the learning, research and cultural goals of the Museum.
- To ensure that acquisitions to a museum's collections are in accordance with the McLean Museum's mission statement and that current collections are regularly assessed to establish relevance to the Museum's mission.
- To ensure that all acquisitions and disposals are made in conformity with applicable ethical and legal standards and with the ACE Museum Accreditation Scheme.
- To ensure that any acquisitions contribute to a balanced growth of the various collections to enable the Museum to properly fulfill its mission and purpose.
- To ensure that any proposed acquisitions can be accommodated within the current and future human, spatial and financial resources of the Museum.

1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account

limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7. In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
 - the disposal will significantly improve the long-term public benefit derived from the remaining collection
 - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
 - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
 - extensive prior consultation with sector bodies has been undertaken
 - the item under consideration lies outside the museum's established core collection

2. History of the collections

- 2.1 The current collections at the McLean Museum have been acquired over the last 140 years and represent a unique record of the history of the Inverclyde area. This heritage is a special part of the broader national heritage embodying some of the most important themes, events, industries and experiences that have helped shape modern Scotland. The preservation of this heritage is therefore of great importance not simply for the people of Inverclyde but also for the nation as a whole.
- 2.2 The McLean Museum grew out of the activities of the Greenock Philosophical Society and the collections it had acquired. By 1816 a museum of natural and artificial curiosities already existed as a branch of the Society. When the Greenock Library moved to the Watt Library in the 1830s some members added autographs, maps, prints, coins, medals, and armour to the collection. This collection was later expanded by gifts from travellers and by donations from scientific societies and individuals.
- 2.3 A report of 1850 stated that: 'as the building is well adapted to the purpose of a museum it is hoped that donations of a like kind and of articles generally of literary or historical interest will continue to increase.' In the first report of the Philosophical Society suggestions were made to interest owners and masters of local ships in the collection of natural history specimens, and for the purchasing of some scientific apparatus. But the main and practical object aimed at was 'a collection to illustrate the industries, the Natural History and the Antiquities of the town and its neighbourhood.'
- 2.4 From 1863 onwards the erection of a suitable lecture hall, with a museum attached, became an important objective of the Society. James McLean, a local timber merchant, gave the funds to build the Watt Hall and the Museum, which now bears his name. He laid a memorial stone on 23rd September 1875, in the northwest wall of the Museum Building. The Museum opened on 3rd November 1876 and although James McLean was not able, through illness, to be present he recovered sufficiently to visit the Museum; and inspect its contents before his death in January 1877.
- 2.5 In the early days the Museum's collections were enhanced from time to time with temporary loans from other museums such as the Victoria and Albert Museum and the

National Gallery. In return the Museum lent to the National Museums some of their collection for exhibition purposes. Up until 1914 the Museum received regular donations from the Egypt Exploration Society and was therefore able to acquire an interesting collection of Egyptian material. Collecting in the early days was focused on areas such as Natural History, Technology and Egyptology although some artworks were also acquired. From 1913 onwards the collecting of Fine Art became an important aspect of the Museum's activities and a significant collection of art works were collected through a combination of donation, bequest and purchase.

- 2.6 Since the Museum became administered by the local authority in late 1970s the collections have grown considerably. A large amount of Social History material has been acquired and collecting has continued in all areas with the exception of the Natural Sciences collection which is effectively closed to future acquisitions.
- 2.7 The McLean Museum aspires to preserve and develop the collection so that it remains relevant and fulfils the mission and purposes of the institutions and aim to have the collection widely recognised and valued by the Inverclyde community and others through the provision of high quality services enabling the collections to be enjoyed by all.

The main current collections at the McLean Museum and Art Gallery are:

- Archaeology
- Coins, Medals and Tokens
- Costumes and Textiles
- Decorative and Applied Art
- Fine Art
- Natural Sciences
- Photographs
- Social History
- Social History: Publications
- World Cultures

2.8 Archaeology

The most significant part of the Archaeology collection consists of ancient Egyptian objects that were collected from the 1880s to 1914 as donations from the archaeological activities of the Egypt Exploration Fund. Many of the pieces came from digs carried out by the most eminent archaeologists of the day. It includes items discovered by Sir William Flinders Petrie (1853-1942), the founding father of British Egyptology and Édouard Naville (1844-1926), two of the most important nineteenth century European Egyptologists. The collection contains pieces of national and international significance such as the mummy cartonnage from Herakleopolis Magna and the temple stone from the Great Temple of Bast at Bubastis. The collections are of importance to researchers since the material is properly provenanced and comes from published archaeological excavations, giving the collection a continuing relevance.

There is also a mixed collection of material from elsewhere collected in an ad hoc fashion since 1876. This consists of stone-age tools from the Kilmacolm area, a Bronze Age spear head, Roman and medieval material from London and some undistinguished foreign items, largely collected as souvenirs and items from archaeological digs carried out at Newark Castle, Port Glasgow; Castle Levan, Gourock and the site of the former Clyde Pottery Works, Greenock.

Significant donors to the Archaeology Collection include:

- The Egypt Exploration Fund

2.9 Coins, Medals and Tokens

This collection contains coins, tokens, commemorative medals and banknotes collected in an ad hoc fashion since the opening of the Museum in 1876. There are coins from Ancient Rome, Egypt and Byzantium. It also contains coins and banknotes issued in Britain, European states and non-European coins and banknotes. The collection also contains communion tokens non-military medals and trade tokens. Although the collection has groups of items it has no overall coherence in terms of donation, collecting or subject matter.

2.10 Costume and Textiles

Much of this collection has only a very weak connection with Inverclyde and has been collected in an ad hoc fashion. Some of the items such as Burgh robes were donated by the local authorities. It includes European costume of all types: men's, women's and children's clothes and accessories used in a wide variety of contexts such as fashion, sports and leisure wear, sacred dress, theatrical costume and uniforms. It also includes council robes of office and military items. There is a smaller group of items such as decorative panels, quilts, carpets, samplers and curtains. Little of this material, apart from the civic items, has a strong connection with the Inverclyde area is therefore of general interest only.

2.11 Decorative and Applied Art

This collection contains items with strong Inverclyde connections especially items made by the Clyde Pottery of Greenock and Greenock Provincial Silver pieces. The most important items in the ceramics collection are from the Clyde Pottery. The Clyde Pottery collection at the McLean Museum is the world's largest collection of ceramics from this pottery. The collection was acquired partly from the Clyde Pottery Co. in the late 1870s and has subsequently been added to via purchase. The Clyde Pottery material is a unique resource and reference point for collectors and scholars documenting an important Inverclyde industry which produced wares from 1816 to the early 1900s.

The collection also contains glassware and stained glass works of an architectural or decorative type, the major part of this collection consists of pieces of revival Venetian glass made by the Salviati Company and donated by them to the Museum in the nineteenth century.

Greenock Provincial Silver is well represented with pieces of undoubted quality and skill by John Heron, Jonas Osborn, John Taylor, William Clark and Nathaniel Hunter. These have been acquired via purchase since the 1970s. There are also examples of Scottish, British and European decorative metalwork in a variety of metals, especially pewter, dating from the seventeenth century. These have been acquired through donation and purchase.

Significant donors to the Decorative and Applied Art Collection include:

- The Clyde Pottery Co., Greenock
- Venice and Murano Glass and Mosaic Company Limited

2.12 Fine Art

The McLean Museum's Fine Art Collection is one of the most interesting in Scotland and is the product of over 130 years of donations, bequests and active collecting by the Museum. The first painting to become part of the Museum's collections was, appropriately, a 'Portrait of the late James McLean' in oil, which entered the collections in 1877. Until 1913 the bulk of the art collection was devoted to portraits of local people and views of the

locality. This changed with the Mackellar Bequest. Peter H. Mackellar (1872-1911) was a local merchant who had interests in shipping and property. Peter Mackellar was one of the first to recognize the important effect that the presence of a large art collection would have on his fellow townsfolk. To further the appreciation of art he arranged that on his death his large collection of 46 Victorian and Edwardian paintings should be made available to the public at large.

The original nucleus of the Caird Art Collection was the personal collection of Mr. Stuart Anderson Caird, a ship owner in Greenock who died in 1917. In 1917 he bequeathed his own picture collection to the McLean Museum, Greenock. At the same time he also bequeathed a sum of £6,000 to fund a trust that would purchase other works of art and add them to the collection 'for the promotion of Art in the town of Greenock'. Stuart Anderson Caird was anxious to ensure that the public should benefit to the maximum extent from his bequest and to that end he requested that the artworks were 'to be displayed in the McLean Museum, to be open for inspection by the public at all times the Museum is open, and that they were to be viewed free of charge.'

Several other bequests and donations have made important contributions to the art collection. In 1939 a retired ship surveyor, Andrew Young, bequeathed his collection of 18 paintings to the museum. In 1961 William Y. Laurie, a former Greenockian, donated his large collection of works, adding to the increasingly important collection of marine art held by the museum. Miss Elizabeth T. Caird also gifted several important works to the collection. These are some of the major donations and bequests to the collection, the most recent large bequest being over 20 works from the Scottish Arts Council in 1998. There have also been many individual works bequeathed and donated by local people.

Significant donors to the Fine Art Collection include:

- Stuart Anderson Caird Bequest: Over 150 artworks covering Scottish, British and European Art. Stuart Anderson Caird (1837-1917) was a member of the prominent local shipbuilding family and a ship owner.
- Colin Y. Caird (Sydney) Bequest: Colin Young Caird (1865-1928) bequeathed funding for the purchase of watercolours and works on paper as well as sculpture. A collection of over 40 works.
- Walter Graham Bequest: A collection of 4 works by William McTaggart (1835-1910) and Eugène Louis Boudin (1824-1898)
- Peter Mackellar Bequest: A collection of 46 works, mainly Scottish, acquired by the Greenock merchant Peter Mackellar (1832-1912).
- Scottish Arts Council Bequest 1998: A collection of 22 post war Scottish artworks, including artists from Inverclyde.
- Colonel A.E.S. Stewart Bequest: A bequest of 16 works by John Stewart and John Pettie (1839-1893).
- Andrew Young Bequest: Andrew Young (1869-1939) was a local ship surveyor who bequeathed his art collection of 18 works which included paintings by Sir John Lavery (1856-1941) and Sir Alfred East (1844-1913).
- Elizabeth Tennant Caird (1891-1993): A donation of 17 etchings and drypoints by eminent artists working in that field.
- Sir William Burrell (1861-1958): Donated a group of four European paintings to the Museum.
- William Y. Laurie: Donated his collection of 18 marine paintings to the Museum.
- Thomas C. Riddell (d.1974): A donation of 6 paintings by William McTaggart and others.

2.13 Natural Sciences

The Natural Science collection is substantial and reflects the considerable importance attached to collecting in this field over the years of the Museum's existence from its inception up until the 1940s. The holding of bird specimens, mainly mounted for display

includes significant species such as the extinct Passenger Pigeon and Eskimo Curlew. Other animal groups are represented, including several thousand specimens of insects (mainly Coleoptera and Lepidoptera), and molluscs. The origin of the animal material is world-wide and includes the large mounted big game specimens including a Nile crocodile, Indian Tiger, Okapi and a Bongo.

The botany section of the Natural History collection includes vascular plants, (flowers, trees, grasses and ferns) and the bryophytes (mosses and liverworts) which reproduce with microscopic spores as opposed to seeds. The botanical specimens of the Natural History collection are currently undergoing cataloguing. The botanical specimens are mostly nineteenth century examples of which around one third were collected within the Renfrewshire area. There are over 1100 herbarium specimens mainly local to Inverclyde providing a source of data for the geographical distribution of species within the Renfrewshire area in the nineteenth century. The rest of the botanical collection was been acquired in an ad hoc manner and therefore whilst providing a wide range of examples it does not do so on any scientific basis. The lichen section in the natural history collection is now effectively closed and is not used for either long term or temporary display, in part due to conservation concerns over the fragile nature of many of the specimens. It is now primarily a research resource.

The McLean's collection of over 1,000 geological specimens encompasses rocks, minerals and fossils from all over the world. Only a small proportion of this material is of local origin. The collection includes a limited amount of high quality material but its strength is in its range and diversity. The specimens serve as good illustrative material for topics relating to some of the principal areas of study in geological science. There are minerals with a wide range of specimens from around the world and from across the major mineral groups including native elements, carbonates, oxides, sulphides, sulphates and phosphates. The fossil collection contains mostly specimens from Scotland and England. The rock collection is a general collection including examples from Scotland, England and beyond.

The geological section of the natural history collection has been acquired in an ad hoc manner and whilst providing a wide range of examples, it does not do so on any scientific basis. It is now effectively closed and is not used for either long term or temporary display and is now primarily a research resource.

The zoological section of the Natural History collection includes bird and bird egg specimens. The collection mostly consists of mounted bird specimens and bird eggs and a small number of study skin specimens and some un-catalogued osteological specimens of British bird sterna along with a variety of other material such as skeletons and skulls. The specimens come from the British Isles, Europe, Asia, the Americas, Australia and especially Africa. Specimens were collected from the middle nineteenth century until the 1960s. Many of the specimens are provenanced and several of the specimens in the collection are of now extinct or severely endangered birds such as the Passenger Pigeon and the New Zealand Kakapo. Many of the specimens in the collection are now almost 100 years old and conservation requirements make them unsuitable for public display, they are currently retained for research purposes.

The invertebrate section of the Natural History collection contains insect specimens. Although the collection is has large numbers of British specimens there are also holdings of butterflies, moths and beetles from around the world. The specimens date from the mid nineteenth century to the mid twentieth century. Most of the specimens are dried and pinned. The most significant group within the collection are the specimens donated by George Rodgers Macdougall. These have been professionally mounted in glazed plaster moulds.

The collection consists of dry empty shells and includes terrestrial, fresh water and marine molluscs from all over the world. The specimens date from mid nineteenth century to the mid twentieth century. The geographical range is worldwide but there is a particular emphasis on foreign species.

The Natural History collection contains 4 reptile specimens: an iguana, a python skin, a turtle shell and a Nile crocodile *Crocodylus niloticus*, the latter being the only specimen of note. There are also some mammal and fish specimens acquired in the 1920s and 1930s. The mammal mounts are of high quality having been made by Rowland Ward of London, the world's leading taxidermist of the inter war years. These include Indian Tiger, Bongo, Okapi, Lion and Leopard.

Significant donors to the Natural Sciences collection include:

- Robert Ferris Damon (1845-1925), a noted fossil collector and dealer of the period.
- Sir Alexander Tilloch Galt (1817-1893), son of the famous Inverclyde novelist and Governor-General of Canada.
- Robert Lyons Scott (1871-1939), a prominent member of an Inverclyde shipbuilding dynasty and Director of Scotts' Shipbuilding and Engineering Ltd.
- George Rodgers Macdougall (1843-1917), a trustee of the Museum and a leading international sugar trader.

2.14 Photographs

This collection contains photographs dating from the 1850s onwards. The subjects are mainly ships and maritime scenes with a large number of views of Inverclyde locations, scenes and events. The collection largely consists of prints along with large format glass negatives and some modern colour transparencies. This collection is the largest repository of images of Inverclyde and as such plays a unique role. The Paterson Collection of shipping photographs serves as an important archive of Clyde maritime images containing many photographs of Clyde built vessels on trial and in service at various Clyde ports. There are also yachting images of Sir Thomas Lipton and

The most significant donor to this collection is:

- Robert Beatty Paterson (1917-1993): donated over 3,800 photographs of Clyde shipping to the collection.

2.15 Social History

The Social History Collection has been acquired from a wide range of donors ranging from local companies to local organisations and individual donors. Unlike the relatively small number of large scale donors to the Fine Art Collection, the Social History collection has been collected from a wide range of sources reflecting the diversity of Inverclyde's industrial and social history.

An important aspect of the collection is material relating to the civic and political history of Inverclyde. The relatively early development and industrialisation of the Inverclyde meant that the burghs of Greenock and Port Glasgow were to the fore in creating and developing the idea and practice of municipal governance, setting a pattern that was to be emulated throughout Scotland and beyond. The items are related to the governing of Greenock, Gourock and Port Glasgow, the growth of the burghs, including the incorporation of surrounding villages such as Wemyss Bay, Inverkip and Kilmacolm. This collection is unique to Inverclyde and records the development, decline and regeneration of the area. The collection is strong in terms of material relating to civic initiatives, public services and other areas of burgh responsibility.

The collection also documents the many religious and faith based groups that have been established in the Inverclyde area and, in addition, there are items from faith based or inspired organisations, such as the Temperance movement. It also records the historical religious divisions in the area and includes sectarian and anti-sectarian objects material.

There is material relating to social amenities, entertainments and hobbies and all forms of amateur and professional sporting activity in Inverclyde. The collection also contains material relating to social organisations and their activities in the Inverclyde area including material related to fraternal organisations and clubs, charities, trades unions, political organisations and other social and political organisations. The collection also has material relating to domestic, personal and family life in the Inverclyde area.

The collection also contains material relating to the history of warfare and defence in the Inverclyde area and to the participation of the Inverclyde area in broader conflicts elsewhere. It includes items relating to local militia, volunteers, defence units and regiments from the eighteenth century onwards. There is a small collection of licenced weapons and a significant collection of First World War material such as posters and proclamations.

James Watt (1739-1819) is the most famous person to have been born in the Inverclyde area. His discoveries and inventions helped to make Britain the world's first industrial power. The collection contains items that are personally linked with him and includes tools and other items used by him or invented by him. These items are of international significance.

Shipbuilding and ship repair were industries of enormous significance for the Inverclyde area and had at various times national and international significance. In many ways these industries were the key forces that defined the Inverclyde area in the later nineteenth and early twentieth centuries, creating much of what is now perceived as local tradition and heritage. As the predominant employer in the area for a century and a half these industries influenced several generations of local people in wide variety of fields beyond employment such as politics, education and social development. The collection includes predominantly builder's models of vessels built by local shipyards and engine models made by local marine engineering companies.

The sugar processing industry is also represented in the collection with items such as product samples, engineering models and other equipment used in the industry. As a major Inverclyde industry sugar processing influenced the lives of many Inverclyde people. In the 250 years of its existence it led to Inverclyde becoming involved in many aspects of British foreign policy from the age of slavery to the colonial produce protection schemes of the twentieth century. This material not only has Inverclyde significance but also illustrates aspects of national and international trading activity. Other industrial material in the collection relates to rope making, whaling, banking, seafaring, tailoring, electronics and computer manufacturing, retailing and land transport within Inverclyde.

This collection is the largest collection of items with Inverclyde connections and as such it occupies a unique place. It documents the personal, working and social life of Inverclyde's inhabitants over the last five hundred years and as such it is valuable resource for Inverclyde residents and those researching Inverclyde's past.

Significant donors to this collection are:

- Thomas Thompson (1856-1935): He was a banker and Treasurer of the McLean Museum and was the prime mover in acquiring the outstanding collection of over 1,000 First World War posters and proclamations.
- The former Burghs of Greenock, Gourock and Port Glasgow: donated much material related to civic life.

2.16 Social History: Publications

This small collection contains a mixture of locally published newspapers, books on subjects related to prominent Inverclyde industries such as shipbuilding, rope making and sugar refining. There are also a small number of large format art books such as David Roberts' 'Nubia'. The collection is a mixture of low quality mass market books, commercial material and a small amount of high quality material of significance and value. Some of the large format books, such as the seventeenth century maritime atlas *Le Neptune François*, are of national and international importance.

Significant donors to this collection are:

- Miss Mae Caird: Donated important 19th century publications and other rare books.

2.17 World Cultures

The World Cultures collection contains items from all over the world beyond the British Isles but has particular strengths in the cultures of Asia, Africa and Oceania. The World Cultures collection of the McLean Museum has been an important part of the Museum's displays since its foundation in 1876. The collection grew as a result of the Inverclyde area's importance as a seaport and its involvement in maritime and trading activities of all types. The importance of this connection was not lost on the Museum's early trustees who actively encouraged and commissioned ships' captains to gather material on their voyages for the collection. Much of the material from the Pacific area was collected in this way. In addition many people from Inverclyde sought their living abroad as planters, mining engineers, administrators, soldiers and missionaries. They donated a wide variety of objects from the many different cultures they encountered.

The collection contains items from a wide range of locations in western, eastern and southern Africa. The items date from the nineteenth and twentieth centuries include weapons, domestic and ceremonial items, musical instruments and personal items such as jewellery. It includes a collection of ironwork from West Africa, items from the battlefield of Isandluhuna and ceremonial adzes of the Tiv people of northern Nigeria.

There are also items from China and territories of the former Chinese Empire including Tibet and Formosa. The items are mainly from the latter part of the Qing dynasty that ended in 1911, and from the early period of the Chinese Republic. They come from various parts of China and fall into two broad categories: items produced for export to Europe and America, and those items produced by the Chinese for themselves. Items of particular importance are the 17th century Kang Xi period fire screen and a pair of Tibetan bodhisattva figures.

One of the most significant parts of the collection in terms of scale, quality and significance is the large collection of Japanese items which date from the 16th century onwards. It includes armour, swords and sword fittings, tsuba, lances and other military items, ceramics, inro, lacquer work, netsuke, printed items, wood carvings, equestrian items and costume.

There is also a small group of items from Europe and the near and middle east. This small collection is of a very miscellaneous nature including items such as handcuffs from Siberia and thumbscrews from Portugal. Almost all of this material has poor provenances and is of no known Inverclyde, national or international significance.

The American material contains a variety of objects from arrowheads to snowshoes. It contains some items of significance such as a Naskapi painted caribou skin from Labrador, a Yurok dance hat and early period birch bark and moose hair baskets.

The collection contains material from the Pacific region and includes items from Polynesia, Melanesia, Micronesia and Australia. This varied collection includes weapons such as clubs and spears as well as ceremonial and religious items along with domestic items. This group of items has a high significance. It is one of the larger public collections of this material in Scotland it includes a nationally and internationally important collection of Malagan material from New Ireland and Papua New Guinea and includes contemporary material.

Much of the material from South Asia was brought home as 'souvenirs' by nineteenth century travellers to India who were fascinated by the richness, variety and complexity of the societies that they found. These nineteenth century travellers collected those items that often seemed to represent the unique inner qualities of the south Asian world - its religions and their beliefs. As such, the collection centres on the gods, myths and legends of south Asia. Figures of the Buddha from Myanmar (Burma), the Hindu gods and other deities are prominent as are weapons.

The world cultures collection at the McLean Museum is one the top half dozen collections of its type in Scotland. This collection documents the activities of people from the Inverclyde area as well as Inverclyde's connections with the wider world.

The most significant donors to this collection are:

- George Rodgers Macdougall (1843-1917): Macdougall was prominent in many local enterprises such The Harbour Trust, School Board and the Museum. He was involved in the local sugar trade and eventually his business led him to emigrate to New York, where he established one of the largest commodity trading firms of the day. In the period 1900-1914 he acquired and donated a significant collection of Japanese material to the Museum.
- Captain David Swan (1849-1914): Captain Swan was a local mariner who captained emigrant ships travelling in Pacific waters. It was on these trips that he acquired an important collection of Malagan items from the island of New Ireland which he donated to the Museum.
- Sir William Northrup McMillan (1872-1925): McMillan was an American industrialist who travelled in Africa collecting African material, especially from Benin and East Africa, which was donated to the Museum in the 1920s.
- Mrs. Jessie Ballantyne: Mrs. Ballantyne donated an important collection of material from Papua New Guinea. This had been collected by her son David Ballantyne (1868-1909), a local man who rose to become Controller of Customs for British New Guinea.

3. An overview of current collections

3.1 Archaeology

The Archaeology Collection currently contains 481 catalogued items.

The strength of the collection is:

- Ancient Egyptian material

Outstanding items include:

- Female mummy cartonnage from Herakleopolis Magna
- Temple stone frieze from the Great Temple of Bast at Bubastis.

The Archaeology collection has a few items recovered from various sites within Inverclyde and archaeological digs carried out at Newark Castle, Port Glasgow; Castle Levan, Gourrock and the site of the former Clyde Pottery Works in Greenock. The non-Inverclyde material includes a group of Palaeolithic flint implements from Milton Street,

Kent and stone axes from Ireland. There is also a small quantity of Roman and medieval material from London and a small collection pre-Columbian pottery from Peru and a votive tablet from Carthage bearing an inscription incised in Phoenician referring to the deity Baal Hammon. The most important part of the Archaeology Collection is the important collection of Ancient Egyptian material which contains pottery, shabtis, amulets, and scarabs in addition to carvings, stela and other funerary equipment from sites at Abydos, Bubastis, Defenna, and Deir el-Bahri, Dendera, Diospolis Parva, El Amra, Herakleopolis Magna, Naukratis and Oxyrhynchus.

3.2 Coins Medals and Tokens

The Coins, Medals and Tokens Collection currently contains 1417 catalogued items.

The collection contains coins from the Ancient World and includes Roman, Greek and other near eastern coins. There are coins from Ancient Rome, Roman occupied Egypt and Byzantium. The collection also contains coins and banknotes issued in Britain and range in date from the reign of Elizabeth I to the decimal era but are primarily eighteenth and nineteenth century. There are also coins issued by the major European states and non-European coins and banknotes, including material issued by the colonial powers for use in their colonies. Scottish material includes a range of banknotes from Scottish banks including Dumfries Commercial Bank, Greenock Bank Company, British Linen Bank Company, Caithness Bank and the Renfrewshire Bank Company.

The collection also contains communion tokens, used to allow access to the celebration of communion in Protestant churches. The communion tokens are mainly from the eighteenth and nineteenth centuries. There are also non-military medals and a variety of trade tokens. There are medals and badges issued to or by the military, mainly First and Second World War period from a wide variety British Army regiments. The collection also has medals, mostly Victorian, on various subjects such as Lord Nelson, George Washington, Queen Victoria's jubilees, the Pope and Christopher Columbus and some medals relating to the Great Reform Act in Renfrewshire.

3.3 Costume and Textiles

The Costume and Textiles Collection currently contains 354 catalogued items.

Much of this collection has only a very weak connection with Inverclyde and is therefore of general interest only. It includes European costume of all types: men's, women's and children's clothes and accessories used in a wide variety of contexts such as fashion, sports and leisure wear, sacred dress, theatrical costume and uniforms. It also includes council robes of office and military items. There is a group of items such as decorative panels, quilts, carpets, samplers and curtains.

3.4 Decorative and Applied Art

The Decorative and Applied Art Collection currently contains 850 catalogued items.

The strengths of the collection are:

- Ceramic pieces made by the Clyde Pottery, Greenock
- Greenock Provincial Silver
- Venetian revival glassware
- Pewter Collection

Outstanding items include:

- Silver punch bowl yachting trophy of the Northern Yacht Club by John Heron of Greenock.

This collection contains items with strong Inverclyde connections especially items made by the Clyde Pottery of Greenock and Greenock Provincial Silver pieces. There are also Scottish, British and European ceramic pieces made from fired clay in earthenware, stoneware and porcelain. There are tiles, drinking and serving vessels, bowls, dishes, storage jars and decorative items

The most important items in the ceramics collection are from the Clyde Pottery. The Clyde Pottery collection at the McLean Museum is the world's largest collection of ceramics from this pottery. The collection provides a unique resource and reference point for collectors and scholars documenting an important Inverclyde industry which produced wares from 1816 to the early 1900s.

The collection also contains glassware and stained glass works of an architectural or decorative type. The major part of this collection consists of pieces of revival Venetian glass made by Salviati Company containing a variety of dishes, bowls, jugs and flagons. There is also a small group of stained glass pieces.

The collection includes Greenock Provincial Silver in the form of teaspoons, sugar tongs, wine labels, serving trays, ladles, cups and a yachting trophy produced by local silversmiths. There are pieces of undoubted quality and skill by John Heron, Jonas Osborn, John Taylor, William Clark and Nathaniel Hunter.

The collection also includes Scottish, British and European decorative metalwork in a variety of metals, primarily pewter. These date from the seventeenth century onwards and were made for ecclesiastical use and several of these have Inverclyde connections and provenances. They include tankards, plates, teapots, jugs, salvers, communion jugs and church collection plates.

3.5 Fine Art

The Fine Art Collection currently contains 1028 catalogued items.

The strengths of the collection are:

- Scottish Art from 1800
- British and European Art
- Works by Inverclyde Artists
- Marine Art

Outstanding works include:

- Paintings by the Scottish Colourists
- Art works by The Glasgow Boys
- Paintings by William Clark of Greenock
- Paintings by John Fleming
- Paintings by Robert Salmon

The McLean Museum's Fine Art Collection is one of the most interesting in Scotland and is the product of over 130 years collecting by the Museum. It contains a wide range of works including American and European art as well as contemporary work from Papua New Guinea.

The collection contains American artworks dating from the middle of the nineteenth century to around the First World War period. There are works from the Tonalist school of artists and other American artists of the late 19th and early 20th century.

Although small in number, there are paintings by major European artists such as Eugène Louis Boudin, Jean-Baptiste-Camille Corot and Gustave Courbet. The collection also contains paintings by lesser known European artists from France, Italy, Russia and the Netherlands and Italian sculpture.

British Art in the collection includes English landscapes, English Victorian narrative paintings, history paintings and genre paintings with several important artists from this period represented in the collection. Particularly noteworthy are a group of five watercolours on Italian and Spanish subjects by John Frederick Lewis and a group of oil paintings on Inverclyde subjects by the marine artist Robert Salmon. Other British artists include Dame Laura Knight, Lord Frederic Leighton, Sir Alfred John Munnings and works by the Irish artists Sir William Orpen and Seán Keating. The collection also includes sculpture by Sir Francis Legatt Chantrey and Sir Charles Wheeler.

Scottish Art is a major part of the collection with works by Scottish artists from the eighteenth century to the present day and includes a work by almost every significant Scottish artist between 1800 and 1950. Of particular note are the groups of works the Glasgow Boys and the Scottish Colourists.

The Scottish Art collection also includes portraits by artists such as Allan Ramsay and Sir Henry Raeburn. Other significant Scottish artists working in a range of genres such as landscapes, Scottish Victorian narrative and history paintings, portraits, architectural and wartime subjects are represented and include Horatio McCulloch, Waller Hugh Paton, Sir William Quiller Orchardson, William Strang, Muirhead Bone, John Duncan, George Houston, Robert Gemmell Hutchison, James Kay and John McGhie. Of particular note is the group of eight paintings by William McTaggart and five paintings by Robert Inerarity Herdman.

The Glasgow Boys are also well represented in the McLean collection with works by Sir David Young Cameron, David Gauld, Sir James Guthrie, George Henry, Edward Atkinson Hornel, Sir John Lavery, Arthur Melville, James Paterson, Robert Macaulay Stevenson and George Henry.

The Scottish Colourists are also represented with works by Francis Campbell Boileau Cadell, John Duncan Fergusson and Samuel John Peploe.

The collection also has works from the post Second World War period till the present and include paintings Stanley Cursiter, John MacLauchlan Milne, Alberto Morrocco, James McIntosh Patrick, Anne Redpath, Robert Sivell, Mary Nicol Neill Armour, Robert Henderson Blyth, William Crosbie, James William Hunter Cumming, David Ewart, William Russell Flint, William George Gillies and Alexander Goudie.

Of particular importance to Inverclyde is the Museum's unique collection of works by Inverclyde artists. The Inverclyde area has made a valuable contribution to Scottish art over the last two centuries, producing artists of importance working in a wide variety of genres. The collection has significant holdings of nineteenth century works by William Clark, John Fleming, and Patrick Downie in addition to works by other local artists. Twentieth century works include paintings by George Telfer Bear, Leonard Boden, Margaret Isobel Wright, William Somerville Shanks, William Niven, Alexander Galt and others. An important recent acquisition was a landscape by the Greenock born artist William Scott.

3.6 Natural Sciences

The Natural Sciences Collection currently contains 9,503 catalogued items.

The strengths of the collection are:

- Mounted mammal specimens
- Herbarium specimens

Outstanding items include:

- Indian Tiger (mounted specimen)
- Sloth Bear (mounted specimen)
- Nile Crocodile (mounted specimen)

The McLean's Natural Sciences collection is substantial in size and reflects the considerable importance attached to collecting in this field the Museum's inception up until the 1940s. The collection covers Botany, Zoology and Geology.

There are over 1100 herbarium specimens mainly local to Inverclyde in the form of labelled herbarium sheets comprising pressed and dried plant material mounted in album leaves. The botanical collection has been acquired in an ad hoc manner and therefore whilst providing a wide range of examples it does not do so on any scientific basis. It is now primarily a research resource.

The collection has over 1,000 geological specimens of rocks, minerals and fossils from all over the world with only a small proportion of this material being of local origin. The fossil specimens mainly come from Scotland and England. The collection has been acquired in an ad hoc manner and therefore whilst providing a wide range of examples it does not do so on any scientific basis. The minerals and rocks form a general collection containing a wide range of specimens from around the world and from across the major mineral groups including native elements, carbonates, oxides, sulphides, sulphates and phosphates. The geological specimen collection is now primarily a research resource.

The zoological section includes bird and bird egg specimens. The collection mostly consists of mounted bird specimens and bird eggs with a small number of study skin specimens. The specimens come from the British Isles, Europe, Asia, the Americas, Australia and especially Africa. Specimens were collected from the middle nineteenth century until the 1960s. Several of the specimens in the collection are of now extinct or severely endangered birds. These include the Passenger Pigeon and the New Zealand Kakapo. Such extinct and endangered specimens are particularly important for research purposes.

The Invertebrate section of the Natural Sciences collection contains insect specimens. The collection contains over 3,100 specimens of butterflies, moths and coleoptera specimens. There are also mollusc specimens including amphineura, bivalves, cephalopods and gastropods. This collection consists of dry empty shells and includes terrestrial, fresh water and marine molluscs from all over the world.

The Natural Sciences collection contains 4 reptile specimens: an iguana, a python skin, a turtle shell and a Nile crocodile (*Crocodylus niloticus*). The mammal section of the Natural Sciences collection contains specimens, mostly of big game mounts of African animals. Some of the mammal specimens form part of the long term display on the upper floor of the Museum.

3.7 Photographs

The Photograph Collection currently contains 10,877 catalogued items.

The strengths of the collection are:

- Clyde maritime and ship photographs.
- Photographs of the Inverclyde area.
- Photographic surveys of urban development schemes in Inverclyde.

Outstanding items include:

- Photographs of the Greenock Blitz aftermath in 1941.

The collection has all formats of photographs reflecting the acquisition the material in an ad hoc fashion. The collection spans some 150 years of Inverclyde's history and records many now vanished streets and locations. These images record the life of Inverclyde's people as they worked in the industries of the area, their leisure activities, important local events and the buildings and streets of the various towns and villages of the area. There are also photographs of miscellaneous non Inverclyde subjects.

The Paterson Collection of Clyde shipping photographs was compiled by Mr. Robert Beatty Paterson of Dunoon. It contains almost 5,000 images of all the many types of vessels that were once so common on the Clyde and also records many of the piers, harbours and anchorages of the river. There is also a large collection of postcards of Inverclyde and non-Inverclyde subjects.

3.8 Social History

The Social History Collection currently contains 4,609 catalogued items.

The strengths of the collection are:

- Industrial history of Inverclyde
- Social history of the Inverclyde area
- Civic history of the Inverclyde area
- Items relating the First World War

Outstanding items include:

- Original builder's ship models of locally built vessels
- First World War propaganda and recruitment posters

The Social History Collection includes is the largest collection of items with Inverclyde connections and as such it occupies a unique place. It documents the personal, working and social life of Inverclyde's inhabitants over the last five hundred years and as such it is valuable resource for Inverclyde residents and those researching Inverclyde's past. It also includes a variety of domestic, personal and working items without any strong Inverclyde connections.

An important part of the collection covers material relating to the civic and political history of Inverclyde and the historical burghs of the area and the governance of the burghs of Greenock, Gourock and Port Glasgow, the growth of the burghs, as well as Wemyss Bay, Inverkip and Kilmacolm. There are plaques, boards, police batons, badges, chains of office, medals, badges, glass and ceramics, textiles, uniforms, burgess tickets, burgh lamp glass, seals & dies, coats of arms for Inverclyde and its various constituent former burghs, weights and measures, commemorative trowels and other ephemera and a variety of commemorative items.

The collection also contains material relating to the domestic, personal and family life of individuals and families in the Inverclyde area and covers a wide range of topics such as housing, domestic life, food, eating, drinking, smoking; heating, sanitation, cleaning, childhood, marriage and poverty. The collection also documents the many religious and faith based groups that have been established in the area and, in addition, there are items from faith based or inspired organisations, such as the

Temperance movement. It also records the historical religious divisions in the area and includes sectarian and anti-sectarian objects such as sashes and ephemera.

The collection also has small group of items relating to education and health in the Inverclyde area. The type of object ranges from educational medals, a writing slate and a tawse to material from chemist's shops, equipment and instruments, nurses' uniforms and ophthalmic equipment, medical equipment and instruments, commemorative items and badges.

The collection contains a range of items associated with the historical industries of the Inverclyde area and includes tools, equipment and other items associated in addition to a collection of engineering and shipbuilding models.

There is also material relating to working life in Inverclyde outside the industries listed above. These include items associated with rope making, whaling, banking, seafaring, tailoring, electronics and computer manufacturing, retailing and land transport within Inverclyde. The sugar processing industry is represented in the collection with items such as product samples, engineering models and other equipment used in the industry.

The collection contains ship models from the early nineteenth century onwards. They are predominantly builder's models of vessels built by local shipyards with engine models made by local marine engineering companies. There are also engineering models relating to the sugar processing industry and other businesses. Some of these items are of Inverclyde and national significance.

There are models of Comet, the first commercial steamship in Europe, models of important vessels built by Caird & Co. such as the Windsor Castle (the first steel ship to sail to India) and the Mona's Isle and vessels built by Scott's, Lithgow and other Inverclyde yards. The collection also includes Napoleonic Prisoner of War models in bone. The engineering models are also of significance and include a trunk engine made by Caird & Co. around 1860 and a working model of a compound surface condensing steam engine made by John Gray, an apprentice of John Napier in 1838 and an early steam pumping engine from the 1790s.

The collection contains material relating to social amenities, entertainments and hobbies and all forms of amateur and professional sporting activity in Inverclyde. Items in this group include awards, sporting medals, ceramic figures, trophies, cups and shields, sporting costume and equipment such as football jerseys. A wide range of sporting activities are represented with medals, shields, trophies, associated ephemera and sporting equipment. The sports covered include swimming, football, boxing, bowling, tennis, cycling, and golf, sailing, rowing and running.

There is also material relating to social organisations and their activities in the Inverclyde area including material related to fraternal organisations and clubs, charities, trades unions, political organisations and other social and political organisations. A wide range of community organisations and activities are covered with the items represented including medals, regalia and associated ephemera.

The collection contains material relating to the history of warfare and defence in the Inverclyde area and to the participation of the Inverclyde area in broader conflicts elsewhere, including the First and Second World Wars. There are items relating to local militia, volunteers, defence units and regiments from the eighteenth century onwards and includes badges, medals, uniforms, armbands.

The collection also contains many printed items from the First World War period. There is a large collection of posters, proclamations and other printed material relating to the First World War. Around 500 of these items are colourful illustrated posters on all aspects of the British and Allied war effort. There are also 500 proclamations issued by the German military occupation authorities, the Imperial German General Governorate of Belgium (Kaiserliches Deutsches Generalgouvernement Belgien) which shows how the German occupation forces controlled various aspects of civilian life in that country. These rare items provide a special historical resource for everyone with an interest in the First World War. In addition to British items it also includes Canadian, New Zealand, United States, Portugal, Greece and other countries in its comprehensive survey of the subject.

3.9 Social History: Publications

The Publications Collection currently contains 133 catalogued items.

Outstanding items include:

- Six volume work 'The Holy Land, Syria, Idumea, Arabia, Egypt and Nubia. After lithographs by Louis Haghe from drawings made on the spot by David Roberts, R.A.
- 'Le Neptune François ou recueil des cartes marines levées et gravées par ordre du roy.'

This small collection contains a mixture of published items from books on local industries to rare editions of nineteenth century works

3.10 World Cultures

The World Cultures Collection currently contains 1,780 catalogued items.

The strengths of the collection are:

- Japanese collection
- Material from the Pacific

Outstanding items include:

- Collection of material from New Guinea
- Collection of Malagan items from New Ireland

The World Cultures collection at the McLean Museum is one the top half dozen collections of its type in Scotland. This collection documents the activities of people from the Inverclyde area as well as Inverclyde's connections with the wider world with many of the items being donated by seafarers, merchants, missionaries and others from Inverclyde who made their careers in the far flung parts of the world.

The collection grew as a result of the Inverclyde area's importance as a seaport and its involvement in maritime and trading activities of all types. Many people from Inverclyde have sought their living abroad as planters, mining engineers, administrators, soldiers and missionaries. They have donated a wide variety of objects from the many different cultures they encountered. Today this material provides important evidence of their travels and of the societies they visited.

The World Cultures collection contains items from all over the world beyond the British Isles but has particular strengths in the cultures of Asia and the Pacific. The items in the collection date from the nineteenth to twenty first centuries and the types of objects include weapons, domestic, religious and ceremonial items, clothing, musical instruments and jewellery.

The collection contains items from a wide range of locations in western, eastern and southern Africa. The items date from the nineteenth and twentieth centuries and the types of objects include weapons, domestic and ceremonial items, musical instruments and personal items such as jewellery. It includes a collection of ironwork from West Africa and items from the battlefield of Isandlhuana, the great battle between the Zulus and the British Army. Other items of interest include a manuscript from Ethiopia and ceremonial adzes of the Tiv people of northern Nigeria.

The collection includes material South Asia. Much of it was brought home as 'souvenirs' by nineteenth century travellers and as such, is focussed on the gods, myths and legends of south Asia such as figures of the Buddha, the Hindu gods and other deities. The material is generally of modest significance although it does contain some important pieces such as Burmese marble Buddhas.

There are also items from China and territories of the former Chinese Empire including Tibet and Formosa. The items are mainly from the latter part of the Qing dynasty that ended in 1911, and from the early period of the Chinese Republic. They come from various parts of China and fall into two broad categories: items produced for export to Europe and America, and those items produced by the Chinese for themselves. Items of particular importance are the 17th century Kang Xi period fire screen and a pair of Tibetan bodhisattva figures.

The American material contains a variety of objects from arrowheads to snowshoes. It contains some items of significance such as a Naskapi painted caribou skin from Labrador, a Yurok hat and early period birch bark and moose hair baskets. The southern and Central American material contains mostly domestic items and weapons and ranges from the modern West Indies to and ceramic items from Mexico.

The Pacific area group of items contains items from Polynesia, Melanesia, Micronesia and Australia. This varied collection includes a wide range of items from the area and although there are a large number are weapons such as clubs and spears there are also ceremonial and religious items along with domestic items. This group of items has a high significance and includes the nationally and internationally important collection of Malagan material from New Ireland. It is one of the larger public collections of this material in Scotland.

4. Themes and priorities for future collecting

- 4.1 The McLean Museum aspires to develop the collection so that it remains relevant and fulfils the mission statement and purpose of the Museum. The Museum aims to have the collection widely used and valued by the Inverclyde community and others that it serves through the provision of high quality. The Museum aspires to remove all barriers to accessing the collection including physical, cultural, social, financial, intellectual, psychological and emotional barriers and making the collection available to all in a wide variety of forms. The Museum also aspires to preserve the collection for future generations through proper stewardship and by adherence to recognised standards and best professional practice.
- 4.2 The aims of the McLean Museum and Art Gallery's collection development policy are:
 - To enhance the role of the collections in fulfilling the learning, research and cultural goals of the Museum.
 - To ensure that acquisitions to the museum's collections are in accordance with the McLean Museum's mission statement and that current collections are regularly assessed to establish relevance to the Museum's mission.

- To ensure that all acquisitions and disposals are made in conformity with applicable ethical and legal standards and with the Accreditation Scheme for Museums and Galleries in the United Kingdom.
- To ensure that any acquisitions contribute to a balanced growth of the various collections to enable the Museum to properly fulfill its mission and purpose.
- To ensure that any proposed acquisitions can be accommodated within the current and future human, spatial and financial resources of the Museum.

4.3 The McLean Museum will seek to implement the aims and aspirations of the Collection Development Policy by ensuring that they inform the strategic plans, operational plans and written procedures of the museum. Collection management plans will incorporate objectives that meet the SMART definition: that they are Specific, Measurable, Achievable, Realistic and Time Specific.

4.4 Archaeology

Given the paucity of Scottish material in the archaeology collection the McLean does not seek to actively collect in this field and if objects are offered they would be best placed with the National Museum of Scotland or another appropriate holder of archaeological material. The exception to this rule would be for finds located within Inverclyde subsequent to notification of the Regional Archaeologist. Items which are without a provenance or an Inverclyde connection will not be collected. The Museum will not acquire archaeological antiquities, including excavated ceramics, where the governing body or responsible officer has any suspicion that the recovery of the object(s) involved a failure to follow the appropriate legal procedures.

The Egyptian material in the collection was acquired before 1914 as a result of the activities of the Egypt Exploration Fund. Since the legal export of antiquities has been restricted since the 1920s, it is unlikely that this collection will have any further additions in the future from contemporary archaeological excavations in Egypt. Therefore only the passive collecting of properly provenanced items exported prior to 1914 should be considered and, with this exception, this collection is effectively closed to future acquisitions.

4.5 Coins, Medals and Tokens

The Coins, Medals and Tokens collection does not generally seek to add material which does not have an Inverclyde connection except in very exceptional cases which will be judged on a case by case basis by the Curator. Only items with a specific and strong Inverclyde connection or context will continue to be collected. Items made elsewhere and merely used in the Inverclyde area for a general purpose should not be accepted, this includes non-Inverclyde coins, tokens, metallic checks and banknotes (appropriate museums will be recommended to potential donors when such items are offered to the McLean Museum).

4.6 Costume and Textiles

Future collecting objectives include the acquisition of textile products by local industry, e.g. Fleming Reid & Co. and working clothes representing local occupations. The following categories and objects are excluded from future collecting: Samplers (unless of exceptional historical or local interest); Wedding dresses; Christening gowns and baby clothing; general men's and women's clothing of the period, unless it has specific Inverclyde associations in its manufacture, use or ownership, with supporting documentation.

4.7 Decorative and Applied Art

The Decorative Arts collection should continue to collect material with a strong Inverclyde connection, in particular items relating to the Clyde Pottery and Greenock Provincial Silver. Items without a strong Inverclyde connection should only be collected when their other qualities make a strong claim on being part of the collection. This may be their quality, craftsmanship, aesthetic or design or some other aspect which would enhance the overall standard and quality of the collection. Trophies presented by or to local societies or similar organisations, unless of special significance to local history, will be excluded from future collecting.

4.8 Fine Art

The collection of American and European art works contribute to the breadth and scope of the collection as a whole and will continue to be collected when the opportunity arises. Collecting should be of a passive rather than active nature since this does not constitute a primary collecting priority for the Art Collection as a whole.

The collecting of Scottish and British art works is central to the Art collection and the Museum Collections as a whole. Collecting should be of an active nature, especially in seeking artworks that fall within the key genres of the collection: marine works, portraits of Inverclyde people, depictions of Inverclyde scenes and works by significant Scottish and British artists. These should be sought as part of a long term strategy of building on the strengths of the collection. Of particular importance is the continued acquisition of high quality works by artists from Inverclyde, enhancing the Museum's role as the main repository for the artistic traditions of the Inverclyde area.

All artworks which become available as potential additions to the collection should be considered for acquisition only if they meet the aesthetic standards of the existing collection, do not require inappropriately high levels of conservation and can be effectively displayed within the current facility.

Our ability to collect certain sorts of work, e.g. Sculpture and other 3D work is limited by the available storage space available to the Museum service. Acquisitions are therefore dependent on adequate storage facilities.

4.9 Natural Sciences

The Natural Sciences collection has been acquired in an ad hoc manner and therefore whilst providing a wide range of examples it does not do so on any scientific basis. Although the Zoology Collection is a historically important one for the McLean Museum, the principal current use of the historical collection is in permanent and temporary display work. There is no systematic collecting of Zoological material for scientific study, so it is effectively a closed collection.

The fossil, rock and mineral collections are retained primarily for the purposes of display, exhibition and research. As there is no systematic collecting of this material for scientific study, it is now effectively a closed collection with the exception of material from Inverclyde with accompanying collection data. It is now primarily a historical research resource. The Natural Sciences collection was collected on an ad hoc basis, limiting the scientific and research use of the collection. There is no current collecting of specimens in any of the Natural Sciences collections so effectively it is a closed collection. The focus of the Natural Sciences collections will be on consolidating and improving the storage of the existing vulnerable collections and making them more accessible to the public, rather than in adding to the collection.

4.10 Photographs

The McLean seeks to add to its collection of historical photographs of local maritime interest and views of people and places relating to Inverclyde. Wherever possible, the copyright or reproduction rights should be acquired by the Museum in order to permit the widest possible public access to the Photograph Collection. The Museum should build up, as far as is practicable, contemporary photographic records as a valuable archive for future exhibitions and research. In particular the Museum should collect in the following key areas: photographs showing local subjects such as local scenes, events and activities and photographs of interior scenes in Inverclyde buildings, domestic and industrial, from any period. In particular the Museum will collect photographs showing local subjects which cannot be represented in the collections by objects.

Photographs of non-Inverclyde subjects will be excluded from future collecting as will photographs of equipment or machines of unknown purpose which lack accompanying documentation. Portraits, unless the identity of the sitter is known or the photograph has an Inverclyde connection, will not be collected.

4.11 Social History

The McLean Museum will specifically collect objects connected to the history of the towns and people of the Inverclyde area. Many items, including oral recollections, have been donated as a result of an active programme of temporary exhibitions on a variety of topics related to Inverclyde's history. This should continue. Items of contemporary date may be added to the collection where this is merited. This collection will also continue to collect items which reflect aspects of industrial, social, working and personal life in the Inverclyde area.

Items for the Social History Collection will only be collected where they do not require inappropriately high levels of conservation and can be effectively displayed within the current facility.

The Social History collection will refuse purchases, donations and deposits of material which fall outside its area of interest, or where it is the professional opinion of the Museum's Curator that the material is inappropriate for permanent preservation, or where such acquisitions would threaten the principles of archival integrity and respect of provenance, or where there are grounds to believe that the vendor, donor or depositor does not have the legal right to dispose of the material in question. The Museum will not collect large items of industrial equipment such as steam engines and machinery, owing to lack of display and storage space. It will not collect items lacking a specific and strong Inverclyde connection or context or generic items made elsewhere and merely used in the Inverclyde area for a general purpose.

4.12 Social History: Publications

Where appropriate, the Museum will seek to add to this collection to fill in gaps and expand the range of subjects covered provided that it falls within the stated areas of interest, which is the Inverclyde area. Special formats such as video or film may be transferred to specialist repositories with the agreement of the donor/depositor. Vendors, donors and depositors offering us material outside of our area of interest will be urged to pass such material on to a more appropriate archive repository.

4.13 World Cultures

Given the significance of the World Cultures collection, and its importance within the permanent and temporary display framework of the Museum, it is desirable to

augment the collection when suitable opportunities arise. World Cultures items are still regularly donated to the Museum, often by inhabitants of the Inverclyde area. Material must be of a high enough quality to merit preservation and not duplicate material already held. Items with local associations are particularly welcome as are objects of oriental origin which would give added breadth and depth to the strong and substantial collection of material from Japan, China and the Pacific Region.

5. Themes and priorities for rationalisation and disposal

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.
- 5.3 The McLean Museum aspires to develop the collection so that it remains relevant and fulfils the mission and purpose of the Museum through the policies in this document. The Museum also aims to have the collection widely recognised and valued by the Inverclyde community and other users that it serves through the provision of high quality services enabling the collections to be enjoyed by all. The Museum also aspires to preserve the collection for future generations through proper stewardship and by adherence to recognised standards and best professional practice.

The McLean Museum and Art Gallery acknowledges the importance of significance assessment when considering an item for disposal from the collection. Significance does not refer simply to the item's physical state or appearance; it also explains the object's meaning for the Museum and influence future decisions concerning the acquisition, interpretation, display, conservation or disposal of an object. Significance assessment provides valid arguments for or against the acceptance of an item into the collection or for the disposal of an item from the collection.

- 5.4 Significance includes all aspects of an object that add to the object's story including the history, use and the social and spiritual values of an object. It is through these that the object gains meaning. The individual significance of an item and its value to the McLean Museum and Art Gallery collection will be evaluated as part of the rationalisation process.
- 5.5 Through the significance assessment process the McLean Museum and Gallery is able to demonstrate the importance of the item to the collection and the community. The significance assessment process will include these steps:
 - Researching the object's history and provenance.
 - Consultation with relevant donors, owners, users, community groups and ethnic communities.
 - Establishing an understanding of the object's context
 - Documenting the object's condition.
 - Consideration of any comparative examples.

An assessment will be made regarding the acceptance or disposal and recorded in the catalogue record of the object.

- 5.6 The McLean Museum and Art Gallery employs four main criteria when assessing significance:

- Historical significance: There is a proven association between the object and a known individual, event or historical period that is considered significant by the McLean Museum and Art Gallery.
- Aesthetic significance: Objects as significant because of their beauty, age, skill used in creation, style or design.
- Scientific, research or technical significance: The item shows a significant degree of technical or creative achievement for the period of their creation.
- Social or spiritual significance: Objects considered important by communities because of their cultural or spiritual associations.

5.7 The McLean Museum and Art Gallery also employs an extra five criteria which may alter the main criteria assessment when evaluating an object's significance. They are:

- Condition and completeness: An incomplete object or object in poor condition can only tell part of its story.
- Contribution to interpretation: The ability of an object to interpret particular themes, people or ideas to users of the Museum service.
- Provenance: This is crucial in assessing significance because knowledge of the provenance increases the Museum's capacity to communicate the story of the object. Without a provenance, the Museum may only communicate a partial, possibly inaccurate history of the object.
- Representativeness: The object may or may not represent a particular category of item or activity, a way of life or some other theme relevant to the Museum's purpose.
- Rarity: The significance of an object to the Museum would increase if it is rare or uncommon and relates to the Museum's mission statement and policies.

Rationalisation reviews will also include all other aspects of the collections, especially the storage, management capacity and conservation requirements of the collections.

5.8 Although all collections may potentially be reviewed in the future, depending on circumstances, the collections under consideration at the moment are:

- Natural Sciences Collection
- Social History Collection

The main issues relating to the Natural Sciences collection are:

- Health and safety limitations on the use of the collection
- The usability, relevance and significance of the specimens in the fulfilment of the Museum's statement of purpose
- Conservation and storage required for the collection.

The main issues in the Social History collection are:

- Relevance and significance of the material in the fulfilment of the Museum's statement of purpose
- Duplication of items
- Conservation and storage requirements.

6 Legal and ethical framework for acquisition and disposal of items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with

these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museums and organisations:

The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources.

Specific reference is made to the following museums:

- Castle House Museum, Dunoon
- Renfrewshire Museums Service
- Glasgow Museums Service
- North Ayrshire Museums Service
- Inverclyde Archives Service
- Inverclyde Libraries Local History Service

8 Archival holdings

The Museum does not intend to hold or collect archival materials. All such materials relating to the Inverclyde area fall under the remit of the Inverclyde Archives Service and the Museum will cooperate with them where required to ensure that archival materials are held in the appropriate repository.

9 Acquisition

9.1 The policy for agreeing acquisitions is:

The Curator and Assistant Curators of the Museum are authorised to acquire items on behalf of the Museum. Where the item is of significant value, scale or bears a cost in acquiring it or imposes costs in terms of storage or transportation then the agreement of the Curator and the Manager of Inverclyde Libraries, Museum and Archives is required.

Authority to approve the acquisition of items is delegated by the Inverclyde Council according to value. The authorisation levels for agreeing acquisitions (whether purchases, gifts or bequests) are:

Value of Item	Authoriser
Up to £1,000	Assistant Curator
£1,000 and over	Curator

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002 the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

10.1 As the museum holds or intends to acquire human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

11 Biological and geological material

11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to The McLean Museum and Art Gallery by the Crown. However where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the Inverclyde Council, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoliation

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15 The Repatriation and Restitution of objects and human remains

15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in Scottish Museums' issued by MGS in 2011) , objects or

specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

- 15.2 The disposal of human remains from museums in Scotland will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

16 Disposal procedures

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or, as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other

interested individuals and organisations giving priority to organisations in the public domain.

16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Museums Galleries Scotland.

16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession **and** disposal.

Disposal by exchange

16.13 The museum will not dispose of items by exchange.

Disposal by destruction

16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Report To:	Education & Communities Committee	Date: 1 November 2016
Report By:	Corporate Director Education, Communities & Organisational Development.	Report No: EDUCOM/62/16/DH
Contact Officer:	Drew Hall, Service Manager, Community Safety & Wellbeing	Contact No: 01475 714272
Subject:	Inverclyde Strategic Housing Investment Plan 2017/18—2021/22	

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the submission of the new five-year Inverclyde Strategic Housing Investment Plan (SHIP), covering the period from 2017/18—2021/22, to the Scottish Government.

2.0 SUMMARY

- 2.1 The Scottish Government (SG) issued revised Guidance on the preparation of SHIPs in March 2016 that required all local authorities to prepare and submit a new SHIP for the period 2017/18—2021/22 by 30 November 2016. The SHIP includes a full programme of new affordable housing development proposals by RSLs over the five-year period.
- 2.2 Resource Planning Assumptions (RPAs) for the Inverclyde Council area for the period 2017/18—2021/22 have been provided by More Homes Division (MHD) of the SG and the minimum amount of Affordable Housing Supply Programme (AHSP) funding available is £19.580m. The objective of building 50,000 new affordable homes across Scotland has been stated as a priority for the SG and the MHD has stressed that these RPAs are the minimum amount that will be available. There is the likely possibility of further funding coming on stream as the SHIP and the Strategic Local Programmes roll out over the next five years. The SHIP 2017/18—2021/22 has been prepared in consultation with all our local RSL partners.
- 2.3 It will be seen from Tables 1 and 2 in the SHIP 2017/18—2021/22 that there is substantial over-programming in excess of the RPAs noted in paragraph 2.2 above. This is deliberate and is intended to allow for substitution of an alternative project where a development cannot proceed due to unforeseen circumstances to ensure that there is no loss of AHSP funding to the Inverclyde Council area.

Appendix 1

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- Approve the Strategic Housing Investment Plan for the five-year period from 2017/18—2021/22 for submission by Inverclyde Council to the Scottish Government by 30 November 2016; and
 - Note the projects included in the Strategic Housing Investment Plan 2017/18—2021/22 as detailed in the Appendix to this report.

Appendix 1

John Arthur
Head of Safer & Inclusive Communities

4.0 BACKGROUND

4.1 The revised SHIP Guidance (March 2016) requires all local authorities to prepare and submit a new five-year SHIP by 30 November 2016. The SHIP 2017/18—2021/22 sets out Inverclyde Council's priorities for affordable housing development and presents an overview of what might be achieved throughout Inverclyde over the next five years.

5.0 SHIP 2017/18—2021/22: SUMMARY

5.1 While Tables 1 and 2 (see Appendix 1) provide full details of all projects over the five-year period, the main proposals can be summarised as follows: Appendix 1

- RSLs have put forward a comprehensive series of proposals for new affordable housing developments across Inverclyde covering every year of the planning period from 2017/18 to 2021/22
- A number of the proposed developments intend to make use of land/sites in public ownership, as identified in the approved Inverclyde Local Development Plan (August 2014). There is an expectation that Inverclyde Council will make certain land/sites available at below market value in order to facilitate the development of affordable housing.
- Proposals have been grouped into high, medium or low priorities using an assessment process developed for previous SHIPs.
- The SHIP provides for affordable housing for both social and mid-market rent and for sale (through shared equity schemes) and includes a mixture of house types to address our need for new affordable housing and to increase the options available to those seeking housing in Inverclyde.
- As well as the RSLs more regularly involved in the affordable housing development programme (RCH, Link, Oak Tree and Cloch Housing Associations) Blackwood and Sanctuary Scotland are also proposing to build under this new SHIP. This would be Sanctuary's first time in Inverclyde.
- A total of 1255 units are proposed, contained in 25 projects; total AHSP expenditure proposed: £87.298m; minimum available AHSP funding from RPAs: £19.580m.
- This is the first SHIP through which SG is seeking applications for funding from their new Housing Infrastructure Fund (HIF). Developments which would struggle to start under regular grant levels, because of complex and significant infrastructure challenges, may receive loans or grant from this new fund. £50m is being made available nationally in 2017/18. 8 Inverclyde projects are being put forward for consideration for the HIF.

6.0 Strategic Local Programme (SLP) Activities 2016/17

6.1 With 16 units by RCH in Woodhall Phase 3 and 43 units in Lower Mary Street by the Link Group now completed during 2015/16, the RSLs are currently/almost on site with the following projects:

- * Bay Street, Port Glasgow
- * Garvald Street, Greenock and
- * Braeside/St Gabriel's School, Greenock.

- 6.2 Work is underway at both Bay Street and Garvald Street, undertaken by RCH and Oak Tree, respectively. Bay Street will contain a mixture of 41 flats and houses for social rent and will be complete in 2017/18. Garvald Street will offer 45 units for social rent through a combination of houses and cottage flats, and should also be available for tenants in 2017/18. The Link Group is expecting building work to begin imminently at Braeside to deliver 23 social rented dwellings which will be managed by Larkfield Housing Association.
- 6.3 While there is no other direct building activity expected elsewhere during this financial year, preparatory works have begun for several other projects, enabling them to begin in 17/18. Site investigations and design team work has either begun or will soon begin for Cloch Housing Association's project at Kings Glen, Greenock and Oak Tree's developments at Auchmead Road, Greenock and Shore Street, Gourock. RCH are similarly initiating their Slaemuir and Woodhall Phase 4 (both Port Glasgow) projects, and have also brought forward their work on James Watt Dock and Mallard Bowl (both Greenock). RCH is in the process of transferring land at Upper Bow, Greenock, for Oak Tree to potentially begin building 54 houses in 2017/18.
- 6.4 Arrangements are being made for the potential purchase this year of sites at Argyle Street/West Stewart Street and Mount Pleasant Street (Highlander Academy site). These would also enable further housing development either next year or at a later date.
- 6.5 Below is a summary of works being funded by the Scottish Government AHSP this financial year, 2016/17 (for current and proposed projects):

Project	Developer	Status	Units expected on completion	AHSP Funding 2016/17 (£m)
Bay Street	RCH	On site	41	1.738
Garvald Street	Oak Tree	On site	45	1.130
St Gabriels	Link Group	On site	23	1.592
Shore Street	Oak Tree	Preparatory works	8	0.180
Auchmead Road	Oak Tree	Preparatory works	30	0.100
Woodhall Phase 4	RCH	Preparatory works	18	0.600
James Watt Dock Phase 1	RCH/Blackwood	Preparatory works	20	0.100
Slaemuir Phase 1	RCH	Preparatory works	40	0.200
Highlander Academy	Sanctuary Scotland	Site acquisition	52	0.750
West Stewart Street/Argyle St	Sanctuary Scotland	Site acquisition	24	0.250
Total AHSP directed to Inverclyde 2016/17				6.640

The Service and MHD will continue to work with RSLs to ensure expenditure is maximised in Inverclyde.

7.0 IMPLICATIONS

7.1 Strategic

The Inverclyde Local Housing Strategy (LHS) 2011–2016 and previous SHIPs have clearly identified the regeneration of the Clune Park area as Inverclyde Council's top priority for housing investment. Now that the Lower Mary Street and Woodhall Phase 3 developments are complete the requirement for the SHIP to provide new accommodation for the permanent residents of Clune Park has been fulfilled. However, the demolition and clearance of the Clune Park estate is a continuing priority of the LHS.

The SHIP 2017/18—2021/22 provides a means of widening housing choices and of addressing tenure imbalance across the Inverclyde Council area both of which are strategic outcomes of the LHS.

7.2 Financial

The Resource Planning Assumptions for AHSP funding over the period 2017/18—2021/22 amount to £19.580m, however the More Homes Division has emphasised that these are minimum assumptions for planning purposes and that “over-programming” is essential. The SHIP has therefore been prepared in the expectation of additional AHSP funding becoming available in future years.

One off Costs

Cost Centre	Budget Heading	Budget Year	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					

7.3 Legal

There are no legal implications for Inverclyde Council arising from this report.

7.4 Personnel

There are no Personnel implications arising from this report.

7.5 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.

7.6 Repopulation

The provision of new affordable housing is intended to support and complement the work of the SOA Outcome Delivery Group on Repopulation, which is seeking to stabilise the existing population and to attract new people to the Inverclyde Council area by expanding the housing choices and options available.

8.0 **CONSULTATIONS**

8.1 This report has been prepared in consultation with the following:

- Developing RSLs operating within the Inverclyde Council area;
- All other RSLs operating within the Inverclyde Council area; and
- Scottish Government More Homes Division, Glasgow and Clyde Area Office

9.0 **LIST OF BACKGROUND PAPERS**

9.1 Inverclyde Local Housing Strategy 2011–2016; report to Safe, Sustainable Communities Committee, 25 October 2011.

SSC
25.10.11
Para 698

Guidance on the Preparation of Strategic Housing Investment Plans; Scottish Government Housing Supply Division Guidance Note (HSGN 2016/03), Edinburgh, March 2016.

MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2017/18-2021/22

To be read in conjunction with the Supporting Statement, available on the Housing Section of www.inverclyde.gov.uk

Table 1 - AFFORDABLE HOUSING SUPPLY PROGRAMME - Years 1-3 2017/18-2019/20

LOCAL AUTHORITY: Inverclyde

PROJECT	SUB-AREA	PRIORITY	GEOGRAPHIC CODE (CREATING YSP/THIRD)	GEOGRAPHIC CODE (DROP DOWN TABLE)	DEVELOPER	UNITB - LENSEL		UNITB - LENSEL		UNITB - LENSEL			UNITB - LENSEL			UNITB - LENSEL		UNITB - LENSEL		UNITB - LENSEL		UNITB - LENSEL		TOTAL NO OF UNITS REQUIRED	TOTAL NO OF UNITS REQUIRED	
						Mkt	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI			LCI
						Social Rent	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	LCI	
Lower Avenue	East	M	254687 67276	6	Local Group	31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Woodhill Phase 4/5/6/7/8	East	M	254687 67276	5	River Cycle Homes	18	0	0	0	0	0	0	0	18	0	0	0	0	0	0	0	0	0	0	0	18
Station of 2 Social Rent	East	M	254687 67276	5	River Cycle Homes	75	0	0	0	0	0	0	0	75	0	0	0	0	0	0	0	0	0	0	0	75
Station of 2 LCHO Shared Equity	East	M	254687 67276	5	River Cycle Homes	0	0	0	0	0	0	0	0	0	0	15	0	0	0	0	0	0	0	0	0	15
Peel Road 1 of 2 Social Rent	East	H	254687 67276	5	River Cycle Homes	100	0	0	0	0	0	0	0	100	0	0	0	0	0	0	0	0	0	0	0	100
Peel Road 2 of 2 LCHO Shared Equity	East	H	254687 67276	5	River Cycle Homes	0	0	0	0	0	0	0	0	0	0	0	100	0	0	0	0	0	0	0	0	100
Chimney Street	West	H	254687 67276	7	River Cycle Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Millard Street	East	H	254687 67276	5	River Cycle Homes	20	0	0	0	0	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	20
Salisbury Road	East	H	254687 67276	5	River Cycle Homes	120	0	0	0	0	0	0	0	120	0	0	0	0	0	0	0	0	0	0	0	120
Sutherland Avenue	West	H	254687 67276	5	River Cycle Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
James Watt Dock	East	H	254687 67276	5	River Cycle Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inverclyde Power Station	West	H	254687 67276	5	River Cycle Homes	78	0	0	0	0	0	0	0	78	0	0	0	0	0	0	0	0	0	0	0	78
Shore Street	West	L	224282 67744	5	River Cycle Homes	150	0	0	0	0	0	0	0	150	0	0	0	0	0	0	0	0	0	0	0	150
Site to be identified 1	East	L		5	Oak Tree Housing Association	40	0	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	40
Site to be identified 2	East	L		5	Oak Tree Housing Association	15	0	0	0	0	0	0	0	15	0	0	0	0	0	0	0	0	0	0	0	15
Accumulated Road	East	M	224282 67744	5	Oak Tree Housing Association	30	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	0	0	0	0	30
Campbell Street	West	M	224282 67744	5	Oak Tree Housing Association	40	0	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	40
Houston Street	West	L	224282 67744	5	Oak Tree Housing Association	24	0	0	0	0	0	0	0	24	0	0	0	0	0	0	0	0	0	0	0	24
Kilbrannan	East	M	227280 67530	5	Oak Tree Housing Association	15	0	0	0	0	0	0	0	15	0	0	0	0	0	0	0	0	0	0	0	15
Owston	East	M	227280 67530	5	Oak Tree Housing Association	40	0	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	40
Upper Bow	East	M	228242 67800	5	Oak Tree Housing Association	54	0	0	0	0	0	0	0	54	0	0	0	0	0	0	0	0	0	0	0	54
Kings Glen	East	H	228242 67800	5	Oak Tree Housing Association	54	0	0	0	0	0	0	0	54	0	0	0	0	0	0	0	0	0	0	0	54
East Crawford Street	East	M	228400 67544	5	Oak Tree Housing Association	40	0	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	40
Dunmore Road	East	M	228414 67540	5	Oak Tree Housing Association	60	0	0	0	0	0	0	0	60	0	0	0	0	0	0	0	0	0	0	0	60
West (James Watt) Bridge Street	East	L	227128 67516	5	Sanctuary Student	24	0	0	0	0	0	0	0	24	0	0	0	0	0	0	0	0	0	0	0	24
Mount Pleasant Street	East	L	227128 67516	5	Sanctuary Student	52	0	0	0	0	0	0	0	52	0	0	0	0	0	0	0	0	0	0	0	52
Lybark	East	L	251148 67416	5	Sanctuary Student	43	0	0	0	0	0	0	0	43	0	0	0	0	0	0	0	0	0	0	0	43
Total						1160	0	0	0	0	0	0	0	1240	0	0	0	0	0	0	0	0	0	0	1240	

Drop Down Table Address Maintenance Code	Geographic Code
1	West Highland Authority/Residential/Other
2	West Highland Authority/Residential/Other
3	Other Rural
4	Other Rural
5	City and Urban
6	City and Urban
7	M
8	M
9	M
10	M

MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2017/18-2021/22

Table 2 - AFFORDABLE HOUSING SUPPLY PROGRAMME - Years 4-5 2020/21-2021/22

LOCAL AUTHORITY: Inverclyde

PROJECT	SUB-AREA	PRIORITY	COORDINATES (NORTHING/EASTING)	GEOGRAPHIC CODE (Numeric Value - from Geographical Code Below)	DEVELOPER	UNITS - TENURE			UNITS - BUILD FORM			UNITS - TYPE				APPROVAL DATE	UNITS - STATE 20/2021	UNITS - COMPLETE 20/2021	PRE 20/2021	ESTIMATED REVENUE (000s)		TOTAL SO FUNDING OTHER SUP PERIOD
						Shared Band Rent	Mid Band Rent	Other	Shared Equity	LCHO - Shared Ownership	LCHO - Improved for Sale	Off the Shelf	Total Units	Off the Shelf	MH					Total Units	Specialist Provision	
Southfield Avenue	East	Low/Medium	24021 873432	5	River Clyde Homes	0	0	0	0	0	0	0	0	0	150	150	0	0	0	3 800	0 000	3 800
Inverlea Power Station	West	H	218458 870938	5	River Clyde Homes	150	0	0	0	0	0	150	0	0	150	150	0	0	0	5 000	0 000	5 000
Site to be identified 2		L		5	Oak Tree Housing Association	15	0	0	0	0	0	15	0	0	15	15	0	0	1	0 000	0 000	0 000
Duelton	East	M	228658 874891	6	Oak Tree Housing Association	40	0	0	0	0	0	40	0	0	40	40	0	0	3	0 280	0 000	0 280
East Crawford Street	East	M	229468 875348	6	Clack Housing Association	40	0	0	0	0	0	40	0	0	40	40	0	0	3	0 000	0 000	0 000
Dunfries Road	East	M	227641 875480	6	Clack Housing Association	60	0	0	0	0	0	60	0	0	60	60	0	0	1	3 140	0 251	3 397
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 000	0 000	0 000
Total						457	0	0	0	0	0	457	0	0	457	457	0	0	13 228	0 251	13 480	

Drop Down Text Values	Geographic Code
Numerical Value	
1	West Highland Islands
2	West Highland Islands
3	Other Rural
4	Other Rural
5	City and Urban
6	City and Urban
7	All
8	All
9	All
10	All

MORE HOMES DIVISION

STRATEGIC HOUSING INVESTMENT PLAN 2017/18-2021/22

LOCAL AUTHORITY: Inverclyde

TABLE 5.1: COUNCIL TAX ON SECOND AND EMPTY HOMES - SUMMARY

	TAX RAISED £0.000M	TAX USED TO SUPPORT AFFORDABLE HOUSING £0.000M	TAX CARRIED FORWARD TO SUBSEQUENT YEARS £0.000M
Pre 2014/15 - In Hand	0.000		
2014/15	0.091	0.091	0.000
2015/16	0.091	0.091	0.000

TABLE 5.2: DEVELOPER CONTRIBUTIONS

	SUMS			UNITS		
	RAISED	USED TO ASSIST HOUSING	SUM CARRIED FORWARD TO SUBSEQUENT YEARS	AFFORDABLE UNITS FULLY FUNDED FROM CONTRIBUTIONS	UNITS PARTIALLY ASSISTED FROM CONTRIBUTIONS	UNITS TOTAL
Pre 2014/15	£0.000					
2014/15	£0.000	£0.000	0.000	0	0	0
2015/16	£0.000	£0.000	0.000	0	0	0

INVERCLYDE

STRATEGIC HOUSING INVESTMENT PLAN

2017/18—2021/22:

SUPPORTING STATEMENT



This document is the companion piece to the ***Inverclyde Strategic Housing Investment Plan 2017/18—2021/22: Tables***. If you have not been provided with the Tables, you will find them in the Housing Section of [Inverclyde Council's website](#).

1 The purpose of the Strategic Housing Investment Plan (SHIP)

- 1.1 The SHIP sets out the strategic investment priorities for affordable housing in Inverclyde over a five year period to achieve the outcomes of the area's Local Housing Strategy (LHS). The SHIP contributes to the Scottish Government's national goal of providing 50,000 affordable homes by 2021/22. As well as identifying priority sites for development, the SHIP also states what resources are required to implement them.

2 Minimum Resource Planning Assumptions (RPAs)

- 2.1 The Scottish Government has confirmed its aim to make at least £27m available to support the development or rehabilitation of affordable housing in Inverclyde from 2016/17 to 2021/22. This figure is provisional as there could be more provided if additional funding is released through the Affordable Housing Supply Programme (AHSP) at a later date.
- 2.2 The amount that the Government will contribute for each unit developed varies with a range of factors, but they have created a set of indicative benchmarks to enable local authorities and registered social landlords (RSLs) to plan their development programmes. For example, housing providers can work on an assumption that if they are building one-person properties they could expect around £50,000 grant per unit and £91,000 per seven-person property.
- 2.3 Final house sizes are confirmed at a later date in the planning process but, for the purpose of preparing the SHIP, three-person property sizes are assumed. These come with a benchmark of £72,000 per property, if the housing is to be developed to a high energy efficiency standard. The provisional year-by-year breakdown of the funding, along with the number of three-person properties this could generate, is shown below.

Year	Minimum RPA	Minimum 3-person properties possible
2016/17	£7.531m	105
2017/18	£6.025m	84
2018/19	£4.519m	63
2019/20	£3.012m	41
2020/21	£3.012m	41
2021/22	£3.012m	41
Total	£27.111m	375

3 Consultation undertaken with the RSLs

- 3.1 This SHIP report is the result of several months of consultation and liaison with RSLs. Meetings were held with local and national RSLs to discuss potentially developable sites and assist them in their decision-making relating to where they would focus their new build programmes. These meetings made it possible for new development partnerships to be created between RSLs, and also for another national housing association to establish a presence in Inverclyde. Discussions with Blackwood have led to the submission of joint proposals for development with both Oak Tree Housing Association and River Clyde Homes (RCH). As well as this, Sanctuary Scotland – which currently has no stock in Inverclyde – is now planning to build across several sites in Greenock and Port Glasgow.
- 3.2 The Council, Health and Social Care Partnership (HSCP), and RSLs have also formed a *Housing Partnership Group*. One of this group’s functions will be to analyse the need for specialist housing and create proposals which could appear in future SHIPs. The newly formed group was not able to contribute to the current plan in time. However, as a one-time exercise, HSCP staff were invited to notify the Housing Strategy Team where a need for specialist housing had become apparent to them through the delivery of their services. This information was distributed to the RSLs and discussions were encouraged between these services and housing providers. As a result, housing for young people leaving care has been included as part of the proposal for Kings Glen, Greenock.

4 The Housing Infrastructure Fund, prioritising the SHIP and aligning it with the outcomes of the LHS

- 4.1 This is the first SHIP in which RSLs can express their interest in applying for Housing Infrastructure Fund (HIF) support for their projects. HIF is a fund the Scottish Government has established to kick start developments that involve complex or extensive infrastructural issues. At its most basic, the HIF is there to assist projects which would otherwise lie dormant due to those infrastructure challenges.
- 4.2 In relation to prioritising projects, the SHIP guidance requires that the projects are divided into high, medium and low priority, and that HIF projects are treated as a priority. The most straightforward way to incorporate these requests was to reserve the top portion – the “high” priority category – for HIF projects. This provides the first dividing line for projects: the HIF projects are high priority, and the rest are either medium or low priority.
- 4.3 For the Council to decide which projects were to be classed as either medium or low priority, and to help prioritise *within* the high priority/HIF projects, each submission was scored using the SHIP assessment criteria. Broadly speaking, points are allocated according to the categories contained in following table.

Category	Maximum points available	Explanation
LHS	130	See 4.4 below
Location of development	50	E.g. a development in the East received more points than West
Dwelling type	20	Houses receive more points than flats
Development issues	85	Considers matters like land ownership and alignment with LDP
Total possible score per project	285	

- 4.4 The LHS category allocates points to projects where RSLs have demonstrated that the new housing will support specific actions and outcomes in the LHS. Making the LHS category have the heaviest weighting gives us our best chance of ensuring the projects that score as high priorities do so because they support the aims of that strategy.
- 4.5 The results of the scoring have allowed us to determine which projects are medium and low priority. More details of the scoring system used can be found with the 2015 SHIP.

5 AHSP activity in Inverclyde 2016/17

- 5.1 In 2015/16, three affordable housing developments were approved to go on site in 2016/17:
- Bay Street, Port Glasgow
 - Garvald Street, Greenock and
 - Braeside/St Gabriels School, Greenock.
- 5.2 Work is underway at both Bay Street and Garvald Street, undertaken by RCH and Oak Tree, respectively. Bay Street will contain a mixture of 41 flats and houses for social rent and will be complete in 2017/18. Garvald Street will offer 45 units for social rent through a combination of houses and cottage flats, and should also be available for tenants in 2017/18. The Link Group is expected to go on site imminently at Braeside to deliver 23 social rented dwellings which will be managed by Larkfield Housing Association.
- 5.3 With the possible exception of RCH's Woodhall Phase 4 – which *may* go on site before April 2017 – there is no other direct building activity expected elsewhere during this financial year. However, preparatory works have begun for several other projects, enabling them to start in 17/18. Site investigations and design team work has either begun or will soon begin for Cloch Housing Association's project at Kings Glen, Greenock and Oak Tree's developments at Auchmead Road, Greenock and Shore Street, Gourrock. RCH are similarly initiating their Slaemuir (Port Glasgow) project, and have also brought forward their work on James Watt Dock and Mallard Bowl (both Greenock). RCH is also in the process of transferring land at Upper Bow, Greenock, for Oak Tree to potentially begin building 54 houses in 2017/18.

6 Summary of the SHIP 2017/18—2021/22

6.1 Moving on from current activity, the main purpose of this SHIP is to help establish a build programme for the upcoming five financial years.

6.2 **A summary of the new SHIP can be found in the table overleaf.**



6.3 Summary of Inverclyde SHIP 2017/18—2021/22 (see below for a guide to reading this summary table)

Project	RSL	SHIP points	SR/MMR/SE	Total units	Priority	Pre-17/18	17/18	18/19	19/20	20/21	21/22	Total funding required from SHIP (£m)
Woodhall Phase 4	RCH	205	18/0/0	18	M	0.600	0.696					0.696
Slaemuir	RCH	190	75/0/15	90	M	0.200	3.700	2.85				6.550
Mallard Bowl	RCH	175	20/0/0	20	H	0.100	1.340					1.340
James Watt Dock	RCH & Blackwood	190	78/0/0	78	H	0.100	2.500	3.016				5.516
Shore Street	Oak Tree	155	8/0/0	8	L	0.100	0.476					0.476
Lilybank	Sanctuary	145	43/0/0	43	L	0.400	1.000	2.054				3.054
Auchmead Road	Oak Tree	185	30/0/0	30	M	0.382	1.778					1.778
Upper Bow	Oak Tree	175	54/0/0	54	M		2.960	0.928				3.888
Kings Glen	Cloch	175	54/0/0	54	H	0.500	2.960	0.428				3.388
W Stewart St	Sanctuary	135	24/0/0	24	L	0.400	1.205					1.205
Mt Pleasant	Sanctuary	140	52/0/0	52	L	0.300	1.000	2.259				3.259
Luss Avenue	Link	175	31/0/0	31	M			0.400	1.832			2.232
Peat Road	RCH	260	100/0/60	160	L			6.600	5.400			12.000
Chalmers St	RCH	175	0/30/0	30	L			1.380				1.380
To be identified 1	Oak Tree & Blackwood	135	40/0/0	40	L		0.400	2.480				2.880
Campbell St	Oak Tree	135	40/0/0	40	L		0.616	2.264				2.880
Houston St	Oak Tree	145	24/0/0	24	L		0.369	1.359				1.728
Killochend	Oak Tree	165	16/0/0	16	M		0.160	0.988	0.004			1.152
Selkirk Road	RCH	175	18/0/0	18	H				1.296			1.296
Southfield Ave	RCH	175	120/0/0	120	H				4.750	3.890		8.640
Inverkip Power Station	RCH	155	150/0/0	150	H				5.800	5.000		10.800
To be identified 2	Oak Tree	135	15/0/0	15	L			0.150	0.925	0.005		1.080
Overton	Oak Tree	165	40/0/0	40	M			0.400	2.192	0.288		2.880
East Crawford Street	Cloch	165	40/0/0	40	M			0.616	2.264			2.880
Drumfocher Road	Cloch	165	60/0/0	60	M				0.923	3.146	0.251	4.320
Totals:			1150/30/75	1255			21.160	28.172	25.386	12.329	0.251	87.298

6.4 Guide to the summary table above.

SHIP Points	These are the number of points the project received in the SHIP assessment.
SR/MMR/SE	These are the number of dwellings planned, by tenure: Social Rent/Mid-market rent/Shared Equity.
Pre-17/18 to 21/22 columns: the figures	The figures in these columns state how much AHSP grant (in £millions) will be required for each project, each year. Please note, these figures are provisional.
Pre-17/18 to 21/22 columns:	The shading indicates the years that the project is expected to be on site.
Total funding required . . .	This states how much funding is required through the 17/18—21/22 SHIP. This excludes funding in the Pre-17/18 column, which has been included for information only. Again, these numbers are provisional.
Priority H	high priority within the SHIP, and currently applying for HIF.
M	medium priority within the SHIP.
L	low priority within the SHIP.

7 Guide to the FULL SHIP Tables 2017/18—2021/22

7.1 While the above is a *summary* of the main content of the SHIP tables, more details can be found in the full tables themselves. Some elements of those tables also require explanation, which can be found below.

7.2 Please note that for all SHIP tables, any funding values or dates cited are provisional. These will be finalised through the preparation of the Strategic Local Programme (SLP) and project approvals once the SHIP has been adopted.

7.3 **Table 1: Years 1—3 (2017/18—2019/20)**

Sub-area: For the purposes of prioritising the SHIP, Inverclyde is divided into three territories: East, West and Kilmacolm/Quarriers Village. Inverclyde East contains Port Glasgow and all of Greenock with the exception of the West End of Greenock. Inverclyde West comprises Greenock’s West End, Gourock, Inverkip and Wemyss Bay.

Priority: Please see the section earlier in this document “The Housing Infrastructure Fund, prioritising the SHIP and aligning it with the outcomes of the LHS”

Greener standards: The Scottish Government will offer RSLs a slightly higher benchmark for developments that commit to incorporating high energy efficiency standards in their new properties.

Approval date: This is the financial year the Scottish Government gives final approval for a build project to commence using AHSP support. The amount of project subsidy to be made available is finalised between the Government and RSLs at this stage.

Units-completions: Where a figure has been entered, this is the year the whole project is expected to finish. The figure is the total number of units included in the project. Project phasing is not acknowledged in the SHIP tables.

Table 2: Years 4–5 (2020/21–2021/22)

See the notes for Table 1. Where a project spans Table 1 and Table 2, it is contained in both.

Table 3: Housing Infrastructure Fund

These are projects from Tables 1 and/or 2 for which new applications are being made to the Scottish Government for HIF funds. Some other projects listed in the first two tables already have applications under consideration by the Government, and are therefore not included here.

Table 4: Non AHSP-TMDF Funded

This table is not relevant to Inverclyde.

Table 5: Council tax for affordable housing, and developer contributions

‘Developer contributions’ refer to the requirement – imposed by the local Affordable Housing Policy – of private developers to make either land or funding available to support the development of affordable housing.

8 Tackling development constraints

8.1 The majority of projects proposed for the SHIP require initial or additional site investigations, and in some cases topographical surveys, to confirm which preparatory works are needed before the building works start. While pulling this SHIP together, the RSLs have confirmed that these investigations will take place in time to address any problems found ahead of the development of the dwellings themselves. However, a number of proposals are affected by some specific development constraints.

8.2 Land – selection and ownership

Some of the projects involve land which is in third party ownership. In these cases the RSLs have to determine if they will be acquiring the land for development, or entering into a joint-

venture with the current owner. Discussions with the owners about these, and the requirements and feasibility of the development projects, are at various stages dependent on the project. Oak Tree have already begun their negotiations with the owners of the land at Overton and Campbell Street, while they are planning to enter into discussions with the owner of the Houston Street site by the end of this calendar year. As RCH's plans for Inverkip Power Station relate to it providing the affordable housing element of a larger private development, they are aiming to commence negotiations with the private developer by early 2017. There are two projects – one proposed by Oak Tree and the other proposed jointly by Oak Tree and Blackwood – for which sites have not yet been identified. These associations are aiming to have selected the sites by 17/18 in the first case and by 18/19 in the other.

8.2 ***Site preparedness***

Some of RCH's sites contain major physical barriers which are being addressed ahead of building works. The site at Southfield Avenue still contains one of Inverclyde Council's school buildings – which will be in use until spring 2018. The Council has confirmed they will demolish the building during summer that year, though some development could begin earlier on a more remote part of the site. Also, down at the James Watt Dock site Clydeport will be putting a major sewer diversion into place for RCH, as part of their land purchase agreement. This will work alongside a range of other measures being taken to make the site developable and habitable: the installation of a gas membrane and a gas venting system, piled foundations, as well as other service diversions. Further along the river, Oak Tree will be facing their own challenges at Shore Street, with the need to erect retaining walls at the rear of the site and to reposition flue terminals on adjacent gables.

9 Collaborations between the RSLs

9.1 As mentioned earlier, Blackwood is intending to begin developing again in Inverclyde. It has been looking for opportunities to build its new "Blackwood Concept House." These dwellings are open-plan, 3 person flats, ideal for wheelchair users, which are best built in blocks of 20 units. RCH and Oak Tree are committed to having these specialist properties incorporated into their development plans. During the SHIP preparation process both have reached agreement with Blackwood that the Concept House will be developed in partnership with them – firstly, at James Watt Dock with RCH, and secondly at a site to be identified with Oak Tree. 20 of the 78 units at the James Watt Dock will be allocated to Blackwood tenants, while they will receive half of the 40 units on the Oak Tree site.

9.2 After a break from developing, Cloch is now making effective use of its new constitutional partnership with Oak Tree to re-establish its development programme. Oak Tree will act as their development agent on the Kings Glen, Drumfocher and East Crawford Street sites. This arrangement has unlocked finances and staff resources which will provide new housing for Cloch's tenants for the first time since the completion of Maukinhill, Greenock.

- 9.3 Other examples of the RSLs supporting each other include RCH transferring their Upper Bow Farm site to Oak Tree at nil value, following arrangements made at the time of the large scale voluntary transfer in 2007. Also, Cloch have proposed that their Drumfocher development be designed to meet shared objectives with RCH, as the site is contiguous with the latter's Broomhill regeneration area.

10 Improving energy efficiency and reducing fuel poverty

- 10.1 In all submissions, the RSLs are intending to build their properties to the "greener" standard set by the Scottish Government – allowing them access to a higher subsidy per property, to enable this. Current building regulations will be followed and high standards of insulation, glazing and heating systems will be provided. Where feasible, renewable technologies – such as solar PV – will be installed. All of the above will go far to keep a low consumption of energy the norm for our affordable houses – and with that keep energy bills down for residents.
- 10.2 Fuel poverty can also be reduced if tenants run their properties efficiently and select appropriate energy tariffs for their needs. The RSLs all provide advice and assistance about this for new tenants and residents when they hand over the properties on completion.
- 10.3 RCH has two sites – James Watt Dock and Peat Road – where there was no previous provision of a gas supply. Rather than provide electric heating systems, which is more costly to the resident, their policy is to arrange for a gas supply to those areas. Initiatives like these, along with the general affordability of housing costs in the sectors covered by the SHIP, will help the effort to eliminate fuel poverty in Inverclyde.

11 Equalities and the SHIP

- 11.1 All our "general needs" homes will be built to the Scottish Government's Housing for Varying Needs standard. They are being designed to be adaptable and alterable at a later date, to meet the particular needs – whether related to age or disability – of residents as these change, or to accommodate the needs of subsequent tenants. Where a tenant is identified early enough in the development process, stage 2 adaptations can be incorporated into the designs specifically for them. In addition, accessibility and space will be maximised to make them as useful to wheelchair users as possible.
- 11.2 The RSLs will also be developing high specification wheelchair and amenity housing to provide a more complete response to the needs of some residents. The Blackwood Concept House was described earlier, but also Link and RCH have plans to build other "specialist" housing, where access and external grounds are appropriate. Proposed numbers for these can be found in the "Units – Type" columns of the full SHIP tables.
- 11.3 Some new general needs properties will be made available to assist the HSCP and other local agencies to meet the support needs of young people transitioning from care. For example,

the proximity of the Kings Glen development to a new residential unit for looked-after children created an opportunity for Cloch to assist here. Four of their dwellings nearest to the children's residence will be used by young people leaving care and taking on their first tenancies. HSCP staff from the children's unit will provide support to these young people in their homes and increase the chances of them succeeding at living independently.

12 Adaptations

- 12.1 The HSCP's Housing Contribution Statement (HCS) 2016 sets out the local intentions for adaptations services over the next three years. Currently the Inverclyde Council, in partnership with Inverclyde Care and Repair, provide adaptations services to the private sector, and RSLs adapt their own properties. This will continue unchanged in the short term. However, one of the central aims of the HCS is that partners should comprehensively and jointly review all local adaptations services. This review will look at whether or not the best possible standards are being met across all tenures, whether there is unnecessary duplication of work and if the best use of funding is being made. This review could bring about significant changes and improvements to adaptations services over the coming years.

13 Strategic environmental assessment

- 13.1 The proposals in this SHIP are covered by the Inverclyde Local Development Plan's current strategic environmental assessment.

Report To: Education & Communities Committee **Date:** 1st November 2016

Report By: Corporate Director Education, Communities & Organisational Development. **Report No:** EDUCOM/63/16/DH

Contact Officer: Drew Hall **Contact No:** 01475 714272

Subject: Inverclyde Local Housing Strategy 2017 – 2022

1.0 PURPOSE

- 1.1 This report seeks Committee approval to submit the Consultative Draft of the Inverclyde Local Housing Strategy 2017 – 2020 to the Scottish Government for the 'peer review' process previously agreed by CoSLA and for public consultation. The Consultative Draft is attached as the Appendix to this report.

Appendix
1

2.0 SUMMARY

- 2.1 The Housing (Scotland) Act 2001 places a statutory duty on local authorities to prepare a Local Housing Strategy supported by an assessment of housing need, demand and provision. Scottish Government Guidance was issued in August 2014 to assist authorities in preparation of their Local Housing Strategy.
- 2.2 The Local Housing Strategy sets out the vision for housing and housing related services over the next five years. It builds on the success of our previous strategies and supports the Scottish Government's vision within Homes Fit for the 21st Century of a housing system which provides affordable homes for all. It also seeks improvement in housing quality and recognises the role that the housing system has to play in enhancing economic growth and social mobility, as well as strengthening our communities.
- 2.3 The LHS has been developed in collaboration with key partners including Registered Social Landlords (RSLs), the Scottish Government More Homes Division (formerly the Housing Supply Division), and other Inverclyde Council and HSCP services. The strategy has also benefited from the input of the Inverclyde LHS Steering Group and engagement with the Members.
- 2.4 Six overarching strategic outcomes have been identified in conjunction with our partners and stakeholders. These reflect the priorities set out in the Scottish Government LHS Guidance and will allow us to achieve our vision: 'Working together to deliver quality, affordable homes and sustainable communities'.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- a) Approve the submission of the Consultative Draft of the Inverclyde Local Housing Strategy 2017 – 2022 to the Scottish Government for 'peer review'; and
 - b) Approve the submission of the Consultative Draft of the Inverclyde Local Housing Strategy 2017 – 2022 for Public Consultation.

John Arthur
Head of Safer and Inclusive Communities

4.0 BACKGROUND

- 4.1 The Inverclyde LHS 2011 – 2016 came to an end this year. There will be a continuation of the main strategic objectives to allow for preparation of the new LHS from February to December 2016, for launch early 2017.
- 4.2 There is a statutory duty under the Housing (Scotland) Act 2001 to prepare and submit an LHS to the Scottish Government supported by an assessment of housing need, demand and provision. The LHS sets out the Council's strategy, priorities and plans for the delivery of housing and related services over the next five years.
- 4.3 In line with the Local Housing Strategy Guidance (2014), the new LHS incorporates homelessness, housing support and fuel poverty strategy elements. It also addresses the private sector strategic requirements of the LHS contained within the Housing (Scotland) Act 2006 and requirements in relation to social rented stock meeting the Scottish Housing Quality Standard (SHQS) and the Energy Efficiency Standard for Social Housing (ESSH).
- 4.4 The LHS has to take into consideration a number of national targets and priorities, including:
- Increasing supply of affordable homes;
 - Contributing to effective integration of Health and Social Care;
 - Ending Fuel Poverty as far as reasonably practicable;
 - Meeting Climate Change 2020 Milestone;
 - Continuing to meet Scottish Housing Quality Standard (SHQS); and
 - Meeting Energy Efficiency Standard for Social Housing 2020 Milestone.
- 4.5 The development of the new LHS has been ongoing over the past 9 months and is the result of in depth research, analysis, consultation and engagement. The consultation process has involved a wide range of partners and stakeholders with a variety of opportunities to be involved in the development of priorities.

5.0 PROPOSALS/CONSIDERATIONS

- 5.1 The key messages from stakeholders consultation helped inform the six LHS strategic housing outcomes and associated action plans.
- To promote a supply of good quality affordable housing solutions across all tenures
 - To ensure that Inverclyde has sustainable, attractive and well-designed communities with well-functioning town centres
 - To prevent homelessness where possible through provision of ongoing support to meet the needs of individuals
 - To ensure that people are supported to live independently for as long as possible in their own homes and communities
 - To tackle fuel poverty and contribute to meeting climate change target
 - To improve stock condition across all sectors

5.2 The Consultative Draft LHS and Action Plan are contained in Appendix 1.

5.3 Progress on the LHS will be reviewed on an annual basis through the LHS Review which is overseen by the LHS Steering Group. Relevant key actions and indicators will be reported as part of the wider corporate performance monitoring arrangements.

6.0 IMPLICATIONS

6.1 Strategic

The Inverclyde LHS 2017 – 2022 is the definitive strategic plan for all aspects of the Inverclyde housing system and related matters and will make a valuable contribution to several strategic aims and objectives as set out in the:

- Inverclyde Alliance Single Outcome Agreement;
- Community Plan; and
- Strategic Housing Investment Plan.

6.2 Financial

One off Costs

Cost Centre	Budget Heading	Budget Year	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					

There are no direct financial implications for Inverclyde Council arising out of the LHS at present. The action plans will be delivered through the associated Strategic Housing Investment Plan (the SHIP), which is prepared on an annual basis. This will involve financial expenditure and will be reported to Committee as the SHIP programme is rolled out in future financial years.

6.3 Legal

There are no legal implications for Inverclyde Council arising out of the LHS.

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 Human Resources

There is no additional Human Resources implications arising out of the LHS.

6.6 Repopulation

The LHS will assist with the repopulation of Inverclyde.

7.0 LIST OF BACKGROUND PAPERS

- Guidance on Local Housing Strategies (August 2014): Scottish Government/COSLA, Edinburgh
- Evidence Papers for the Local Housing Strategy, 2017-2022
 - Affordable Warmth, Energy Efficiency and Climate Change
 - Gypsy/Travellers
 - Housing Needs in Inverclyde
 - Housing Supply Target
 - Preventing Homelessness in Inverclyde
 - Private Rented Sector
 - Private Sector House Condition
 - Specialist Provision and Independent Living
 - Sustainable Places
- Scheme of Assistance
- The Clydeplan Housing Need and Demand Assessment, 2015

Consultation Draft Local Housing Strategy

2017-2022

DRAFT

September 2016

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1. Introduction

Purpose and aims

The Housing (Scotland) Act 2001 places a statutory duty on local authorities to prepare a Local Housing Strategy supported by an assessment of housing need, demand and provision. Scottish Government Guidance was issued in August 2014 to assist authorities in preparation of their Local Housing Strategy.

The Local Housing Strategy sets out the vision for housing and housing related services over the next five years. It builds on the success of our previous strategies and supports the Scottish Government's vision within Homes Fit for the 21st Century of a housing system which provides affordable homes for all. It also seeks improvement in housing quality and recognises the role that the housing system has to play in enhancing economic growth and social mobility, as well as strengthening our communities.

In developing our Strategic Action Plan we have considered how we can work with our partners in contributing to the priorities set out within the Single Outcomes Agreement (SOA), Scottish Government National Outcomes and National Health and Wellbeing Outcomes. The Local Housing Strategy provides a strategic link to enable delivery of these outcomes locally for communities across Inverclyde.

Six overarching strategic outcomes have been identified in conjunction with our partners and stakeholders. These reflect the priorities set out in the Scottish Government LHS Guidance and will allow us to achieve our vision: `Working together to deliver quality, affordable homes and sustainable communities`

These are:

- To promote a supply of good quality affordable housing solutions across all tenures
- To ensure that Inverclyde has sustainable, attractive and well-designed communities with well-functioning town centres
- To prevent homelessness where possible through provision of ongoing support to meet the needs of individuals
- To ensure that people are supported to live independently for as long as possible in their own homes and communities
- To tackle fuel poverty and contribute to meeting climate change target
- To improve stock condition across all sectors.

Strategic Framework

The Local Housing Strategy sets out our approach to meeting statutory housing responsibilities as set out in legislation. These include fuel poverty, house condition and homelessness; as well as its strategic response to national outcomes, and national housing priorities (Appendix A).

Community Planning Partnership

The Local Housing Strategy is set within the wider Community Planning and Single Outcome Agreement for the council and its partners. The current Inverclyde Community Plan promotes the vision that `working together in partnership we will help to develop a confident, inclusive Inverclyde with safe, sustainable, healthy, caring communities and a thriving prosperous economy, where everyone is encouraged to achieve their potential and can make a positive contribution to the area.`

A partnership approach provides collaboration and joint working across Local Housing Strategy activities to assist in delivering a wealthier, fairer, smarter, healthier, safer, stronger and greener Scotland. The fifteen national outcomes are delivered through the Single Outcome Agreements (SOA) in place between the Scottish Government and Community Planning Partnerships.

The Inverclyde Partnership Alliance is responsible for community planning in our area. This means engaging with people and communities, listening to their views, experiences and needs, and planning our services to meet those needs. This includes incorporating the SOA national and local priorities within the LHS

Strategic Development Plan and Local Development Plan

Inverclyde forms part of Clydeplan Strategic Development Plan Area (SDPA) and our Planning and Housing representatives represent the council within the Strategic Housing Market Partnership responsible for determining housing need and demand across Clydeplan SDPA. The Housing Estimate Outputs from the SDPA inform Housing Supply Targets for the LHS and the council's Local Development Plan (LDP).

The Local Housing Strategy aligns with the Local Development Plan in assessing housing requirements and ensuring a generous supply of land for housing. The LDP sets out the spatial strategy that will facilitate investment and guide the future use of land in Inverclyde. With a focus on supporting sustainable economic growth, it sets out where future development should and should not occur, identifying opportunities for regeneration and enhancement and directing development to locations that are economically, socially and environmentally sustainable.

Glasgow and Clyde Valley City Deal

The City Deal brings together eight councils, including Inverclyde, in the Glasgow and Clyde Valley City Region, sharing £1.13 billion of public sector investment through an Infrastructure Fund. Investment will support continued growth of the city region by enhancing transport infrastructure, unlocking new sites for housing and employment and enhancing public transport over the next 10 to 15 years.

More than £14 million of the £1.13 billion package is earmarked for a planned expansion of the quayside and construction of a state-of-the-art visitor facility by Inverclyde Council and terminal owners Peel Ports. This proposed investment in the ocean terminal would significantly expand cargo and cruise berthing facilities, creating and supporting local jobs. Two other local developments are also being considered in Inverclyde as part of the city deal: a £9.4 million 'renewables hub' at Inchgreen dry-dock and £4 million of improvements to the A78 at Inverkip.

Strategic Housing Investment Plan (SHIP)

The SHIP identifies housing investment priorities that will contribute to meeting the Strategic Housing Outcomes set out within the LHS. The main purpose of the SHIP is to ensure resources available from the Scottish Government Affordable Housing Supply Programme are effectively targeted to deliver new and improved housing to meet local priorities.

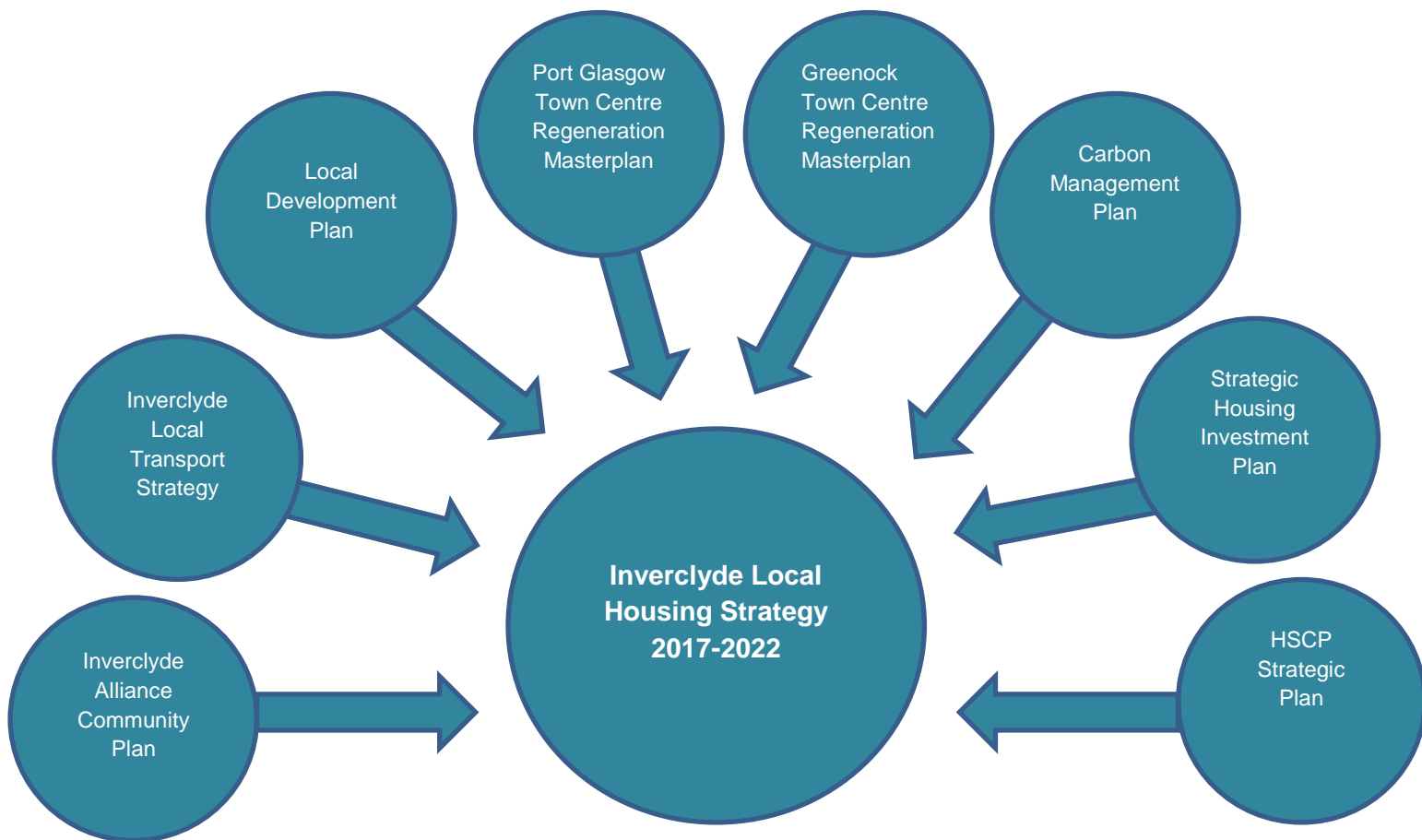
Preparation and delivery of the SHIP requires close collaboration between a range of stakeholders including Registered Social Landlords (RSLs), Scottish Government, Private Developers and other services within the council, including Planning and Regeneration. These partnership arrangements help facilitate delivery and implementation of the LHS and the SHIP.

Health and Social Care Integration

The LHS also has to consider the newly established Inverclyde Health and Social Care Partnership (HSCP) agenda, which formally bring together community health services and social work services. The Inverclyde HSCP 3 year Strategic Plan and Housing Contribution Statement (2016-2019) was finalised and approved by the HSCP Integration Joint Board on 15th March 2016. This sets the long term vision for health and social care in Inverclyde with high level strategic priorities.

The LHS will assist the integration process as it strengthens the links between housing, health and social care as well as improving the alignment of strategic planning and supporting the shift in emphasis to prevention. Housing and housing-related support have a key role to play in supporting a `shift in the balance of care` and reducing the use of institutional care settings. If housing and support needs are not met, it may be more difficult for people to remain in their own homes therefore the benefits of providing the right housing and support at the right time could be considerable.

Figure 1: Links between the Local Housing Strategy and other Inverclyde Strategies and Plans



2. Developing our strategy

Foundations and Building Blocks

The findings of the Housing Need and Demand Assessment are key to identifying many of the issues within the Inverclyde housing system. The Housing Need and Demand Assessment considers the current housing supply, as well as the current and anticipated future need and demand for housing.

The Local Housing Strategy focuses on addressing the affordable housing shortfall through a series of policy interventions and a development programme for affordable housing. Demand for new market housing and the release of land to allow the development of such, is planned for within the proposed Local Development Plan.

The consultative draft Local Housing Strategy 2012-2017 is the result of research and analysis which firstly informed the development of eight research based `Local Housing Strategy Evidence Papers`:

- Affordable Warmth, Energy Efficiency and Climate Change
- Gypsy Travellers
- Housing Needs
- Preventing Homelessness
- Private Rented Sector
- Private Sector House Condition
- Specialist Provision and Independent Living
- Sustainable Places

The evidence papers were used to generate discussion with a wide range of stakeholders in order to identify local priorities. Individually the papers address different areas of the local housing system, while together they address all local housing challenges and issues. The evidence papers together with the consultation process identified six strategic `overarching` outcomes.

Consultation

The Housing (Scotland) Act 2011 requires local authorities to consult on their proposed LHS. Furthermore statutory Equality Duties require public bodies to involve, consult and engage with as wide a range of local residents as possible.

The consultation process to develop the LHS has involved a wide range of partners and stakeholders with a variety of opportunities to be involved in the development of priorities. The issues and priorities identified through the consultation process have provided further context to statistical and research evidence.

A range of media has been used to ensure that the council has engaged with as many local communities, interest groups and individuals as possible to reflect a variety of views.

Below is a list of consultation events and engagement opportunities that have taken place to inform that development of the LHS:

- **Homelessness Forum, May 2016**
- **Inverclyde Recovery Café, May 2016**
- **Citizens Panel Survey, Spring 2016**

- **RSL Group, May 2016**
- **Private Rented Landlord Survey, June 2016**
- **Stakeholder Group, July 2016**
- **4 Thematic Events, June – August 2016**
 - **Homelessness, addictions and mental health**
 - **Health and Housing**
 - **Private Sector, Empty Homes and Town Centre**
 - **Private Sector Condition**
- **Private Rented Sector Landlord Workshop, August 2016**
- **Local 'Pop Up' Events across Inverclyde, September 2016**
- **iZone Youth Consultation, September 2016**

The Key messages from public consultation and stakeholders can be summarised as:

- **Preventing homelessness through improving housing information and advice services**
- **Improving access to housing through building more affordable family homes, providing more home ownership options and bringing empty homes back in to use**
- **Helping older people stay in their homes for longer through providing more housing options advice and helping older home owners to carry out repairs and improvements**
- **Ensure that people can afford to heat their homes by improving housing quality across all tenures in Inverclyde**
- **Make sure people feel safe at home and in their communities by tackling anti-social behaviour**
- **Provide more housing options across tenure for older and disabled people and build more wheelchair homes**

The Consultative Draft LHS will be presented to the LHS Steering Group and Elected Members during the formal consultation period. Partners and Stakeholders who have been engaged in the development process will also have a further opportunity to feedback their views before the document is finalised.

A wide range of media will be used to gather views on the Consultative Draft LHS from our wider partners and stakeholders over the period of the consultation with a view to the finalised LHS going to Committee in October 2016 for approval.

Equality Impact Assessment

We are committed to ensuring that everyone receives a high quality service and will strive to encourage equal opportunities and diversity. Through the Equalities Act 2010 we have a duty to advance equality of opportunity and ensure that our services do not discriminate on the basis of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Everyone has a protected characteristic and as such the new act helps ensure that everyone has fair access and inclusion through:

- Elimination of unlawful discrimination
- Advancement of equality of opportunity between people who share a protected characteristic and those who do not; and
- Fostering good relationships between people from different groups

The consultative draft Local Housing Strategy has been developed with the involvement of `harder to reach` groups and promotes equalities within the wider corporate context. Furthermore the strategy aims to improve access to housing and housing related services for those at risk of exclusion.

An Equality Impact Assessment was undertaken and highlighted that the LHS was likely to impact on a range of people who shared protected characteristics. It is clear that older people, those on low incomes, people with disabilities, younger people, those who were experiencing homelessness and those in need of an affordable housing solution are likely to benefit from this strategy given the objectives. It is the vehicle for meeting the broad range of housing and housing related support needs of Inverclyde's population and will have a positive impact on all groups.

Strategic Environmental Assessment

A Pre-screening report was submitted to SEA Gateway under Section 9(3) of the Environmental Assessment (Scotland) Act 2005, indicating that there is no likelihood of significant effects through the Local Housing Strategy 2017-2022.

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3. Profile of Inverclyde

Introduction

Inverclyde has an unrivalled position only 25 miles from the centre of Glasgow on the south bank of the River Clyde. It combines a wealth of cultural heritage in its built environment, having developed rapidly with the growth of shipbuilding and marine engineering through the 19th and 20th centuries. Yet Inverclyde has not stopped changing with new employment in finance, banking, electronics and an emerging renewables sector. It has many strengths as a place to live despite having 14 of the 5% most deprived datazones in Scotland.

Inverclyde shares boundaries with North Ayrshire and Renfrewshire council area, and is otherwise surrounded by the Firth of Clyde. The area covers an area of 60 square miles. The LHS focuses on our seven Local Housing Market Area and our three distinct Housing Sub-market Areas:



Housing Sub Market Area	Local Housing Market Area
Inverclyde East	Port Glasgow Greenock Central East Greenock South West
Inverclyde West	West Greenock Gourock Inverkip & Wemyss Bay
Kilmacolm & Quarriers Village	Kilmacolm & Quarriers Village

Source: Inverclyde Local Development Plan, 2011

The Housing Sub Market Areas are consistent with those used in the Clydeplan Housing Need and Demand Assessment and within the current Local Plan and proposed Local Development Plan.

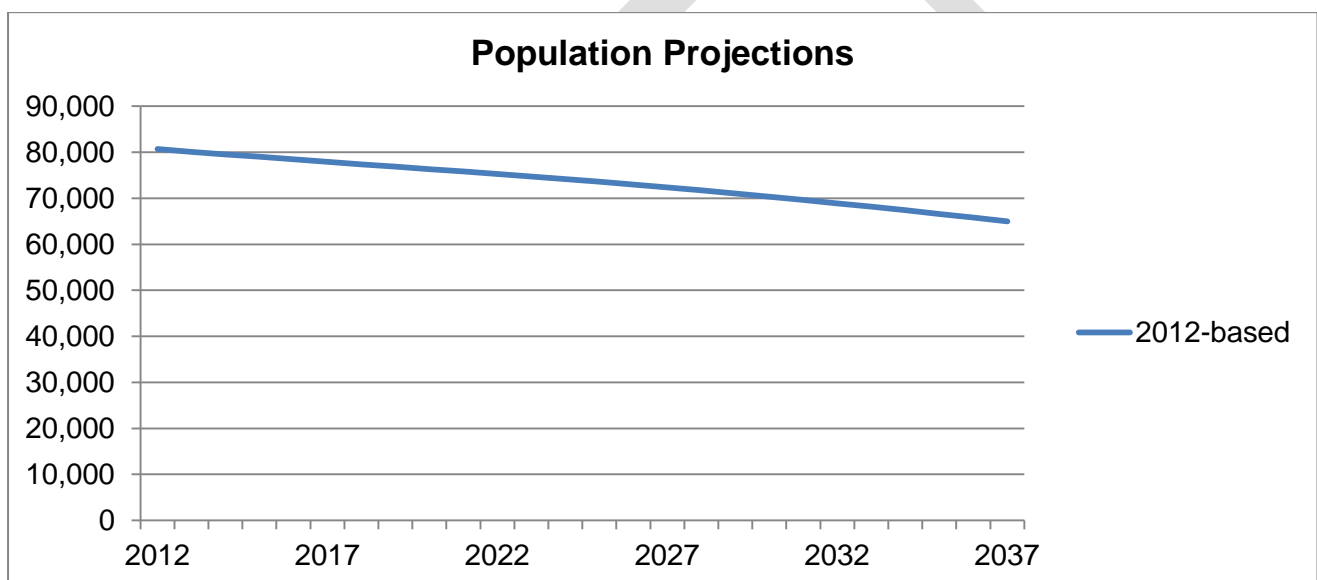
Housing Market Analysis undertaken within the Clydeplan area has highlighted a strong influence from surrounding authorities, with significant household movement into the surrounding Glasgow and Clyde Valley area.

An overview of the key housing issues and trends that inform the housing market are included within the LHS. The housing system is affected by a broad range of social, economic and political influences, some of which are included within the LHS.

Key issues and trends

Demographic and social trends

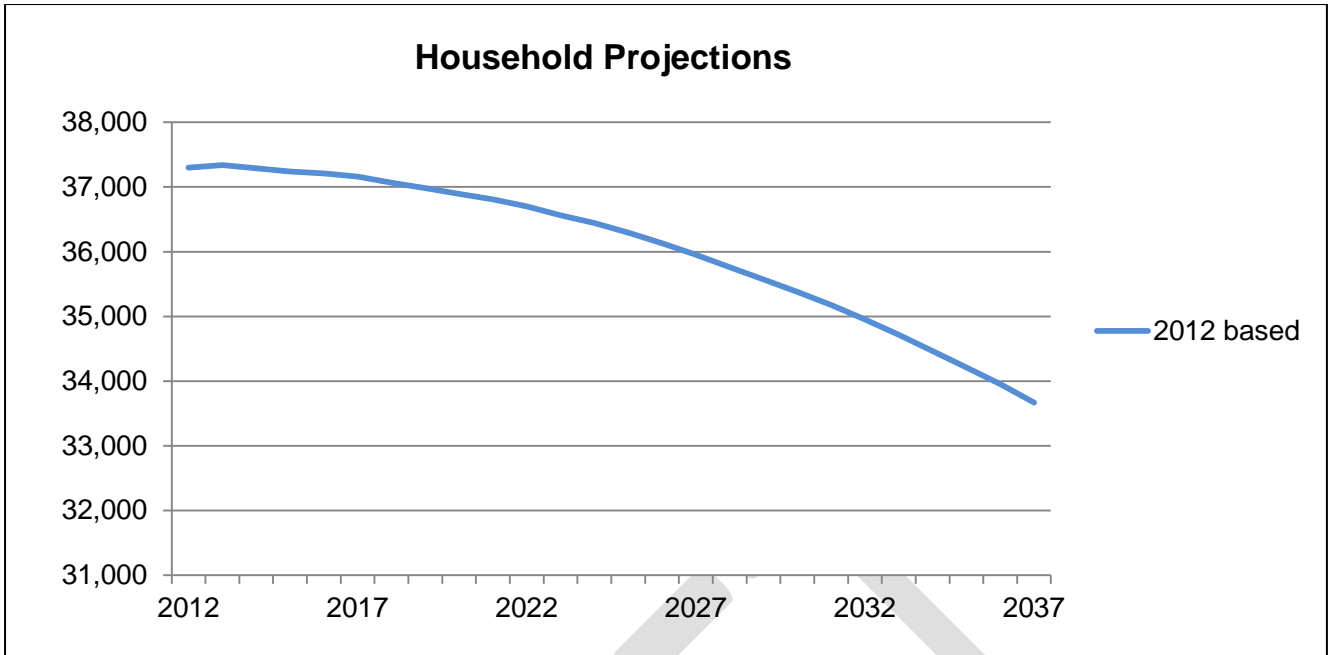
There has been a steady decline in the population of Inverclyde, from 101,182 in 1981 to 79,860 in 2014, a loss of over 21,322 people. Population projections indicate a continued decrease in the population over the 20 year period to 2036. The population of Inverclyde is projected to decrease by 13,447 from 78,461 in 2016 to 65,014 in 2036 (627 per year).



Source: National Records for Scotland 2012 Mid-Year Estimates

Inverclyde is not the only region which is likely to experience a population decrease in the next 25 years however the area is projected to see the largest population decline across Scotland¹. In the past the decline in population numbers was attributed mainly to out-migration from the area. Although out-migration appears to be slowing down the population of Inverclyde has continued to decline as a result of negative natural change.

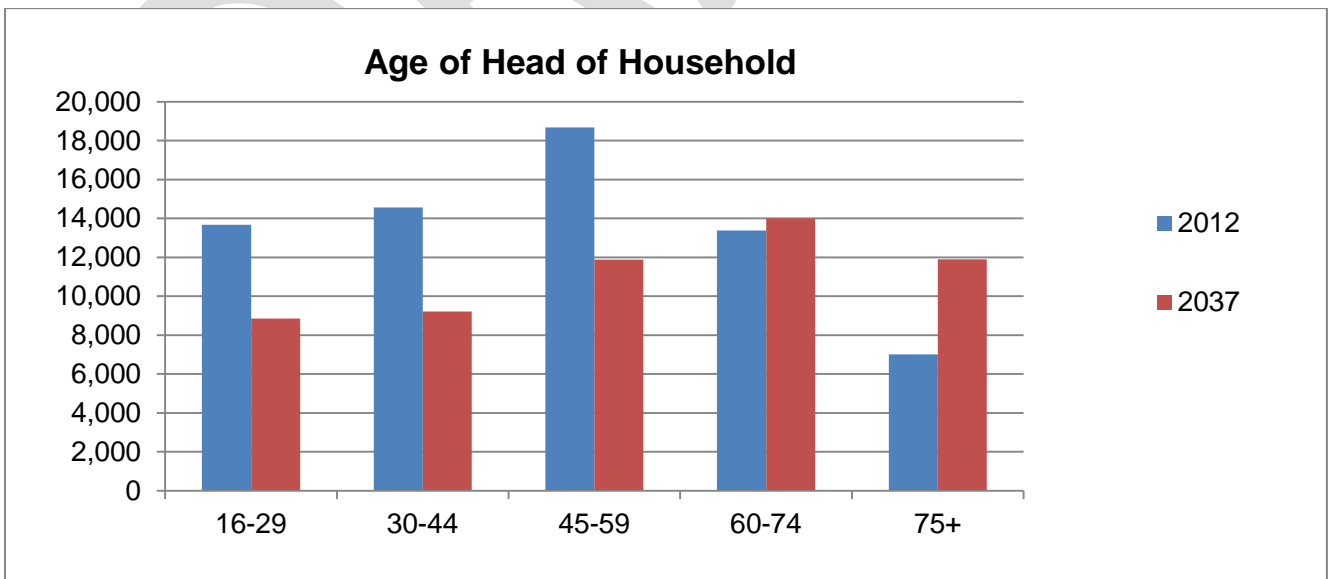
¹ Negative population projections of other LAs: Argyll & Bute (-13%), Eilean Siar (-11%), North Ayrshire (-9%), West Dunbartonshire (-8%), East Dunbartonshire (-7%), Dumfries & Galloway (-6%), South Ayrshire (-2%), Clackmannanshire (-2%), Moray (-2%), Angus (-1%), East Ayrshire (-1%).



Source: National Records for Scotland 2012 Mid-Year Estimates

Inverclyde had the smallest household growth across the whole of Scotland in the last decade. The number of households in Inverclyde is projected to decline at a rate of 145 per year over from 37,299 in 2012 to 33,666 in 2037. Over this time, the average household size will reduce by 12% from 2.13 to 1.89 in 2037.

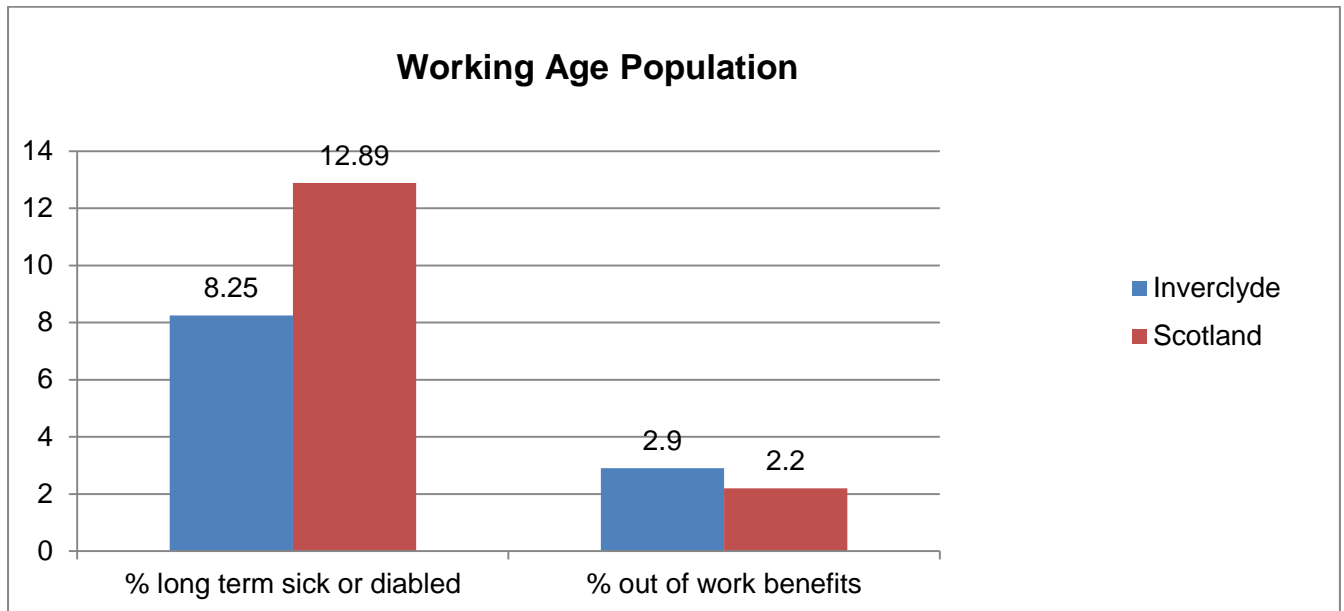
With the exception of single adult households, which are projected to increase by 11% over the next 25 years, all other types of household will decline over the same time. Households with two or more adults and one or more children will experience the most substantial shift. In line with the projections for Scotland as a whole, the most significant increase is for households headed by someone aged 60. Those headed by a person 75 and over are forecast to rise by 3,287 (65%) by 2037.



Source: National Records for Scotland

The ageing population will be a challenge going forward and reinforces the scale of future need for housing and housing related services for an increasing older population, particularly for people in the oldest age groups.

Some 63.9% of the population in Inverclyde are of working age (16-64) which is a similar proportion to Scotland overall (64.9%). However, within Inverclyde significant numbers of the working age population are unemployed or have a long term illness or disability. The proportion of resident working age population claiming out of work benefits is higher than for Scotland overall.



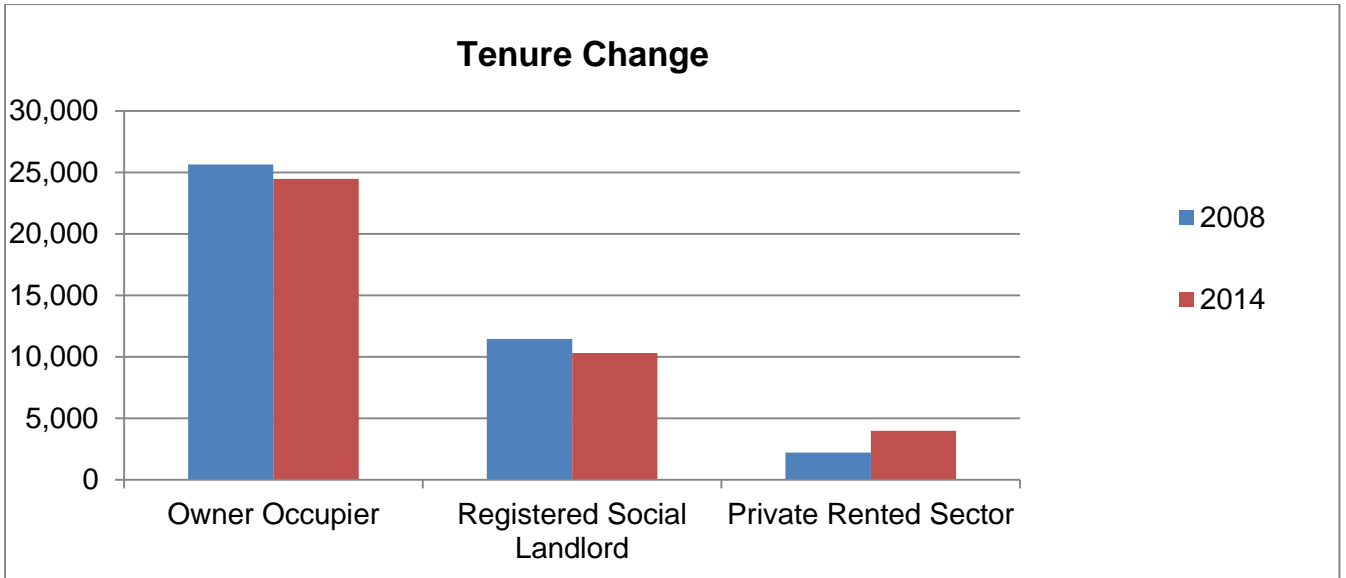
Source: Office for National Statistics: Labour Market Profile Inverclyde, 2015 and Census 2011

According to the 2011 Census data 23.7% of Inverclyde's population experience a limiting long term illness in comparison to 19.7% of Scotland population overall. When limiting long term illness is considered with economic activity² some 8.25% of the total population of Inverclyde reported to be either long term sick or disabled, accounting for 72.82% of all economically inactive.

Housing Market and Housing Needs

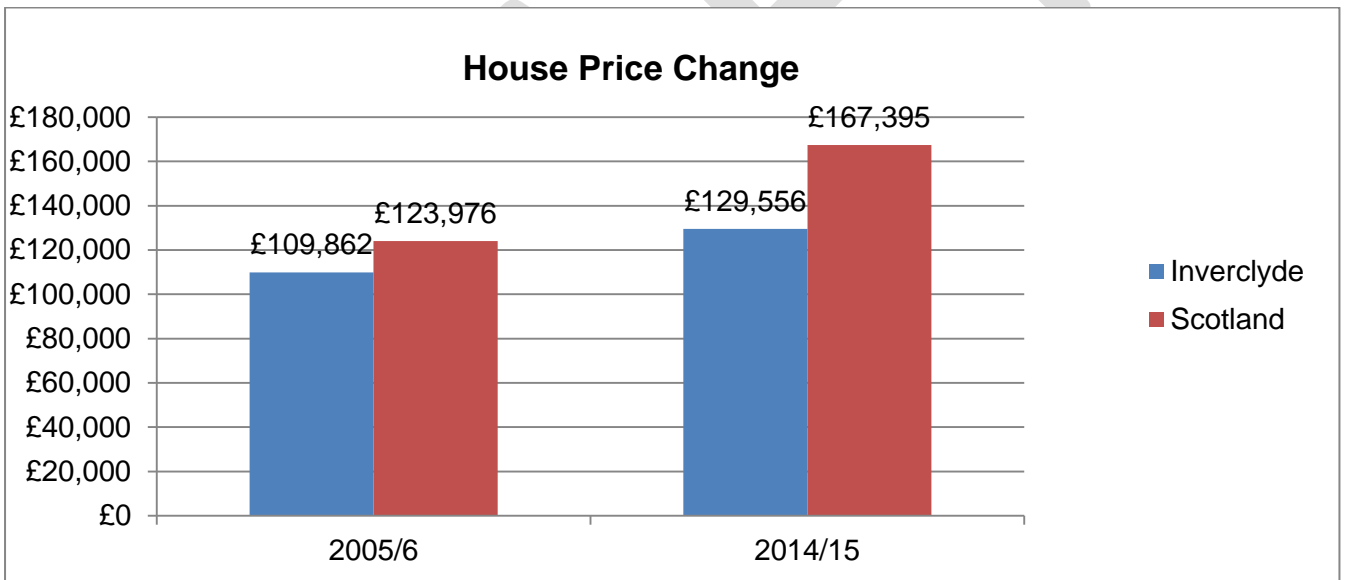
Owner occupation is the largest sector in Inverclyde (63%), down substantially since HNSA1 both in absolute and relative terms (a decline of around 1,084 dwellings). The social rented sector accounts for 27% of the stock. There has been a significant rise in the private rented sector in recent years which now represents around 10% of all dwellings. This would reflect national and indeed UK trends, given the favourable climate for investment in the sector, current market conditions and demand.

² All people aged 16 and over



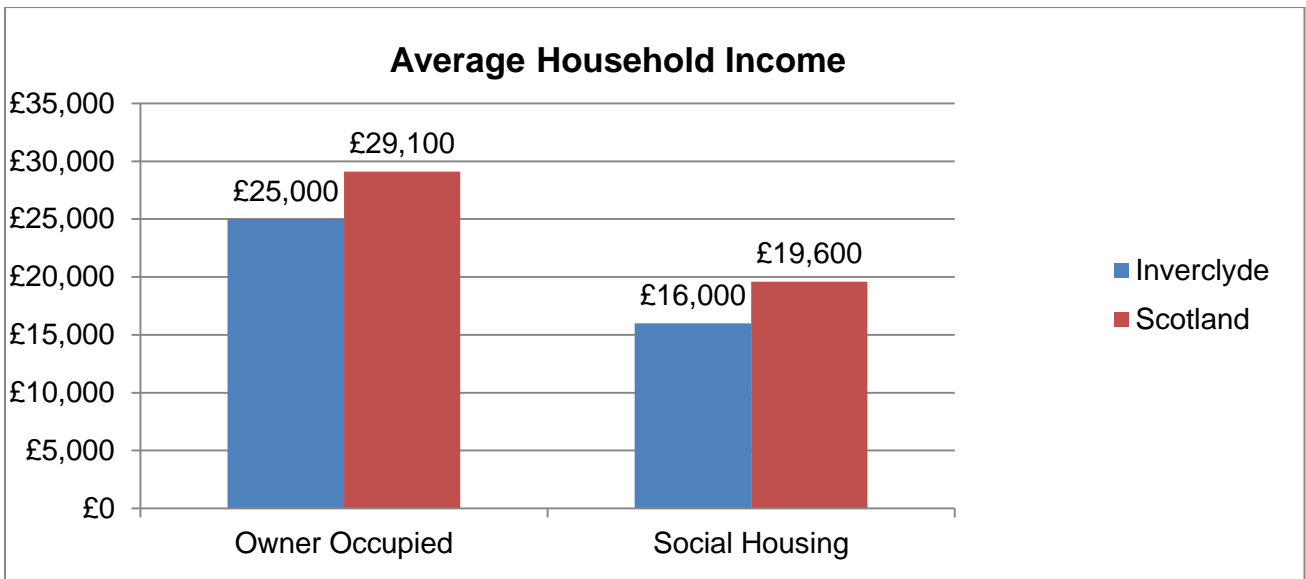
Source: HND A1 and Assessors Stock Data, 2014

The average house price in Inverclyde is £129,556, which is lower than the Scottish average, indicating owner occupation is a more affordable option within Inverclyde than in other areas of Scotland.



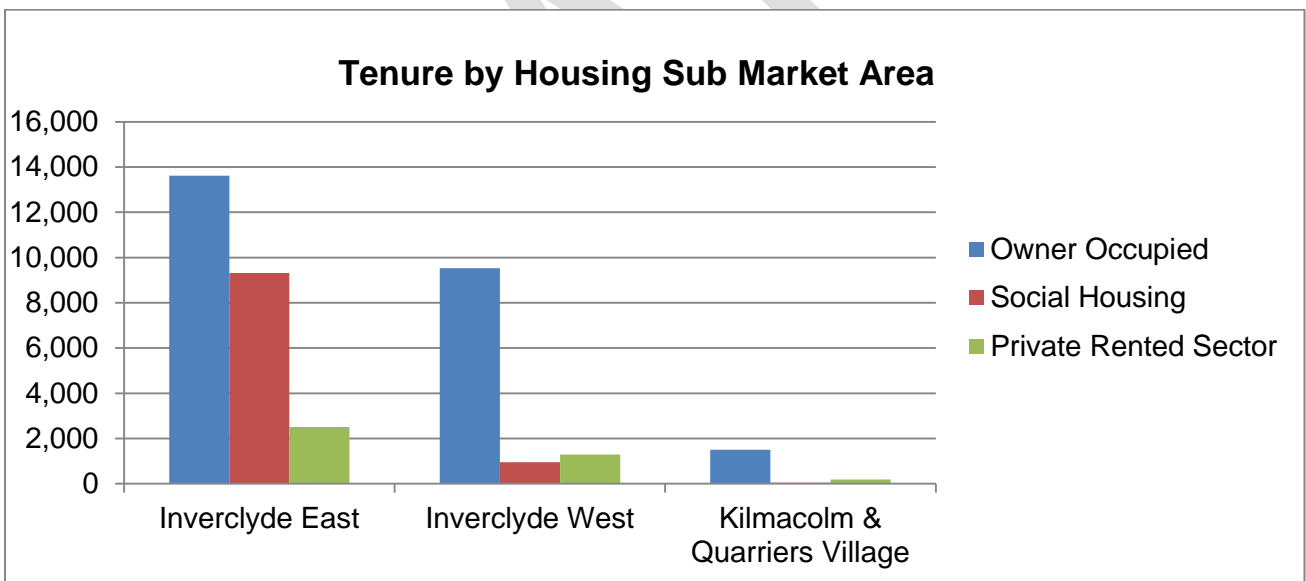
Source: Registers of Scotland 10 year Property Market Report 2005-2015

However lower house prices does not translate into greater purchasing power for Inverclyde residents. Inverclyde has a lower average income than Scotland as a whole, which indicates there are affordability issues; particularly since 14 of the 5% most deprived datazones in Scotland are located within Inverclyde.



Source: Scottish House Condition Survey, 2011-2014, Scottish Government

Owner occupation is more prominent in the Inverclyde West (81%) Kilmacolm & Quarriers Village (86%) housing sub-market areas (HSMA) with the income profile of households being above the Inverclyde average. Furthermore, these HSMA's have the smallest proportion of local authority stock and therefore the highest pressure on social housing.



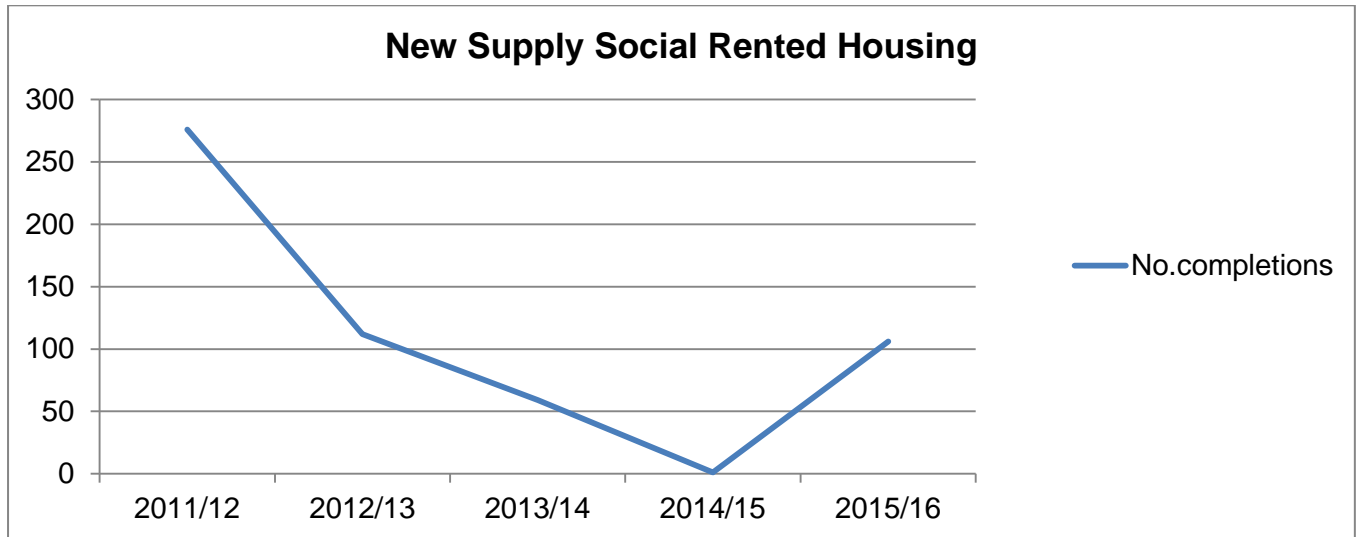
Source: Assessors Stock Data, 2014

Following stock transfer in 2007, Inverclyde Council no longer has housing to rent. Ownership and management of the former council housing stock was transferred to River Clyde Homes and Cloch Housing Association at that time. At present, households seeking access to social housing can choose to register through River Clyde Homes choice based lettings system and the Inverclyde Common Housing Register (ICHR).

As at February 2016, there were 4,674 households registered with River Clyde Homes as seeking a new home across Inverclyde. Of these, 3,885 (83.1%) were new applicants and 789 (16.9%) were transfer applicants. In 2014/15, River Clyde Homes allocated 462 properties representing a

turnover of around 10%. As River Clyde Homes operate a choice based lettings system it is not possible to analyse demand at the HSMA level without more detailed analysis.

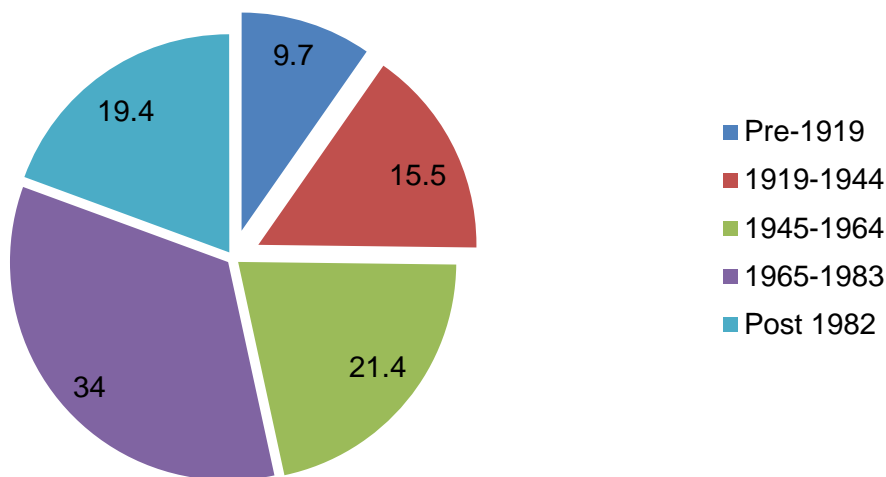
There have been 554 new build completions over the lifetime of the Local Housing Strategy 2011-2016 therefore meeting the target of 500 new build affordable homes.



Source: Inverclyde Housing Need and Demand Assessment, 2016

Around 46.6% of all social rented dwellings are more than 50 years old. This suggests that substantial investment will be required as building elements go beyond their useful life.

Age of social housing stock



Source: APSR, Scottish Housing Regulator, 2011

Around 46.6% of all social rented dwellings are more than 50 years old. The majority of social rented stock is post war housing (74.8%) constructed between 1945 and 1983. It is significant that 46.6% of the stock is now in excess of 50 years old, which has required and will continue to require substantial investment as building elements go beyond their useful life.

The social rented stock is diverse in terms of property type with 63.9% being flats and 34.2% being houses. The majority of these flats are tenements (72.2%) which are 'hard to treat' and are not suitable for some standard energy efficiency measures. Furthermore, mixed tenure blocks can cause issues with lack of owner engagement for common repairs.

Specialist Housing

Approximately 12% of social housing stock in Inverclyde is classed as specialised, more than half of which is sheltered and medium dependency. The profile of older persons housing has changed in recent years, with a shift away from care homes and sheltered housing towards more supported forms of accommodation that can better support the needs and aspirations of an ageing population.

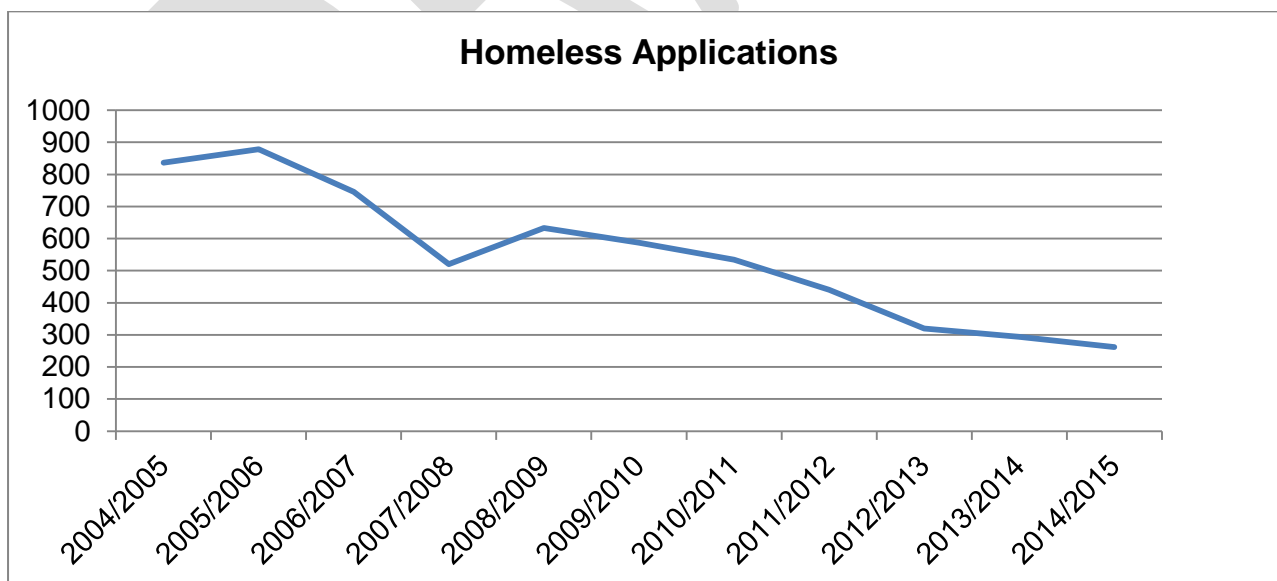
Specialist provision as a % of population

Specialist provision	No.	As a % of 60+ population (20,733)	As a % of projected 60+ population 2037 (26,067)
Sheltered/very Sheltered	527	2.54	2.02
Medium dependency	19	0.09	0.07
Wheelchair housing	95	0.45	0.36
Ambulant disabled	332	1.60	1.27

Source: National Records for Scotland: Population Projections, 2014

Homelessness

There were 265 homeless applications in 2014/15 which is reduction of 50.4% from 534 in 2010/11. As a proportion of all households in Inverclyde the number of homeless applications is 0.7%, lower than the national average (1.5%).



Source: Scottish Government, HL1 Annual Report for Inverclyde, 2014/15

In recent years between 45% and 53% of all homeless applications have resulted in the households being provided with a Scottish Secure Tenancy and this has been an increasing figure year on year. Additionally, proactive work being undertaken by front line staff to mitigate the impacts of welfare reform is helping to reduce the homeless waiting list.

Access to, and the provision of temporary accommodation is a critical aspect of services to homeless households. The Homelessness service temporary accommodation currently consists of: 27 self-contained bedsits; and 51 temporary flats within the community leased from Registered Social Landlords. Since the introduction of the housing options approach the requirement for temporary accommodation has decreased and occupancy of the Inverclyde Centre is currently running at 63% and the temporary flats in the community have operated at 60% occupancy throughout 2014/15. There use of bed and breakfast accommodation has also been eradicated, but will remain an option for exceptional circumstances.

Regeneration and Sustainable Places

Clune Park Regeneration

Inverclyde council has worked with Registered Social Landlords and other key partners on a significant regeneration project. This involved an area of privately owned and privately rented housing in the Clune Park area of Port Glasgow that suffers a range of physical and social issues.

As a direct result, the Clune Park area was a high priority project in the Strategic Housing Investment Plan (SHIP) 2011-2016 to deliver comprehensive regeneration of the area. Clune Park remains the council's priority, housing based regeneration scheme as progress is made in delivering regeneration through demolition and off-site new-build developments.

Town Centres

Riverside Inverclyde and Inverclyde Council are adopting an integrated strategy to regenerate various town centres in Inverclyde. It is recognised that town centres have been changing, reflecting national trends towards larger units in out of town locations. However the role of town centres as community focal points should be protected and promoted.

Riverside Inverclyde and Inverclyde Council are implementing Town Centre Action Plans (TCAPs) for Port Glasgow and Greenock which will address not only the issues with the retail and commercial properties but will look to boost existing and new business, deliver business infrastructure, consolidate and extend town centre living and invest in community infrastructure and third sector.

Housing Quality

The Annual Return on the Charter (2015) indicated that as at 31st March 2015 social housing stock achieved 76.2% compliance with 23.8% of stock failing the Scottish Housing Quality Standard (SHQS). This stock is owned by River Clyde Homes, the largest social housing provider in the area, who have large numbers of tenements which are `hard to treat`.

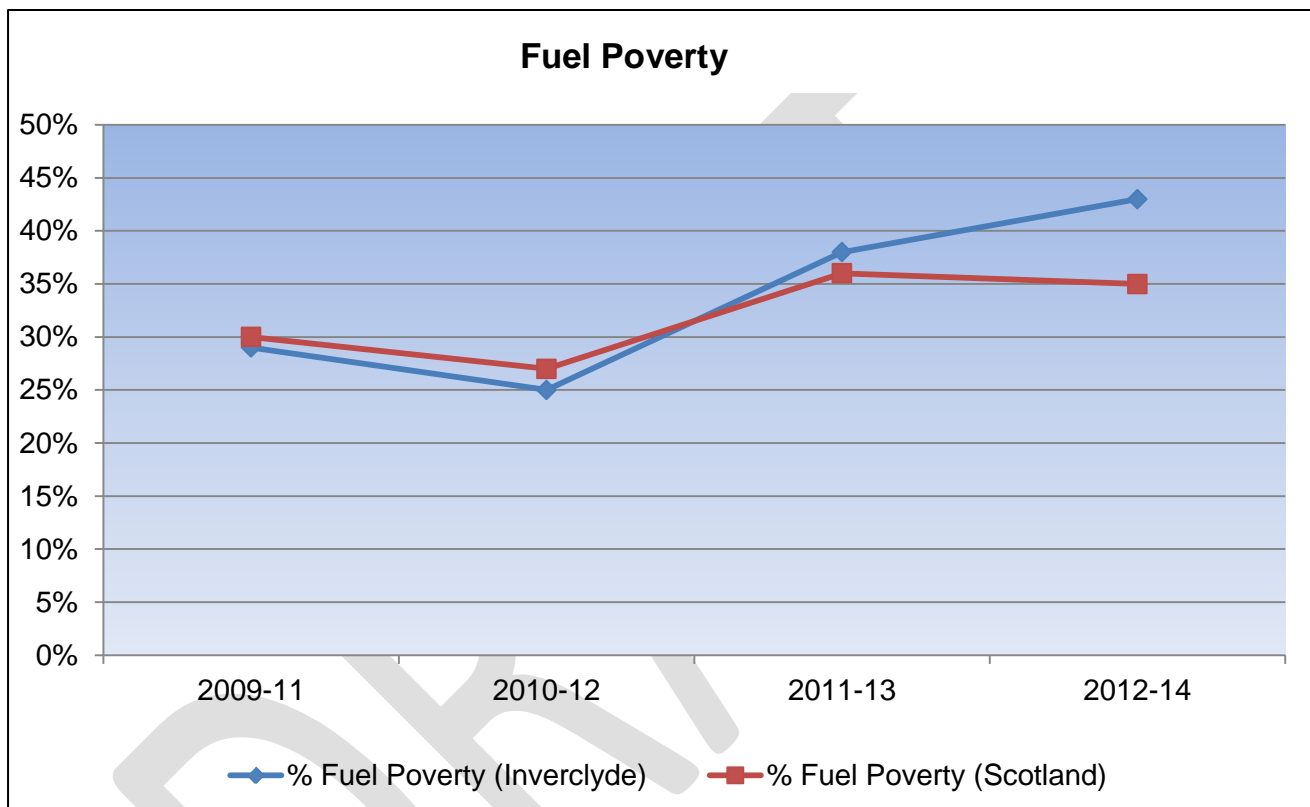
River Clyde Homes has undertaken significant investment in their stock in recent years. Over £14 million was invested to upgrade homes across Inverclyde including kitchens and bathrooms, windows, central heating and insulation in 2014/15. Further investment has been made to ensure compliance with the SHQS and to improve energy efficiency.

The Energy Efficiency Standard for Social Housing (EESH) sets the minimum energy efficiency standard for social housing. The new standard is based on minimum energy efficiency (EE) ratings found on Energy Performance Certificates (EPC).

The Private Sector Stock Condition Survey (2011) indicates that 54% of private sector dwellings in Inverclyde exhibits disrepair compared to 77% nationally. Furthermore, according to the survey, around 21% of all private sector dwellings are affected by extensive disrepair which is slightly below the national average of 26%. Private rented dwellings are more likely to exhibit disrepair as are older dwellings, tenements and four in block flats.

Fuel Poverty

The three main factors that influence the level of fuel poverty are income, fuel costs and the energy efficiency of homes. Despite significant investment in social housing there were still 43% of households in Inverclyde living in fuel poverty³.



Source: Scottish House Condition Survey 2009-11, 2010-12, 2011-13, and 2012-14, Scottish Government

³ Scottish House Condition Survey, 2012-2014, Scottish Government

Outcome 1: Access to housing

To promote a supply of good quality affordable housing solutions across all tenures

Progress made during the LHS 2011-2016:

- 578 affordable housing completions: an average of 110 per year compared to target of 100 per year
 - 546 units for social rent
 - 32 shared equity
- 530 new private sector completions compared to a target of 515
- 91% of new RSL tenancies last more than one year
- Housing market recovering: 1,166 sales in 2015/16 compared to 866 in 2011/12

LHS Context

This outcome sets out our approach to addressing housing need and demand across Inverclyde to help facilitate growth in the resident population. The LHS considers the current and future housing needs and sets out the strategic vision for the future of housing across all tenures. Housebuilding activity also helps support economic growth, with benefits for the local economy by supporting construction, creating jobs and training opportunities.

The Housing Needs evidence paper outlines the strategic direction for housing investment within Inverclyde which is supported by our proposed Local Development Plan and the Strategic Housing Investment Plan. Providing the right types of housing in the right places, to meet local need is fundamental to the LHS. This is achieved through challenging but realistic Housing Supply Targets (HSTs) for Inverclyde, informed by Clydeplan Housing Need and Demand Assessment (HNDA) 2015.

HNDAs provide the strategic evidence base required by Scottish Government to inform Housing Supply Targets (HSTs) within Strategic Development Plans, Local Development Plans and Local Housing Strategies. It is the role of Housing Market Partnerships (HMPs) to work together to produce housing estimates that can be used to inform HSTs. HMPs are encouraged to use Scottish Government's Centre for Housing Market Analysis (CHMA) HNDA Guidance and HNDA Tool to estimate the future number of additional homes required to meet existing and future housing need.

Evidence

Housing Need and Demand Assessment

The Clydeplan Housing Need and Demand Assessment, 2015 received 'Robust and Credible' status from the Scottish Government Centre for Housing Market Analysis (CHMA) in 2015. It covers Inverclyde and provides the main strategic evidence on housing need and demand over the next five years and beyond. It has informed development of the proposed Local Development Plan.

The HNDA estimates of the number of additional homes needed within Inverclyde by tenure over the lifetime of the LHS. This information, combined with housing market trends analysis and local pressure analysis, has provided a clear understanding of housing need across the authority.

The Scottish Government refreshed the HNDA Guidance in June 2014 and as a result the methodology for assessing housing needs. Therefore, households are only assessed as being in need if they generate a requirement for a net additional dwelling. HNDA2 indicates that there are c.120 households currently in housing need. There is no newly arising need due to de-population bringing the total requirement to 0 units over the period 2017-2022.

Net Housing Need for Social Rented Sector/Below Market Rent and Private Sector, 2012-2022

	Annual	2012-2029
Existing Need	7	120
<i>Homeless Need</i>	7	120
<i>Concealed and overcrowded</i>	0	0
Need from new households	0	0

Source: Clydeplan, 2015

It should be recognised that the housing need and demand methodology for the HNDA uses an excel-based tool to generate estimates of need and demand. Therefore, this has limitations in that it does not fully quantify the impacts of poor quality and lower demand housing and the subsequent need for replacement of existing housing stock. Therefore other evidence was considered to provide a more nuanced and realistic estimate of future new build requirements.

Housing Supply Targets

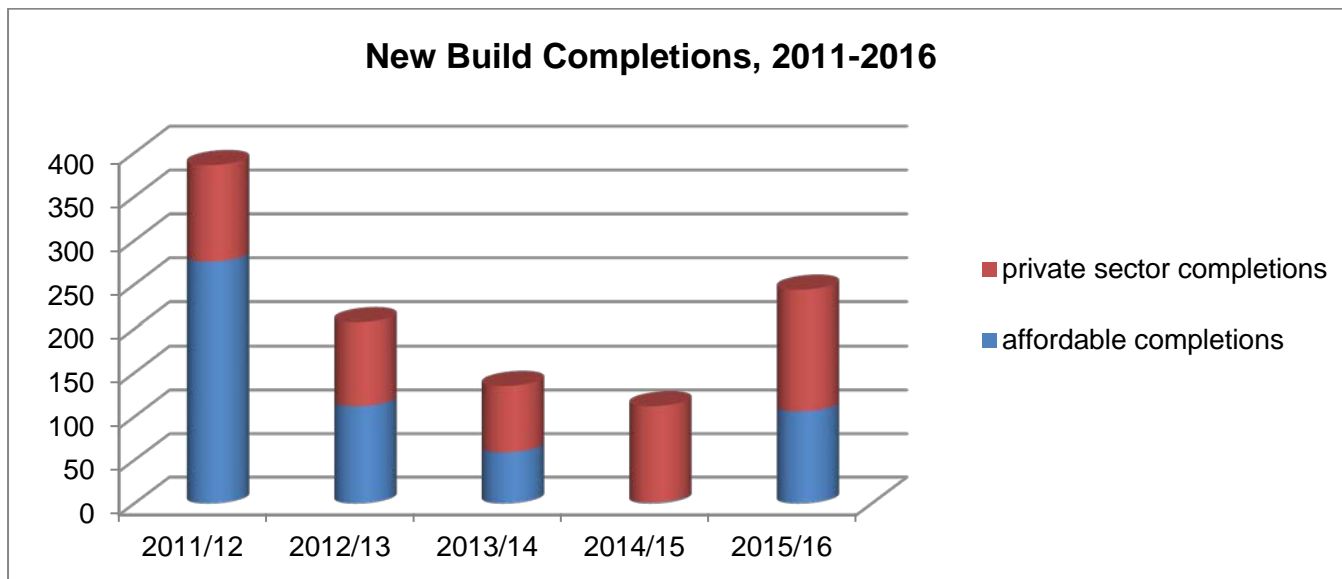
Housing supply Targets (HSTs) are our view of the numbers of new homes that need to be delivered in Inverclyde to meet our strategic objectives and ensure that current and future needs are met appropriately. They also need to be realistic and deliverable within the current economic and fiscal context.

The HSTs are derived from the HNDA and take account of the factors Scottish Government Guidance requires Housing Management Partnerships (HMPs) to consider, including:

- Environmental factors
- Social factors
- Economic factors which may impact on demand and supply
- Capacity within the construction sector
- The potential inter-dependency between delivery of market and affordable housing at the local level
- Availability of resources
- Likely pace and scale of delivery based on completion rates
- Recent development levels
- Planned demolitions; and
- Housing stock brought back into effective use.

The most important influence affecting the pace and scale of housebuilding in Inverclyde has been the economic recession and the housing market downturn since 2008. The downturn has seen a reduction of some 50% in private sector completions since 2008/09. The social and private sector

HSTs were met across the lifetime of the LHS 2011-2016 however completions were lower than estimated.



Source: Inverclyde Housing Land Audit and Social Newbuild Completions Summary

Inverclyde has seen a massive reduction in the size of its social rented housing stock over the last 15 years from around 15,650 in 1998 to 10,700 in 2013 as a result of right-to-buy sales and a large scale demolition programme. With large-scale demolition programmes largely complete, affordable housing development programmes continue to restructure and add to the stock.

The Scottish Government has set an ambitious target to invest £3 billion to build at least 50,000 new affordable homes, of which 35,000 will be for social rent. Therefore Resource Planning Assumptions for Inverclyde for the period covering some of our LHS 2017-2022 have been agreed with the Scottish Government as follows:

Year	2017/18	2018/19	2019/20
RPA's (£m)	6.025	4.519	3.012

Source: Inverclyde Affordable Housing Strategic Local Programme

These factors were considered alongside a number of other drivers and conclusions reached that a realistic and deliverable affordable housing supply target for Inverclyde would be 90 affordable units per annum over the next five years.

The following tables summarise the net housing need calculated from the Scottish Government CHMA tool, the adjusted net housing need estimate to take account of mobile demand within Glasgow and Clyde Valley SDP area and the resulting realistic and achievable HST followed by the annual land requirement. From here we consider a number of factors that influence what we want to achieve and are able to deliver.

Housing Supply Target

Stage			
	Private Sector	Affordable	All Tenure Total
Annual housing estimate	-70	-24	-94
Annual housing estimate – adjusted	2	0	2
Annual Housing Supply Target	170	90	260
Annual Land Requirement	186	90	276

Source: SDP Proposed Plan, Beyond the Housing Need and Demand Assessment, 2016

<p>1. Annual Housing Estimates Derived from the CHMA Housing Need and Demand Assessment Toolkit</p>
<p>2. Annual Housing Estimate – Adjusted Positive adjustments made to both the private and affordable sector to account for significant stimulus required to support the repopulation agenda.</p>
<p>3. Annual Housing Supply Target Increase in both the private and affordable sector to stimulate development in the private sector and reflect the recent recovering pace and scale of delivery. Furthermore to reflect the continued need to replace poor quality stock in areas.</p>
<p>4. Annual Land Requirement 10% generosity is added to the private component to reach Annual Housing Land Requirement</p>

Housing List Pressure Analysis

As at February 2016, there was 4,674 households registered as seeking a new home across Inverclyde on River Clydes Homes Housing Register. Of these, 3,885 (83.1%) were new applicants and 789 (16.9%) were transfer applicants.

The social rented sector's capacity to respond to this demand is dependent on the number of properties available to let each year. There were 462 re-lets across Inverclyde in 2015/16, representing a turnover of around 10% on average although turnover for Cottage properties is much lower than this. The greatest pressure is for smaller one bedroom properties at 20.1 applicants per property however there is below average pressure for bedsits (0.1), 2 bed (4.6) and 3 bed (5.6) properties. These figures illustrate that the overall pattern of unmet need is associated with supply issues in some instances with demand pressures as well as shortfalls in specific house types and sizes.

Affordability Analysis

The general pattern in the last five years has been one of decreasing house prices however this does not translate into greater purchasing power. Using a 10% affordable threshold it can be seen that only around 17.7% of sales were affordable to lower quartile household in Inverclyde – the 20% affordable threshold only improved affordability to 20.7%.

The private rented sector has increased significantly in Inverclyde over the past five years to account for around 10% of all dwellings. Over the last four years, average monthly rents within the private rented sector have increased across all property sizes, with the exception of 1 bedroom shared properties. Affordability analysis shows that private rented sector rents are unaffordable for

a significant proportion of lower income households⁴. The PRS now plays an important role for a variety of different households including households who cannot access mortgages and for whom the deposit requirement remains a constraint.

Supporting Documents

Further evidence to support the development of outcome 1 includes:

- Clydeplan Housing Need and Demand Assessment, 2015
- Inverclyde Local Development Plan
- Inverclyde Housing Need and Demand Assessment, 2016
- Housing Trends Monitor, 2016
- Housing Needs Evidence Paper for the Local Housing Strategy, 2017-2022
- Setting Housing Supply Targets for Inverclyde, September 2014

Key issues and Priorities

Social Sector

- Evidence of shortfalls in provision of social rented stock. There are some 4,674 waiting list applicants on the River Clyde Homes housing register. Pressure for social housing has averaged at 9 people to every available let. The pressure varies, for smaller one bedroom properties there are 20.1 applicants per property however there is below average pressure for bedsits (0.1), 2 bed (4.6) and 3 bed (5.6) properties.
- Decline in the social rented sector stock as a result of right-to-buy and a large scale demolition programme. Investment via the SHIP and wider affordable housing opportunities will be required to replenish numbers.
- Low demand housing remains an issue however a series of strategies are in place to respond to this. River Clyde Homes has developed Major Intervention Areas (MIAs) to address the issues identified within a wider regeneration approach.
- The stock profile is predominantly flatted, which presents implications for an ageing population however demand clearly demonstrates a requirement for further provision of larger family homes within areas.
- Furthermore, there is an increasing demand for smaller properties linked to demand from households on the waiting list and the impact of welfare reforms however just 11% are one bedroom properties. This will allow older households to downsize whilst freeing up larger family homes to enable new households to form.

Private Rented Sector

- The most marked change has been the growth in the private rented sector, with an increase of 1,483 dwellings (93%) since 2005.
- Increasing evidence to suggest an increasing number of households are turning to the PRS to meet their housing needs, therefore demand for the PRS is likely to continue.
- Private rents are unaffordable for lower income households and young single people across Inverclyde.
- There is evidence of poor property management and condition in the sector, particularly within pre-1919 stock and tenement or four-in-black flats.

⁴ Private Rented Sector Evidence Paper LHS 2017-2022

Specialist Provision

- Inverclyde has an increasingly ageing population with persons aged 60 and over making up 26 per cent of Inverclyde indicating the increasing requirement for specialist provision.
- In 2014, 67% of the 10,284 households aged over 65 in Inverclyde lived in the owner occupied sector and this is most likely where they would choose to remain. Therefore indicating a demand for suitable products to cater for substantial numbers of older home owners seeking to move to smaller, accessible accommodation.
- More accessible homes are required, with disparity in provision and levels of need across localities.
- It is of the utmost importance to ensure that we meet the housing needs and aspirations of young people. It is important that we work together to provide an appropriate range of housing options and housing support to promote independence and enable tenancy sustainment.
- The Clydeplan HNDA, 2015 did not find any evidence of a shortfall in provision for gypsy traveller or travelling showpeople however further work is required across the Greater Glasgow area to improve this information base.

Land Supply

The Local Development Plan (LDP) supports the strategic aims as set out in this LHS and allocates land on a range of sites considered to be effective of meeting the housing land requirement to ensure a minimum of 5 years effective land supply at all times.

What we are doing

- We are committed to meeting our Housing Supply Targets for the next five years and providing a range of suitable housing options by investigating the feasibility of intermediate housing
- An affordable housing policy has been implemented in Inverclyde, delivering opportunities for on-site provision of affordable housing and where appropriate commuted sums payments for re-investment in new supply
- We develop an annual Strategic Housing Investment Plan, linked to LHS priorities, identifying investment priorities for social housing provision. This has delivered 1,084 units over the period of the last LHS
- We continue to work with our partners to develop an understanding of the profile of housing need within Inverclyde
- We will work together to provide a cohesive housing options service that delivers good quality housing advice services for all people

Outcome 1: Access to housing

Vision: to promote a supply of good quality affordable housing solutions across all tenures

Indicator		Frequency/Type/Source	Baseline (date)	Target		
1.1.	Decrease in the average length of time RSL property is empty between lets	Annual/Statistical/ARC	85 days (2015/16)			
1.2.	New affordable housing provision meets need and demand	Annual/Statistical/Planning	106 (2015/16)	90 units per annum		
1.3.	New private housing provision meets need and demand	Annual/Statistical/ARC	138 (2015/16)	170units per annum		
1.4.	Percentage of RSL lets to homelessness referrals	Annual/Statistical/ARC	10% (2015/16)	15%		
1.5.	Increase the number of customers accessing housing options interview	Annual/Statistical/Prevent1	919 (2015/16)			
Action	Baseline	Milestone	Target	Timescale	Service/Partner	
1.1.	Improve advice, assistance and access to the PRS including: rent guarantee scheme, financial advice, rights and responsibilities	<ul style="list-style-type: none"> Develop and implement policy for 3rd party referrals to the PRHP to assist vulnerable tenants. Provide advice and assistance to tenants regarding their tenancy rights, including raising awareness of the PRHP 	Develop policy	Ongoing	Community Safety/Drew Hall	
1.2.	Ensure land supply is available for the house-building industry to build over 1,300 homes by 2022	260 ts pa	<ul style="list-style-type: none"> Private Sector HST: 170 units pa Social rented sector HST: 90 units pa The housing land requirement for this housing supply target 260 units pa 	Minimum 260 units pa	2022	Planning Policy/
1.3.	Maximise provision of affordable homes to meet a range of housing needs in Inverclyde	90 nit s pa	<ul style="list-style-type: none"> Successful delivery of strategic housing investment plan (SHIP). Meeting social housing supply target of 90 units pa Identify mismatch of supply and demand in social rented housing. 	Minimum 90 units pa	2022	All
1.4.	Improve access to housing within Inverclyde	<ul style="list-style-type: none"> Explore the feasibility of implementation of one common housing register across Inverclyde Create cross-tenure house sales and lettings website Implement mortgage deposit scheme to enable first time buyers to enter home ownership 	Complete	2022	All	

Action	Baseline	Milestone	Target	Timescale	Service/Partner
1.5. Continue to implement the Affordable Housing Policy within Inverclyde	25% developer contribution	<ul style="list-style-type: none"> Adoption of the Inverclyde LDP Review and evaluate the impact of the AHP to ensure the policy continues to deliver positive outcomes 	Implementation of AHP at 25% developer contribution	Ongoing	Planning Policy/
1.6. Identify and assess the feasibility of models for increasing supply of affordable housing within Inverclyde		<ul style="list-style-type: none"> Identify options, programme and undertake feasibility studies. Subject to outcome of feasibility studies progress and implement models for increasing supply of affordable housing where appropriate 		Ongoing	Community Safety/Drew Hall
1.7. Contribute to the wider strategic planning for housing in Glasgow and the Clyde Valley		<ul style="list-style-type: none"> Develop and maintain partnership relationships through Clydeplan Housing Market Partnership. Adoption of the Strategic Development Plan. Contribute to Housing Need and Demand Assessment 3 (HNDA3) Joint working to deliver key priorities for the HNDAs and forthcoming LHS. 		Ongoing	Community Safety/Drew Hall
1.8. Continue to develop an understanding of the profile of housing need within Inverclyde by sharing information across Service and Partnerships		<ul style="list-style-type: none"> Maintain local Inverclyde HSMA and sub-area need, demand and supply analysis including: Housing Trend Monitoring, Low Demand Analysis and undertake bespoke analysis as required 	Annual updates	Ongoing	All
1.9. Continue joint working locally and at a regional level to identify housing need of gypsy/travellers		<ul style="list-style-type: none"> Update of Desktop study HNDA3 	Complete desktop study and HNDA3	2022	Community Safety/Drew Hall

Outcome 2: Sustainable places

To ensure that Inverclyde has sustainable, attractive and well-designed communities with well-functioning town centres

Progress made during the LHS 2011-2016:

- Social housing regeneration completed in Port Glasgow including the demolition of 735 properties and development of 195 new units for a mix of social rent and shared equity ownership rent , 2 play areas and improvement of open spaces
- Regeneration of social housing in East Greenock completed including the demolition of 165 properties and development of 141 affordable new homes for a mix of social rent and shared equity ownership and upgrade of the play facilities at Grosvenor Road
- Social housing regeneration completed in South West Greenock including the demolition of 129 units and delivering 125 new affordable units for a mix of social rent and shared equity ownership
- Regeneration of Broomhill under way, refurbishing externally and internally 666 properties including three multi-storey blocks.
- Demolition of 2 five storey blocks and 8 multi storey blocks
- Completion of regeneration of East Greenock which included 111 RSL Units and 13 shared equity
- Completion of Maukinhill regeneration, delivering 145 new affordable homes for a mix of social rent and shared equity ownership
- Gibbs Hill regeneration completed, delivering 103 new affordable homes for a mix of social rent and shared equity ownership

LHS Context

It is recognised that well-designed, sustainable places increase both physical and mental well-being and housing has a key role to play. Sustainable places have a range of services, housing types and people, which promote interaction and create positive diverse neighbourhoods. They are places designed around people not cars and provide easy access to services, cultural amenities and green space.

We are committed to the development and maintenance of sustainable places. However, despite significant regeneration initiatives there are still places in Inverclyde that exhibit signs that they are not sustainable. These areas suffer from low demand for available housing, anti-social behaviour, higher levels of poverty and deprivation and in most cases a poor stigma is attached to the area. In line with the Community Plan regeneration of these areas is a key aim of the Local Housing Strategy.

Helping town centres to flourish is a national and local priority. The approach will contribute to delivering Scottish Government National Outcomes to deliver a better, healthier and fairer society.

Outcome 1	We live in a Scotland that is the most attractive place for doing business in Europe
Outcome 2	We realise our full economic potential with more and better employment opportunities for our people
Outcome 10	We live in well-designed, sustainable places where we are able to access the amenities and services we need
Outcome 11	We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others

Outcomes 1, 2, 10 and 11 are of particular importance when considering the housing contribution to making Scotland a better place to live and a more prosperous and successful country.

Riverside Inverclyde and Inverclyde Council are adopting an integrated strategy to regenerate various town centres in Inverclyde. It is recognised that town centres have been changing, reflecting national trends towards larger units in out of town locations. However the role of town centres as community focal points should be protected and promoted.

Ensuring new housing developments are sustainable will prevent future problems. Therefore, developments should be designed well, built in the right locations and have access to appropriate services.

Evidence

Housing Regeneration

Our housing regeneration strategy to date has been to tackle the oversupply of unpopular social housing in high density flats, mainly tenement and multi-storey flats, and the replacement of these with modern energy efficient homes. The completion of existing regeneration programmes remains a priority.

The Broomhill neighbourhood of Greenock remains a priority regeneration area with £26m investment planned to produce homes and services that are fit for the 21st Century. The three year plan will see all properties refurbished both externally and internally and around 20 new homes built. Significant environmental improvements will radically alter and redefine the landscape to create greener areas and improve security for local residents.

Increasingly problems of low demand, poorly maintained and managed housing are within the private sector. In particular, tenement flats in High holm Street in Port Glasgow and Dempster Steet in Greenock are giving cause for concern with increasing problems of disrepair and poor maintenance. There have not been any sustainable factoring arrangements in many of these blocks for many years and owners, particularly private landlords are unwilling or unable to participate in common repair works.

A robust procedure for identification and prioritisation of Housing Renewal Areas has been developed. This will form part of the Service's repair and maintenance strategy for private sector housing in Inverclyde providing a clear strategy for intervention and action in addressing areas of poor quality housing throughout Inverclyde. This may range from advice and information to legislative enforcement in line with the overall repair and maintenance strategy.

Clune Park is currently the council's priority, housing based regeneration scheme and as progress is made in delivering regeneration through demolition and off-site new-build developments we will develop a long-term strategy to address poor housing conditions across Inverclyde.

Major Intervention Areas

There are pockets of low demand properties across Inverclyde that continue to cause management and maintenance issues. These are predominantly flatted properties in areas with below average pressures on social housing and can include multi-storey flats. A series of strategies and initiatives are in place to respond to this, including voids management, empty homes and low lettings initiatives, within a wider regeneration approach.

River Clyde Homes update their low demand analysis annually to identify areas of low demand stock. They have identified Major Intervention Areas which sets out the ambition for the neighbourhood and how these can be achieved. It is clear that River Clyde Homes alone will not be able to address all of the issues identified as the main concerns cut across the whole area and are not specific to River Clyde Home's tenants. Therefore, it is important that River Clyde Homes works in partnership with the council and its partners to support the tenants and residents within the MIA areas.

Empty Homes

The profile of long term empty properties across Inverclyde has changed over the last five years, with around 6.4% of the stock in Inverclyde vacant, slightly more than the 5.0% identified as vacant in 2011⁵. The most recent changes result in part from properties being held empty to accommodate demolition for the regeneration of Clune Park: and in part as a response to legislative changes which enabled the council to increase the council tax levied on long-term empty properties.

The option is currently being considered for a shared Empty Homes Officer to be appointed within the Public Health and Housing Section. This officer will work closely with the private sector team and other services to identify empty homes and work with owners to bring them back into use. The appointment of an Empty Homes Officer will mean the figures increase in the short term as the role ensures unregistered empty properties are identified to allow the appropriate council tax to be applied.

Town Centre Initiatives

Town centres across Scotland have suffered from the combined effects of changing consumer habits, the increase in out-of-town and online shopping, car parking issues, increasing business rates and the impact of the recession. This has led to an increase in the number of empty premises in town centres. The image of many high streets today is of vacant and deteriorating buildings. Support from both private sector investors and public sources is vital to help regenerate town centres and, in the process, reduce the number of empty properties above commercial premises.

Inverclyde council is committed to promoting economic growth and regeneration of the town centres. Riverside Inverclyde and Inverclyde Council are implementing Town Centre Action Plans (TCAPs) for Port Glasgow and Greenock which will address not only the issues with the retail and commercial properties but will look to boost existing and new business, deliver business infrastructure, consolidate and extend town centre living and invest in community infrastructure and third sector.

Increasing residential use contributes to the vitality of towns, creating new communities and demand for services and improving perceptions of community safety. Therefore the council and its partners are committed to identifying opportunities to support town centre living across different tenures to assist the wider regeneration of town centres.

⁵ Empty properties and second homes web tables, Scottish Government, December 2015

Supporting Documents

Further evidence to support the development of outcome 2 includes:

- Sustainable Places Evidence Paper for the Local Housing Strategy, 2017-2022
- Port Glasgow Town Centre Action Plan
- Greenock Town Centre Action Plan

Key issues and Priorities

- There are pockets of poorly maintained and managed private sector housing impacting on the sustainability of communities. The council and its partners are committed to working with owners to improve housing quality and condition with Inverclyde to reduce housing deprivation within Inverclyde.
- There are a number of long term empty commercial and residential properties impacting on communities and contributing to the decline of town centres. There is a need to assess the role for housing and housing related services to contribute to Town Centre Action Plans through improving the condition of buildings and bringing empty properties back into use.
- The council and its partners are committed to working together to consider the opportunities that exist for supporting town centre living and the scope that town centres may provide to meet housing need and demand.
- A series of strategies and initiatives are in place to respond to low demand social housing, and the council and its partners will work together to address the issues identified.
- There is a particular mismatch between social rented and private sector stock in parts of Inverclyde. The council and its partners will work together to provide a wide range of tenures options and expand housing choices in the areas concerned to create more balanced communities.

What we are doing

- Investigate the potential to implement a shared Empty Homes Officer to increase the supply of housing by bringing empty homes back into use
- Continue to address low demand issues within RSL stock including demolition where appropriate
- Contribute to delivery of Town Centre Action Plans including increasing sustainable opportunities for town centre living
- Continue to improve the quality of the private rented sector through provision of advice and assistance, the Scheme of Assistance and enforcement action where necessary
- Continue to contribute to the regeneration of Clune Park, Port Glasgow

Outcome 2: Sustainable Places

Vision: to ensure that Inverclyde has sustainable, attractive and well-designed communities with well-functioning town centres

Indicator		Frequency/Type/Source	Baseline (date)	Target		
2.1.	Percentage of residents rating the neighbourhood as a very/fairly good place to live	Annual/Statistical/SHHS	97%			
2.2.	Reduce the number of properties that have been empty for 12 months or more	Annual/Statistical/CTAX				
2.3.	Increase the perception of safety in deprived neighbourhoods	Annual/Statistical/SHHS	94%			
2.4.	Increase the perception of belonging to a community in deprived neighbourhoods	Annual/Statistical/SHHS	82%			
2.5.	Reduce the number of empty homes in the social rented sector	Annual/Statistical/ARC	210 (2015/16) properties void for >6 months			
Action	Baseline	Milestone	Target	Timescale	Service/Partner	
2.1.	Increase the number of long-term empty homes brought back into use	<ul style="list-style-type: none"> Investigate the potential of a shared empty homes officer service to deliver practical information, advice and support to owners of empty homes across Inverclyde Review potential incentives to owners of empty homes to help bring back into use. Work with RSLs to bring properties in serious disrepair back into use 		2022	Community Safety/Drew Hall	
2.2.	Continue to address low demand issues within RSL stock including demolition where appropriate	1,074 identified as low demand	<ul style="list-style-type: none"> Review and update local letting plans and assess feasibility of low demand stock Continue programme of demolition for low demand housing association dwellings where they cannot be brought up to standard at reasonable cost Work with partners to analyse the impact of new development on existing stock and mitigate negative impacts where possible 	Address low demand issues	Ongoing	All

Action	Baseline	Milestone	Target	Timescale	Service/Partner
2.3. Implement targeted community initiatives to improve communities for residents in Inverclyde		<ul style="list-style-type: none"> Broomhill project continues to revitalise community, create greener areas and improve security for local residents Work with our partners to tackle anti-social behaviour in our communities 	Complete	2022	All
2.4. Contribute to delivery of Town Centre Action Plans including increasing opportunities for residential use		<ul style="list-style-type: none"> Identify suitable opportunities and assess feasibility of same to increase supply of affordable housing Improving opportunities for town centre living for people with physical disabilities 	Complete	Ongoing	Community Safety/Drew Hall
2.5. Explore long term sustainable solutions to address poor management and maintenance/disrepair within large scale blocks		<ul style="list-style-type: none"> Review options and identify opportunities to encourage repair and long term maintenance in these areas Take appropriate action against owners/landlords who fail to effectively maintain their property 	Complete	2022	Community Safety/Drew Hall
2.6. Contribute to the regeneration of Clune Park, Port Glasgow			Ongoing	N/A	Community Safety/Drew Hall

Outcome 3: Preventing homelessness

To prevent homelessness where possible through provision of ongoing support to meet the needs of individuals

Progress made during the LHS 2011-2016:

- Achieved the Scottish Government's 2012 target for the abolition of the "priority need" test to give all unintentionally homeless people the right to settled accommodation
- Established referral pathways to mental health services established to enable homeless or potentially homeless people to access appropriate support
- Implementation of a pilot **one stop shop**, housing advice hub to provide direct access to all housing related needs, including homelessness
- Established a multi-agency joint homeless prevention protocol to offer assistance to those threatened with homelessness upon liberation and reducing the cycle of re-offending
- **Future Skills** has provided one-to-one or group IT advice and training to support financial inclusion
- Introduction of several homeless prevention initiatives:
 - **Financial Fitness** to provide welfare benefits advice and counselling
 - **Inverclyde Housing Support Service** in partnership with the **Mungo Foundation** to provide tenants with practical support and advice in relation to their tenancies
 - **Advice First** provide money, debt and benefit advice
- The removal of use of bed and breakfast as temporary accommodation

LHS Context

The Housing (Scotland) Act 2001 places a statutory duty on local authorities to carry out an assessment of homelessness and to prepare and submit to Ministers, a strategy as (as part of the LHS) for the prevention and alleviation of homelessness. The approach to preventing homelessness is underpinned by robust, accurate and up to date evidence on the extent and nature of homelessness in Inverclyde.

The Prevention of Homelessness in Inverclyde Evidence Paper provides an assessment of overall homelessness by age, gender, household composition, location and reason for homelessness. There were 265 homeless applications in 2014/15, a decrease of 9.9% from 265 in 2013/14 compared to 4% nationally. As a proportion of all households in Inverclyde the number of homeless applications is 0.7%, lower than the national average (1.5%).

The Inverclyde Housing Options Working Group aims to roll out a housing options approach across Inverclyde and this will remain a key focus over the lifetime of this strategy. This will support delivery of existing homelessness prevention and sustainability and ensure the delivery effective housing advice to everyone who requires it. The introduction of the Housing Options Guidance and Training Toolkit developed by the Scottish Government, ALACHO and CoSLA supports the delivery of broader housing options services at a local level. Furthermore the RSL guide to housing options

has been developed to help registered social landlords across Scotland gain a better understanding of the principles and benefits of the Housing Options approach.

Homelessness is not solely a housing issue but requires action from the full range of agencies providing health, social care, advice and information and support across both the statutory and voluntary sector. Strong links already exist which can be evidenced through participation and facilitation of various partnership groups including:

- **Health and Homelessness Steering Group which has representation from Homelessness Services, Social Work Services and NHS GGC**
- **Registered Social Landlords Liaison Group has representation from local housing providers, Homelessness Services, Housing Strategy and Social Work and has been instrumental in developing the Local Housing Strategy**
- **Integrated Alcohol and Addiction Team**
- **South West Housing Options Hub**
- **Inverclyde Housing Options Working Group**
- **Thematic Working Groups: which manage service delivery and related service improvements of the Homelessness Service**
- **Health and Care Partnership Boards encompass the wider health and wellbeing responsibilities and include partners from across the local authority such as NHS GGC, other public agencies and the voluntary sector**

A partnership approach is taken to plan for households subject to protocol which include looked after children and young people, people affected by domestic abuse and those leaving prison. Individuals at risk are identified early; and through partnership working effective housing provision is put in place along with relevant housing support.

The key focus remains on preventing homelessness and in making sure that the right type of services and support are made available to those who need them. While the number of homelessness applications has decreased over recent years through greater prevention activity the challenges of assisting the increasing proportion of applicants with multiple and complex support needs are becoming more frequent.

We have identified groups of people who will require to be supported for longer periods of time due to the complexity of need. Existing supported accommodation services are not designed with these people in mind and there is a gap in service provision for this group, in particular vulnerable young people. It is intended to consider the opportunities to develop longer term supported accommodation service for those vulnerable people who may take time to become tenancy ready.

Although the Housing Support Duty is only legally applied to homeless households, the intention is to aid homeless prevention and is specifically targeted at those who have complex needs and therefore difficulty in sustaining their accommodation. In order to develop good practice, Housing Support and Homeless Prevention activities are not just targeted at homeless households but at all households approaching the services of the local authority and our key partners.

Welfare Reforms have created additional difficulties and anxieties for homeless households in Inverclyde. Benefits sanctions are routinely applied to vulnerable people, many of whom have learning difficulties, poor mental health and a range of complex social and health care needs. The implementation of Universal Credit in October 2015 will continue to present major challenges for the

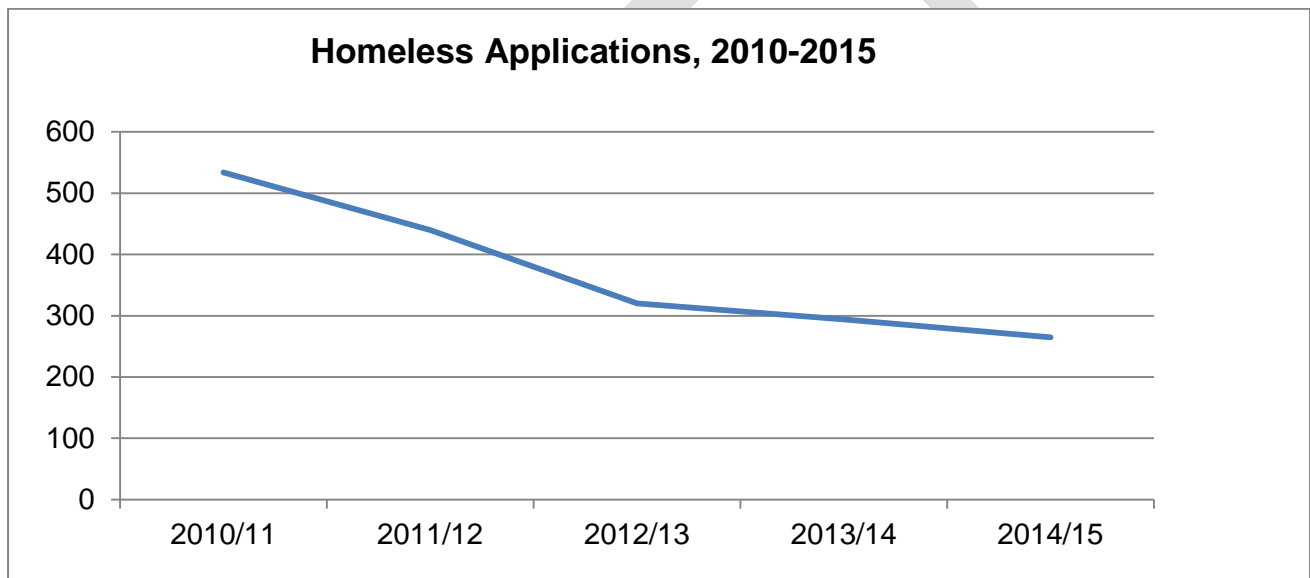
homelessness service. The implications of this in relation to the budget required for the delivery of temporary accommodation are currently being considered, together with proposals of how to manage this into the future. Further considerations will be given to the impact of shared room rates and implications for households under the age of 35 and what potential action can be taken to assist.

The Scottish Social Housing Charter monitors our performance in terms of information and advice, the quality of temporary accommodation and access to housing support to help homeless people access and keep a home. Every effort is made to provide effective and efficient services that address and prevent homelessness.

Evidence

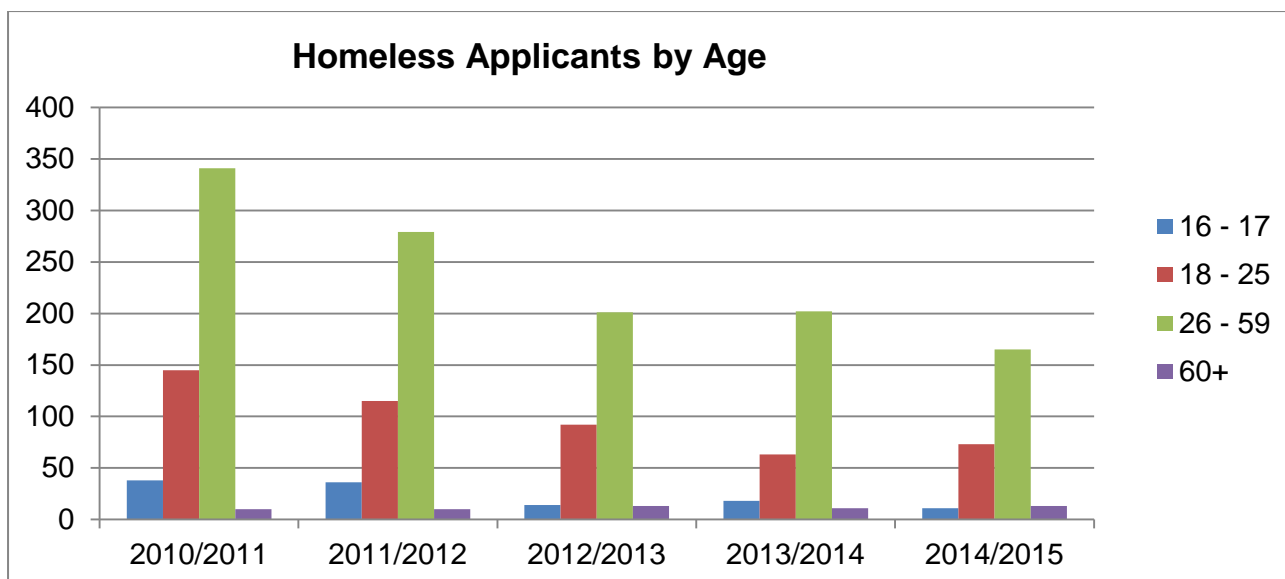
Profile of Homeless Applicants

There were 265 homeless applications in 2014/15, a decrease of 9.9% from 265 in 2013/14 compared to 4% nationally. As a proportion of all households in Inverclyde the number of homeless applications is 0.7%, lower than the national average (1.5%).



Source: Homelessness Annual Reference Tables 2014-15

Young people aged 16 to 25 years represent just 12.1% of the population in Inverclyde but 32% of all homeless applications in 2014/15 demonstrating that young people are disproportionately affected by homelessness requiring more targeted prevention activity. Younger people appear to be particularly affected by social isolation and sporadic engagement with some services that could address their needs. Inverclyde council are working in partnership with the HSCP and other key partners to investigate the options for providing a supported housing development for young people.



Source: *Homelessness Annual Reference Tables 2014-15*

The predominant age of homeless applicants in Inverclyde are those aged 26-59 years who account for 62% of all applicants in 2014/15. This figure has remained fairly stable as a proportion of overall applicants however the number has reduced by 51.6% since 2010/11 either through housing options or possibly prevention activities such as mediation. Older people aged 60+ represent 5% of homeless applicants with this figure increasing since 2010/11.

The gender and household profile of homeless applicants in Inverclyde shows the downward trend in the number of presentations from all households. However, upon closer inspection it can be seen that the proportion of applications from single males has increased to 67%, exceeding the national average of 45%. This may be as a result of the abolition of priority need however whilst this group is the largest presenting group nationally suggesting that younger and working age males are perhaps more vulnerable to economic shocks and social policy changes

Reasons for Homelessness

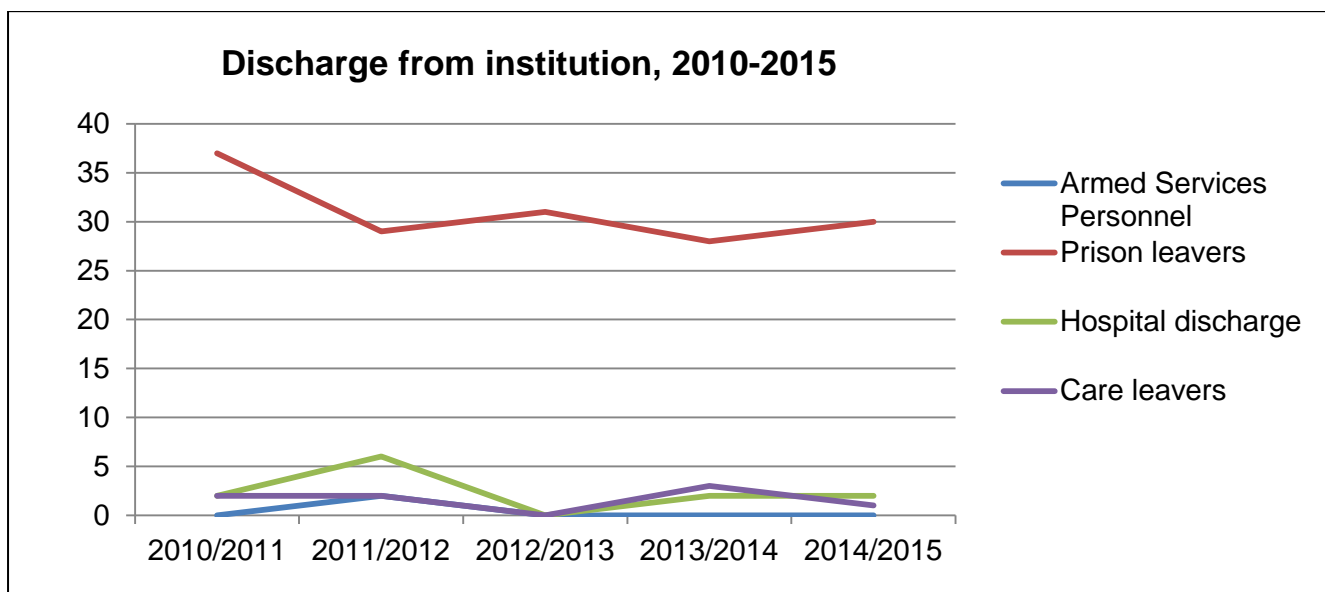
Reasons for homelessness in Inverclyde have tended to be fairly consistent although there have been some small variations year on year. Asked to leave by parent, family or friends account for 25% of applications or 69 applicants reflecting the national trend as the main reason for homelessness.

Other reasons for leaving accommodation including, dispute within household: violent or abusive accounts for 12% of applications or 32 applicants. The decrease in the number of homelessness applications from this group suggests that activity to assist people experiencing domestic abuse is making a difference. There are a range of services delivered across the council and our partners to assist this client group which includes the Inverclyde Violence Against Women Multi-Agency Partnership with a fully developed strategy and action plan to ensure adequate and effective service delivery to prevent gender based violence in the longer term.

The number of people having to make a homeless application upon being discharge from prison/hospital/care/other institution accounts for 12% of applications or 31 applicants. This far exceeds the national trend and suggests that there is a lack of consistent planning for these individuals to prevent homelessness from occurring.

The largest group presenting as homelessness from an institution are those leaving prison which account from 90.9% of all applicants discharged from an institution. A range of inter-agency

protocols have been developed to improve the local response however it is intended to renew focus on this area of work as part of the continuous improvement process to prevent homelessness from occurring in this group.



Source: Homelessness Annual Reference Tables 2014-15

The number of people leaving hospital into homelessness has fallen over the last five years and only affected two people in 2014/15. Inverclyde council has a Hospital Discharge protocol to ensure an improved approach in planning and ensuring appropriate housing is available to people when leaving hospital

There was one homeless applicant who was looked after and accommodated by the Local Authority in 2014/15. Care leavers are another priority group which should be targeted specifically to prevent homelessness. Whilst a Care Leavers Protocol is in place to ensure the early identification of housing needs in a young person's pathway plan, further improvement can still be made to ensure homelessness is prevented in future.

Temporary Accommodation

Access to, and the provision of temporary accommodation is a critical aspect of services to homeless households. We are required by law to provide all homeless households with temporary accommodation whilst their homeless application is being assessed, if it is required. For those assessed as unintentionally homeless, this duty is extended until they are permanently housed. There are a total of 82 temporary accommodation places within Inverclyde: the Inverclyde Centre comprises of are 31 self-contained bedsits and there are a further 51 temporary flats dispersed across Inverclyde.

Accommodation Type	Stock Profile
Hostel	31
Dispersed Units	51

The number of households living in temporary accommodation reached a peak in 2011 (Q1) at 98 households as authorities worked towards meeting the 2012 homelessness targets and were assessing greater numbers of applicants as being in priority need. In many cases resulting in

bottlenecks for move-on and secure accommodation. Since the introduction of the housing options approach the number of homeless applicants has reduced and the requirement for temporary accommodation has decreased.

The Inverclyde Centre (Hostel) is the only temporary accommodation owned by the council. The reduction in homeless presentations has resulted in a higher proportion of applicants with multiple needs concentrated in temporary accommodation. As a result of the age of the Inverclyde Centre, public perception and reduced demand together with the cost implications there is a need to review the current temporary accommodation model and consider alternative models in the longer term.

Housing Support

Homelessness data provides part of the picture of support needs of homeless households. In 2014/15 69.8% of all applicants had some sort of support need, of these 35% had multiple support needs. However, not all support required is housing support and therefore the responsibility of the Homelessness service. A multi-agency approach is required to meet the needs of homeless applicants who have a range of support needs in order to assist them to sustain future accommodation.

Housing Support is provided by the Homelessness Service for households with medium to lower level support needs. The Health and Social Care Partnership (HSCP) also provides ongoing housing support within wider packages of support which contribute to tenancy sustainment. In addition, there are housing support services which are delivered by various RSLs and third sector agencies.

To ensure that the Homelessness Service complied and could clearly evidence the support being provided Outcome Star was introduced in January 2014. Outcome Star is a unique suite of tools for supporting and measuring change when working with people. As this model is very visual it enables service users to identify their own support requirements and map their progress. It is also extending into other service areas providing an opportunity for service users to retain the same model of support planning once they have moved on from the homelessness service.

There are some groups of people who will require to be supported for longer periods of time due to the complexity of need. Existing supported accommodation services are not designed with these people in mind and there is a gap in service provision for this group, in particular vulnerable young people. In particular, the accommodation options available to young people being looked after by the local authority but who are no longer suited to living in Residential care due to their age. It is intended to consider the opportunities to develop longer term supported accommodation service for those vulnerable young people who may take time to become tenancy ready.

Supporting Documents

Further evidence to support the development of outcome 3 includes:

- Prevention of Homelessness in Inverclyde Evidence Paper for the Local Housing Strategy, 2017-2022

Key issues and Priorities

- An improved focus on outcomes is required by all partners
- An improved focus on housing advice and information
- The need for a cohesive approach to homeless prevention and housing options is required across Inverclyde

- The need for enhanced transitional services to support independent living and tenancy sustainment for vulnerable young people, especially those leaving the care system
- The continuing challenges of increasingly complex and multiple excluded homeless households
- Increased number assessed with poor mental health and/or addictions issues that affect tenancy security and sustainment
- High levels of refusal by homeless households for offers of permanent social rented stock in some areas
- The significant challenges presented by welfare reforms, in particular access to the internet for service users
- The need to link homeless households with services that provide opportunities to socialise and develop key life skills and prevent social isolation
- Legal highs are becoming a problem amongst younger homeless households
- Repeat homelessness continues to be an issue however there is a lack of supported accommodation in Inverclyde, in particular long-term support.
- There is a lack of employment in the area and a lack of life skills for young people in particular
- The need to improve standards of housing in the private rented sector

What we are doing

- Carrying out a joint housing, health and social care needs assessment with partners in the HSCP
- Review of Temporary Accommodation Strategy to ensure that the mix of available stock meets the changing needs of homeless people
- Review repeat applications to identify and address the issues that lead to repeat homelessness
- Consider the feasibility of transitional accommodation for multiple excluded homeless households and/or those who may take time to become tenancy ready
- Working together with our partners to ensure the principles of joint planning and integrated service delivery are applied to homelessness services
- Providing Financial Inclusion and tenancy sustainability services to assist households affected by welfare reforms

Outcome 3: Preventing Homelessness

Vision: to prevent homelessness where possible through provision of ongoing support to meet the needs of individuals

Indicator	Frequency/Type/Source	Baseline (date)	Target
3.1. Minimise the number of homeless applications	Annual/Statistical/HL1	239 (2015/16)	
3.2. Percentage of households assessed as homeless or potentially homeless	Annual/Statistical/HL1	83.9% (2015/16)	
3.3. Reduce the percentage of repeat homeless presentations within 12 months	Annual/Statistical/HL1	10.6% (2015/16)	
3.4. Reduce the level of rough sleeping	Annual/Statistical/HL1	10 (2015/16)	
3.5. Reduce the number of homeless applications from young adults (aged 16-25)	Annual/Statistical/HL1	78 (2015/16)	
3.6. Reduce the percentage of all homeless applications from households with children	Annual/Statistical/HL1	13.4% (2015/16)	
3.7. Reduce the level of homeless applications who have been discharged from Hospital	Annual/Statistical/HL1	2 (2015/16)	
3.8. Provide information and advice to people at risk of losing their homes	Annual/Statistical/HL1	80% (2015/16)	
3.9. Reduce the length of stay in temporary accommodation	Annual/Statistical/HL1		

Action	Baseline	Milestone	Target	Timescale	Service/Partner
3.1. Improve the quality and consistency of joint efforts to address housing, health and social care needs of homeless people		<ul style="list-style-type: none"> Form Housing Partnership Group to take forward actions within the Housing Contribution Statement 	Improved health and social care of homeless people	2022	Inequalities, Migration and Strategic Housing/Andrina Hunter
3.2. Explore models of support and intervention to prevent Multiple Exclusion Homelessness (MEH)		<ul style="list-style-type: none"> Explore options for joint commissioning of community support models 	Complete	2022	Mental Health, Addictions & Homeless/Bob McLean
3.3. Monitor 'lost contact' decision to identify and address issues		<ul style="list-style-type: none"> Fewer people assessed as 'lost contact' 	Complete	2022	Mental Health, Addictions & Homeless/Bob McLean

Action	Baseline	Milestone	Target	Timescale	Service/Partner
3.4. Monitor/review repeat applications to identify and address issues		<ul style="list-style-type: none"> Complete review Reducing number of repeat applications 	Complete	2022	Mental Health, Addictions & Homeless/ Bob McLean
3.5. Review mediation service to improve prevention interventions		<ul style="list-style-type: none"> Complete review of mediation service to understand reasons for low uptake 	Complete	2022	Mental Health, Addictions & Homeless/ Bob McLean
3.6. Explore ways to improve access to the Private Rented Sector to aid wider housing opportunities		<ul style="list-style-type: none"> Address perception of the PRS with local people Increase availability of Housing Options Advice in relation to the PRS Availability of Rent Deposit Scheme Create a register of landlords who will take tenants with delayed deposits and/or rental payments in arrears 	Complete	2022	Community Safety/Drew Hall
3.7. Consider the development of shared tenancies within the social rented sector		<ul style="list-style-type: none"> Develop understanding of the various models of shared tenancy schemes and best practice. Consider the delivery options: matching people, pre-tenancy training and mediation 	Feasibility of shared tenancies considered	2022	River Clyde Homes/Sandra McLeod
3.8. Mitigate the impact of welfare reform on the supply of temporary accommodation and ensure the most appropriate and affordable mix of temporary and supported accommodation is available to meet needs		<ul style="list-style-type: none"> Review the use of temporary accommodation Develop and implement temporary accommodation strategy 	Delivery of temporary accommodation strategy	2022	Mental Health, Addictions & Homeless/ Bob McLean
3.9. Consider ways to share good practice and successful outcomes across the partnership			Complete	2022	Housing HUB

Action	Baseline	Milestone	Target	Timescale	Service/Partner
3.10. Strengthen existing partnerships to ensure people with complex needs are pro-actively supported in a consistent basis to sustain accommodation		<ul style="list-style-type: none"> Improved tenancy sustainment Improved integration of housing, health and social care resources to prevent homelessness Staff training to raise awareness of each other's roles and responsibilities Understanding of limitation and expectations 	Better services	2022	Inequalities, Migration and Strategic Housing/Andrina Hunter
3.11. Explore the feasibility of developing the Housing First or similar model		<ul style="list-style-type: none"> Identify costs and ascertain if funding can be sourced. Permanent tenancy from the outset Wrap around support to sustain accommodation Increase health and wellbeing of service users 	Models Considered	2022	Mental Health, Addictions & Homeless/ Bob McLean
3.12. Review the opportunities for longer term transitional accommodation for those who may take time to become tenancy ready		<ul style="list-style-type: none"> Develop an understanding of the client groups affected Consider good practice and available options Increased levels of confidence and resilience Increased tenancy sustainment 	Review complete	2022	Mental Health, Addictions & Homeless/ Bob McLean
3.13. Mitigate the impacts of Universal Credit		<ul style="list-style-type: none"> Feasibility study into use of credit unions and alternatives to combat UC issues Ongoing discussions with DWP & FIP Implementing housing management protocols to mitigate impact Implement data-sharing protocols with key partners 	Ongoing	2022	ICHR
3.14. Reduce homelessness from the private rented sector		<ul style="list-style-type: none"> Partners provide landlords with training and advice for when their tenants homes are at risk 	Complete	2022	Community Safety/Drew Hall

Action	Baseline	Milestone	Target	Timescale	Service/Partner
3.15. Review cross-landlord housing options advice in response to published guidance		<ul style="list-style-type: none"> • Form Housing Options Workgroup to undertake review of housing options across Inverclyde • Assess opportunities for joint training/policies/procedures. • Explore the opportunities for a `one stop shop` or housing options `hub` 			Community Safety/Drew Hall

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Outcome 4: Housing and health

To ensure that people are supported to live independently for as long as possible in their own homes and communities

Progress made during the LHS 2011-2016:

- Multi storey block converted to amenity standard
- Handyman Service established within the existing Care and Repair Service
- Developments carried out by River Clyde Homes
 - Implementation of dementia awareness training across frontline staff
 - Completion of dementia friendly upgrades across Frail Mobility Impaired/sheltered housing stock

LHS Context

Housing and housing-related support have a key role to play in supporting a `shift in the balance of care` and reducing the use of institutional care settings. They can also enable people to live independently, comfortably and securely. If housing and support needs are not met, it may be more difficult for people to remain in their own homes and increase the risk of accidents. Therefore the benefits of providing the right housing and support at the right time could be considerable.

Integration of Health and Social Care

Strong partnership working between local authorities and health boards is vital for achieving good health and social care outcomes. Following the Public Bodies (Joint Working) (Scotland) Act 2014 the Health and Social Care Partnership (HSCP) was formed in April 2015. It brings together adult social care services, community health services and some acute health services to improve the quality and consistency of outcomes for people who use health and social care services.

Some housing functions are also delegated to the HSCP, some of which are compulsory and others that are optional. The housing functions being delegated to Inverclyde's HSCP include housing support and homelessness related services, the resource for equipment and adaptations, and any garden assistance schemes.

Housing contributes to each of the National Health and Wellbeing outcomes in a range of ways but outcomes 2 and 9 are of particular importance when considering the housing contribution.

Outcome 2	People, including those with disabilities or long term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community
Outcome 9	Resources are used effectively and efficiently in the provision of health and social care services

Housing has a pivotal place in communities, providing the necessary physical infrastructure for people to live safely and well and as a provider of a range of low level preventative housing support services vital to enable people to maintain their health, wellbeing and independence.

Housing Contribution Statement

The HSCP produced a Strategic Commissioning Plan, which included a Housing Contribution Statement. The Housing Contribution Statement was developed in partnership with housing, health and social care strategic planners and operational practitioners and sets out the role housing providers in Inverclyde play to achieve outcomes for health and social care.

The Housing Contribution Statement is an integral part of the Health and Social Care Partnership's Strategic Commissioning Plan and strengthens the links between housing, health and social care as well as improving the alignment of strategic planning and supporting the shift in emphasis to prevention. It reflects the analysis, actions and outcomes within the Local Housing Strategy in key areas such as new housing supply, housing information and advice, adaptations and housing support.

Evidence

Ageing Population

Inverclyde has a growing older population with persons aged 60 and over making up 26 per cent of Inverclyde. Although people are living longer, this does not mean healthier. A home that is safe, warm and affordable contributes to the general health and wellbeing of older households. Housing and housing-related support have a key role to play in supporting a `shift in the balance of care` and reducing the use of institutional care settings. They can also enable people to live independently, comfortably and securely.

Population ageing and increased life expectancy suggests more people will develop complex needs, including dementia in the next 10 years. Alzheimer Scotland estimates that 1,423 people in Inverclyde have dementia in 2015, with around 49 of these people under the age of 65⁶. Most people with dementia live in the community, and it is recognised that this is generally where they do best, initially with the help of relatives and friends, and latterly with support from health and social work.

Mental Health

In Inverclyde, the proportion of respondents who reported their mental health status as "good" was 86.3%, in line with NHSGGC (86.3%). Depression is one of the most common and debilitating forms of mental illness. In Inverclyde, the proportion of respondents aged over fifteen years of age who reported depression was 17.3%, higher than NHSGGC (14.9%)⁷.

The Mental Health Strategy for Scotland: 2012-2015 outlines a steady reduction in the number of people being discharged and then readmitted to services, following work on inpatient and community settings and better discharge planning, in which housing plays an important role. The strategy suggests that people with mental disorders account for as much as 43% of social welfare benefits or disability pensions in Scotland.

We will work closely with the HSCP to determine housing demand for this client group and how we can use existing housing stock where possible to match needs. While many people with mental

⁶ www.alzscot.org/campaigning/statistics

⁷ Health Indicators in Inverclyde Health and Social Care Partnership (October 2015)

health needs are able to live in mainstream housing with appropriate support, there are others who may require more intensive supported living arrangements.

Addictions

There has been a slight decrease (16.4%) in the overall number of drug and alcohol referrals received across Inverclyde from 2012/13 (1,392 referrals) to 2014/15 (1,164 referrals). It is also apparent that alcohol related issues are more prevalent across Inverclyde than drug related issues, with alcohol related referrals accounting for 70.4% of all referrals.

	2006	2010	2012	2013	Scot
<i>Drug related hospital admissions: rate per 100k</i>	241	256	192	240	125
<i>Alcohol related hospital admissions: rate per 10k</i>	1,383	1,230	1,164	1,022	697

Source: ADP Annual Report, 2014/15

Housing support plays a vital role in helping people with substance misuse issues to maintain their tenancy. Individuals accessing local alcohol and drug services with housing needs are assessed and referred to housing services as required. There are close working links between drug and alcohol services and homelessness services; the Addictions Liaison Officer based within Homelessness Services ensures people with addictions are supported in their tenancies.

We will investigate with partners the options of introducing the Housing First or similar model in Inverclyde to address the housing and support needs of people with complex needs related to alcohol and substance abuse.

Learning Disability

Research has shown that people with learning disabilities have some of the poorest health in Scotland⁸. They are considerably more likely to die at an early age than the general population – on average 20 years earlier. The population of adults with learning disabilities within Inverclyde is around 9.4 adults per 1000 population: higher than the national average of 6.0.

Area	Total	Adults known per 1,000 population	Change in rate from 2013
<i>Inverclyde</i>	624	9.4	+0.5
Scotland	26,786	6.0	+0.1

Source: ESAY, 2014

Some 124 adults with learning disabilities currently live in shared accommodation. This is lower than the national average (20%, against 24% in Scotland) however service redesign will result in increased pressure to find suitable accommodation within the mainstream housing supply.

Many people with a learning disability remain in their own home and are looked after by parents and carers. Where parents and carers themselves are ageing, this raises concerns over the future care

⁸ Health Needs Assessment Report, People with learning disabilities in Scotland NHS Health Scotland, 2004

needs of the person with the disability. We will identify with the HSCP, through the Joint Commissioning Plan, more planned routes into independent living for this target group.

It is anticipated that additional small scale housing provision for community care groups including learning disability and mental health may be included in the later years of the SHIP programme following work with partners to assess needs as part of the joint strategic commissioning approach.

Young People

Young care leavers are particularly vulnerable when making the transition to adulthood and are frequently over-represented in statistics relating to homelessness. They can face a number of challenges during this transition including mental health issues, and they can experience difficulty building relationships and accessing employment or education opportunities⁹.

The importance of providing appropriate accommodation to care leavers cannot be underestimated. Finding these young people the right accommodation option, at the right time, is critical to helping them build sustainable and successful futures in our communities. The Children and Young People (Scotland) Act 2014 puts in place significant new legislative duties in respect of looked after children. The Act extends the age by which care leavers can receive support from corporate parents from 21 years to 26 years which will have notable implications for the council and other services. It is therefore imperative that further research or analysis is undertaken to determine future needs to inform services and provision.

The Clydeplan Housing Need and Demand Assessment, 2015 highlights that there are increasing numbers of care leavers. As care leavers are at greater risk of homelessness than other young people and have greater problems in accessing employment there is a need for additional support measures to support young people in their transition out of the care system.

Specialist Provision

Specialist housing provision refers to the wide range of accommodation needs and care and support services needed to allow people of all ages to live well and independently. Delivery of specialised provision can be achieved through new build or the re-provisioning or adapting of existing properties. It can also be delivered in non-adapted properties through the provision of aids and/or care and support service.

Approximately 12% of social housing stock in Inverclyde is classed as specialised, of which:

- 412 (32%) are sheltered homes
- 112(9%) are very sheltered homes
- 351 (27%) are ambulant disabled/medium dependency homes
- 95 (7%) are wheelchair homes

There are 412 sheltered homes and 112 very sheltered homes in Inverclyde. Almost half of these are provided by River Clyde Homes, the largest RSL in the Inverclyde area. Modelling from population data, and assuming a requirement for around 30 units of sheltered housing for rent per 1,000 of the 65+ aged population would project a need for approximately 456 units in 2016, rising to 587 units by 2027 and 662 by 2037.

The RSL sector in Inverclyde currently provides a range of accessible and/or adapted accommodation suitable for those with low to medium needs. Approximately 27% (351) of social housing stock in Inverclyde is classed as ambulant disabled or medium dependency housing.

⁹ Research briefing: Young, hidden and homeless Crisis 2012

There are a further 95 RSL properties designated as wheelchair housing, excluding those that have been adapted for wheelchair access.¹⁰ This would amount to roughly 1% of all housing in Inverclyde, which is below the proposed national target of 5%.

Care Home Provision

There currently 26 care homes in Inverclyde providing services to older people, children and those with learning difficulties. The HSCP contracts with a variety of voluntary and private providers to supply care home places locally.

	2011	2012	2013	2014	2015
Number of Care Homes	28	28	28	27	26
Number of Registered Places	898	891	898	870	864
Number of Residents	764	789	779	810	786
Number of Long Stay Residents	748	758	746	761	771
Number of Short Stay/Respite Residents	16	31	33	49	15
Percentage Occupancy	85	89	87	93	91

Source: ISD Scotland Scottish Care Homes Census, 2015

In 2015, there were 786 older care homes residents in Inverclyde with a mean age of 81. The number of registered places in Inverclyde has fallen slightly from 2011 to 2015 however the number of long stay residents has increased. There is currently no need identified for additional care home places.

Housing Support

Housing Support is central to assisting people to live independently and prevents independent living situations from breaking down. The HSCP and local housing associations provide a wide range of housing support services to help people remain and feel secure in their own homes with the added benefits of assisting in maintaining sustainable communities.

Housing Support is provided by the Homelessness Service for households with medium to lower level support needs. The Health and Social Care Partnership (HSCP) also provides ongoing housing support within wider packages of support which contribute to tenancy sustainment. In addition, there Housing Associations also offer financial advice and support services and intensive housing management.

Analysis of River Clyde Homes waiting list provides further evidence of support needs in the social rented sector. This indicates that there remains a significant level of ongoing need for a range of support and care services in the area.

As there are now a higher proportion of people seeking Housing Support who have more complex needs related to alcohol and substance misuse or mental health issues, we will continue to work with partners to ensure the housing support needs of this group are appropriately met.

¹⁰ RSL Annual Returns, 2015

Equipment and Adaptations

Although home ownership has stagnated in the last decade the numbers of older home owners have continued to increase in Inverclyde. Some 54% of the 10,284 households aged over 65 in Inverclyde lived in the owner occupied sector and this is most likely where they would choose to remain.

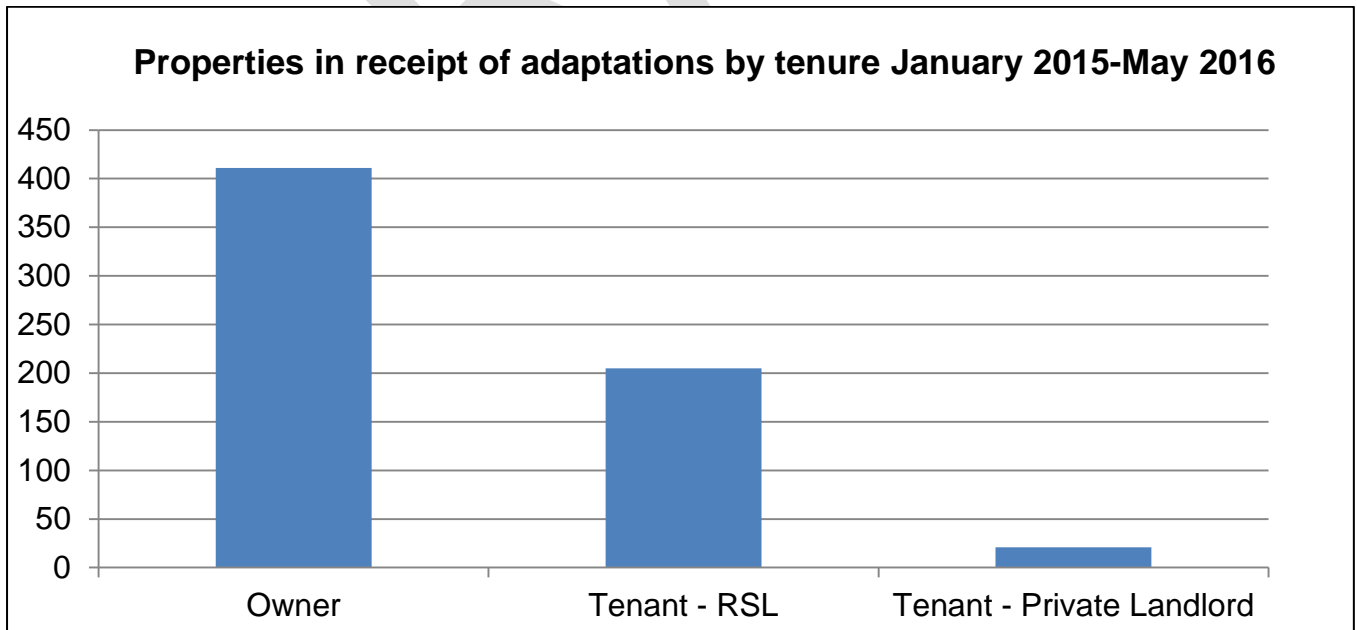
Within Inverclyde, Occupational Therapists carry out assessments for home owners and tenants to adapt their homes to make them more suitable for their needs and to ensure that people can continue to live in their own homes wherever possible. The council provides grants to home owners through the Scheme of Assistance for adaptations to make their properties more suitable where someone in the household is disabled.

The Scottish House Condition Survey (2014) estimates around 14% of the housing stock (5,000 properties) in Inverclyde have an adaptation. Some 26% of pensioner households occupy adapted properties compared to 32% in Scotland as a whole. As older households are more likely to live in either owner occupied sector or social renting there is likely to be a continuing demand for adaptations services to enable older people to remain independent at home.

There have been 750 individual properties adapted since January 2016 with the most common adaptations carried out to properties being grab rails (353), handrails (106) and wet floor showers (96).

Equipment and adaptations services across all tenures will be comprehensively reviewed to ensure that there is no unnecessary duplication between partners and customers are receiving the same quality of services regardless of the tenure that they occupy. This will also ensure that partners are making the best use of funds at a local level.

The council is also participating in the approved Scottish Government pilot scheme “Help to Adapt” which assists homeowners to fund the adaptations they require through equity release. This pilot scheme may be more appropriate for some owners who do not want to wait for statutory assistance.



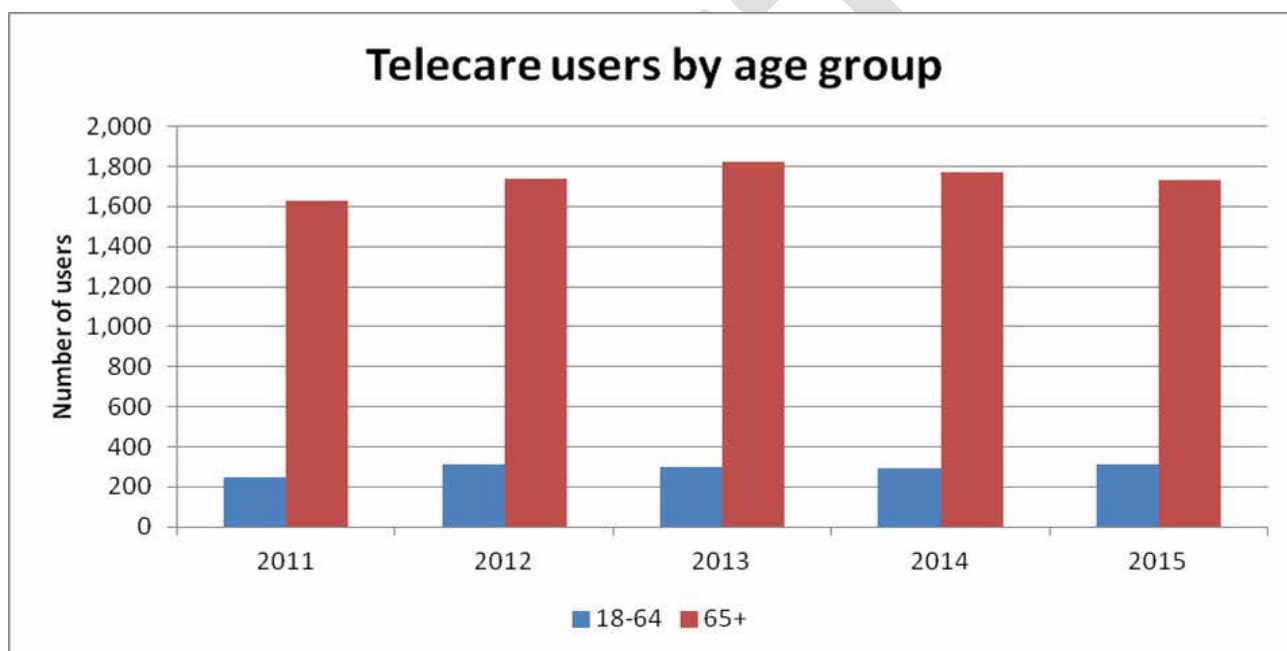
Source: *Inverclyde, 2014*

Furthermore the Scottish House Condition Survey (2014) estimates that around 5% of households in Inverclyde have a requirement for adaptation. This could amount to approximately 1,939 properties.

Telecare

There has been a shift away from traditional forms of support such as care homes and care at home towards assisted living technologies, such as telehealth and telecare, which increase independence. Scotland has made progress in the deployment of telehealth and telecare over the past few years, and is recognised by the European Commission as a leader in this field.

The national Telehealth and Telecare Delivery Plan aims to increase provision and improve access to Telecare solutions to help address the challenges presented by the ageing population. Inverclyde council has continued to promote the benefits of these services in order to support independent living. The following table summarises Telecare client numbers in Inverclyde by age group over the last five years.



Source: Scottish Social Care Survey, 2015

Care and Repair

There are problems of poor condition associated with some private sector properties, especially those built pre-1945. The majority of older people are home owners who may be asset rich but income poor. In such circumstances, older homeowners may not be able to afford to pay for necessary maintenance and improvements to their home even though this could improve their quality of life considerably.

The following table shows the number of individual Care & Repair jobs carried out annually since 2011/12. These are broken down by category as advice services, small repair or other works. The number of small repairs has declined year on year until 2015/16.

	2011/12	2012/13	2013/14	2014/15	2015/16
Advice services	61	98	202	65	28
Small repairs works	1,692	1,643	1,651	1,343	1,721
Other works	-	-	14	8	15

Source: Care and Repair Annual Reports, 2011-2016

Substantial numbers of pensioners are living in dwellings with disrepair therefore care and repair, handyman and trusted trader schemes will enable older home owners to carry out necessary repairs to their properties to continue to live independently.

The National Dementia Strategy highlights the importance of services such as Care and Repair and handypersons services to reduce the level of accidents in the home and preventing the need for hospital admission.

Gypsy Travellers

Gypsy/Travellers have been in Scotland for many centuries and still retain their own cultures and customs. The term gypsy/traveller refers to distinct groups, including Romanies, Scottish, Irish and Welsh Travellers, who regard the travelling lifestyle as part of their ethnic identity. Gypsy/travellers are recognised in Scotland as an ethnic minority.

Traditionally, gypsy/travellers had specific places a family might return to for generations. These are now often blocked up, have been developed or belong to private landowners. Today, many Gypsy/Travellers live on authorised council/RSL sites, while others live on private sites or in bricks and mortar housing.

When gypsy/travellers are travelling, whether for work or leisure, they may stop over on grass verges, lay-bys, car parks or parks, among other places. Because they are informal, there may not be sanitary or refuse facilities in situ, though some local authorities may provide them if requested. Such sites are often called 'unauthorised encampments' and this is the main cause of tension between the gypsy/traveller and 'settled' population. It is suggested that lack of local authority site provision is the root cause of gypsy/travellers setting up roadside camps or stopping on private land¹¹.

Inverclyde council has no council or RSL site provision. However, a transit site was considered for Inverclyde in 2013, with various locations proposed. After extensive consultation this proposal was decided against and existing liaison and services are being continued.

Evidence from consultation carried out with gypsy/travellers indicates that there may be a lack of permanent stopping sites in the region with access to amenities such as water, waste and showering facilities. As a result they were always travelling which prevented them from settling in an area, establishing roots in a community and sending children to school. They indicated that there was a demand for transit site provision within Inverclyde to allow travellers to stop and access amenities whilst passing through the area.

The consultation also highlighted issues around tensions with the settled community caused by unauthorised encampments. This highlighted the need to undertake a campaign to promote positive attitudes towards gypsy/travellers amongst key partners and the community.

¹¹ Equal Opportunities Committee 1st Report, 2013 (Session 4) *Where Gypsy/Travellers Live*

Travelling Showpeople

Travelling showpeople are a community of self-employed people with a strong distinctive culture, traditions and identity who travel the country, often within extended family groups. Historically, travelling showpeople moved around the country, usually between March and October, attending fairs and living in caravans, on the fairgrounds. During the winter months they lived on vacant land, often rented from Local Authorities.

Many travelling showpeople now live on permanent showpeople sites. These provide a more permanent base to allow their needs to be better met, such as the education needs of their children. Sometimes some family members will live permanently on a site, while others leave during the summer months to attend fairs. The sites are required not just for accommodation but for storage and maintenance of equipment.

Inverclyde currently has no site provision for the travelling showpeople community. At present, there appears to be little demand within this local authority area for such provision. We will continue to monitor demand from the community and will look at suitable options should evidence of a demand transpire.

Supporting Documents

Further evidence to support the development of outcome 3 includes:

- Specialist Provision and Independent Living Evidence Paper for the Local Housing Strategy, 2017-2022
- Gypsy/Travellers in Inverclyde Evidence Paper for the Local Housing Strategy, 2017-2022
- Clydeplan Housing Need and Demand Assessment, 2015
- Inverclyde Housing Contribution Statement, February 2016

Key issues and Priorities

- A growing older population will bring significant challenges for the council and its partners in terms of an increasing demand for provision of suitable housing and housing related services supporting a `shift in the balance of care` and reducing the use of institutional care settings
- There is a need to explore other housing options such as shared equity given 67% of the 10,284 households aged over 65 in Inverclyde lived in the owner occupied in 2014
- There is a need to promote housing support services such as care and repair to enable older people and people with disabilities to maintain their home and health and wellbeing
- There is a need to review Equipment and Adaptations services across all tenures to ensure that there is no unnecessary duplication between partners and that the customer is receiving the same quality of service irrespective of the tenure that they occupy
- It is important to develop a robust evidence based need and demand to identify specialist housing requirement early in the planning of the Affordable housing Supply Programme.
- There is a need for the council to work closer with health and social care partners and housing providers to ensure that particular needs and design requirements are identified early in the planning process.
- There is a need for more accessible homes and priority should be given to increasing provision in areas where there is an identified shortfall.
- Although most wheelchair users reside in mainstream housing it is important that new build housing accessibility standards across all tenures are maximised as much as possible

- The council, the HSCP and local housing providers must work with care leavers to promote independence and enable tenancy sustainment
- There is a need to investigate the options for providing a supported housing development for young care leavers
- There is a need for improved housing advice and information services for young parents to ensure that they are able to access appropriate housing to meet their needs
- There is a need for improved communication links between housing and its partners to ensure that the housing and support needs of young people experiencing pregnancy and parenthood are met

What we are doing

- Participating in Scottish Government 'Help to Adapt Pilot' which enables older owner occupiers to use equity in their homes to fund adaptations
- Develop a Youth Housing Statement with a detailed action plan to support delivery of improved services for young people with emphasis on our increasing Corporate Parenting duties
- Develop a protocol for young people leaving care to ensure that homelessness is prevented where practicable
- Consider the feasibility of transitional accommodation for young people leaving care
- Reviewing operational processes for new build developments to ensure that particular needs are identified at an early stage

Outcome 4: Housing and Health,

Vision: to ensure that people are supported to live independently for as long as possible in their own homes and communities

Indicator		Frequency/Type/Source	Baseline (date)	Target	
4.1.	Increase the percentage of new affordable homes built to Housing for Varying Needs Standards	Annual/Statistical/Planning			
4.2.	Increase the use of technology such as community alarm and telecare to support independent living	Annual/Statistical/HSCP	2,520 (2015/16)		
4.3.	Reduce the requirement for housing adaptations across Inverclyde	Annual/Statistical/HSCP	3% (2015/16)		
4.4.	Increase the number of customers receiving Advice and Information from Care and Repair	Annual/Statistical/Cloch	63 (2015/16)		
4.5.	Increase the number of customers receiving small repairs works from Care and Repair	Annual/Statistical/Cloch	1,705 (2015/16)		
4.6.	Increase the number of households who received adaptations through the Scheme of Assistance	Annual/Statistical/SGReturn	169 (2015/16)		
4.7.	Number of people aged over 65 in long term care (per 1,000 population)	Annual/Statistical/HL1	2 (2015/16)		
Action	Baseline	Milestone	Target	Time scale	Service/Partner
4.1.	Utilising information on needs arising from health and social care integrated into planning arrangements to better estimate specialist housing provision	<ul style="list-style-type: none"> Develop processes for the locality planning groups to contribute to new build site mix and type Locality profiles and JSNA completed with input from housing strategy Housing representation established across health and social care strategic planning and decision making structures 	Complete	2022	Community Safety/Drew Hall
4.2.	Increase the suitability of existing housing stock in meeting disabled people's needs through provision of adaptations across tenures	<ul style="list-style-type: none"> Undertake a review of Inverclyde's Equipment and Adaptations service Number of adaptations 	Increase adaptations	2022	Inequalities, Migration and Strategic Housing/Andrina Hunter

Action	Baseline	Milestone	Target	Timescale	Service/Partner
4.3. Develop additional particular needs housing provision in areas where there is an identified shortfall		<ul style="list-style-type: none"> Carry out need and demand assessment for particular needs housing Contribute to review and update need and demand analysis to inform future provision 	Complete	2022	Inequalities, Migration and Strategic Housing/Andrina Hunter
4.4. Improve uptake of care and repair service in Inverclyde		<ul style="list-style-type: none"> Increase awareness of care and repair service across Inverclyde Improve joint working across services Explore the opportunity to widen the scope of the small repairs service to include other tenures 	Complete	2022	Community Safety/Drew Hall
4.5. Participate in equity release pilots which enable older home owners to adapt and repair/maintain their home		<ul style="list-style-type: none"> Explore the potential to roll out 'help to adapt' pilot in Inverclyde 	Complete	2022	Community Safety/Drew Hall
4.6. Improve housing advice and information services for older people and those with particular needs		<ul style="list-style-type: none"> Explore the options for an older peoples housing options service 	Complete	2022	Community Safety/Drew Hall
4.7. Reducing isolation and poor mental health for older residents in Inverclyde		<ul style="list-style-type: none"> Improved signposting Working with the 3rd sector to create opportunities for residents 			All
4.8. Creating dementia friendly housing services for residents of Inverclyde		<ul style="list-style-type: none"> Implementing dementia awareness training across frontline staff Utilising dementia friendly design across FMI/sheltered housing stock 			All
4.9. Using telehealth/telecare to enable older people to remain independent at home for longer		<ul style="list-style-type: none"> Consider opportunities for introducing ADL Smartcare in Inverclyde 			Inequalities, Migration and Strategic Housing/Andrina Hunter

Action	Baseline	Milestone	Target	Timescale	Service/Partner
4.10. Improve housing outcomes across a range of measures for young people		<ul style="list-style-type: none"> Produce youth housing statement Consider the housing needs of young people experiencing pregnancy and parenthood Improved communication between housing and partners to ensure that the housing and support needs of young people experiencing pregnancy and parenthood are met Develop a protocol for young people leaving care 	Better outcomes for young people	2022	Inequalities, Migration and Strategic Housing/Andrina Hunter
4.11. Consider feasibility of transitional accommodation for young people leaving care		<ul style="list-style-type: none"> Young care leavers are able to make the first step towards independence Ongoing support and supervision to assist in the development of independent living skills Increased tenancy sustainment 	Improved outcomes for young people	2022	Inequalities, Migration and Strategic Housing/Andrina Hunter
4.12. Increase in the number of wheelchair standard homes		<ul style="list-style-type: none"> Wheelchair standard new builds are part of the RSL programme 	3%	Ongoing	Community Safety/Drew Hall

Outcome 5: Affordable warmth and Climate Change

To tackle fuel poverty and contribute to meeting climate change target

Progress made during the LHS 2011-2016:

- Successful completion of the **Scottish Housing Quality Standard (SHQS)** programme which will improve the energy efficiency of housing stock
- Installation of an energy efficient district heating system in Broomhill to reduce heating costs, combat fuel poverty and reduce carbon emissions
- Promotion of energy advice to Inverclyde residents to reduce levels of fuel poverty and improve energy efficiency through **iHEAT**
- Scottish Government funding secured to improve the condition of houses, improving their energy efficiency and reducing carbon emissions

LHS Context

Local Authorities can make an important contribution to the achievement of the Scottish Government's fuel poverty and climate change targets. Through both their strategic role and their wealth of local knowledge and local action they have a significant part to play in ensuring that people live in warm, dry, energy efficiency, low carbon homes which they can afford to heat.

In 2007, Inverclyde council signed Scotland's Climate Change Declaration which made provisions for the council to respond effectively to the implications of climate change. Inverclyde council responded to this through the Single Outcome Agreement by committing to deliver an Inverclyde in which:

"All children, citizens and communities play an active role in nurturing the environment to make the area a sustainable and desirable place to live and visit"

To embed action to reduce impacts on climate change in strategy, the council has developed Carbon Management Plans. These detail what the council's carbon footprint is, set carbon reduction targets and state how the target will be achieved. A Carbon Management Group has been established which meets regularly to discuss progress, projects and ideas to reduce the council's carbon footprint.

There is a corporate commitment within Inverclyde's Community Plan to ensure the environment is protected and enhanced for future generation, with one of the lowest carbon footprints, per capita, of any local authority area in Scotland.

Through the Local Housing Strategy, the council and its partners directly contribute to the Fuel Poverty and Climate agendas. The Strategic Housing Outcomes within the Local Housing Strategy 2012-2022 that contribute to delivering the outcomes outlined above are:

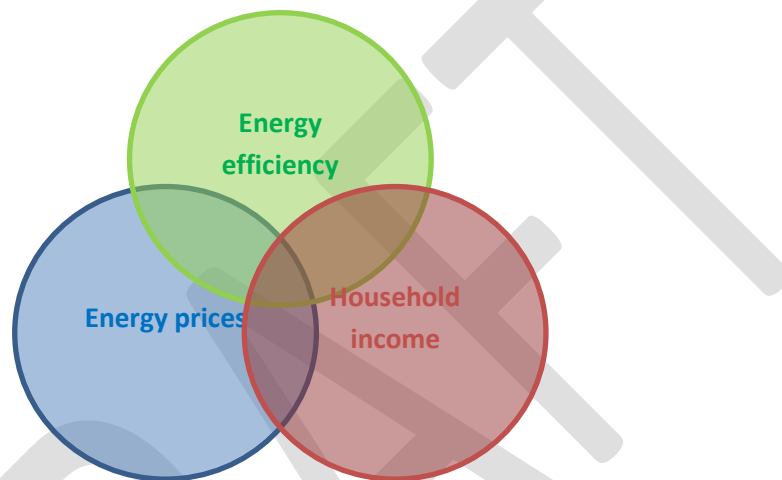
- To ensure that Inverclyde has sustainable, attractive and well-designed communities with well-functioning town centres
- To tackle fuel poverty and contribute to meeting climate change target
- To improve stock condition across all sectors

Fuel Poverty

The Scottish Government set out its definition of fuel poverty as the proportion of household income required to heat a home to an adequate level. Therefore a household is in fuel poverty if it would be required to spend more than 10% of its income to on all household fuel use.

The current accepted, satisfactory heating regime means achieving for elderly and infirm households a temperature of 23°C in the living room and 18°C in other rooms, for 16 hours in every 24. For other households a temperature of 21°C in the living room and 18°C in other rooms should be achieved, for a period of 9 hours in every 24 (or 16 in 24 over the weekend) – with 2 hours being in the morning and 7 hours in the evening.

The Scottish Government Fuel Poverty Statement identifies three main factors that influence the level of fuel poverty:



The definition of fuel poverty and its inter-dependence with these factors means that a household can move into, or out of fuel poverty at different times and for a variety of different reasons. A household may be brought into fuel poverty when fuel prices rise, but leave fuel poverty when these fall.

Evidence

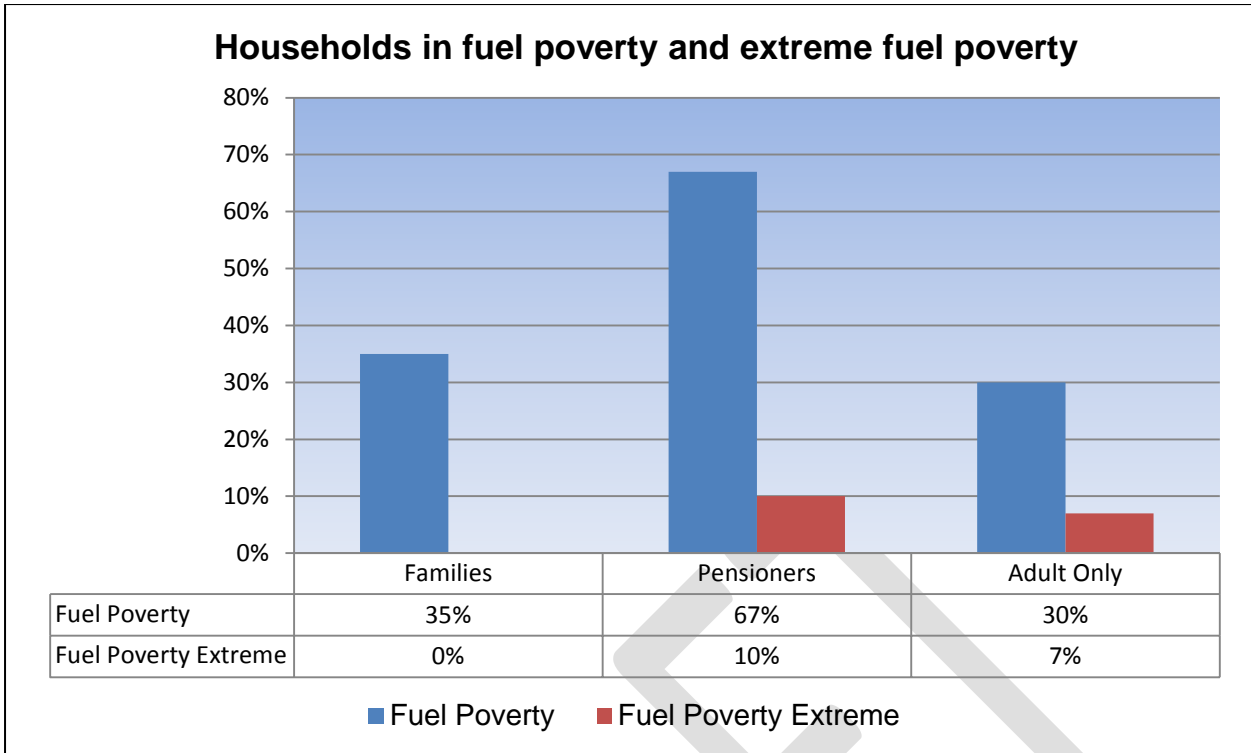
Household Characteristics

Inverclyde is home to 79,860 people or 37,384 households¹². The greatest proportion of households are 'adult only' which make up 41% of all households, equal to the Scottish average, with Pensioners (33%) making up a further significant proportion.

Across Scotland the household type affected most by fuel poverty is pensioners (51%). This is reflected in Inverclyde but with a greater proportion (67%) of pensioner households in fuel poverty. There are approximately 15,800 (43%) households in fuel poverty across Inverclyde and of those 2,100 (6%) are in extreme fuel poverty. Families are the second most affected group with 35% and adult only households have around 30%¹³.

¹² 2012-based population projections, 2014

¹³ Scottish House Condition Survey 2012-14



Source: Scottish House Condition Survey (2012-14), Scottish Government

This indicates that Inverclyde's ageing population is likely to have increased the number of fuel poor households and this is likely to continue to increase in the short term.

Deprivation and Income Poverty

Economic inactivity and deprivation can also be evidenced as a contributing factor to fuel poverty. Deprived and vulnerable households are more likely to live in energy inefficient housing, and less likely to have the resources or the resilience to deal with the negative impacts of cold homes and reduced income.

Of the 110 datazones within Inverclyde, 14 fall within the 5% most deprived accounting for approximately 4% of Scotland's most deprived datazones. Deprivation is made up of seven indicators including income which is one of the most influential and highlights that households within these datazones are at greater risk of fuel poverty due to lower income levels. This suggests that an estimated 8,219 people living within these 14 datazones are at a greater risk of fuel poverty due to lower income levels¹⁴.

A contributing factor to fuel poverty in recent years is that energy prices have generally increased above inflation to a point that households previously unaffected are now at risk from fuel poverty. The average electricity bill in Inverclyde is just under £600 per annum and the average gas bill is £700 per annum, with average incomes in the region of £23,979¹⁵. This means that on average households in Inverclyde are spending 5.7% of their income on energy costs. However the annual cost of domestic energy cannot be considered in isolation as this alone does not indicate fuel poverty.

Affordable warmth is likely to remain a key challenge within Inverclyde. Pressures on household income and utility costs are both areas over which the local authority and its partners have little

¹⁴ Scottish Index of Multiple Deprivation, 2012

¹⁵ Department of Energy and Climate Change Statistics, 2016

direct influence. The introduction of Universal Credit is likely to have a significant impact on tenants and residents in terms of household income resulting in a demand for advice services and preventative work to assist household to manage their bills.

Property Condition and Characteristics

There are approximately 38,000 domestic properties within Inverclyde, with social housing making up approximately a quarter of these dwellings. Around 46.6% of all social rented dwellings are more than 50 years old. The older the property, the worse energy efficiency is likely to be. Broadly, older homes have inferior insulation and if they have solid walls they are more difficult to bring up to modern standards of insulation.

Age of Social Rented Stock	Percentage
Pre-1919	9.7%
1919-1944	15.5%
1945-1964	21.4%
1965-1983	34.0%
Post 1982	19.4%

Source: APSR, Scottish Housing Regulator, 2011

During the current Local Housing Strategy 2011-2016 the council and its partners has invested heavily on measures to improve the energy efficiency of stock with substantial sums set aside each year to undertake energy efficiency works. Furthermore, there was significant investment in heating replacement and boiler renewal as well as servicing and maintenance of heating systems to ensure they operate effectively.

The Annual Return on the Charter (2015) indicated that as at 31st March 2015 23.8% of RSL stock was failing SHQS. This stock was owned by River Clyde Homes, the largest social housing provider in the area, who have large numbers of tenements which are 'hard to treat'. River Clyde Homes has undertaken significant investment in their stock in recent years. Over £14 million was invested to upgrade homes across Inverclyde including kitchens and bathrooms, windows, central heating and insulation in 2014/15.

Private Sector Stock Profile

Across Inverclyde as a whole, some 28,458 households live in the private sector: owner occupiers account for 24,473 (86%) and private rented tenants (14%) of private sector households. Around 57% of private sector households live in houses (detached/semi/terraced), a further 49% four in a block or tenement flats and a small proportion of maisonettes (1%)¹⁶.

It is estimated that some 32% of owner-occupied properties in Inverclyde are pre-1945 dwellings. Around 11,000 owner occupied properties have some sort of wall insulation; 6% have loft insulation of less than 100mm; 2% with an energy efficiency rating of F or G; and a Mean SAP rating of 62.3.

Only 4% of owner occupied properties are off the gas grid with 97% having full central heating. However, the SHCS 2012-14 estimates that 42% of owner occupied properties would fail the Scottish Housing Quality Standard for energy efficiency.

The private sector appears to be behind in terms of energy efficiency improvements despite initiatives available to owners and private landlords to take action to assist them out of fuel poverty.

¹⁶ Inverclyde Housing Trend Monitor (2015)

This poses challenges as there are few incentives for the private sector to increase energy efficiency, particularly within hard to treat properties, and the Council has few powers of enforcement. The aim is to therefore encourage owners and private landlords to take action to assist themselves out of fuel poverty by provision of advice and assistance and financial inclusion.

Energy Efficiency

The SHCS 2012-14 estimates that the average SAP rating in Inverclyde is 64.3 which is within the top ten local authorities in terms of SAP performance. In terms of energy efficiency of the housing stock the highest performing sector is social renting. The social housing sector within Inverclyde has a mean SAP rating of 67.0 compared to the owner occupied sector which has a mean SAP rating of 64.2¹⁷.

Inverclyde appears to perform favourably in comparison to the whole of Scotland in relation to poor energy efficiency by dwelling characteristics with 2% of all having an F or G rating compared to 4% for Scotland. This may be due to Inverclyde having a lower proportion of properties off the gas grid and less than 100mm of loft insulation and a higher proportion of properties with full central heating systems.

The private sector poses a challenge in terms of energy efficiency, particularly as there are very little incentives. The Scottish government has set up the Regulation of Energy Efficiency in Private Sector Homes (REEPS) working group, to consider the issues around regulation. This group plans to implement the introduction of energy efficiency standards to be met before selling or letting a property. This will almost certainly result in an increase in owners and landlords seeking advice, as well as a potential effect on the local housing market.

Supporting Documents

Further evidence to support the development of outcome 3 includes:

- Affordable Warmth, Energy Efficiency and Climate Change Evidence Paper for the Local Housing Strategy, 2017-2022
- Inverclyde Carbon Management Plan, 2012-2017

Key issues and Priorities

- The introduction of Universal Credit is likely to have a significant impact on tenants and residents in terms of household income resulting in a demand for advice services and preventative work to assist households to manage their bills
- The private sector accounts for 73% of all stock and this poses a challenge as there are very little incentives for the private sector to increase energy efficiency, particularly within hard to treat properties
- The Regulation of Energy Efficiency in Private Sector Homes (REEPS) working group plans to implement the introduction of energy efficiency standards to be met before selling or letting a property. This will almost certainly result in an increase in owners and landlords seeking advice, as well as a potential effect on the local housing market
- There is a need for targeted information and advice to older social rented tenants and home owners

¹⁷ Scottish House Condition Survey 2012-14, Scottish Government

- There is a need to target and align existing funding to maximise funding streams such as HEEPS: ABS to improve the levels of engagement from home owners
- There is a need to continue to investigate the use of district heating systems as a means of affordable heat whilst delivering overall carbon reductions within Inverclyde
- Climate Ready Clyde indicate an increase in rainfall and incidence of adverse weather will impact on infrastructure such as roofs, gutters, drain pipes and water run offs which has potential to lead to damp and condensation issues
- Private sector disrepair is more problematic and improvements in this sector in relation to energy measures are progressing at a much slower rate
- We will continue to work with our partners to contribute to meeting the council's Climate Change Declaration

What we are doing

- Continue to invest in stock to ensure that housing stock meets SHQS beyond 31st March 2015, with the new Energy Efficiency Standard for Social Housing (EESH) replacing one of the five energy efficiency elements within the SHQS
- Promote income maximisation to assist households to improve energy efficiency of their home, reduce domestic carbon emissions and contribute to reducing fuel poverty in Inverclyde
- All new build affordable homes meet minimum energy efficiency standards
- Access government resources to fund energy projects to improve the energy efficiency of home in Inverclyde e.g. HEEPS
- Actively promote energy advice and information services to households in Inverclyde
- Carry out research to develop our understanding of the key issues impacting on fuel poverty in Inverclyde
- Assisting in delivery of the Councils Carbon Management Plan, 2012-2017

Outcome 5: Affordable Warmth and Climate Change

Vision: to tackle fuel poverty and contribute to meeting climate change target

Indicator		Frequency/Type/Source	Baseline (date)	Target	
5.1.	Reduce the percentage of households in fuel poverty in Inverclyde	Annual/Statistical/SHHS	38% (2015/16)		
5.2.	Reduce the percentage of households in extreme fuel poverty in Inverclyde	Annual/Statistical/SHHS	4% (2015/16)		
5.3.	Maximise the number of HEEPS/ABS measures installed in the private sector	Annual/Statistical/SHHS	217 (2015/16)		
5.4.	Reduce the percentage of dwellings with an Energy Efficiency Rating of F or G	Annual/Statistical/SHHS	2% (2015/16)		
5.5.	Reduce the percentage of dwellings with less than 100mm of loft insulation	Annual/Statistical/SHHS	5% (2015/16)		
5.6.	Achieve the Energy Efficiency standard for Social Housing 2020 target	Annual/Statistical/SHHS	Establish baseline		
5.7.	Number of iHEAT home visits made to provide energy advice and support	Annual/Statistical/SGO	1,298 (2015/16)		
5.8.	Actual savings made for iHEAT customers	Annual/Statistical/SGO	£370,739		
Action	Baseline	Milestone	Target	Timescale	Service/Partner
5.1.	Continue to mitigate the impacts of climate change in relation to housing by improving energy efficiency of homes and meeting improved new build standards	<ul style="list-style-type: none"> Meeting EESSH requirements for social rented stock All RSL new build units to meet silver energy efficiency standard Promotion of energy awareness across all tenure Encourage residents of Inverclyde to live sustainably through reducing, reusing and recycling 	Mitigate impact of climate change	2022	All
5.2.	Review findings and implication of climate ready clyde to enable planning for the future	<ul style="list-style-type: none"> Consider implementation of recommendations outlined in Climate Ready Clyde for Housing Strategy where appropriate 	Complete Review	2022	Community Safety/Drew Hall

Action	Baseline	Milestone	Target	Timescale	Service/Partner
5.3. Develop an understanding of the key issues impacting on fuel poverty in Inverclyde		<ul style="list-style-type: none"> Undertake fuel poverty study 	Complete	2018	Community Safety/Drew Hall
5.4. Effectively target available funding to improve the energy efficiency of homes.		<ul style="list-style-type: none"> Reduction in households within Scottish House Condition Survey in fuel poverty and extreme fuel poverty. Access funding to enable delivery of energy programme 	Complete	Annual	Community Safety/Drew Hall
5.5. Actively promote energy advice and information services		<ul style="list-style-type: none"> Attend iHEAT steering group; work with partners to improve energy information and advice provision and improve sign-posting of services; and secure funding for information and advice services 	Complete	Annual	Community Safety/Drew Hall
5.6. Participate in the completion of the Climate Change Declaration and monitor relevant actions contained within the Carbon Management Plan		<ul style="list-style-type: none"> Support and engage with Carbon Management Group Communicate LHS performance to the Group 	Complete	Annual	Community Safety/Drew Hall

Outcome 6: Improving housing quality

To improve stock condition across all tenures

Progress made during the LHS 2011-2016:

- Successful completion of the SHQS programme that included internal works such as new kitchens, bathrooms and heating systems as well as external fabric improvements to social rented stock
- The provision of practical support, advice and assistance to older and disabled home owners and private tenants through **Care and Repair**:
 - Small repairs completed through handyperson service
 - Provision of Equipment and Adaptations
- The registration of almost 3,200 private sector landlords through the **Landlord Registration Scheme**
- Survey of 3,200 landlords to assess their future aspirations and intentions

LHS Context

Housing quality and condition can impact on the look and perception of an area, health and general wellbeing. National policy is driven by the evidence of the nature of private sector housing across Scotland. Too many houses in Scotland are in poor condition, most of which are in the private sector. The result is large numbers of badly maintained housing which results in poor living conditions and declining communities which will create bigger problems for the future.

In terms of stock quality, social landlords are required to meet the Scottish Housing Quality Standard (SHQS) to ensure all social housing achieves a minimum level of housing quality, including energy efficiency. Therefore improving housing conditions across all tenures continues to be a priority for the LHS.

Private Sector

Stock Profile and Characteristics

Across Inverclyde as a whole, some 28,458 households live in the private sector: owner occupiers account for 24,473 (86%) and private rented tenants 3,985 (14%) of private sector households. Around 58.1% of private sector households live in houses (detached/semi/terraced); a further 40.8% four in a block or tenement flats and a small proportion (0.7%) maisonettes.

Since 1996 there has been a loss of 3,557 social housing dwellings through right to buy, equivalent to 35% of the current stock. Many owners, who bought under the Right to Buy are now finding it difficult to pay for the necessary repairs to their homes and the high level of mixed tenure blocks of flats has significant implications for the ability of RSLs to progress planned common works programmes.

The private rented sector appears to have grown in Inverclyde, now representing 10% of all dwellings. However, the size of the private rented sector varies considerably across Inverclyde. The private rented sector accounts for around 40.4% of all dwellings in Greenock Central East, but just 20.2% of dwellings in Greenock South West.

As is the case across Inverclyde, and Scotland as a whole, flats are the most common property type within the private rented sector; accounting for 76.6% of all dwellings. More than half of all private rented sector dwellings have three or four rooms (70%).

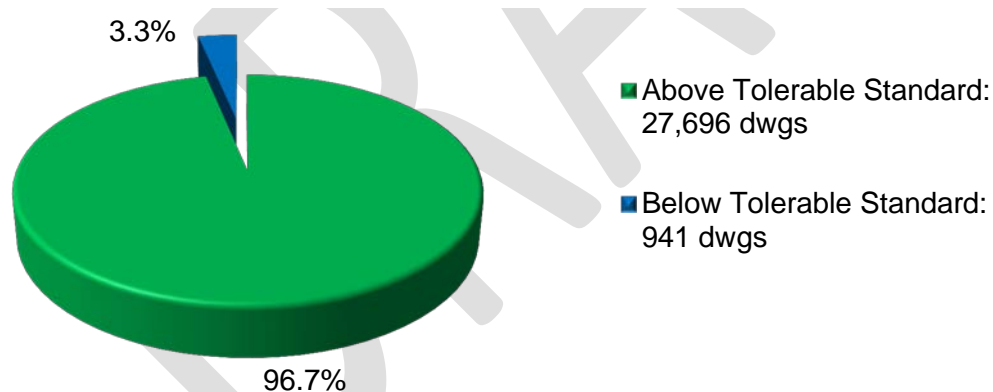
The majority of the enquiries dealt with by the Public Health and Housing team are related to issues in common blocks where owners are requesting assistance to deal with disrepair to the main common building elements of the block such as roofs, roughcast and damp works. In many cases this disrepair has resulted in serious disrepair occurring to at least one, if not more than one property.

Below Tolerable Standard (BTS)

The tolerable standard is a very basic level of repair that your home must meet if it is to be fit for you to live in. It is a “condemnatory” standard therefore a house that falls below it is not acceptable as living accommodation. Local authorities have a statutory duty and specific powers to deal with houses that fall below the tolerable standard.

The Private Sector House Condition Survey (2011), estimate that 941 dwellings fail the requirements of the tolerable standard, and are therefore deemed to be Below Tolerable Standard (BTS).

Incidence of Below Tolerable Standard (BTS) Housing



There is significant work ongoing within Inverclyde to tackle poor house conditions in the private sector. We continue to try to engage with owners to undertake necessary repairs and maintenance however innovative regeneration approaches will be required to address the ongoing issues.

The council is not currently involved in pro-actively identifying properties that fail the tolerable standard and this is by its very nature extremely difficult. At present BTS dwellings are primarily identified following contact from the owner, tenant or neighbour.

Scheme of Assistance

Home owners have primary responsibility for their own property, but local authorities have statutory powers to maintain and improve the general condition of private sector housing in their area. Through the Scheme of Assistance, the council provides owners with information and advice,

practical assistance and financial assistance by way of grants or loans advice to tackle issues such as property condition, common works and property factoring.

Providing a range of assistance empowers owners to carry out works themselves and will help the council to assist more people in honouring their maintenance and repair obligations. Over the last five years the council's Scheme of Assistance has provided financial assistance of just over £154,020 to owners to help them improve the condition of their homes and address substandard and BTS housing.

Housing Renewal Areas

The Housing (Scotland) Act 2006 gives local authorities discretionary powers to deal with sub-standard housing that is affecting the impact of the area and people living there which may include use of Housing Renewal Area (HRA) Powers.

In practice the assessment process will identify areas of housing which may not be appropriate for HRA but will require targeted intervention to address declining standards. This may range from advice and information to legislative enforcement in line with the overall repair and maintenance strategy.

Private Rented Repairing Standard

The Housing (Scotland) Act 2006 covers the legal and contractual obligations of private landlords to ensure that a property meets a minimum physical standard. Landlords must carry out a pre-tenancy check of their property to identify work required to meet the Repairing Standard and notify tenants of any such work.

Landlords also have a duty to repair and maintain their property from the tenancy start date and throughout the tenancy. This includes a duty to make good any damage caused by doing this work. On becoming aware of a defect, landlords must complete the work within a reasonable time. Enforcement of the Standard falls within the jurisdiction of the Private Rented Housing Panel.

Social Rented Sector

Stock Profile and Characteristics

The social rented sector accounts for 27% of the stock, following the marked decline of the 80s, 90s and early 00s. Large-scale demolition programmes are largely complete and affordable housing development programmes continue to restructure and add to the stock. The Inverclyde East housing sub-market area (HSMA) has the largest number of dwellings at 9,312 (90%) followed by Inverclyde West 956 (9%) and Kilmacollm & Quarriers Village 52 (1%).

The older the property, the worse efficiency is likely to be. Broadly, older homes have inferior insulation and if they have solid walls they are more difficult to bring up to modern standards of insulation. The majority of social rented stock is post war housing (74.8%) constructed between 1945 and 1983.

Age of Stock	Percentage
Pre-1919	9.7%
1919-1944	15.5%
1945-1964	21.4%
1965-1983	34.0%
Post 1982	19.4%

Source: APSR, Scottish Housing Regulator, 2011

It is significant that 46.6% of the stock is now in excess of 50 years old, which has required and will continue to require substantial investment as building elements go beyond their useful life.

The social rented stock is diverse in terms of property type with 63.9% being flats and 34.2% being houses. The majority of these flats are tenements (72.2%) which are `hard to treat` and are not suitable for some standard energy efficiency measures¹⁸.

Scottish Housing Quality Standard

In order to consider social stock quality in more detail it is important to consider SHQS compliance of RSLs operating in Inverclyde. The Annual Return on the Charter (2015) indicated that despite significant investment as at 31st March 2015 23.8% of all social housing stock was failing SHQS.

These dwellings are owned by River Clyde Homes, the largest social housing provider in the area. A large scale project is underway including around 435 tenants (in abeyance) and 134 owners in Broomhill scheduled to complete in 14 months. An options appraisal was undertaken for a further 48 units comprising of 4 low rise tower blocks and the consultation process with tenants and owners was carried out in autumn 2016.

Another 61 units are in abeyance as there is no gas infrastructure to allow the installation of gas central heating. However these properties, even with gas installation will fail the new EESSH standard due to energy efficiency. River Clyde Homes have developed a programme to tackle all EESSH failure within these properties by 2018. They are expecting to start this programme of work in Spring 2017 with the ambitious target of achieving EESSH compliance by 2018.

A further 108 kitchen and bathroom installations are in abeyance due to no access. An installation programme has been developed and River Clyde Homes hopes to start installation over the next year.

River Clyde Homes will carry out a robust survey on all of the EESSH failures identified through their Asset Management System APEX. This information will be used to deliver a targeted programme of works with a budget of circa £10m. It is anticipated that a further £3m will be secured from ECO funding but this is reliant on robust energy survey information. A further £1m will be secured from an interest free Energy Savings Trust loan which if successful will help to accelerate the EESSH surveys required.

Supporting Documents

Further evidence to support the development of outcome 3 includes:

- Affordable Warmth, Energy Efficiency and Climate Change Evidence Paper for the Local Housing Strategy, 2017-2022

¹⁸ This means that they cannot be insulated using the same methods and products as a standard cavity wall

- Private Sector House Condition Evidence Paper for the Local Housing Strategy, 2017-2022
- Private Rented Sector Evidence Paper for the Local Housing Strategy, 2017-2022
- Inverclyde Scheme of Assistance

Key issues and Priorities

- Substantial investment required, particularly for pre-1919 tenements and 1950s ex local authority properties that have received little investment
- The long term viability of properties in some areas must be considered to determine if investment, demolition or re-provisioning would be the best course of action
- There is a need for improvement of the condition and management standards in the private rented sector
- Continue to work in collaboration with RSL and partners to ensure a joined up approach to tackling energy improvements in areas most in need
- There is a need to provide home owners/landlords with more advice, information and advocacy for property owners through schemes such as trusted trader
- There is a need to update local information on property condition within the private sector makes to enable us to accurately quantify issues
- Title complexities and a lack of factoring arrangements can inhibit progress in relation to repairing common areas
- Owners unwilling to consider releasing equity within their homes to enable them to carry out repairs where no other funding is available
- Mixed tenure blocks are an issue for tenants, owners, private landlords and RSLs as it can be difficult to progress necessary investment works due to non-engagement and unwillingness or inability to participate

What we are doing

- Continue to ensure that all RSL homes comply with Scottish Housing Quality Standard (SHQS)
- Prioritise SHQS abeyances within survey programme and ongoing SHQS management procedures
- Continue to work towards EESSH targets
- Explore external funding opportunities to improve stock condition and amenity of areas across tenures
- Continue to assist owners through the Scheme of Assistance as required
- Contribution to the development of `Under One Roof` national website which is being developed by Scottish Housing Best Value Network to inform and engage owners of all types of properties to maintain and improve their buildings

Outcome 6: Improving housing quality							
Vision: to improve stock condition across all sectors							
Indicator		Frequency/Type/Source	Baseline (date)	Target			
6.1.	Maximise the number of landlords registered through the Landlord Registration Scheme	Annual/Statistical/LLord Registration	3,163 (2015/16)				
6.2.	Social landlords meet and maintain the Scottish Housing Quality Standard	Annual/Statistical/ARC	93% (excluding abeyances)				
6.3.	Increase the amount of grant assistance received through the Scheme of Assistance	Annual/Statistical/PHH	£5,492 (2015/16)				
6.4.	Maximise the number of third party referrals for poor quality house condition in the private rented sector the the PRHP	Annual/Statistical/PHH	Establish Baseline				
Action	Baseline	Milestone		Target	Timescale	Service/Partner	
6.1.	Ensure continued compliance with the Scottish Housing Quality Standard (SHQS) and reduce SHQS abeyances	100% subject to exemptions	<ul style="list-style-type: none"> Future programmes of work based on ensuring compliance 		100% subject to exemptions	Annual	RSL
6.2.	Ensure compliance with the Energy Efficiency Standard for Social Housing (EESH) as detailed within the SHQS		<ul style="list-style-type: none"> Future programmes of work based on ensuring continued compliance 		100%	2020	RSL
6.3.	Increase the number of owners assisted through the Scheme of Assistance		<ul style="list-style-type: none"> Review options to further encourage owner participation in RSL led mixed tenure investment programmes Continue to review the SOA and assess implications of Housing (Scotland) Act 2014 			Annual	Community Safety/Drew Hall
6.4.	Improve quality of private rented sector accommodation and landlord services		<ul style="list-style-type: none"> Work with landlords to raise standards in the PRS Actively promote advice and assistance to private landlords to improve property condition and energy efficiency 			Annual	Community Safety/Drew Hall
6.5.	Develop an understanding of the key issues impacting on private rented tenants in Inverclyde		<ul style="list-style-type: none"> Undertake private rented sector tenants survey 		Complete	2018	Community Safety/Drew Hall

Action	Baseline	Milestone	Target	Timescale	Service/Partner
6.6. Improve poor house condition in the private sector		<ul style="list-style-type: none"> Develop a policy regarding 3rd party reporting to refer to the PRHP to support vulnerable private sector tenants. Raise awareness of the role of the PRHP in dealing with landlords of poor quality housing Ensure evidence is available to support appropriate action against landlords who fail to repair Support RSLs in remedying communal area disrepair in mixed tenure blocks Work with partners to introduce a trusted trader scheme 		Annual	Community Safety/Drew Hall
6.7. Review of SOA		<ul style="list-style-type: none"> Review complete 	Complete	2018	Community Safety/Drew Hall

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4. Supporting Documentation

Strategic Housing Investment Plan 2017/18-2021/22

Evidence Papers information the development of the LHS 2017-2022:

- Affordable Warmth, Energy Efficiency and Climate Change
- Gypsy/Travellers in Inverclyde
- Housing Needs in Inverclyde
- Housing Supply Target
- Preventing Homelessness in Inverclyde
- Private Rented Sector
- Private Sector House Condition
- Specialist Provision and Independent Living
- Sustainable Places

Scheme of Assistance

Greenock Town Centre Action Plan

Port Glasgow Town Centre Action Plan

The Clydeplan Housing Need and Demand Assessment, 2015 is available on the Strategic Development Planning Authority website at: www.clydeplan-sdpa.gov.uk

Consultation Reports:

Consultation Report

Reports from LHS Stakeholder Events

Appendix A: National Policy Context

Legislation/Strategy/Policy	Purpose
Equality Act 2010	Requires local authorities to have due which requires local authorities to have `due regard` to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relation. Regulations (the Scottish Specific Duties) have subsequently been made placing specific duties on authorities to enable the better performance of the public sector equality duty.
The Housing (Scotland) Act 2014	The Act safeguards tenants interests; supports improvements to housing quality and secures better outcomes for communities.
The Public Bodies (Joint Working) (Scotland) Act 2014	Integration of health and social care as set out in the Public Bodies (Joint Working) (Scotland) Act 2014. This will be underpinned by ongoing work by colleagues in both healthcare and social care as they seek to embrace a number of challenges within the services around an ageing population, service quality improvement, personalisation, technological change and budget constraints.
Scottish Planning Policy	Published on 23 rd June 2014, it sets out national planning policies which reflect Scottish Ministers' priorities of the planning system and for the development and use of land.
Regulation of Care (Scotland) Act 2001	This Act established both the Scottish Commission for the Regulation of Care (Care Commission), which regulates and inspects care services in Scotland and the Scottish Social Services Council, which regulates the workforce.
Community Care and Health (Scotland) Act 2002	The Act introduces free personal care for older people, regardless of income or whether they lived at home or in residential care. It also created rights for informal or unpaid carers, with the intention of providing adequate support services to ensure the continuation of care-giving in the community.
Social Care (Self-directed Support) (Scotland) Act 2013	The Act gives people a range of options for how their social care is delivered, beyond just direct payments, empowering people to decide how much ongoing control and responsibility they want over their own support arrangements.
Scotland Act 2016	An Act to amend the Scotland Act 1998 and make provision about the functions of the Scottish Ministers; and for connected purposes.
Private Housing (Tenancies) (Scotland) Bill	A Bill for an Act of the Scottish Parliament to make provision about private rented housing; in particular to establish a new type of tenancy to be known as a private residential tenancy
Homelessness etc (Scotland) Act 2003	An Act of the Scottish Parliament to make further provision about homelessness; to provide for the giving of notice to local authorities of proceedings for possession and enforcement of standard securities; to amend section 18 of the Housing (Scotland) Act 1988 in relation to recovery of possession of assured tenancies for non-payment of rent; and for connected purposes.
Antisocial Behaviour etc (Scotland) Act 2004	An Act of the Scottish Parliament to make provision in connection with antisocial behaviour; to make provision about criminal justice; to make provision in relation to child welfare; and for connected purposes.

Age, Home and Community: A Strategy for Housing Scotland's Older People, 2012-2021	Provides mobile home owners living permanently on mobile sites and site owners with new rights and responsibilities
The Private Rented Sector Strategy: A Place to Stay, a Place to call Home 2013	Sets out the Scottish Government's vision to enable growth and investment to help increase overall private rented sector supply, to improve the quality of the sector and to improve consumer confidence.
Reshaping Care for Older People	A programme for change 2011-2012 which sets out the national framework within local partnerships will develop joint strategies and commissioning plans and, most immediately Local Change Plans to access the Change Fund.
Scotland's National Dementia Strategy 2023-2016	Following on from the first national dementia strategy published in 2010. Under the commitment to strengthen integrated support, the document notes a series of housing support and interventions that extend beyond the development of specialist housing for people with dementia.
Caring Together: The carers strategy for Scotland 2010-2015	The Scottish Government and COSLA are determined to ensure that carers are supported to manage their caring responsibilities with confidence and in good health, and to have a life of their own outside of caring.
The Keys to life – Improving Quality of Life for people with Learning Disabilities 2013	A ten year strategy from the Scottish Government which sets out plans to improve the quality of life for people with learning disabilities in Scotland.
A National Tele health and Tele care Delivery Plan for Scotland to 2015	A national delivery plan which outlines Scotland's ongoing commitment and investment.
Mental Health Strategy for Scotland: 2012-2015	The Scottish Government's mental health strategy to 2015.
The Healthcare Quality Strategy	The strategy sets out a clear commitment to deliver high quality healthcare services. This is being drawn forward by the 2020 Vision: the vision that by 2020 everyone is able to live longer healthier lives at home, or in a homely setting. This emphasises a healthcare system with integrated health and social care, a focus on prevention, anticipation and supported self-management.
Creating Places 2013	The Scottish Government's policy statement on architecture and place.
Designing Streets 2010	The first policy statement in Scotland for street design. This marks a change in the emphasis on street design towards place-making and away from a system focussed upon the dominance of motor vehicles.
Town Centre Action Plan 2013	Outlines the importance of securing the future of town centres and sets out a cross-government response to the External Advisory Groups reports.
Scotland's Sustainable Housing Strategy	Sets out our vision for warm, high quality, affordable, low carbon homes and a housing sector that helps to establish a successful low carbon economy across Scotland.
Joint Housing Delivery Plan for Scotland 2014	Identifies priority actions that representatives from across the housing sector agree need a specific focus to ensure delivery of strategic objectives set out in Homes Fit for the 21 st Century, and other subsequent strategies with bearing on housing.

Equalities Impact Assessment

Local Housing Strategy 2017-2021

September 2016

Introduction

Purpose and aims

This report is one in a suite of documents that underpin and support the development of the Inverclyde Local Housing Strategy (LHS) 2017-2022. It aims to set out the approach taken to mainstreaming equalities with the LHS and describe evidence, trends, issues and challenges in relation to equalities groups with regard to the key areas of the LHS. It seeks to establish a comprehensive understanding of the needs of equality groups in relation to the Inverclyde housing to inform the development of the LHS.

Background

The Equality Act 2010 became law in April 2010, introducing a general equality duty for the public sector in the UK. The Act consolidates, simplifies and harmonises previous areas of equality legislation. The Act requires Scottish public bodies to pay `due regard` to the need to eliminate unlawful discrimination, victimisation and harassment; advance equality of opportunity and foster good relation. These requirements apply across the `protected characteristics` of age; disability; gender; gender reassignment; pregnancy and maternity; race; religion and belief; sex and sexual orientation and to a limited extent to marriage and civil partnership.

LHS Guidance (2014) emphasises the importance of taking into account a range of equality needs to plan for housing improvement through the LHS. This work was undertaken in the preparation of the Clydeplan Housing Need and Demand Assessment. The legislation and LHS guidance also states that public bodies have a statutory duty to undertake an equality impact assessment to demonstrate how equality issues have been considered and how the statutory public sector duties have been met.

Equality Impact Assessment

LHS Guidance recommends an approach for equalities impact assessment (EQIA) to consider the extent to which evidence is available in relation to the housing requirements of different groups of people. EQIAs provide a framework to determine how the development of a new policy, plan or programme may impact on different sectors of a community who are at risk of discrimination and social exclusion.

EQIA process is not just about identifying and mitigating negative impacts, it is about proactively looking for opportunities to promote equality. Therefore the process should be started early in the development process, to enable meaningful consultation and engagement with equalities groups on the preparation of the LHS.

The following EQIA is based around the six overarching outcomes of the LHS.

SECTION 1 - Policy Profile

1 Name/description of the policy, plan, strategy or programme	Local Housing Strategy 2017-2022
2 Responsible organisations/Lead Service	Education and Communities
3 Lead Officer	Janet Stitt
4 Partners/other services involved in the development of this policy	
5 Is this policy:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Reviewed/Revised
6 What is the purpose of the policy (include any new legislation which prompted the policy or changes to the policy)?	<p>The Housing (Scotland) Act 2001 places a statutory duty on local authorities to prepare a Local Housing Strategy. The purpose of the LHS is to assess housing need and demand and, taking account of national priorities set out the local authority's strategic vision for the future of housing and housing related services across Inverclyde.</p>
7 What are the intended outcomes of the policy?	<p>The LHS aims to deliver quality, affordable homes and sustainable communities. The six overarching strategic outcomes are:</p> <ul style="list-style-type: none"> • To promote a supply of good quality affordable housing solutions across all tenures • To ensure that Inverclyde has sustainable, attractive and well-designed communities with well-functioning town centres • To prevent homelessness where possible through provision of ongoing support to meet the needs of individuals • To ensure that people are supported to live independently for as long as possible in their own homes and communities • To tackle fuel poverty and contribute to meeting climate change target • To improve stock condition across all sectors
8 Geographical area (Inverclyde wide or a specific location)	<p>The LHS is an Inverclyde wide strategy however it focuses on our seven Local Housing Market Areas and our three distinct Housing Sub-Market Areas.</p>

<p>9 Is the policy likely to have an impact on any of the elements of the Council equality duty (if yes, please tick as appropriate)?</p>	<ul style="list-style-type: none"> ✓ Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 ✓ Advance equality of opportunity between people from different groups ✓ Foster good relations between people from different groups
<p>10 Will those who may be directly or indirectly affected by this policy be involved in its development?</p>	<p>The Housing (Scotland) Act 2011 requires local authorities to consult on their proposed LHS. Furthermore statutory Equality Duties require public bodies to involve, consult and engage with as wide a range of local residents as possible.</p> <p>The consultation process to develop the LHS has involved a wide range of partners and stakeholders with a variety of opportunities to be involved in the development of priorities. The issues and priorities identified through the consultation process have provided further context to statistical and research evidence.</p> <p>A range of media has been used to ensure that the council has engaged with as many local communities, interest groups and individuals as possible to reflect a variety of views.</p>

SECTION 2 – Impact on Protected Characteristics

Which of the protected characteristics will the policy have an impact upon? (see guidance for examples of key considerations under each characteristic)

Protected Characteristic	Impact					Reason/Comments
	Positive		Neutral	Negative		
	High	Low		High	Low	
Age	X					<p>Young people are disproportionately affected by homelessness, particularly those leaving institutions. Younger people appear to be particularly affected by social isolation and sporadic engagement with some services that could address their needs. Inverclyde council are committed to working in partnership with the HSCP and other key partners to ensure that young people receive the appropriate advice, support and housing to meet their needs.</p> <p>Inverclyde has a growing ageing population with persons aged 60 and over making up 26 per cent of Inverclyde. Older households are disproportionately affected by fuel poverty with 67% of pensioner households in fuel poverty. The HNDA identifies the housing and housing related support needs of older households. As a result, the LHS contains specific actions and targets to address these needs through the development of specialist accommodation, the provision of advice and information and housing related support.</p>
Disability	X					<p>The LHS is developed to promote equality of opportunity for persons with disability. Accommodation, care and support needs have been assessed in detail through the HNDA process and a key priority of the strategy relates to supporting independent living at home or in a homely setting through appropriate housing or housing related support.</p> <p>This includes the development of specialist housing provision, adaptation of housing</p>

					<p>through Equipment and Adaptations, telecare and other housing support services.</p> <p>Furthermore, the LHS makes a positive commitment to contribute to the Health and Social Care Integration agenda to enhance outcomes for disabled people and those with particular health needs.</p>
Gender Reassignment			X		<p>No negative effects identified. LGBT people are often victims of homophobic abuse and young LGBT people are thought to be over-represented among the homeless. This is addressed with Allocation Policies and RSL Estate Management Procedures however generally the LHS will have a neutral impact.</p>
Pregnancy and maternity	X				<p>Pregnancy and maternity are given specific additional treatment in terms of RSL allocation policies and appropriate support services to ensure no disadvantage occurs.</p> <p>Young people experiencing pregnancy and parenthood express concern that they are not offered good housing options. This can impact on their ability to create a strong attachment with their baby as they do not feel secure about where they are living. The LHS supports improved joined-up working to ensure that young parents are supported to access appropriate housing to meet their needs.</p>
Race		X			<p>Some ethnic groups may require access to information, advice and support in particular languages or formats. The LHS will promote and provide for this via the Housing Options service.</p> <p>The requirement for Gypsy/Traveller sites, pitches and support services is assessed and monitored via the HNDA and the LHS ensuring that any identified needs will be addressed.</p> <p>The LHS must adhere to legislation regarding unlawful discrimination therefore no negative impact is identified.</p>
Religion or Belief			X		<p>No negative effects identified. Possible potential for harassment due to religion or beliefs is addressed with Allocation Policies and RSL Estate Management Procedures however generally the LHS will have a neutral</p>

						impact.
Sex (Male or Female)	X					<p>The LHS promotes equality of opportunity for males and females, and will ensure that the housing and housing related needs of all are addressed, including those fleeing domestic abuse. Outcomes to provide housing and support for domestic abuse victim will have a positive impact for women.</p> <p>Single males account for 67% of all homeless applicants suggesting that younger and working age males are perhaps more vulnerable to economic and social policy changes. Through dedicated research and analysis the needs of this group have been identified and the LHS contains specific actions and targets to address these through the provision of appropriate support and specialist accommodation.</p> <p>Pregnancy and maternity are given specific additional treatment in terms of RSL allocation policies and appropriate support services to ensure no disadvantage occurs.</p>
Sexual Orientation			X			<p>No negative effects identified. LGBT people are often victims of homophobic abuse and young LGBT people are thought to be over-represented among the homeless. This is addressed with Allocation Policies and RSL Estate Management Procedures however generally the LHS will have a neutral impact.</p>
Other groups to consider (please give details)						<p>The LHS outlines its commitment to reducing inequalities within the LHS which includes all marginalised groups.</p>

SECTION 3 – Evidence

What evidence do you have to help identify any potential impacts of the policy? (Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)

Evidence	Details
<p>Consultation/Engagement (including any carried out while developing the policy)</p>	<p>The consultation process to develop the LHS has involved a wide range of partners and stakeholders with a variety of opportunities to be involved in the development of priorities:</p> <ul style="list-style-type: none"> • Initial Stakeholder Survey • Homelessness Forum • Inverclyde Recovery Café • Continuing Care Reference Group • Citizens Panel Survey • RSL Liaison Group • Private Rented Landlord Survey • Stakeholder Group • 4 Thematic Events • Private Rented Sector Landlord Workshop • Local `Pop Up` Events across Inverclyde • iZone Youth Council • Young Mums Group <p>The core consultation was carried out from May to September 2016 however engagement feeding into the LHS development process has been an ongoing process. The framework of the LHS (vision, outcomes and priorities, and action plan) has been directly informed by this engagement process.</p> <p>A range of media was used to ensure that the council has engaged with as many local communities, interest groups and individuals as possible.</p>
<p>Research</p>	<p>The findings of the HNDA are key to identifying many of the key issues within the Inverclyde Housing System. Further research and analysis included the development of eight research based `Local Housing Strategy Evidence Papers`:</p> <ul style="list-style-type: none"> • Affordable Warmth, Energy Efficiency and Climate Change • Gypsy Travellers

	<ul style="list-style-type: none"> • Housing Needs • Preventing Homelessness • Private Rented Sector • Private Sector House Condition • Specialist Provision and Independent Living • Sustainable Places <p>Data gaps were addressed via dedicated studies including the Private Sector Landlord Survey 2016, the Review of Supported Housing for Older Households in Inverclyde, 2015 and the Gypsy Travellers Local Housing Strategy Evidence review, 2016.</p>
Officer's knowledge and experience (including feedback from frontline staff).	Officer's knowledge and experience, including that of frontline staff was gathered throughout the consultation and engagement process. A series of surveys, face to face interviews and themed workshops were arranged to allow officers to discuss key issues and priorities. This information has directly the development of the LHS (vision, outcomes and priorities, and action plan).
Equalities monitoring data.	Equalities monitoring data is gathered and monitored by RSLs and through the HL1.
User feedback (including complaints)	
Stakeholders Other	The knowledge and experience of key stakeholders was gathered throughout the consultation and engagement process. A series of surveys, face to face interviews and themed workshops were arranged to allow key stakeholders to discuss key issues and priorities. This information has directly the development of the LHS (vision, outcomes and priorities, and action plan).
What information gaps are there?	<p>There is a need for improved information sharing to undertake further analysis to anticipate the need and demand for specialist provision across Inverclyde, in particular for those with learning disabilities.</p> <p>There is limited data available on ethnic minorities, as a result of the small population however this data could be further explored. This can be addressed through in-house research and stakeholder engagement.</p>

SECTION 4 – CONSEQUENCES OF ANALYSIS

What steps will you take in response to the findings of your analysis? Please select at least one of the following and give a brief explanation.

<p>1. Continue development with no changes</p>	<p>X</p>	<p>There is no evidence to indicate that the LHS will result in less favourable treatment for particular groups or give rise to indirect discrimination. In fact, there is evidence that the LHS will advance equality of opportunity through actions to remove or minimise disadvantage, meet the needs of particular groups and encourage participation.</p>
<p>2. Continue development with minor alterations</p>		
<p>3. Continue development with major changes</p>		
<p>4. Discontinue development and consider alternatives (where relevant)</p>		

How will the actual effect of the policy be monitored following implementation?

A monitoring framework has been agreed and implemented which includes protected characteristics. To ensure the effectiveness of the policy it will be reviewed annually.

When is the policy due to be implemented?

Education and Communities Committee March 2017

When will the policy be reviewed?

September 2021 (with annual updates in the interim)

What resources are available for the implementation of this policy? Have these resources changed?

Name of Individual(s) who completed the Assessment

Name(s): Trudi Tokarczyk

Position: Housing Policy Officer

Date: 15/09/2017

Authorised by

Name:

Position:

Date:

Report To:	Education & Communities Committee	Date:	01 November 2016
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/69/16/MP
Contact Officer:	Maggie Paterson CLD Service Manager	Contact No:	01475 715450
Subject:	Inverclyde Youth Participation Strategy 2016-2019		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek:
- endorsement for the Inverclyde Youth Participation Strategy 2016-2019; and
 - commitment in principle to support the establishment of a Joint Summit for Youth Participation.

2.0 SUMMARY

- 2.1 Good practice in youth participation already exists within Inverclyde: in our schools and educational establishments, in our libraries as well as in CLD Youth Work and Active Schools programmes. The Youth Participation Strategy will build on this strong foundation to ensure that participation is effective and consistent across all services within the Directorate.
- 2.2 The Strategy adopts the literal definition of participation – the action of taking part - and is configured around 3 components:
- (a) We will ensure that children and young people are afforded the opportunities and given the choices to actively take part in decisions that affect their lives;
 - (b) We will talk with, listen to and actively hear and value children and young people;
 - (c) We will ensure that young people have the skills, ability and confidence to speak out, to take part and to make a difference.
- 2.3 The Strategy also seeks to ensure that structures are in place which bring children and young people together to take part in shared decision-making opportunities with the ultimate aim of young people initiating and leading on decisions themselves.
- 2.4 Following on from discussion with Inverclyde Council's Young People's Champion, the Youth Council has developed proposals for a Joint Youth Summit to create opportunities for young people to initiate and lead on the discussion of decisions that affect their lives.
- 2.5 The Strategy describes the first steps that will be taken to scope out the current position prior to the creation of a detailed action plan using the logic model adopted by Inverclyde Council and Inverclyde Alliance.
- 2.6 Inverclyde Youth Council has also worked alongside the CLD Youth Work Sub-Group to create a more 'young person friendly' version of the Strategy as attached.

3.0 RECOMMENDATIONS

It is recommended that the Committee :

- 3.1 Endorse the Inverclyde Youth Participation Strategy 2016-2019; and
- 3.2 Make a commitment in principle to support the establishment of a Joint Summit for Youth Participation.

Wilma Bain
Corporate Director
Education Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The Youth Participation Strategy has been developed under the auspices of the Best Start in Life Outcome Delivery Group. Latterly, this has been led by members of the Youth Work Sub-Group, who produced the Strategy as attached.
- 4.2 Inverclyde Youth Council has actively participated in the development of the Strategy and in the production of proposals for a Joint Youth Summit. They have also been instrumental in the development of a 'youth friendly' version of the Strategy.
- 4.3 The Youth Participation Strategy was endorsed by Inverclyde Alliance on 03 October 2016.

5.0 PROPOSALS

- 5.1 It is proposed that the Inverclyde Youth Participation Strategy be adopted as the agreed vehicle for taking forward Inverclyde Council's vision for promoting the effective participation of children and young people in decisions which affect their lives.
- 5.2 Proposals from young people for the creation of a Joint Youth Summit are still in the early stages of development and a commitment in principle is required from the Committee to work with young people in the production of a workable and effective model.

6.0 IMPLICATIONS

Finance

- 6.1 None

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

- 6.2 None

Human Resources

- 6.3 None

Equalities

- 6.4 This Strategy will assist the Council to fulfil legislative requirements in this area.

Repopulation

- 6.5 This Strategy will encourage young people to feel they belong and are important contributors to the future of Inverclyde.

7.0 CONSULTATIONS

- 7.1 A number of young people have been consulted in the development of this Strategy, primarily through Inverclyde Youth Council. Officers from a range of Partners have also been consulted including the Best Start in Life SOA Delivery Group, the Youth Work Sub-Group and the Children's Rights Oversight Group among others.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 None

INVERCLYDE YOUTH PARTICIPATION STRATEGY

2016 – 2019



Inverclyde
council



Inverclyde Alliance

1 INTRODUCTION

Inverclyde's Vision for Children and Young People

The Community Planning Partnership's vision for Inverclyde is:
'Getting it Right for Every Child, Citizen and Community'.

Through nurturing our children and young people we will ensure that they have the best possible start in life.

This vision is underpinned by the principle that: 'All children and young people have a right to be listened to and to be involved in the planning, provision and evaluation of the services they need.'

The benefits of having a participation strategy for children and young people

There are multiple benefits associated with the active participation of children and young people. Service provision has the potential to be more effective, responsive and better value for money as well as achieving positive, long term outcomes for children and young people.

These recognised benefits are reflected in the expectations placed on service providers by a range of legislation and associated policies. The Inverclyde Youth Participation Strategy will assist Inverclyde Alliance to implement and demonstrate compliance with a number of legislative and policy imperatives including:

- United Nations Convention on the Rights of the Child 1989
- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014
- Education Scotland Acts 1980 and 2016.

In addition to the creation of more effective and responsive services, the process of participation brings its own benefits for the children and young people involved. Individual participants develop their skills and confidence and become information literate and able to make informed judgements about information presented to them. Collective approaches to affecting change afford children and young people the opportunity to develop shared understanding, team-work skills and a sense of belonging.

2 OUR DEFINITION

It is important that we have a shared and common understanding of what we mean by participation. Participation literally means 'the action of taking part'.

In the context of this Strategy:

- Participation is concerned with ensuring that children and young people are afforded the opportunities, and given the choices to actively take part in decisions that affect their lives.
- Participation is about talking with, listening to and actively hearing and valuing children and young people.
- Participation requires support to be put in place to ensure young people have the skills, ability and confidence to speak out, to take part and to make a difference.

Participation is not consultation. Whilst we acknowledge consultation to be part of our approach, it is the intention of Inverclyde Alliance to move beyond the process of consulting children and young people, by adopting a more systematic, planned, ongoing and structured model for the active engagement and involvement of children, where young people are seen as part of the solution, not part of the problem.

We want to ensure that across Inverclyde we have in place structures that bring children and young people together to take part in shared decision-making opportunities, to raise issues that affect them and represent the voice of their peers, and to enable active involvement within their local community.

The ultimate aim is for young people to be initiating and leading on decisions themselves.

3 DEVELOPING THE STRATEGY

Building on a strong foundation of good practice

Much good practice in participation already exists within Inverclyde and has been used to inform the development of the Strategy. This Strategy builds on this strong foundation to ensure that participation is effective and consistent across all services.

Involving children and young people in the development and implementation of the Strategy

As indicated above children and young people are already participating in the design and delivery of services within Inverclyde. There have also been opportunities such as the #Clyde Conversation conference where young people have set the agenda for discussion with service providers. This good practice in participation will be strengthened as actions to implement the Strategy come into place.

Young people from Inverclyde Youth Council have been directly involved in the development of the Strategy, feeding in their ideas and comments to the Youth Work Sub-group. Their campaign 'Penny for Youth Thoughts' promoted participation to young people and provided valuable information to support the implementation of the Strategy. They contributed to the development of a booklet which will be used to promote the Strategy to colleagues and young people.

We want to ensure that across Inverclyde we have in place structures that bring children and young people together to take part in shared decision-making opportunities, to raise issues that affect them and represent the voice of their peers, and to enable active involvement within their local community.

The Youth Council have also been influential in the development of proposals for a Joint Youth Summit which will provide further opportunities for young people to take part in decisions that affect their lives.

Young people will continue to be involved in the ongoing development and implementation of the Strategy.

4 PUTTING THE STRATEGY INTO ACTION – SOME FIRST STEPS

When planning for development and improvement Inverclyde Alliance uses the following logic model:

Where are we now?	Where do we want to be?	How will we get there ?	How will we know we are getting there?	Who is responsible?	Progress
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Where we want to be is to have the effective participation of all our children and young people. The first steps outlined below are designed to help us identify in detail where we are now, how best to continue our journey towards getting there and to establish how we will evidence our progress on this journey. Once these first steps are taken, a more detailed action plan to progress our improvement actions will be developed.

First steps in implementing component 1

Ensuring that children and young people are afforded the opportunities, and given the choices to actively take part in decisions that affect their lives

All Services have been asked to provide information about the opportunities they provide for participation and their existing processes and practices. Specifically to:

- Identify opportunities (and requirements) within each service
- Identify existing processes and practices through which these opportunities are afforded
- Consider how these can be improved.

See Annexe 1 for a completed example. The returns will then be reviewed to identify individual and collective improvement actions.

First steps in implementing component 2

Talking with, listening to and actively hearing and valuing children and young people

The Youth Work Sub-group has identified a number of models and methodologies which are currently being used or could be used to enhance participation practice across services. These include Lundy's model of participation which was endorsed by the young people in the Youth Council and the 7 golden rules for participation which is supported by Scotland's Commissioner for Children and young people.

The Youth Work Sub-group will review partners' responses to Annexe 1 with a view to:

- Providing advice and guidance to staff and volunteers with regards to children and young people's participation approaches and methodologies, drawing on good practice at a local and national level
- Creating opportunities for sharing resources and joint working
- Identifying and addressing training needs in relation to children and young people's participation and the production of a guidance manual as appropriate.

First steps in implementing component 3

Ensuring young people have the skills, ability and confidence to speak out to take part and to make a difference

The processes already in place across a number of services help build skills and confidence in participation. When completing their response to Annexe 1, Services will be asked to assess the extent to which opportunities for participation are young people led. Progressing the improvement actions identified for component 1 and the provision of guidance and training in support of component 2 will assist significantly with the fulfilment of this component.

However, if we are to achieve our ultimate aim '**for young people to be initiating and leading on decisions themselves**', it will be important to review and develop structures for children and young people to take part and make a difference on their own terms. These structures already exist to in various forms but are not joined up nor co-ordinated in a way that puts young people in the driving seat.

Following on from discussion with Inverclyde's Young People's Champion, the Youth Council have proposed the creation of a Joint Youth Summit which would facilitate the creation of opportunities for young people to initiate and lead on the discussion of decisions that affect their lives. It will be key to the effective implementation of the Strategy that young people are supported to take the lead in developing this proposal.

Annexe 1 Where are we now?
Service area: Children & Families (Residential)

Organisation: HSCP
Lead/contact: Shirley Cairney

Activity	Opportunities to participate	Hearing and valuing	YP skilled and confident
Recruitment of staff at all levels.	All young people across the three units have opportunities to interview staff.	Young people influence decisions and their views are listened to. We have on the basis of their thoughts and recruitment scoring not employed candidates.	Young people are trained on interviewing; they have a score sheet, choices to ask their questions from a list of 30 that were made up by the moving4ward group.
Moving4ward	Three Key staff across our three units meet with young people in our units and ask for their views on policy and developments within the service. This group also hold fundraising events for a chosen charity.	<p>The following policies/service developments have been influenced this year with their views incorporated:</p> <ul style="list-style-type: none"> • Internet Usage for young people • Consultation and endorsement of and the Child Protection information card for all young people in Inverclyde. • They are currently looking at our service comments cards in draft. • They are going to be consulted by our quality assurance team about what works well and what could we do better or differently. 	<p>Young people are used to being consulted about policy and service direction and they are able to use their voices as a direct result.</p> <p>Our young people have a stamp to endorse agreement to our developments and policies.</p> <p>The young people who have agreed to take part in this have had experience of both foster care and in a unit.</p>
Rights respecting units	Our young people across all three units have been working with staff and the CRO on creating rights respecting units. They have all worked on a range of different projects within their units to gather evidence of being rights respecting.	As a direct result all young people have completed the base line assessment for the UNICEF Recognition of Commitment Award.	Young people have also held a fundraising event to support the work of UNICEF blue day.
Corporate Parenting	Young people contributed by giving their views about what would be helpful as support for a secure future for accommodated young people.	Those who took part did this in the form of a letter to a corporate parent.	Young people are aware that their views will shape service delivery and expect to contribute.

YOUTH PARTICIPATION STRATEGY

2019



Inverclyde
council



CLD
Youth Work
Services

7 Golden Rules of Participation



7 Golden Rules of Participation

KEEP IN TOUCH

REMEMBER IT'S MY CHOICE

UNDERSTAND MY RIGHTS

SUPPORT ME

WORK TOGETHER

A CHANCE TO BE INVOLVED

VALUE ME

Inverclyde's Young Person Youth Participation Strategy was developed in partnership with Inverclyde Youth Council and Inverclyde Council's Community Learning and Development Youth Work Services Team.

Inverclyde Youth Council aims to give young people in Inverclyde aged 12-25 a voice. We came together with CLD Youth Services to share our experiences and opinions about being involved and how best to involve young people our age. We hope this strategy will provide young people and those providing services for young people with a solid foundation and knowledge for encouraging and promoting youth participation within Inverclyde.



DON'T FORGET



Article 12 UNCRC

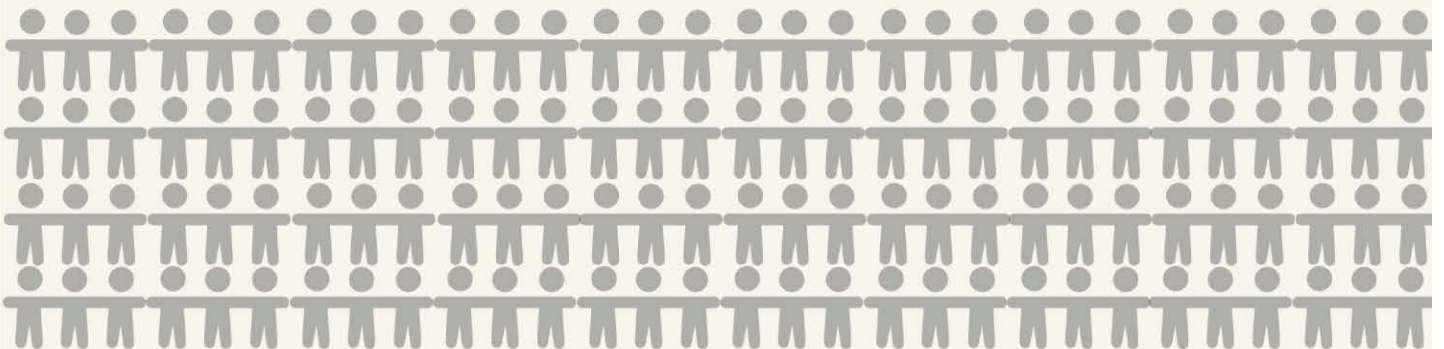
'You have the right to an opinion and for it to be listened to and taken seriously.'

Almost half the world is under 25 years old



■ Over 25 (57%) ■ Under 25 (43%)

**THAT'S 3.5 BILLION
YOUNG PEOPLE!!!**





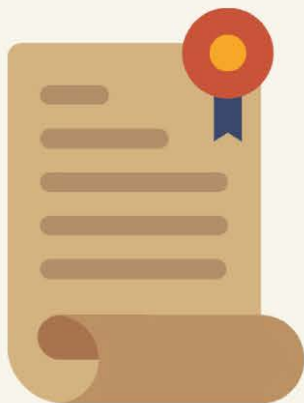
Youth participation is **EXTREMELY IMPORTANT** for young people to feel they have **A VOICE** and are **INCLUDED** and **EMPOWERED** to make **CHANGES** to their own lives.



What is Participation?

Participation literally means 'the action of taking part'

Article 12 UNCRC



(Respect for the views of the child):
When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account.

How will we go about this?



1

We will ensure that children and young people are afforded the opportunities, and given the choices, to actively take part in decisions that affect their lives.

We will talk with, listen to and actively hear and value children and young people.

2

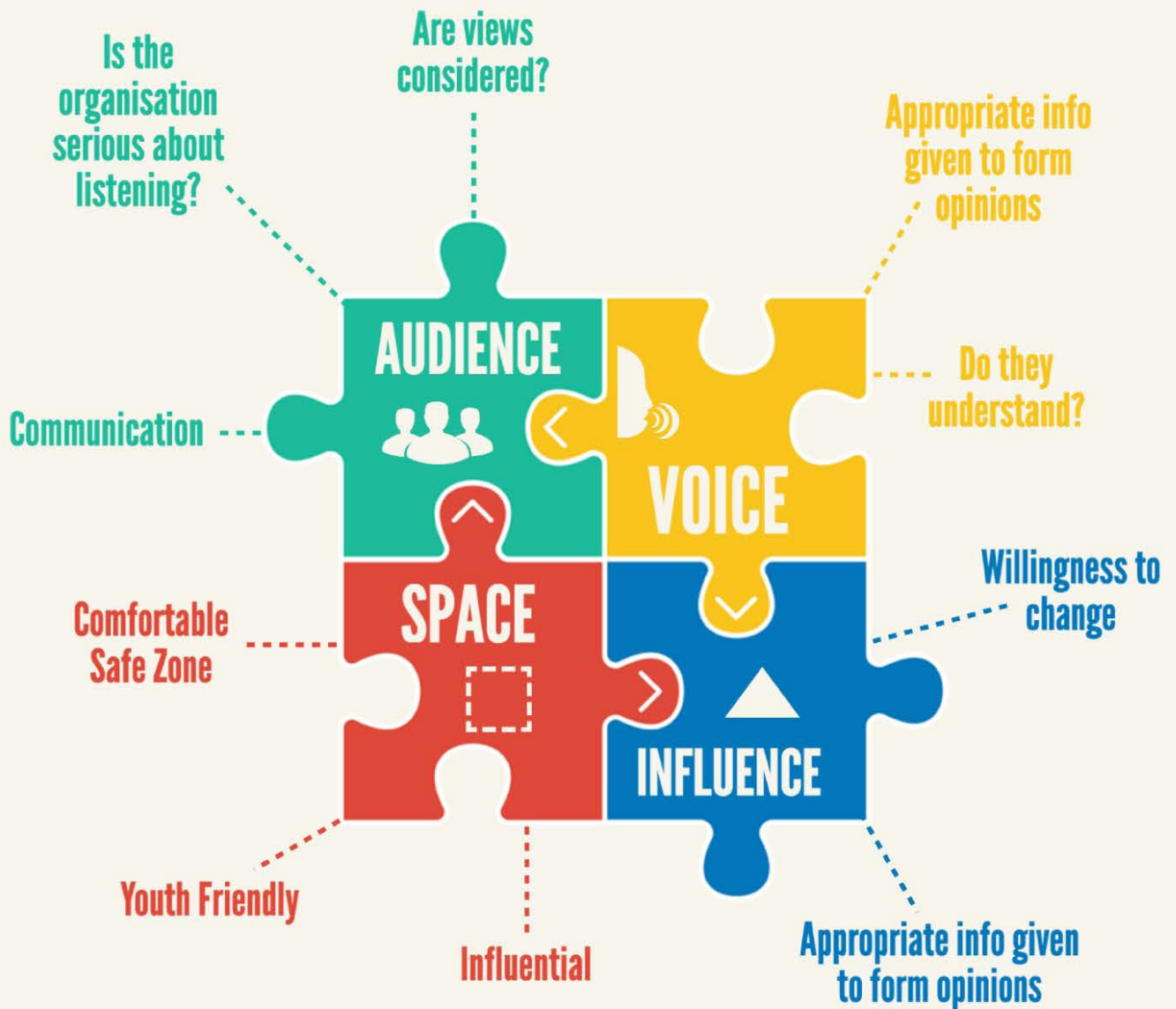


3

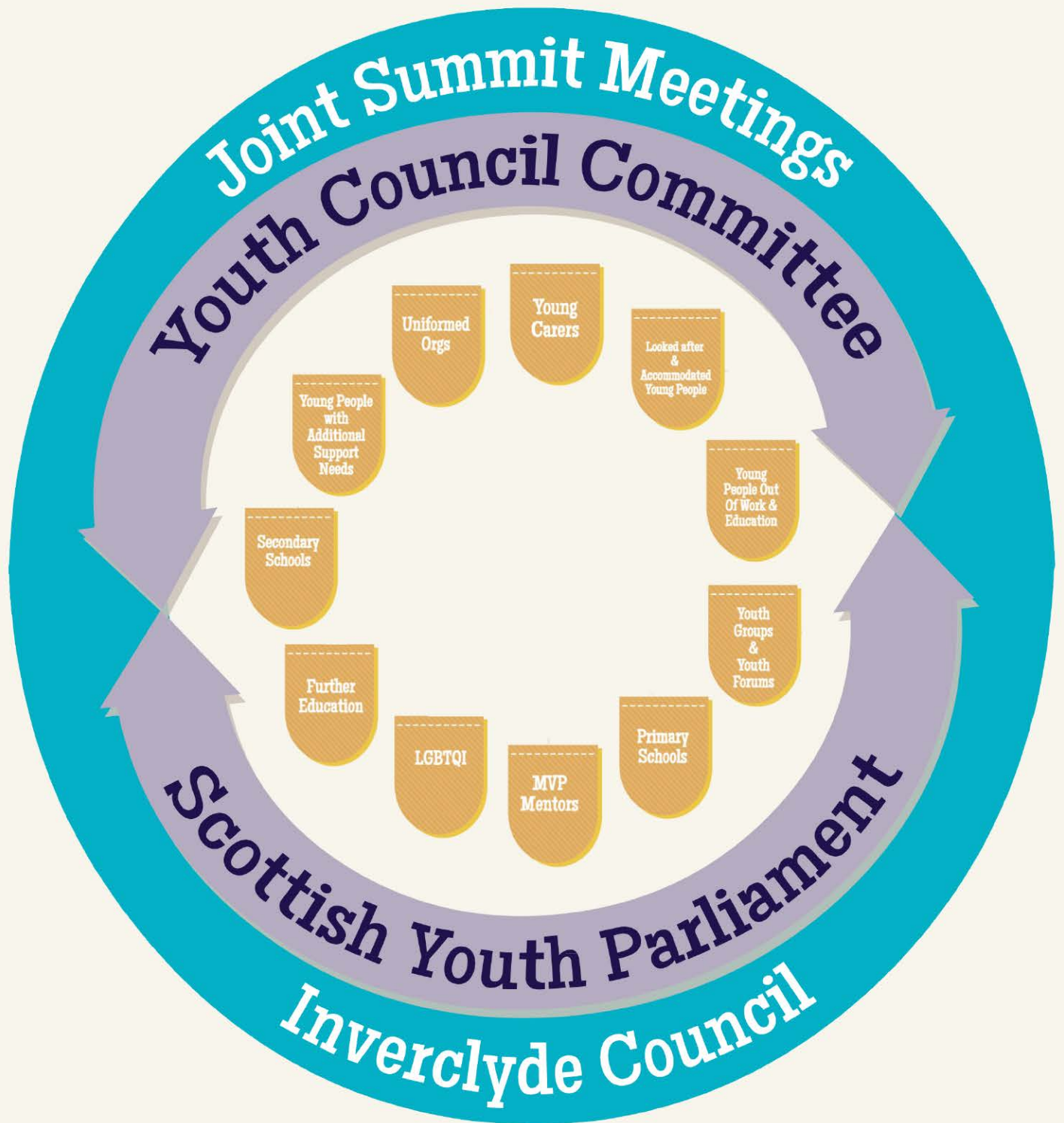
We will ensure that young people have the skills, ability and confidence to speak out, to take part and to make a difference.



Lundys Model of Participation



Our Youth Citizenship & Participation Structure



INCLUSIVE OF ALL YOUNG PEOPLE

Youth Representation



Providing a supportive and non-judgemental environment for local LGBT young people, helping them to feel comfortable with their sexuality and gender identity.

Talking with, listening to and actively hearing and valuing children and young people.



I think it is **VERY** important for all young people to be involved in some way in politics, since we are the generation that will be taking over the work the politicians leave behind. It should be sooner rather than later, for the good of everyone.



Corey M Beaton, MSYP

Participating in youth activities has given me the confidence to do things I never thought I would do. For example become MSYP for Inverclyde.



Stephanie Hurrell, MSYP

Children & Young People's views

Youth participation in my opinion is building relationships with different young people and adults within my community. It has helped me build my confidence and encouraged me to get involved in different programmes and activities within Inverclyde. It has also given me great opportunities to be involved in decisions that have and will impact myself and other young people's futures. It has given me great pleasure to be part of something I am so passionate about .

Caitlyn Stewart

I have made new friends, gained new skills and became the chair of I.Y.C.

Dale McGonigle

I think it's very important that adults throughout the older generation should include and treat young people as if it was a peer their own age .

Brendan Gallagher

Youth participation is a very important thing as many young people do not feel they are listened to and their opinions are taken into account. Youth participation allows young people to express their views and have their voices heard. It means that they feel included and just as important as adults, which they should as they are just as important .

Kirsty McKenzie

For anyone to know that they have been heard is a major boost in confidence. For anyone to know that their goals have been accomplished, they can know that they have made a difference in the world. All it takes is to get involved.

Corey M Beaton

Other people need to see a wider view on the thoughts of other people and people who don't include themselves need to express their views too .

Fionn McCole

Children & Young People's views

I feel like young people that don't participate, will get left behind. By participating I have made friends, gained confidence and also learned a lot about myself.

Jaymie Leigh Eardley

It is very important for all youths to participate at all times, as it's a good confidence boost and it also makes them feel as equal as possible.

Shannon Carter

It is important for youths to participate because as a youth it makes me feel empowered to have my views and ideas listened to and be considered .

Jill Carson

By participating, I have gained confidence, made new friends and had the opportunity to take part in new activities that have helped me develop new skills .

Casey Mulholland

Youth participation is essential because a house divided cannot stand and lets be honest, there's more kids in this house!

Lian Hare

To me, youth participation has given me experience and confidence .

Brogan Keeney

Report To: Education & Communities Committee

Date: 1 November 2016

**Report By: Corporate Director Education,
Communities & Organisational
Development**

Report No: EDUCOM/74/16/GB

Contact Officer: George Barbour

Contact No: 01475 712385

Subject: Gourock Highland Games

1.0 PURPOSE

- 1.1 The purpose of this report is to recommend a permanent move for the Gourock Highland Games to Battery Park following the success of the event staged there in 2016.

2.0 SUMMARY

- 2.1 The Gourock Highland games celebrated their 60th anniversary this year and as part of the celebration, Inverclyde Council made two changes to the event: moved location to Battery Park and made the event free to visitors.
- 2.2 The event was delivered successfully in 2016 in Battery Park, the larger location highlighted areas for potential growth in future years and all feedback for the new venue is positive.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 welcomes the successful delivery of the 2016 Gourock Highland Games;
- 3.2 expresses the Council's thanks to Chieftain Isabel Lind, OBE;
- 3.3 agrees that Battery Park become the permanent home of the Games;
- 3.4 agrees that the event continues to be free entry; and
- 3.5 remits the report to the Policy and Resources Committee.

George Barbour
Corporate Communications Manager

4.0 BACKGROUND

- 4.1 This year the Gourock Highland Games celebrated their 60th year.
- 4.2 The Games, which take place on the second Sunday in May, are the first games and pipe band event of the Scottish season
- 4.3 While the early date helps to raise the profile of the games and encourage more pipe bands to attend, it makes the event particularly susceptible to weather disruption.
- 4.4 The location of Gourock Park, while the traditional home of the games, curtails future development of the Games and weather difficulties have, in recent years, caused issues with the park. The games have also had very little link with local town centres particularly in Gourock.
- 4.5 The Council agreed for the 60th anniversary games a move to nearby Battery Park, a larger location with space for expansion and to make the event free entry.
- 4.6 The event was delivered successfully in May 2016 with one of its highest attendances in recent years. Chieftain for the Gourock Highland Games' 60th anniversary was former head teacher and tireless campaigner for the Scots language, Isabel Lind, OBE.
- 4.7 The Gourock Highland Games include among their attractions pipe band competitions and march past; traditional highland games; the West of Scotland Highland Dance Championships; and a mini Highland Games event involving local school children.
- 4.8 The date of the 2016 event fell on the weekend of the 75th anniversary of the Greenock blitz. Lone piper Keith Bowes played a moving lament to mark the occasion which allowed visitors to remember those who lost their lives to German bombers.
- 4.9 The larger location at Battery Park highlighted opportunities for potential expansion with, for example, the mini Highland Games being extended to all Inverclyde schools.

5.0 VISITOR SURVEY 2016

- 5.1 A survey carried out after the 2016 event (see appendix 1) indicated that for 19% of attendees, this was their first time visit to the Gourock Highland Games.
- 5.2 87% of respondents rated the overall quality of their experience at the Gourock Highland Games as either very good or good.
- 5.3 When asked for the key reason for attending the Gourock Highland Games, the top four responses were: free entry (77%); the weather (71%); the new location at Battery Park (70%); and the pipe band competition (70%).
- 5.4 80% of attendees at the Gourock Highland Games in 2016 came from Inverclyde; 17% came from elsewhere in Scotland; 2% from overseas; and 1% from elsewhere in the UK.

6.0 IMPLICATIONS

6.1 Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments

Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments
00469-000-80001	Event Management (corporate communciations)	2016/17	£3905.50	N/A	Loss of income for Gourock Highland Games

6.2 Human Resources

N/A

6.3 Legal

N/A

6.4 Equalities

Has an Equality Impact Assessment been carried out?

YES (see attached appendix)

NO -

6.5 Repopulation

Encouraging more people from outside of Inverclyde into the area is a key priority for the repopulation group. A successful Gourock Highland Games can help to encourage more visitors to the area and marketing will aim to promote it as the first games of Scottish Highland Games season to position the event on the Scottish events calendar.

7.0 CONSULTATION

7.1 A visitor survey was carried out after the event in 2016 and a summary is included at appendix 1 of this report.

8.0 BACKGROUND PAPERS

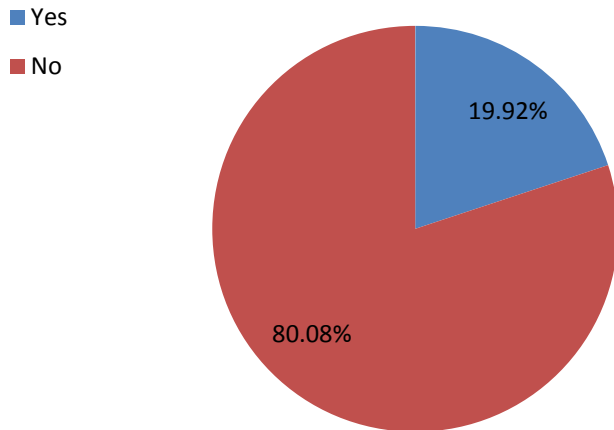
8.1 Item 14 - Gourock Highland Games - Policy and Resources Committee, 22 March 2016.

Appendix 1:

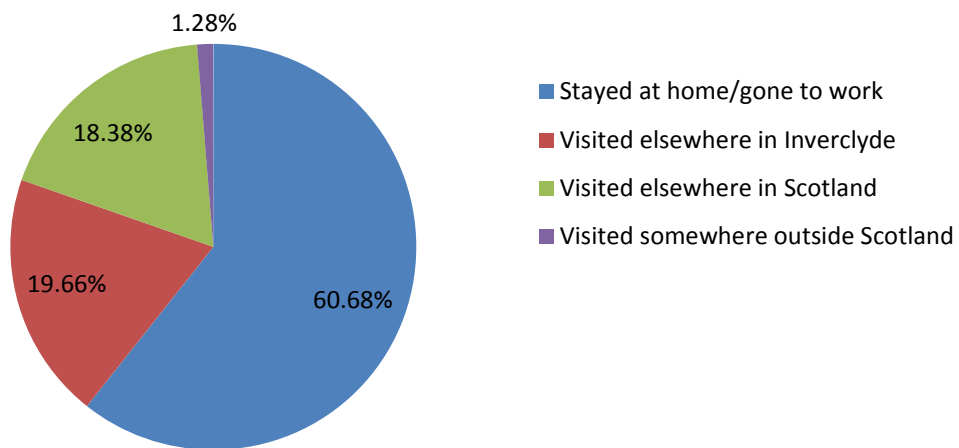
Visitor survey – Gourock Highland Games 2016

Number of responses: 255

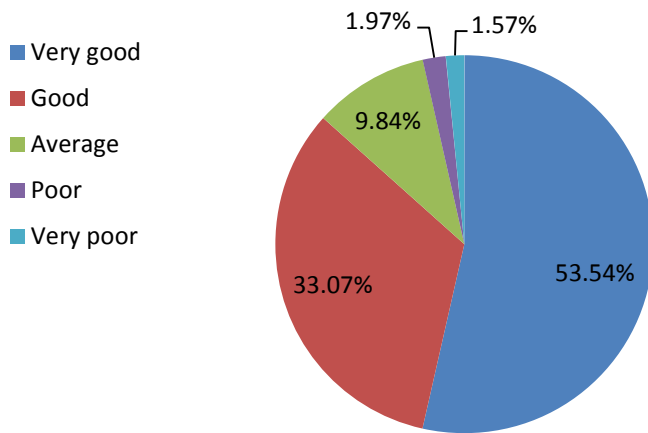
Was this your first time visiting Gourock Highland Games?



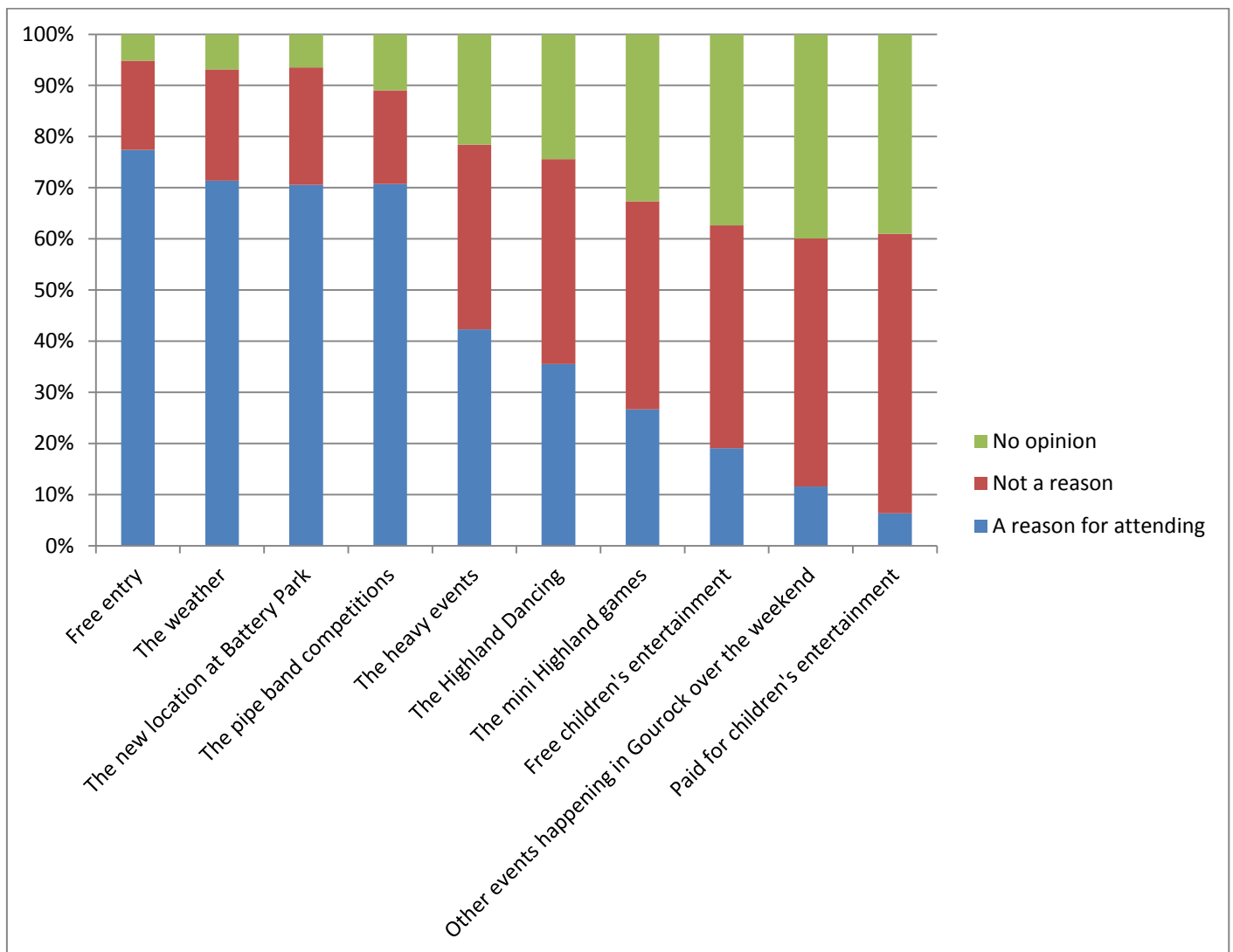
If you had not visited the Gourock Highland Games what would you have most likely done instead



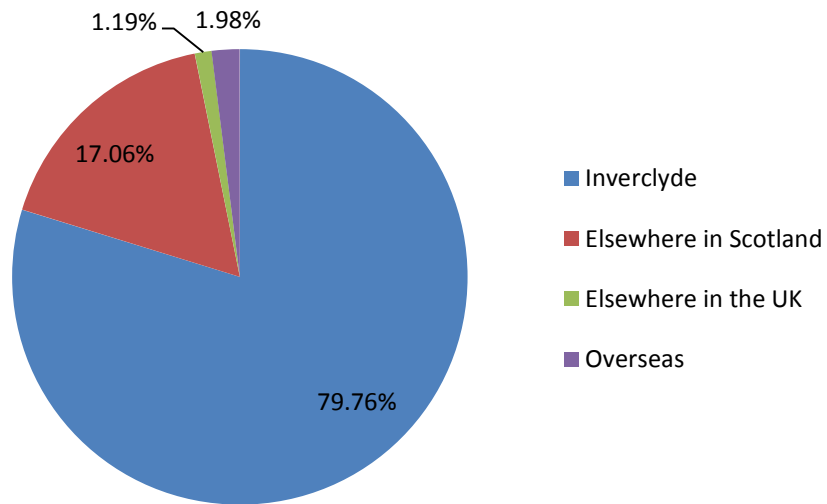
How would you rate the overall quality of your experience at Gourock Highland Games?



How much were these events a reason in deciding to attend the Gourock Highland Games at Battery Park?



Where do you normally live?



Appendix 2:

Photo gallery from the Gourrock Highland Games 2016



Report To:	Education & Communities Committee	Date:	1 November 2016
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	EDUCOM/70/16/MM
Contact Officer:	Martin McNab	Contact No:	4246
Subject:	Future Funding for Under 19 Sports Clubs		

1.0 PURPOSE

- 1.1 To present options to the Education & Communities Committee regarding the saving previously agreed to the waivers budget.

2.0 SUMMARY

- 2.1 In March 2014 the Education & Communities Committee approved a new waivers scheme for sports clubs with under 19 sections. This scheme, which was amended in May 2015 to address operational difficulties of the 2014 scheme, was introduced to put some order on a free access to pitches policy which was no longer fit for purpose. The free access policy had originated at a time when the facilities provided were very different to those available today.
- 2.2 In the first year the scheme met with a number of operational difficulties mostly relating to the unreliability of management information. Changes to a key booking system together with some operational changes introduced by the 2015 report meant that the system operated far more effectively in the 2015-16 season.
- 2.3 The system remained essentially demand led, however, and the decision to reduce the overall budget by £50K whilst at the same time expanding the potential access to the scheme taken during the budget process necessitates a fundamental change to the system.

3.0 RECOMMENDATIONS

- 3.1 That the Committee decides on a preferred option for sports waivers from April 2017. The only options officers believe to be workable are detailed at 3.2 below with the third of these being the recommended option.
- 3.2
1. Option 2 (c) Reducing Non-discretionary funding to 50% of its current level and making the balance available for applications to a Sports Challenge Fund, or;
 2. Option 3 (b) Capping the maximum non-discretionary grant at £5K per annum and making the balance available for applications to a Sports Challenge Fund, or;
 3. Option 2 (c) for the financial year 2017-18, moving to option 3 (b) in 2018-19. Officers recommend this as the preferred option as it has the benefits of providing a transitional stage to allow clubs to adjust to the new arrangements but will ultimately result in a more manageable system.
- 3.3 That Committee delegates authority to the Corporate Director Education, Communities and Organisational Development to approve the details of the grant scheme.

John Arthur
Head of Safer & Inclusive Communities

4.0 BACKGROUND

- 4.1 A new policy for access to waivers by U/19 teams was approved by the Education & Communities Committee in 2014. The new system was intended to address the following issues which had been identified in the previous system of unrestricted free access:
- A lack of incentive for clubs to organise effectively to make best use of facilities
 - Underuse of pitches
 - Facilities being left empty by clubs which had no incentive to cancel bookings
 - Failure of clubs to abide by conditions of let
 - Significant cost to the Council of lets in Inverclyde Leisure run facilities, at the time at Lady Octavia and Battery Park but with the likelihood of that extending to all of the outdoor estate except the schools
 - The sole gatekeeper to access the scheme being the Inverclyde Leisure booking office
- 4.2 The system implemented in 2014, together with administrative amendments made in 2015, introduced allowances based upon numbers for training together with free use for matchplay. In administrative terms the scheme has been fairly successful with the majority of clubs managing to adhere to the terms of the scheme and running their affairs successfully. It must be appreciated however that the scheme gives a level of financial support to local sports clubs which is unmatched anywhere else in the UK. Appendix 1 shows the support given under the waivers scheme in the 2015-16 season to clubs in Inverclyde.
- 4.3 The implementation of the decision taken in the budget process for 2017 onwards will necessitate a complete overhaul of the scheme. The previous scheme was effectively demand lead rather than being based upon a fixed budget. The total spend in the 2015-16 season was £207K. With effect from season 2016-17 the sports waivers budget has a cap of £211K therefore the total spend must be contained within this budget. The £50K reduction previously agreed will reduce this to £161K over the financial year from April 2017. In addition to capping the budget the decision was also taken to expand access to the scheme to include other clubs and to introduce a grant scheme to disburse the funding.

5.0 IMPLICATIONS OF BUDGETARY DECISION

- 5.1 The existing waivers scheme is linked to hire of facilities currently or formerly owned and run by Inverclyde Council, these being pitches and schools. The decision to include clubs which use other facilities, e.g. Inverclyde Amateur Swimming Club (IASC) means that it is no longer feasible to maintain the link to pitch and hall hire. Any new scheme will have to take the form of a grant either universal or discretionary. Widening of access to the scheme further means that other clubs with Under 19 provision which do not currently get waivers, e.g. local golf clubs, may also be eligible.
- 5.2 Support for clubs at the level a number currently enjoy will obviously not be possible under the new capped budget even without the expansion of the scheme. The table below shows the level of support given to clubs in the 2015-16 season with more detail being available in Appendix 1.

Overall Amount	No of clubs	Football	Other Sports
> £20K	3*	3	0
£15 - £20K	3	2	1
£10 - £15K	4	3	1
£5 - £10K	2	1	1
£2 - £5K	5	1	4
<£2K	5	1	4

*For 2 clubs this includes funding for girls' sections

- 5.3 As stated previously, the majority of clubs are managing their affairs successfully with the current level of subsidy. Unfortunately at least two of the football clubs are currently struggling even given the current level of support, in fact the support given through the waivers scheme is effectively masking their serious organisational weaknesses. Two other clubs are currently re-submitting their Quality Mark folders to comply with the relatively light requirements of the current scheme. It is likely that a number of clubs will struggle with any significant reduction in funding.

6.0 GRANT SCHEMES IN OTHER AREAS

- 6.1 Officers have attempted to find schemes in other areas which offer similar support to local clubs. Although there are schemes offering minor reductions in pitch costs to registered clubs, for example Glasgow Life offers a reduction to clubs registering and meeting certain requirements, there are no schemes offering support to clubs at the level currently available in Inverclyde. With the exception of lottery grants available for facility improvements there were only two schemes offering support to clubs of up to £10K. These were Awards for All administered by **sportscotland** (and an equivalent small grants scheme administered by Sport England) and a (now discontinued) Community Sport Development Grant from Sport Aberdeen. Neither of the schemes offering up to £10K covered running costs and both had far more stringent eligibility requirements than the current Inverclyde scheme.
- 6.2 An internet search found a number of smaller schemes offering grants of between £250 and £1500 per annum across the UK. In spite of the vastly smaller sums on offer almost all had more stringent criteria for eligibility and none covered day to day running costs. Appendix 2 gives a comparison between the larger and smaller schemes and the 3 sources of funding available in Inverclyde, waivers, GTVO and the Sport Inverclyde administered scheme which is fully funded by Inverclyde Council.
- 6.3 Although the search failed to find any funding models for sports clubs which remotely match that available in Inverclyde it has been helpful in identifying some reasonable criteria which could be used to refine eligibility for any new scheme.

7.0 POSSIBLE MODELS FOR FUTURE FUNDING

- 7.1 There are a number of possible options for a future funding model. The two extreme positions would be to either move entirely to a grant scheme or to remain with a system which is based upon previous use but is reduced proportionately to bring the total funding in at the level of the future budget or a proportion of the future budget. A third option would be to cap the non-discretionary element available to clubs at a set level and introduce a grant scheme with the remaining budget. All of the options have potential risks, whichever option is taken, some clubs will lose out significantly. A model in which clubs receive up to £24K annually is not sustainable.

7.2 Option 1 – Grant Scheme

Moving entirely to a grant scheme on a reduced budget at the same time as allowing greater access to the scheme will require some very hard decisions. Some clubs will have to take very large reductions in funding with some potentially losing funding entirely. Given the scale of the change some clubs will inevitably fold. The merits of a grant scheme based upon sports development are however that funding can be directed towards better organised and more

sustainable clubs and clubs which are only viable under the very generous waivers scheme will not survive. Conversely if the grant scheme was to be based upon financial need, often the least well organised would receive funding at the expense of the better organised clubs. The biggest risk of any grant scheme to clubs will be the uncertainty about funding going forward. The timescale available to implement a new scheme and invite applications will mean that clubs will most probably have no idea of their level of funding for the 2017 financial year until March 2017.

7.3 Option 2 – Reducing Funding Proportionately

The second option is to use 2015-16 as a model and reduce the amount each club will receive proportionately. Appendix 3 shows the implications for each club. Option 2 (a) assumes an estimated total level of funding for clubs not currently in receipt of waivers of £30K. This leaves a residual £130K for clubs currently in receipt of £ 207K in total, a 37% reduction across the board. Option 2 (b) in contrast assumes no effect from new entrants giving a total of £160K or a 22.7% reduction. Neither Option 2 (a) nor 2 (b) provides any funding for a grant scheme. A third option, 2 (c), would involve a reduction in non-discretionary funding to 50% of its current level with the remaining funding. The £29 - £59K left over could form a challenge fund for clubs to bid into with sports development projects thus addressing some of the shortcomings of Option 2. This would have the merit of keeping a proportional link to current funding whilst introducing a grant scheme which could be available to the better organised clubs.

7.4 Option 3 – Cap Funding at a Maximum Level Per Club

The third option is a hybrid which caps funding per club at a maximum level. This is illustrated in Appendix 4 at 4 levels, £2.5K, £5K, £7.5K and £10K. Depending on the amount likely to go to other clubs not currently in the waiver scheme (between 0 and £30K as in 7.3 above) there will be some surplus budget. A cap of £2.5K would create the largest fund but is likely to be too large a reduction for many of the clubs. If the cap is £5K the fund will be between £34,600 and £64,600, if £7.5K this will be between £1100 and £31,100. There is a risk of overspend if the cap is set at £10K whilst still allowing new entrants. Realistically only the £5K and £7.5K options are feasible under the current budget. If one of those options were chosen there would be a pot of money left over of between £1100 and £64,600. As in option 2 (c) above this would form a challenge fund. There would be insufficient funding for this to be meaningful at the £7.5K capping level however, so only the £5K cap is practical.

8.0 PROPOSALS

- 8.1 The only options from those detailed above which will allow the saving to be made whilst minimising the impact on the individual clubs are either option 2 (c), the reduction of non-discretionary funding to 50% of the current level or option 3 (b), a hybrid scheme which opens the waivers system up to new entrants and caps the amount due to individual clubs at £5K is implemented. In order to address equalities issues it is proposed that the two girls' sections of the two youth football clubs in Inverclyde which currently have Legacy status are treated as separate entities. The remaining budget will form a challenge fund which clubs can bid into for sports development projects. In order to ease the transition to a capped budget with a meaningful grant fund the most workable solution is to implement option 2 (c) as a transitional arrangement for 2017-18 with the intention of moving to option 3 (b) in 2018-19. This has the merit of reducing the impact on larger clubs in the first year and at the same time reducing the bureaucracy the scheme inevitably entails in the longer term. It would also give clubs more time to plan their future financial affairs.
- 8.2 In order to bring the Inverclyde scheme into line with other schemes offering funding to sports clubs additional requirements should be put on clubs in receipt of the base grant. Clubs should be required to complete an application form which includes details of office holders. Clubs should acknowledge Inverclyde Council's support in any publicity. Clubs should supply an up to date constitution, the most recent available audited accounts and a copy of their child protection policy. The non-discretionary grant could be payable in two instalments in April and September.
- 8.3 Competent applications to the challenge fund, in effect the discretionary part of the funding

package, would be considered by the Grants Sub-Committee.

9.0 TRANSITIONAL ARRANGEMENTS

- 9.1 Clubs are being funded for the 2016/17 season in the same way as in 2015-16. The same rules for eligibility will apply and payment will be divided over 10 equal instalments, paid in advance from August 2016. Payments will continue till March 2017 with the new scheme coming into operation from April 2017. This will enable more effective financial planning as it will move from being based around the football season to a financial year basis. The only change in 2016/17 from previously is that officers will have to make operational arrangements to contain the budget at the agreed level. This will be done in such a way as to affect individual clubs as little as possible.
- 9.2 In order to have a new grant scheme in place in time to allow applications from clubs in January 2017, the Committee will have to delegate responsibility to the Corporate Director Education, Communities & Organisational Development to approve the details and implement the decision.

10.0 IMPLICATIONS

Finance

- 10.1 This report provides detail on the implementation of a budget saving of £50K for the financial year 2017-18. A reduction in the overall budget for waivers will inevitably have an effect on the income to Inverclyde Council through the school estate and to Inverclyde Leisure through pitch hire.

Financial Implications:

One off Costs

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

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
Sport & Leisure Management	Waivers	April 2017	(£50)		

Legal

- 10.2 There are no legal implications.

Human Resources

- 10.3 There are no implications for human resources.

Equalities

- 10.4 The proposed changes to the scheme are intended to minimise the impact on gender balance in sport in Inverclyde.

Repopulation

- 10.5 A vibrant and flourishing sporting community should have a positive effect on the image of the area.

11.0 CONSULTATIONS

- 11.1 In preparing this report the following have been consulted:

CMT have discussed the report and support the recommendations

Finance

The proposals have been consulted with the Members' Budget Working Group.

12.0 BACKGROUND PAPERS

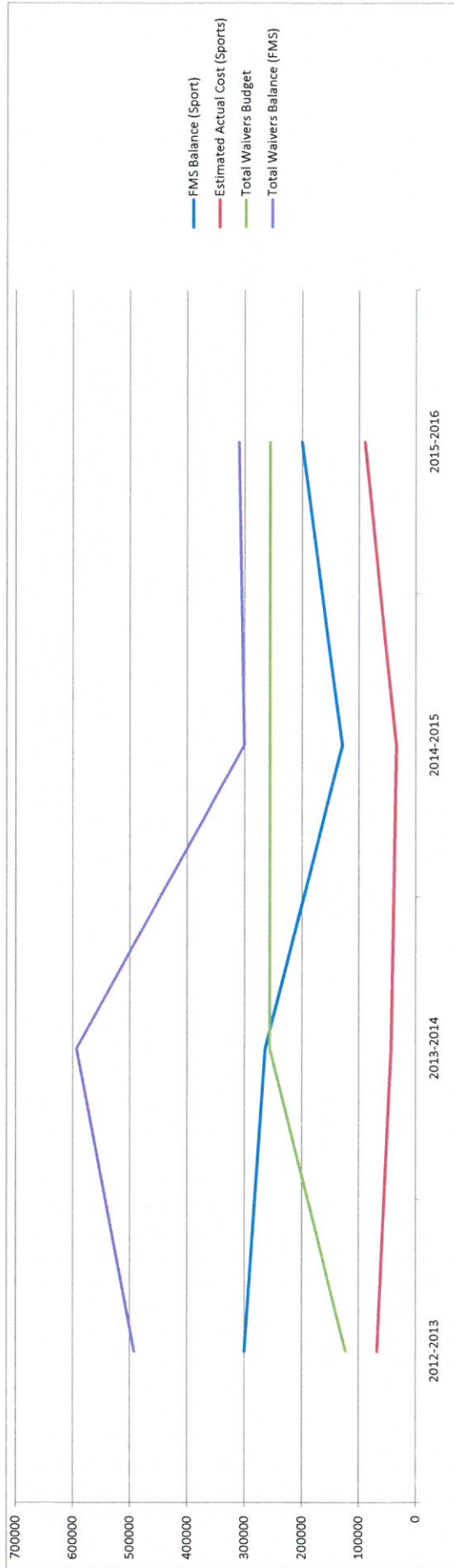
- 12.1 Policy for the Granting of Waivers to Letting Charges for Sports and Community Facilities – Education & Communities Committee March 2014 – EDUCOM/25/14/JA

Update on Policy on Waivers to Let – Football – Education & Communities Committee May 2014 – EDUCOM/42/14/MM

Waivers Update Report – Education & Communities Committee May 2015 – EDUCOM/48/15MM

Appendix 1 - Waivers Spend vs Budget

	FMS Balance (Sport)	Estimated Actual Cost (Sports)	Total Waivers Budget	Total Waivers Balance (FMS)
2012-2013	299605	67659	123000	491577
2013-2014	264029	43156	256000	593287
2014-2015	129203	34658	256000	300520
2015-2016	200190	90000	256000	309934



The FMS Balance for both sports total waivers includes both internal recharges and the waivers which can be offset against income. The 2014-15 figure for sports waivers is likely to be an underestimate as it is likely that some sports waivers were included in the halls figure for that year. The correct figure is more likely to be near to the 2015-16 figure. It is likely that the overall balance for waivers is probably correct however.

The estimated actual cost for 2012-2013 is the cost of direct invoices from Inverclyde Leisure to Inverclyde Council for clubs and organisations using IL facilities. For this period these were the Town Halls and the 3G pitches at Lady Octavia and Battery Park. The increase from 14-15 to 15-16 is a direct result of the transfer of pitches to IL. This is of necessity an estimate based on our knowledge of previous booking patterns for sports clubs as funds are now provided direct to clubs for sports pitches and they are free to book whichever facility they wish.

As a comparison actual waivers for halls decreased from approximately £75K in 2012/13 and 2013/14 to just below £60K in each of the years 14/15 and 15/16 following some tightening of eligibility.

Appendix 2 - Subsidy per Club 15/16 Season

Football Clubs	Total subsidy for season	
Ardgowan Thistle	£	3,040.00
Ardgowan FD	£	12,420.00
Broomhill Boys Club	£	12,680.00
East End United BC	£	16,642.20
Gourock YAC	£	12,320.00
Greenock United	£	7,320.00
Greenock Morton Community Trust	£	11,678.00
Morton Girls	£	8,800.00
Port Glasgow Boys Club	£	23,717.00
Port Glasgow Juniors CSC	£	18,805.68
Port Glasgow Juniors CSC Girls	£	4,272.00
Quarriers United	£	1,217.25
St Andrew's Boys Club	£	16,598.50
Football Total	£	149,510.63
Non Football		
Inverclyde Archers	£	1,600.00
Clyde Netball Club	£	6,000.00
Inverclyde Junior Badminton	£	4,625.00
Inverclyde Cricket Club	£	800.00
Inverclyde Athletics Club	£	13,980.00
Greenock Glenpark Harriers	£	3,118.50
Greenock Wanderers RFC	£	15,324.00
Birkmire RFC	£	4,990.00
Greenock Morton Hockey Club	£	4,088.00
Clyde Cavaliers	£	1,950.00
Inverclyde Phoenix	£	738.50
Non-Football Total	£	57,214.00
Total For Season	£	206,724.63

Report To: Education and Communities Committee **Date:** 1st November, 2016

Report By: Corporate Director Education, Communities & Organisational Development **Report No:** EDUCOM/75/16/JA

Contact Officer: John Arthur **Contact No:** 01475 714263

Subject: Inverclyde Leisure – Annual Review of Business Plan

1.0 PURPOSE

- 1.1 To present the second annual review of Inverclyde Leisure's 3 year Business Plan (2014-17) for approval

2.0 SUMMARY

- 2.1 The terms of the funding agreement between Inverclyde Council and Inverclyde Leisure require the production of a three year Business Plan with an annual review of progress.
- 2.2 Inverclyde Leisure's draft Business Plan was approved by Committee at its meeting of 11 March, 2014. The Annual Review (appended) reports on the considerable progress and service developments which IL has implemented during 2015/16 and sets out proposed developments for 2016/17.
- 2.3 The Annual Report forms part of the overall performance management overview of IL's activities and ensures that the continued financial support of Inverclyde Leisure contributes to measurable improvements in the provision of high class facilities, improved participation in sports and leisure activities and expansion and diversification of service provision across the leisure estate.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approves the Annual Report for Inverclyde Leisure 2015/16.

John Arthur
Head of Safer & Inclusive Communities

4.0 BACKGROUND

- 4.1 The draft Inverclyde Leisure Business Plan 2014-17 was approved by Committee, and by the Board of Inverclyde Leisure, in March 2014. The production of a business plan, and annual review, is a condition of the funding agreement between the Council and IL.
- 4.2 The Annual Review highlights IL's achievements over the year at sections 6,7 & 8 of the Annual Report and sets out a number of further areas for development over 2016/17 at section 9.
- 4.3 The significant developments in service delivery and diversification of provision, from investment in the new Ravenscraig Activity Centre, with x-height climbing, soft paly and affordable gym, the continued success of the affordable gym at Boglestone Community Centre, implementing the latest fitness equipment technology at the Waterfront Leisure Complex and other sites, to the establishment of the Cross Fit facility at Greenock Sports Centre have all contributed to the continued success and development of Inverclyde Leisure.
- 4.4 As important has been the investment in staff development and recognition, and in customer service, through the introduction of the WOW awards, health and safety audit system, customer charter and new web based booking system.
- 4.5 Section 8 of the report highlights the capital investment made by IL over the year, including the upgrade of Ravenscraig Activity Centre, new gymnastic equipment for Greenock Sports Centre, upgrades of gyms at Boglestone and Birkmyre and investment in IT, including swim tag.

5.0 IMPLICATIONS

Finance

- 5.1 None

Legal

- 5.2 None

Human Resources

- 5.3 None

Equalities

- 5.4 None

Repopulation

- 5.5 High quality and diverse leisure provision make a positive contribution to the attractiveness of Inverclyde as a place to live and work.

6.0 BACKGROUND PAPERS

- 6.1 None.

ANNUAL REPORT

2015/16



www.inverclydeleisure.com

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LEISURE

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OUTLOOK
FOR 2016/2017

WELCOME TO INVERCLYDE LEISURE'S ANNUAL REPORT

This report will cover IL's second year of the three-year business plan and update on objectives achieved within the year. The plan will also include a summary of financial performance 2015/16 and the outlook for 2016/17.



Inverclyde Leisure delivering Leisure, Cultural
and Community activities for our customers
throughout Inverclyde



10

Leisure
Facilities

3

Town
Halls

4

Community
Facilities

6

Voluntary
managed
Community
Halls

3

Community
Hubs

1

Athletics
Stadium

5

3G
Pitches

17

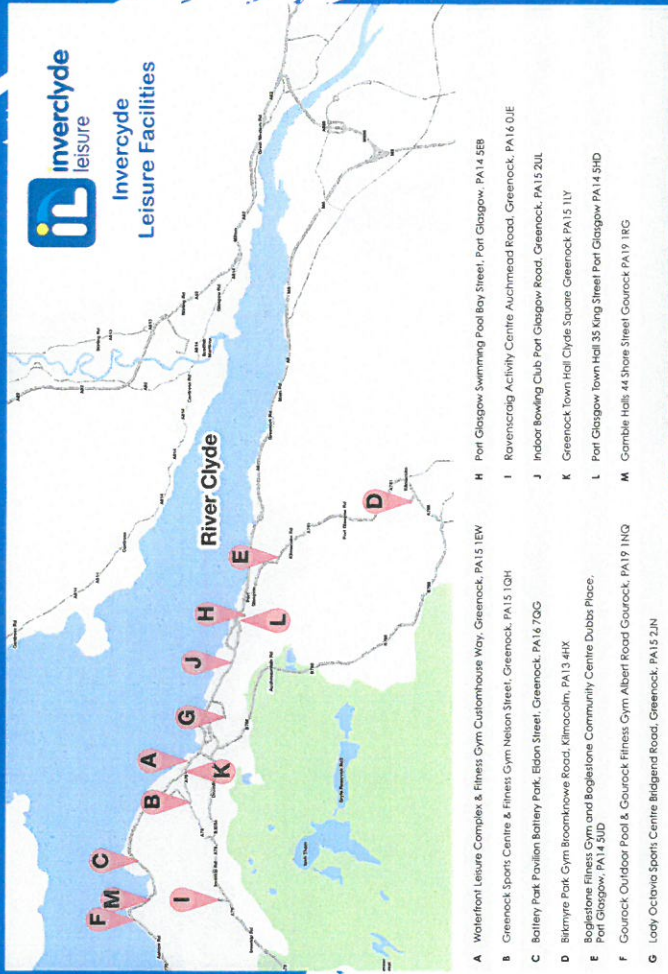
Grass
Pitches



INVERCLYDE
LEISURE



IL is a registered charity, a community based and focused non-profit company established in 2001 for the purpose of delivering sport and leisure services to the community of Inverclyde. IL works in partnership with Inverclyde Council (IC) and aims to provide a quality service for its customers, employees and stakeholders by delivering high quality facilities and services.



inverclyde
leisure
IL
Inverclyde
Leisure Facilities

- A Waterfront Leisure Complex & Fitness Gym Culmahouse Way, Greenock. PA15 1EW
- B Greenock Sports Centre & Fitness Gym Nelson Street, Greenock. PA15 1QH
- C Bally Park Pavilion Bally Park, Eldon Street, Greenock. PA16 7QG
- D Bilmyre Park Gym Broomknowe Road, Kilmocoin, PA13 4HX
- E Beglstone Fitness Gym and Beglstone Community Centre Dubbs Place, Port Glasgow, PA14 5UD
- F Gourack Outdoor Pool & Gourack Fitness Gym Albert Road Gourack, PA19 1NQ
- G Lady Oclavia Sports Centre Bridgend Road, Greenock, PA15 2JN
- H Port Glasgow Swimming Pool Bay Street, Port Glasgow, PA14 5EB
- I Ravenraig Activity Centre Auchmead Road, Greenock, PA16 0JE
- J Indoor Bowling Club Port Glasgow Road, Greenock, PA15 2UL
- K Greenock Town Hall Clyde Square Greenock PA15 1Y
- L Port Glasgow Town Hall 35 King Street Port Glasgow PA14 5HD
- M Gambler Halls 44 Shore Street Gourock PA19 1RG



2 MISSION, VISION AND VALUES

IL is a successful company well regarded by its stakeholders, customers, and users. It is well managed, innovative and resourceful allowing it to prosper and flourish.

IL aims to be the best in the eyes of our customers putting greater emphasis on customer care and feedback, developing our people in line with achieving more challenging objectives and working with our partners and stakeholders for the common good.

IL recognises that its core activities offer a range of exciting and valuable opportunities for both individuals and the community.

INVERGLYDE LEISURE VALUES

IL seeks to achieve its vision by working within a transparent framework of core values. IL values are the following:

Enthusiasm

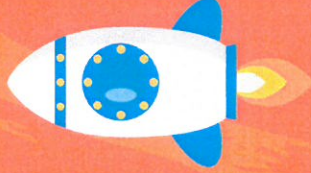
Being Positive

Being Professional

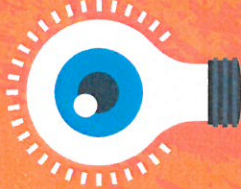
Being Open minded

Innovative

Honest



INVERGLYDE LEISURE'S MISSION:
"Getting People Active"



INVERGLYDE LEISURE VISION:
"Be the best in the eyes of our customers, employees and our stakeholders"



MISSION STATEMENT:

IL's mission is to provide facilities and services for our customers to enable them to partake in activity, whether that is an event or leisure pursuit. To encourage activity, we have diversified our product range to offer good added value packages that are value for money and high quality and new products to attract customers into the facilities we manage.



It has been another fast paced year at IL building on the foundations of the previous year's work. This of course would not have been possible without the support of the Board of Directors, the hard work & dedication of our employees and part funding by IC.

The below report covers the achievements from year 2 of IL's business plan and updates on operational initiatives.

IL now employ more staff helped by the new developments and new facilities. We operate more products and services including Costa proud to serve café, fake festivals, x-height climbing, soft play facilities, low cost gyms, CrossFit, pitches, and gymnastics programs.

IL have more usage of the facilities with an additional 106,000 more customers in comparison to the previous year being involved in Activity.

Income has also improved by 9.5% on the previous year and continues to remain strong with good levels of growth predicted for next year.

The company performed well in terms of customer service with 117 customers nominating employees for great customer service through the WOW Awards and listening to our customers through 'you said we did' boards.

IL further developed its marketing and promotion through a variety of different channels increasing campaigns and digital marketing presence.

Operations went from strength to strength developing business plans for each center that saw massive increases in swimming lesson, skating, fitness memberships, health, vitality, gymnastics and the live active program.

On average our direct debit collection rate increased from 96.3% to 98.7%. Our direct debits also increased to just under £2.1 million from £1.8 million from the previous year.

IL took on new business by transferring the pitch estate over from IC and ran Inverclyde first Fake Festival with over 1700 happy customers.

Quality and health and safety scores increased from previous year with the corporate score for quality rising by 7% and Health and Safety rising by 8%.

To capture all of this good practice IL ran its 1st annual Excellence Awards. The ceremony was well attended by employees who watched their colleagues being recognised for achieving best in their category.

The year saw the migration of ICT, creating a new network for IL and investing in new desktops, VoIP phones, Microsoft 365, PDQ machines and accounts software upgrade.

IL continued to develop its staff with a mixture of CPD courses, E-learning, professional courses, training courses through the Chartered Institute of Management (CIM) and development plans. The year was one that a lot of staff will not forget through the sheer pace of change and exciting new initiatives. These initiatives will help to set a stronger foundation for IL in the future.

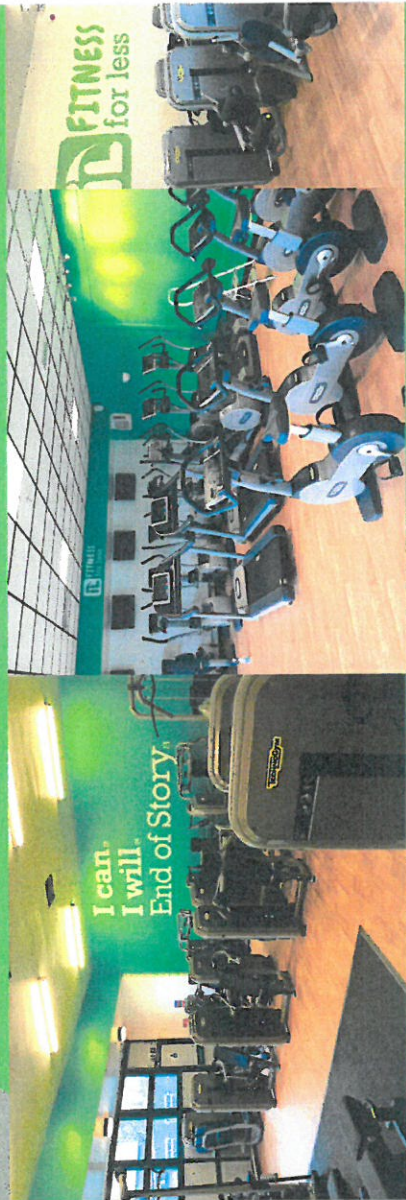
Kieron Vango
Chief Executive



INTRODUCTION FROM CHIEF EXECUTIVE

4

COMPANY STRUCTURE



THE DIRECTORS

There are 11 members of the company who also serve as directors. Our chairman, Bill Hawthorne, is a well respected businessman from the local community. The eleven directors consist of five elected members from IC, two employees of IL, one from Trades Union, one from the Local Sports Council and two from the Business Community.

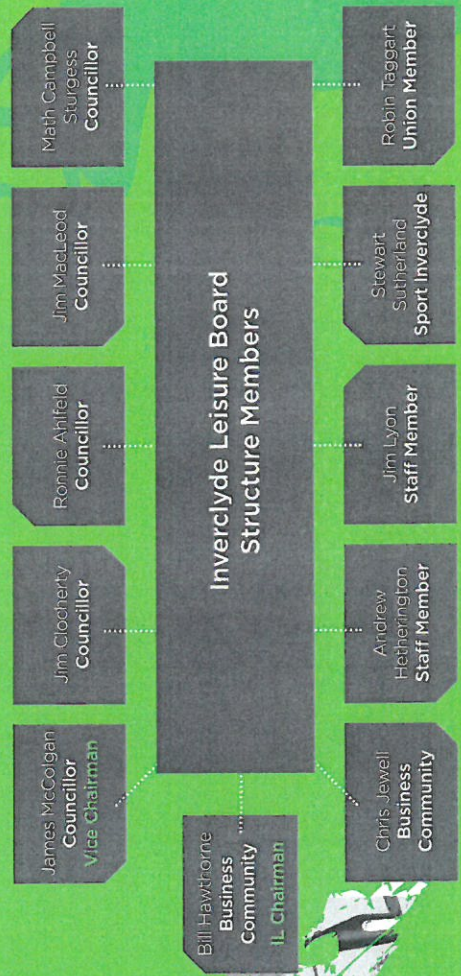
IL Limited is a registered Scottish Charity and is governed by the Office of the Scottish Charity Regulator, universally known as OSCR set up under the Charities and Trustee Investment (Scotland) Act 2005.

These are the following charitable aims:

- To provide facilities for recreational, sporting, cultural or social activities for the community
- To encourage and to promote for the purposes of social welfare, information on nutrition, health, exercise and healthy lifestyle.

4.1 THE GOVERNANCE AND STRUCTURE

The Executive Management Team report to the board 6 times a year and give full updates on areas of the business plan being worked on. IL's Board of Directors





EXECUTIVE MANAGEMENT TEAM

- IL Executive Management Team consists of:
- Kieron Vango (Chief Executive)
 - David McCorkindale (Head of Operations Leisure and Communities)
 - Audrey Lavelle (Finance Manager / Head Office)

The Executive team works closely with Directors at Board Meetings, to ensure a seamless collective approach, which forms an integral part of the organisation, contributing to its overall success.

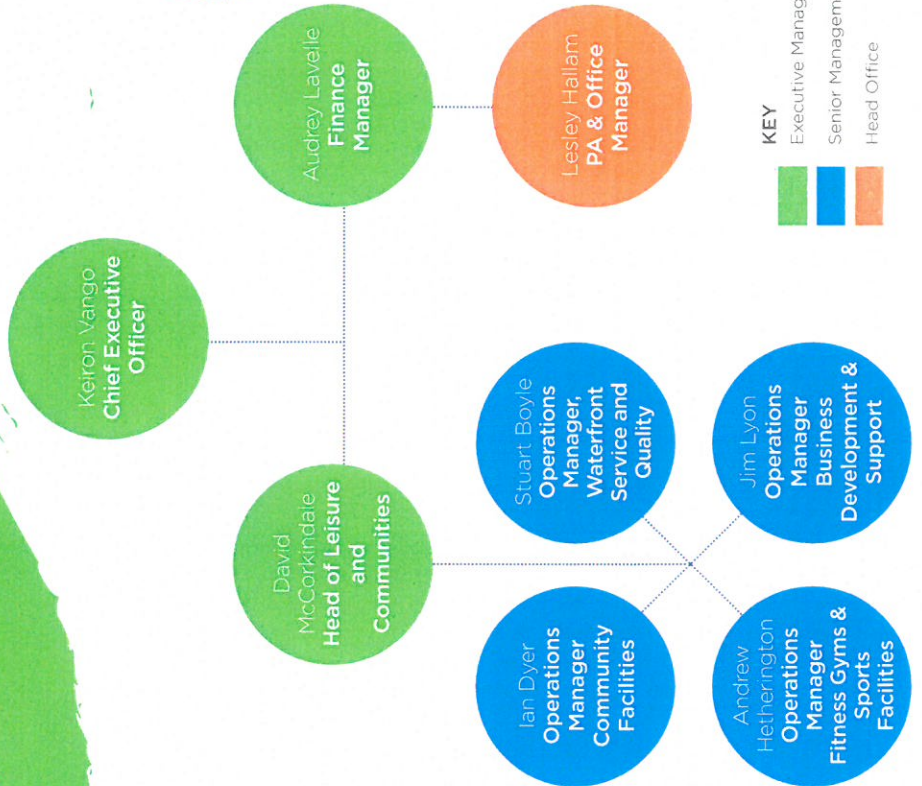
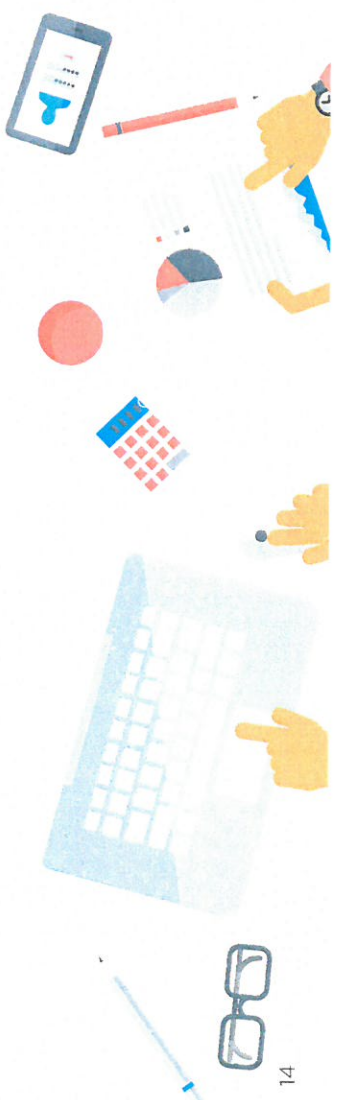
SENIOR MANAGEMENT TEAM

The Executive Management Team is supported and assisted by four Operations Managers, professionals within their own areas of expertise, with a range of responsibilities whilst delivering the highest levels of operational delivery and performance across the company. The Operations Managers are as follows:

- Jim Lyon (Business Support, H&S, Quality and Health and Vitality)
- Stuart Boyle (Port Glasgow Pool, Waterfront Complex and Gourrock Pool & Gym)
- Ian Dyer (Community Facilities, Town Halls, Parks and Pitches)
- Andrew Hetherington (Fitness Gyms & Sports Facilities)

The Executive Management Team are also supported by a team of head office staff based at the Waterfront headed by the Office Manager.

IL and IC have a monthly partnership meeting to update the council on Inverclyde Leisure's Business Plan, Finance, company operations and any risks in line with the funding agreement



KEY

- Executive Management Team
- Senior Management Team
- Head Office

IL has offered a wide range of products and services, this year these include:

WEDDINGS	COMMUNITY EVENTS
CHILDREN'S ACTIVITIES	EXERCISE REFERRALS
CARDIAC REHAB	GROUP FITNESS CLASSES
ICE SKATING LESSONS	CURLING
FOOTBALL COACHING	SWIMMING LESSONS
VENDING	PERSONAL TRAINING
COSTUMES, GOGGLES AND SPORTS GOODS	FREE WEIGHTS GYM
MEETING ROOM HIRE	TRAINING ROOMS
OUTDOOR SWIMMING POOL	INFLATABLE SESSIONS
TECHNICAL STAGE PRODUCTION	TRIATHLON
CLUB VENUE HIRE	TRAINING COURSES
PITCH BOOKINGS	X-HEIGHT CLIMBING
BOWLING	CROSSFIT
LOW COST GYMS	FREE CAR PARKING
SQUASH	FAKE FESTIVALS
RUNNING CLUBS	FUNCTIONAL TRAINING
BUSINESS FUNCTIONS	MUSIC EVENTS
LOCAL AND NATIONAL ELECTIONS	GP REFERRALS
FITNESS GYMS	FOOTBALL PARKS
ICE SKATING	CURLING LESSONS
FUN SWIMS	COSTA PROUD TO SERVE
WEIGHT MANAGEMENT	GROUP TRAINING
SAUNA AND STEAM ROOMS	EMERGENCY PLANNING VENUES
BINGO	SWIMMING GALAS
PARTY NIGHTS	HALF MARATHONS
FUN RUN	10K & 5K RUN
CHARITY EVENTS	SCHOOL BOOKINGS
WATER SLIDES AND FUN POOL	SOFT PLAY
BEAUTICIAN ROOMS	INDOOR FOOTBALL
PREMIER GYMS	BADMINTON
PLAY SCHEMES	AWARD NIGHTS
BOOT CAMPS	SWIMMING EVENTS



PRODUCTS
AND SERVICE

6

BUSINESS STRATEGY ACHIEVEMENTS



7.1 CUSTOMERS

Customer service is an important part of IL's business and employees have been trained in recognising the differing customer needs and adapting to ensure that each visitor to our facilities feels valued and enjoys an individual experience.

Below are this year's successes:

- 42 front line staff received Big Wave Media Instructors and Front of House training.
- Placed second in national WOW Customer Service Awards in the engaging with staff category.
- Received 117 WOW nominations from customers impressed by our customer service. This resulted in 92 certificates being awarded to staff by the WOW organisation.
- Developed an annual calendar of customer satisfaction surveys including; Curling Clubs, Catering, Swimming and Gym clients
- We further developed "You Said We Did" boards at sites to give feedback on actions undertaken to improve our service following customer comments.
- Embedded customer service procedures that are audited in all sites as part of IL's Quality Management System.

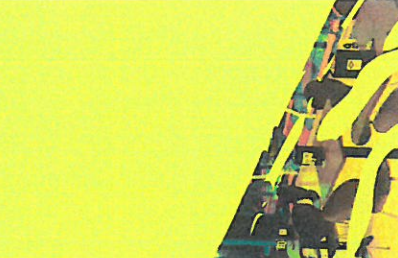
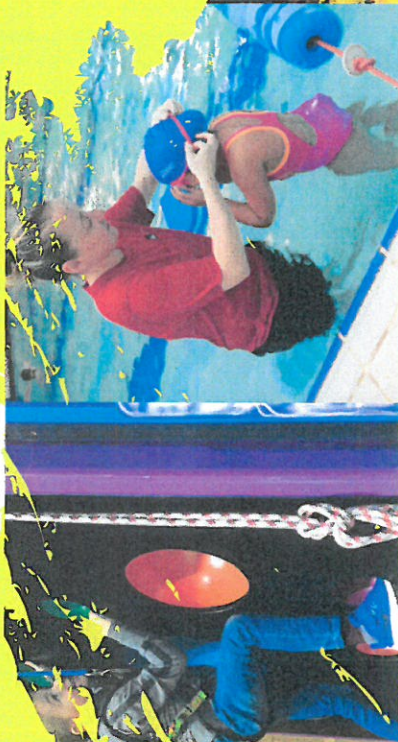
We continue to develop the WOW customer service award presentations involving all employees who are nominated. The WOW Awards are about catching employees doing the right thing and continually rewarding them for their hard work and delivering exceptional customer service.

INVERCLYDE LEISURE'S CUSTOMER CHARTER

Prompt Service

- We will warmly acknowledge all our customers upon arrival or first contact, and attend to your needs as soon as possible.
- We will answer your telephone calls professionally and politely, and within five rings whenever possible.





Personal Service

- Our employees will be welcoming, helpful and polite at all times.
- All our facility-based employees will wear full uniform and name badges, so that they can be clearly identified.

Professional Service

- We will endeavour to offer value for money services at all times.
- Our employees will be appropriately trained, qualified and competent in all aspects of their work.
- We will keep our facilities clean and tidy at all times and will conduct regular checks to maintain high standards of health and hygiene.

- We will make sure that our facilities and the equipment within them are safe and effective and will take immediate action to rectify any faults found. Safety checks will take place every day and regular service and maintenance programmes will be undertaken.
- We will endeavour to provide accurate up-to-date information about our services, their programming and pricing at all times.
- Any unforeseen (emergency) interruption to services will result in either a refund and/or an offer of alternative services where applicable.

Environmentally Friendly Service

- We will maintain a pleasant and comfortable environment.

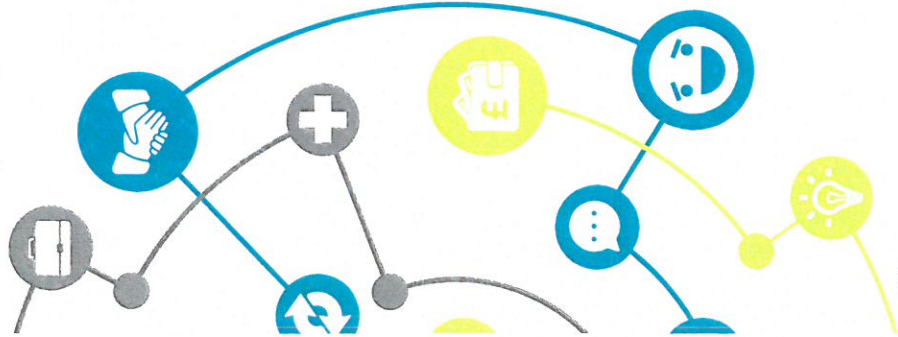
A Service That Makes You Smile

- We want you to enjoy your visit to us so much that you will want to come back. If anything stops you from doing so, or if you feel that we could improve our service, please let us know, either in person or by completing a customer comment card.

- If you like the way we do something, please tell us, your friends and family too!

It's Your Service

- We will regularly consult with our customers about our services, informally and through mechanisms such as meetings, survey questionnaires, E-marketing and nominations through the WOW awards.



7.2 MARKETING AND PROMOTION PLAN

IL continue to invest and develop our corporate image and membership packages through strategic marketing campaigns. Using various sources of online digital resources along with traditional leaflet, banners, magazines, national industry magazines, buses, billboards and paper advertising.

Over the recent year we have developed a chain of marketing campaigns including

- Swim School / Skate School
- CrossFit
- Fitness for Less
- Fitness Plus +
- Weddings
- Ravenscraig Opening
- Birkmyre Refurbishment Launch
- Boglestone Refurbishment Launch

We continue to work with our partners Big Wave Media who come with a wealth of knowledge and experience within the digital marketing world and have helped us develop, build a strong brand and sub brands to allow us to generate a high presence within Inverclyde.

Every six weeks team meetings are held with Big Wave to discuss ideas and plan ahead for forthcoming marketing strategies throughout the calendar year.

We continue to mail drop throughout the Inverclyde demographic area and target specific areas of the business, depending on our facility programming. Marketing presence and exposure is key to ensure we are at the forefront of the customers' minds when they decide to take part in an activity.

We have developed our website and look at the potential of ticketing to streamline the customer journey with online booking for activities.

7.3 OPERATIONS

IL set an ambitious business plan to diversify its products to increase activity and participation. This has been achieved by identifying strategic gaps in the market and aligning new products and services.

We continue to focus on activity across the company offering services to toddlers all the way through to customers with server health related issues. Our primary focus is to stay engaged with our customers.

Memberships continue to expand with a growth of around 28% in comparison with previous years. This predominantly comes from growth within Fitness, Swim School and Skate school. Our average direct debit collections have also improved from 96.3 percent to now 98.7 percent successful uplifts.

Overall our general usage and participation has increased by over 106,000 attendances in 2015/16. This increase demonstrates the continued growth within our activities. We had a year of continued investment into facilities that generated fantastic feedback from residents of Inverclyde and has been hugely welcomed by community groups, schools and clubs. IL continues to market and campaign to attract new members and increase usage.

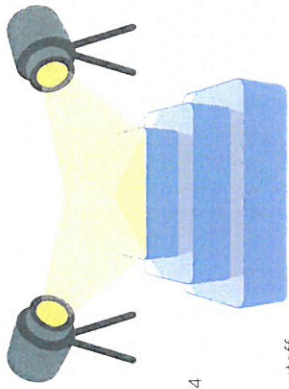
We continue to work with partners and key organisation listed below, plus many more...



IL Excellence Awards 2015

IL hosted their first Employee Excellence Awards in June 2015 seeing a fabulous turnout from all departments and employees within the company being highly recognised for excellence in the following categories:

- Best financial performance facility department against budget
- Best year on year financial performance
- Best centre business plan
- Most improved quality performance in 2014 award
- Highest average quality award
- Highest mystery visit performance score
- Highest health & safety audit score recognition award
- Most improved health & safety audit improvement 2013-14
- Most inspiring front liner voted by the WOW team
- Most WOW awards recognised by our customers
- Most enthusiastic positive employee within IL voted by IL staff



Site Business Plans

Each centre continues to develop their site specific business plan looking at key drivers at the facilities, identifying programme improvements, staff training, marketing, promotions, competitor analysis and key objectives. This gives the manager and employees within the centre a clear focus on objectives and targets throughout the year and is linked to their development plans.

Business Development

We continue to work with our partners Big Wave Media on the business development front to ensure we maximise Fitness, Swim School and Skate School growth. The teams continue to work on their 1-5 sheet and allows us to forecast and develop for future years measuring continued growth within our market range. Over the recent year we have seen growth in Swim School and Skate School of around 45 percent.

In terms of measuring success and actively monitoring sales and usage patterns, we would combine the following measurement tools to gauge continued success across all key areas of the business:

- Monthly Combined KPI's
- Sales & Retention
- Income & Usage Targets
- Internal benchmarking league tables for QMS
- National benchmarking league tables
- 1-5 year monthly sales and retention measures

The Business Development meetings gives the management team a continued focus on the industry and the different concepts that are used to attract and engage with the community to improve activity and participation.



7.5 HEALTH AND ACTIVITY

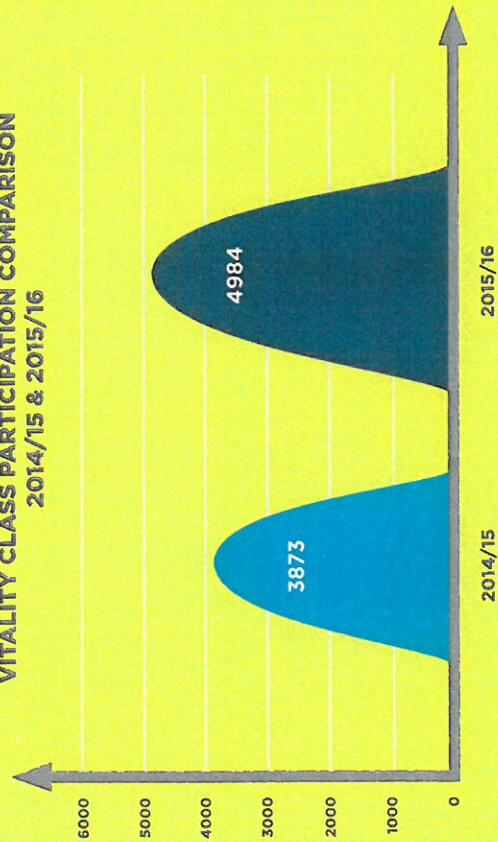
We continued to work with external agencies including; NHS Greater Glasgow and Clyde, Inverclyde Community Health and Social Care Partnership, Inverclyde Council and Sport Inverclyde whilst also working in partnership with various community and voluntary organisations operating within the social inclusion areas throughout Inverclyde.



Submitted a successful funding bid to MacMillan cancer support resulting in an award of £113,000 to deliver the Move More programme over a three-year period.

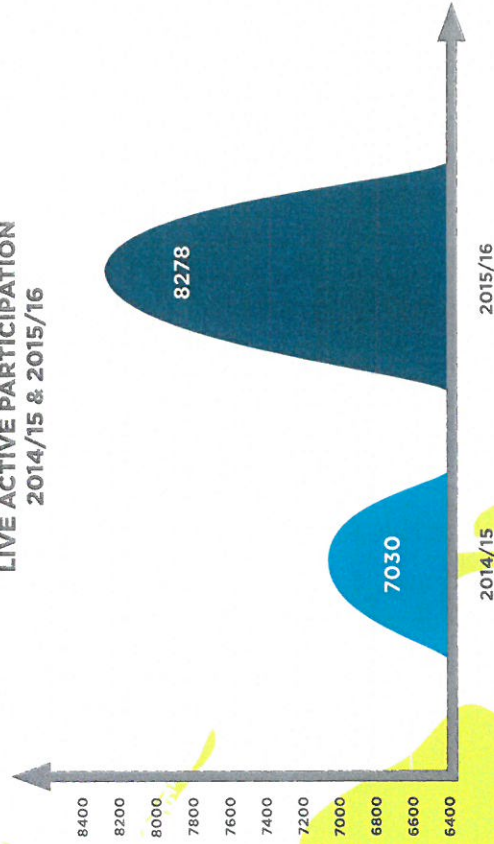
Programmes of work included the Live Active referral programme, Vitality community rehabilitation classes, ACES childhood obesity programme and Waist Winners healthy eating programme. We also continued to facilitate the Mind and Body programme aimed at those living with severe and enduring mental health.

VITALITY CLASS PARTICIPATION COMPARISON 2014/15 & 2015/16



- Live Active programme participation showed an increase from 7030 in 2014/15 to 8278 in 2015/16

LIVE ACTIVE PARTICIPATION 2014/15 & 2015/16



- Funding secured for continued delivery in 2015/16 of Live Active, Vitality, Mind and Body and Waist Winners
- Continued work with Sport Inverclyde to promote and administer the Talented Athlete Scheme
- Member of Inverclyde Council Active Living Strategy group

IL are committed to delivering high quality leisure and community facilities within Inverclyde driven by our committed and motivated team and this can be demonstrated below by the hard work and commitment of our four Operations Managers Jim, Stuart, Andrew and Ian.

Below are the initiatives that the Operations team have delivered with their teams.

8.1.1 COMMUNITY FACILITIES AND BOOKING OFFICE

To develop in-house training courses that can be sold externally.

We have provided a small selection of certificated courses in partnership with the Community Hubs at Auchmountain, Clune Park and Paton Street Community Resource Centres (food hygiene, fire safety training, health and safety).

Work with Hattrick on development plan for halls usage

The work with Hattrick Marketing continues to pay dividends as we are currently offering package bookings to clients. Working with Inverclyde Catering and Events, our catering partner, we continue to maintain a high standard of service to our customers whilst maintaining affordability in a competitive market.

The Public Halls have continued to attract support from the local charitable organisations with their use for fundraising events such as annual dances, fashion shows and concerts. Having taken the opportunity to explore the market in the special events field we were successful in working with Fake Festivals Ltd who specialise in tribute act concerts. Currently the only touring tribute act festival in the UK, with around 20 venues on their summer circuit, IL was selected as a partner to deliver Scotland's first Fake Festival event. On Saturday 25th July 2015, over 1700 people descended on the Battery Park for a magnificent day's entertainment provided by 3 of the UK's top tribute acts.

This community event was also supported by 5 local bands who were given the opportunity to display their collective talent in front of an appreciative audience. Whilst the majority of festival goers were from the local area, it was interesting to note that we attracted a number of guests from as far south as London and Aberdeen in the north. The event was a resounding success, both in raising IL's profile as innovative thinkers and as a commercial venture, it is our intention to build on this success in the coming years.

Expansion of Group Fitness Classes

We offer a programme of fitness classes within Gamble Halls and Port Glasgow Town Hall. We now provide a wide selection of group fitness classes in partnership with Kilmacoin New Community Centre which has enabled us to support business growth at Birkmyre Gym.

Renewal of Catering Franchise

Following the extended catering arrangement with Inverclyde Catering and Events (ICE) until December 2016 we embarked on a series of marketing campaigns with our partner, ICE. This involved the development of new inclusive packages at Port Glasgow Town Hall and Gamble Halls as well as campaigns on social media and visuals on ICE vehicles.

ICE continues to deliver a consistent and quality service to all sectors of the community.

7

OPERATIONAL ACHIEVEMENT



New Booking System

The new Legend booking system was introduced in November 2014. As the system has evolved we are now able to offer a comprehensive service to customers leading them from the initial booking stage, in person or online, through to payment and confirmation. The introduction of 'click and pay' for account customers was introduced in 2015. This has been successful for a number of groups/teams. It is also hoped that with ongoing developments with the system that we will have greater control over payment and debt recovery. Our reporting ability for statistical and financial purposes continues to improve as well as our reporting to IC.

Review of Letting and Waivers Policy

The new letting and waivers policy was introduced in 2015. This piece of work, which was carried out by our council colleagues, saw a significant change in how the waivers for the use of pitches and open spaces were applied. Clubs in receipt of this allowance are now more accountable for their actions and have to adhere to a strict set of criteria to allow continued access to the funds. This has resulted in more effective and timely reconciliation of accounts.

The review of Community Waivers is ongoing.

Transfer of Pitch Estate

The transfer of IC's pitch estate was completed in March 2015. IL now has an impressive portfolio of grass and artificial fieldturf pitches. Throughout the coming year we have endeavoured to make effective use of this new resource and, with effective management, increase our market share.



8.1.2 WATERFRONT LEISURE COMPLEX, PORT GLASGOW POOL AND GOUROCK POOL & GYM.

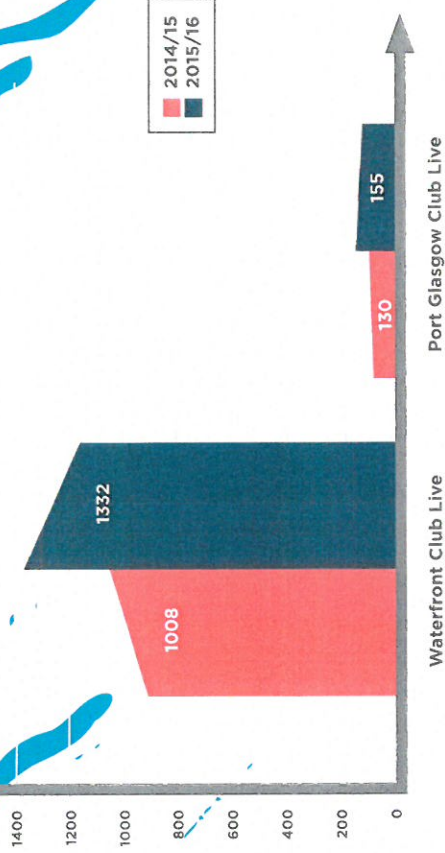
Swim School Development

The Waterfront Swim School over the past 12 months has seen a 32% increase in club live from 1008 to 1332. Financially, the Swim School is in a strong position showing significant growth. Income has increased by £62,000 (31.6%) compared to the previous financial year and exceeded the year end budget by £26,000. 95% of the WLC Swim School is on direct debit. Staff have focussed on delivering a quality service and reducing attrition. As a result, average attrition levels have dropped by 1.4%.

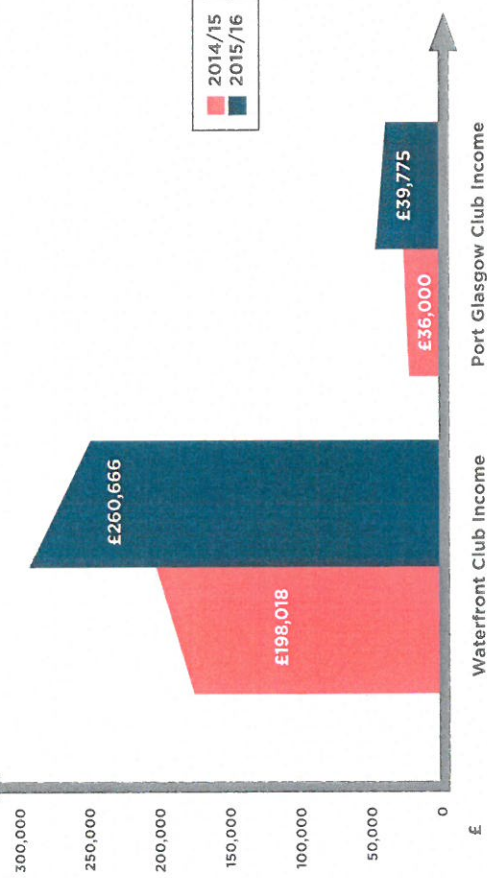
Port Glasgow Swim School has also grown its club live by 19% from 130 to 155 with income increased by £19,845 (103%) compared to previous financial year. 73% of PGSP Swim School is on direct debit with an average attrition levels have dropped by 0.9%.

One to one Lessons have been introduced at Port Glasgow which have been well received resulting in an additional income of £8,000.

SWIM SCHOOL CLUB LIVE



SWIM SCHOOL INCOME



January 2016, the Swim School celebrated the most successful month, even beating all national sales figures. Posting record monthly sales of 183 while maintaining an attrition level of 0.8%, resulting in a net gain of 175.

Recent restructuring of the lesson programme has created clear pathways for children to progress and investment into staff via CPDs will continue with the evolution of a quality and progressive programme.

The Swim School has and will continue to create job opportunities for qualified and unqualified individuals seeking a fun/enjoyable rewarding career in the leisure industry.

SWIMTAG

SWIMTAG at the Waterfront continues to prove popular with 239 members now having tried the state of the art technology since being installed in April 2015. Since the introduction of this member benefit, Active Swim memberships have grown by 73.4% from 94 to 163.

SWIMTAG USAGE

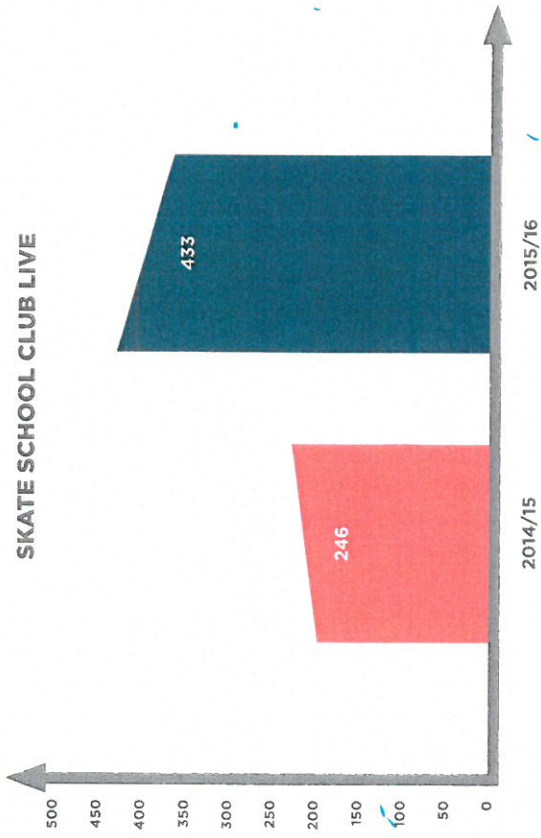


Skate School Development

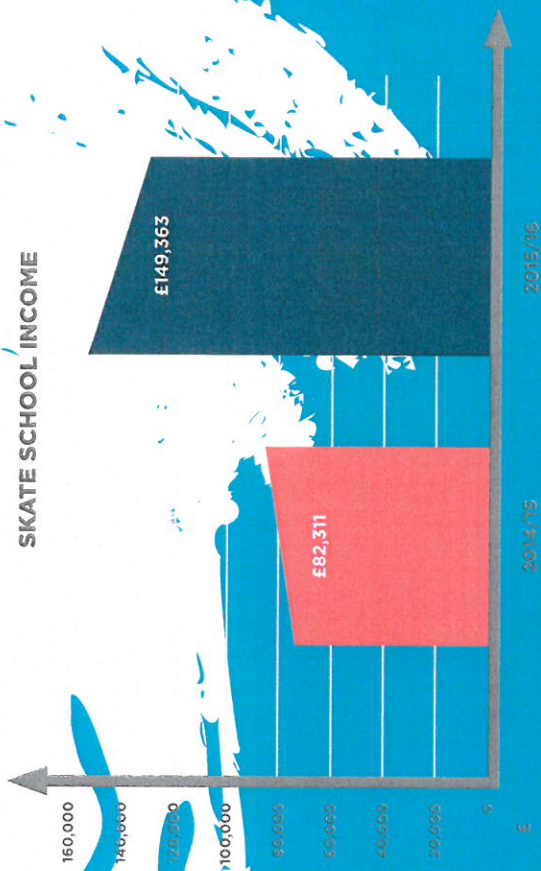
Our Skating Co-Ordinator continues to drive the Waterfront Skate School which over the past 12 months has seen a 76% increase in club live from 246 to 433. Financially, the Skate School is in a strong position showing significant growth. Income has increased by £67,000 (81.5%) compared to the previous financial year and exceeded the year end budget by £57,363.

87% of the WLC Skate School is on direct debit. Staff have focussed on delivering a quality service and reducing attrition. As a result, average attrition levels have dropped by 0.6%.

SKATE SCHOOL CLUB LIVE



SKATE SCHOOL INCOME



In October 2015, the skate school expanded their programme of lessons by absorbing the Waterfront Ice Skating Club (65 new skaters) which was previously run by a committee of skating parents.

In doing so, IL now have a learn to skate programme that does not peak, thus retaining members. An ice hockey class was also created which offered a different on-ice discipline, again diversifying our product offering and helping with retention.

A highlight for the Skate School this year was the production of their very successful show "Around the World in 15 Skates" on 22nd & 23rd December 2015. The school received sponsorship of £1000 and 639 tickets were sold in total. In the short period of 6 weeks, IL made just over £3,200 profit from the show.

Ice Rink

April 2015 witnessed the introduction of various new direct debit membership options for the rink including: Active Skate, Active Skating Lessons Plus and Active Skate Club. These additions highlight that we are continually evaluating our product offering and adapting it to give our customers great value for money.

Waterfront Leisure Complex

IC and IL have once again shown they are committed to working in partnership, commissioning a full mechanical and electrical survey at the tail end of 2015 of the Waterfront Leisure Complex with a view to implementing a capital investment strategy which should upgrade/replace high spend.

The ice rink flooring will also be replaced and will add a fresh new feel to the rink and is sure to be the start of more upgrades in this area.

The flooring project is currently being looked at by IC and dates should be confirmed in the very near future.

We are pleased to report that we have had no issues with our new ice chiller for a period of approximately 16 months. The contractor have carried out the last of their inspections and we have now appointed a multinational company who will be responsible for the ongoing maintenance of the chiller unit and associated supplies.

Gourock Pool

Most, if not all, of the issues have now been resolved from the Gourock Pool refurbishment. IL have also planned for a refurbishment of the gym area to include new state of the art equipment, flooring and general decoration to be implemented within year 3 annual report.

8.1.3 FITNESS GYMS & SPORTS FACILITIES

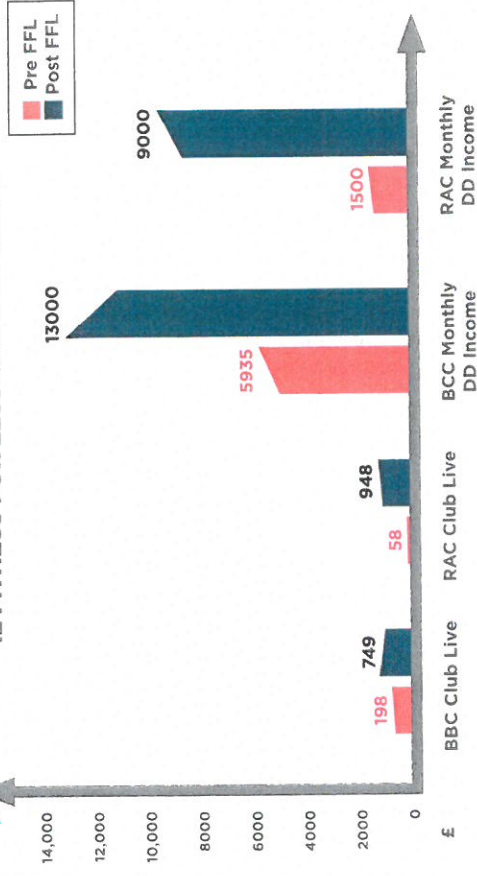
IL Fitness for Less Launch

As planned via the corporate business plan, IL has diversified the fitness portfolio by implementing IL Fitness for Less: a new range of affordable fitness gyms. This was in response to the shift in leisure industry and the rise of private budget operators. Not only was this step taken to protect IL's strong market position but it also further reduced the barrier to exercise in social challenged areas.

In May 2015, the first model launched in Boglestone Community Centre, Port Glasgow, with an equipment investment of £82,000. At the end of April 2015, Boglestone had 198 members and this saw an impressive increase to 749 members by the end of March 2016. This was an increase on member club live of 551 new members. In April the monthly direct debit (DD) collection was £5,935 per month to £13,000 per month an increase of £7,065 per month. This has seen an increase of 119% in the monthly DD uplift and still growing.

In February 2016, the 2nd model was launched as part of the Ravenscraig refurbishment project with the gym equipment investment of £114,000. At the end of November 2015, Ravenscraig had 58 members and this saw an incredible increase to 948 members by the end of March 2016. This was an increase on member club live of 890 NEW members. In April 2015, the monthly DD collection was £1,500 per month to £9,000 per month an increase of £7,500 per month. This will continue to grow into next year as the launch promotion discounts expire in June 2016. This has seen an increase of 500% in the monthly DD uplift and still growing.

IL FITNESS FOR LESS GROWTH TABLE



Below is a table that identifies the year on year direct debit income growth since the introduction of IL Fitness for Less compared to the previous year's performance.

Boglestone Community Centre has seen an increase year on year from £64,842 to £122,875. This equates to an increase of 58,033 or 90% improvement.

Ravenscraig Activity Centre has seen an increase year on year from £24,737 to £26,750. This equates to an increase of £2,013 or 8% improvement. It is also to be taken in consideration that the facility was closed for 6 months from September 2015 undergoing the extensive refurbishment process and only opened back up on 1st February 2016 with 2 months to trade before the end of the financial year, the fact it has still shown growth shows the extremely strong performance. The growth comparisons next year will be very exciting to see.

IL FITNESS FOR LESS YEAR ON YEAR TOTAL DD INCOME TABLE



Inverclyde Leisure Membership Growth

IL growth strategies identified diversifying the membership product offering, increased exposure from targeted detailed marketing campaigns, an increased digital marketing presence, an increased social media presence through Facebook & Twitter, the new website, more focus on online joining and bookings, consolidating historic membership, offering and increasing historic low yielding packages by increasing by £1.50 per month and significant investment in upgrading facilities and equipment throughout the year.

In 2014-15 there was a membership base of 5,965 members, this has now seen a year on year increase to 6,989 members an increase of 1024 or an increase of 17%. This has seen a direct impact on the year on year direct debit income increase. In 2014-15 there was a total membership direct debit income of £1,670,844 and this has now seen a year on year increase to £1,811,726, which is an increase of £140,882 or an increase of 8%.



Monthly Key Performance Indicators (KPI's)

Detailed Monthly KPI's have been introduced in conjunction with partners at Big Wave Media and are presented and reviewed on a monthly basis to ensure membership sales, attrition and industry good practice are tightly monitored. This allows corrective action to be taken if required and provides accurate income projections to use for budgeting. Actions from these sessions have led to creating the Health & Fitness manual focusing on customer journey & systems and processes set to be launched in 2016. This will then form part of a quarterly external "Gold Standard" audit across the fitness facilities to ensure standards are maintained and create action plans for improvement.



Technogym My Wellness System

To aid the member experience and retention, the wellness system has been integrated into the IL Fitness Plus+ facilities that have undergone refurbishment with the latest Technogym equipment. This allows gym staff to engage with members face to face & digitally, set reminder tasks to follow up, create digital programs and sent automatically to members to start their training and track member progress and usage. This year has seen 1296 accounts created at the Waterfront and 638 at Birkmyre Park. This will form the key basis of IL's member retention process in 2016-17 with Gourock being the next addition.

Birkmyre Park Fitness Gym Refurbishment

In September 2015, Birkmyre Park Fitness gym was refurbished to bring it into line with the IL Fitness Plus+ model, similar to the Waterfront Fitness Gym. This saw an equipment investment of £108,647 on industry leading Technogym equipment that utilise digital platforms and the My Wellness member engagement system, as well as upgrading the free weights flooring and installing additional mirrors. This has helped Birkmyre show a growth in member club live by reaching over 500 members in 2015-16, this is the highest club live the facility has had since opening. The direct debit income has shown a strong growth year on year 2014-15 was £137,938 and in 2015-16 increasing to £146,543 an increase of £8,605 or 6%. This has been achieved by increasing local marketing presence in the village and offering more gym based classes and utilising KNCC for a small Group Fitness programme to try and combat prospective members going to local competitors.

Group Fitness Development

IL continually reviews the Group Fitness program every quarter to ensure current trends and products are identified. This seen the launch of a new Les Mills class called Grit, a 30-minute high intensity interval training session which is proving very popular. Group Fitness participation continues to grow throughout IL with usage in 2014-15 of 113,899 to 2015-16 of 137,057 an increase of 23,158. This is a key retention area for IL to continue to focus on.

Greenock CrossFit

2014-15 saw the first full year of Greenock CrossFit, the first Leisure Trust based CrossFit gym. This saw an encouraging growth this year and really identified a key niche area of leisure and fitness within Inverclyde. The club live has now risen to just under 90 members on a higher yielding membership category. Due to the format of instructor lead sessions and the community engagement & atmosphere created by the team the member attrition is very low with continued growth projected.

Children's Activity Development

Gymnastics programme has continued to grow this year and seen an increase in child participation and more classes across inverclyde by introducing into KNCC in Kilmacolm & Lady Octavia Sports Centre. Participation has risen from 365 in 2014-15 to 3728 in 2015-16 an increase of 3,292. The programme has now passed the initial 1 year pilot and is now shown to be a sustainable product for IL to deliver.

Events

IL hosts a very successful events calendar every year and 2015-16 saw another successful year. The Gourrock Tri-Athlon and Kilmacolm Running Festival delivered the highest attendances to date with participant feedback being overwhelming positive.

Each year our events go from strength to strength with the participation levels rising in particular the Triathlon, 3k, 10k, and half marathon attracting entries from all over the UK. The Kilmacolm Running Festival this year attracted the biggest in its history, with over 650 people taking part in the event which included Toddle Woddle, family 3k, 10k and half marathon.

IL once again hosted the Outdoor Group Fitness launch at Battery Park astroturf in April. The sun was shining and the event was a great success with approximately 350 people attending with latest classes and releases such as Les Mills Grit, Body Attack and Combat classes.

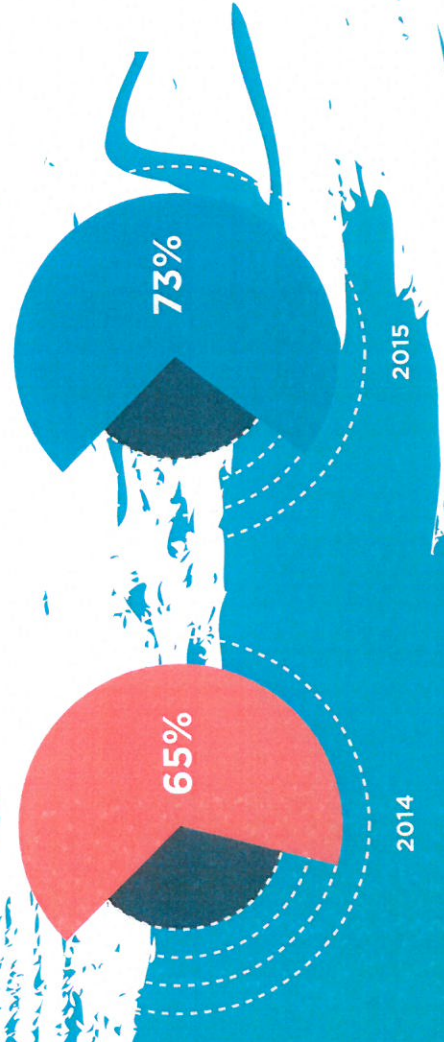
8.2 HEALTH AND SAFETY

IL believes that all its employees, customers and visitors have a right to work in a safe and healthy environment. This is created and maintained by the preparation of and adherence to, our own health and safety policy which has been developed with our partners Right Directions and which is reviewed annually.

This ensures full compliance of all statutory regulations and codes of practice. This requires monitoring and control of compliance within the legal regulations, non-statutory requirements and codes of practice. Below are some of our H&S achievements:

- Health and Safety management system improved and embedded across all IL facilities.
- Annual external health and safety audits performed with a corporate average score improving from 65% in 2014 to 73% 2015

HEALTH AND SAFETY CORPORATE SCORES COMPARISON 2014/15



- Site specific risk reduction plans established
- Risk assessments, procedures and policies continually reviewed and updated to ensure that they are appropriate and fit for purpose
- Business Continuity Planning policy and procedures established
- Specific compulsory health and safety E-learning training initiated and incorporated into Staff Training Programme
- Health and safety working group established to drive health and safety priorities across IL
- Staff health and safety induction reviewed to ensure that a consistent approach is adopted across the organisation
- Corporate QMS, health and safety training matrix produced
- Risk Register regularly updated

8.3 HUMAN RESOURCES

IL has aimed throughout the year to create a positive, enjoyable, professional and rewarding team environment for its staff. This has been very difficult this year with the implementation of job evaluation and although most staff were positively affected by job evaluation over the next couple of years we will need to rebuild those affected negatively by offering opportunities when they occur for training and development and creating an environment for staff to flourish.

Staff Training and Development

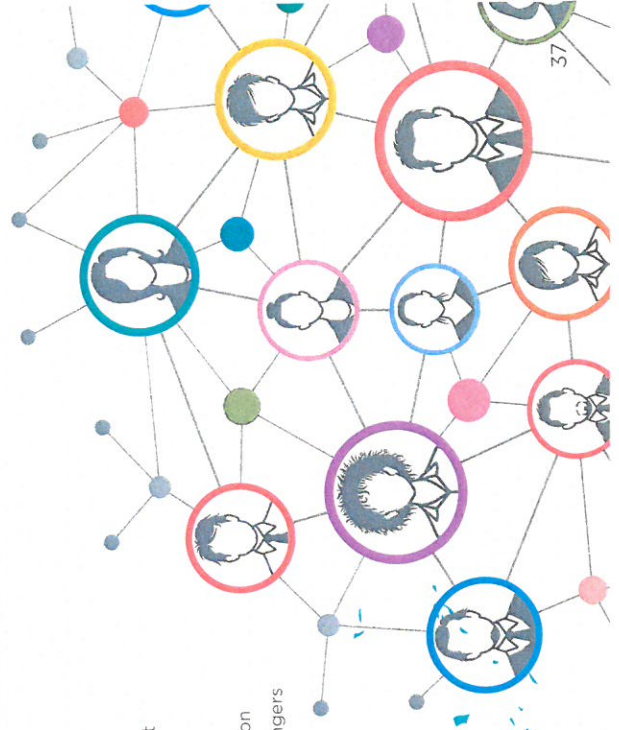
IL has continued to invest in training and Continued Personal Development (CDP) of its staff by providing various internal and external training courses including CPD courses through a Scottish Swimming for swimming teachers including assessing and observing/ structuring a fun and progressive programme as well as Level 6 Management Qualification for 12 Managers/supervisors through the Chartered Management Institute. The vast majority of our management team have now completed the CMI Chartered Management Institute for a Level 6 Management and Leadership course to give them the training and knowledge to assist them within their role and develop within Inverclyde Leisure.

E-Learning

Health and Safety E-learning training has started to be incorporated into Staff Training Programme with 120 staff set up with E-learning accounts.

Courses include:

- Accident Investigation
- COSHH
- Data Protection
- Display Screen Equipment
- Fire Safety
- Food Hygiene
- Health and Safety Induction
- Health and Safety for Managers
- Office Safety
- Manual Handling
- Risk Assessments
- Slips Trips and Falls
- Stress for Employees
- Stress for Managers



COURSES COMPLETED 2015/16

TRAINING COURSE	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
National Pool Lifeguard Qualification												
First Aid at Work												
Scottish Swimming Level 1 Teachers Course												
CMI Level 6 Management Leadership Course												
Big Wave Media Front of House Training												
QMS Review												

HR Year 2 Objectives

- Review outsourcing arrangements to see if IL are getting best value. This objective has been started but will not be finalised till April 2017 - this includes payroll and HR and we are currently working on updating SLAs.
- Carry out job evaluation. This objective has been achieved
- Continued with the 2nd year of My Development Plan appraisal system
- Developed a staff training and development matrix for policies and procedures
- Implemented government's pension reform for auto enrolment
- Staff suggestion has been looked into and will be addressed in next three-year plan
- Long service awards have been looked into and will be addressed in the next three-year plan
- Up-skilled key managers with MBA, middle management development training, CMI Leadership etc.
- E learning modules sourced in H&S food hygiene etc.
- Full training given at Ravenscraig from climbing instruction, food safety and control and first aid
- Training on wellness systems for all fitness plus team members
- Training on understating the customer journey
- Running the first IL Excellence Awards recognising employees that have excelled in their job
- Improved swim teacher training by arranging CPD through Scottish swimming
- Created 20 new posts in the area by developing Ravenscraig
- Took on and trained more swimming teachers due to expanding the programme

8.4 IT

ICT Migration of Services

Mid 2015, IL embarked on migrating our ICT services away from IC and towards another supplier. The whole project meant upgrading our entire network, migrating data to our new suppliers and investing in new desktops, VoIP phones, various upgrades and systems.

Office 365

IL made the decision to harness the power of Office 365 to handle our emails and sharing of documents via the web. The idea behind using Office 365 was to help improve productivity, collaboration and team-working within the organisation as we no longer had a client-server network. So using Office 365 was an obvious choice for us moving forward. With the move this also meant that IL also had to rebrand our email domain names to inverclyde@leisure.com which helped build synergy into our existing branding of our website.

Accounts Software Upgraded

As part of the business plan we also looked at our accounting software. The software had become outdated and needed upgrading as the older version of the software could not handle cloud computing. IL worked closely with the Access Group and other parties involved to help move the database, upgrade the software and then deliver training to staff on the upgraded packages as there was a significant change to functions and the graphic user interface.

Network Upgraded: VoIP Phones, Direct Dials & Routers

Our partners, Westcom Networks, implemented and installed two new lines per centre to help accommodate our voice and data infrastructure. Whilst overhauling the network we implemented a new phone system throughout the centres which included purchasing new VoIP phones (Yealink T23G), migrating existing direct dial numbers that we could salvage, purchasing new direct dial numbers and also creating a new interactive voice response for the Waterfront.

Switch Machines (PDOs)

A review was carried out to identify the different models of switch machines IL had throughout their centres. The results showed that there was an array of older models and makes still in use. A decision was taken to contact our suppliers, First Data Merchant Solutions, and arrange/ implement an entire upgrade of our stock to the one model. All of the new PDOs have been successfully installed throughout all the centres allowing IL to process chip & pin transactions as well as embracing contactless payments.

Desktop Replacement

IL during the ICT switch over evaluated their stock of desktop computers across all sites and identified that investment was needed to replace older hardware that exceeded its system life cycle. Overall, 25 desktops were replaced with newer models and IL has now set in place a 5-year life cycle for desktop computers and laptop computers.

Printer Upgrade

Our previous contract with Konica Minolta had lapsed before the ICT switch over and was due for renewal. IL obtained quotes from several different companies to provide a specification and cost for a new printing agreement. Overall, Konica Minolta was chosen as the best supplier and a new eco-friendly upgraded printer was installed at the Waterfront.

8.5 FACILITIES MANAGEMENT

IL continues to work in close partnership with IC with regards to capital maintenance and continued lifecycle investment within the IL estate.

Annual maintenance schedules allow us to service and repair items during the year and maintain the buildings to a good standard

CHP Project

We are continuing to work with IC on the combined heat and power unit that is scheduled to be installed within the Waterfront Leisure Complex. Tenders have been sought and it's likely the unit will be installed in 2016/17 after all procurement arrangements have taken place.

Combined heat and power (CHP) is a highly efficient process that captures and utilises the heat that is a by-product of the electricity generation process. By generating heat and power simultaneously, CHP can reduce carbon emissions by up to 30% compared to the separate means of conventional generation via a boiler and power station.

CHP systems are highly efficient, making use of the heat which would otherwise be wasted when generating electrical or mechanical power. This allows heat requirements to be met that would otherwise require additional fuel to be burnt.

CHP is the measure that offers the most significant single opportunity to reduce energy costs and to improve environmental performance with existing users of CHP typically saving around 20% of their energy costs.

Facilities Management Software

IL have recently started to roll out our Facilities Management Software to allow us to digitally and remotely update our facility checks and pre-opening and closing inspection procedures. This information then migrates back to our management software to record this information electronically via the cloud.

This process has been trialled at the Waterfront and will be later rolled out to other IL facilities.

IL continue to monitor and review the following: -

- Contractors with relevant information (permits to work etc.) and standards of work to be inspected.
- Contracts are in place to ensure that essential systems and items are maintained to high standards (e.g. alarms, extinguishers, lifesaving and safety systems, pest control, plant maintenance and all day to day requirements).
- Continue to review and replace conventional strip lighting with triphosphorous tubes or LED.
- Continue planned preventive maintenance schedules

Partnership and Property meeting with Inverclyde Council

IL attend a bi-monthly meeting with IC to discuss facility, property maintenance and future capital projects and investments.

The meetings allow us to look at the individual sites to establish their current condition and consider any future lifecycle costs and repairs that are required to improve the facilities in line with our capital budget allocation.

8.6 QUALITY MANAGEMENT

Quality Management System

IL continue to work in close partnership with our quality management partner Right Directions. We have dedicated operational teams and managers to ensure quality improvements are continually achieved. Within the last year we have seen significant improvements and results in our facilities score.

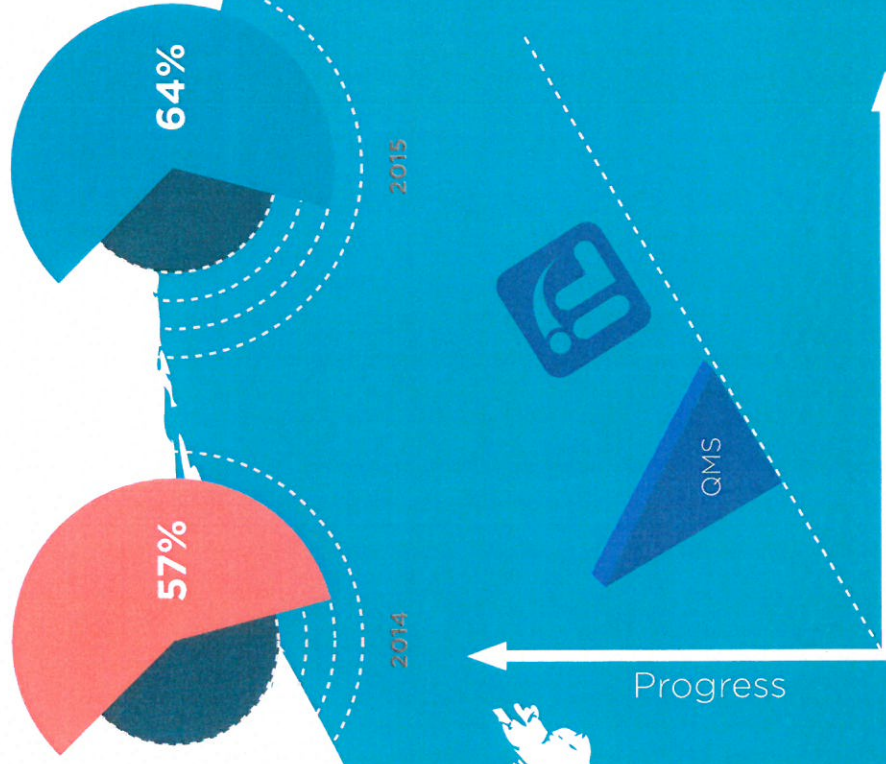
The centres are individually audited and inspected to ensure that process and procedures are being adopted and that staff are being made aware of the company's expectations. We also have a management team working group that meet every quarter and review continuous progress and implement any new changes in our policies to ensure we satisfy our customer demand.

We continued the process of establishing and embedding an effective Quality Management System (QMS) as the foundation for quality at IL with the concept of the customer and supplier working together for mutual benefit.

Continuous improvement has resulted from the process, and the embedding of the QMS will continue to play a key role in IL's improvement strategy.

- Service improvement team continued to engage with external consultants, staff and other stakeholders to review policies and procedures and agree improvement plans for all IL facilities.
- Service Improvement Plans embedded in all facilities and aligned to IL's Business Plan.
- Consistent policies and procedures continue to evolve and are defined and documented as part of an integrated Quality Management System informing continuous improvement across all areas of the business.
- All staff trained in relevant procedures and policies.
- External Quality audits corporate score showed an improvement of 7% on the average from previous year.

QUALITY AUDITS CORPORATE SCORE COMPARISON 2014/15

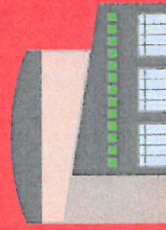




IL has had another successful year in 2015/16 in terms of income growth and has made a significant investment into the Company's future.

In 2015/16 IL has grown its income by 9.5% to £6.3m and finished the year £436k ahead of target. This has been down to the continued success of IL's Direct Debit membership packages and excellent facilities provided to our loyal customers.

2015/16 has been a year which has seen IL financially invest heavily into its facilities with the view of delivering the best and most modern facilities to our customers. IL's capital investment in the year totalled over a million pound



£1.3M UPGRADE OF RAVENS CRAIG ACTIVITY CENTRE £600K FUNDED BY IC



NEW GYMNAS TIC EQUIPMENT FOR GREENOCK SPORTS CENTRE



UPGRADE OF BOGLESTONE COMMUNITY CENTRE



NEW PHONE SYSTEM



GYM UPGRADE BIRKMYRE



IT INVESTMENT

The volume of these investments due to IL's VAT status has also seen a significant increase in our irrecoverable VAT levels.

IL has seen increased levels of staff costs in 2015/16. This increase is due to the addition of Parks & Pitches and Health & Vitality to the portfolio in the year.

IL saw a decrease in total utilities costs in 2015/16 versus target despite the additional business units added to the portfolio. This is due to efficiency savings.

Property costs and Supplies/Services increased by £21k versus target due to some significant repairs at our facilities and additional costs for service contracts.

Other expenditure finished over budget mainly due to depreciation cost.

IL used its development fund to cover the following costs:

- Annual leasing cost of new Gym equipment for the benefit of its centres and members
- Marketing initiatives
- Cost of the Job Evaluation exercise.
- Facility upgrades

IL has continued to invest in staff in terms of additional training to ensure staff have the skills to meet customer needs best.

Audited accounts will be produced to the Inverclyde Leisure board in October.



OUTLOOK FOR YEAR THREE OF IL BUSINESS PLAN 2016/2017

IL aims to finish off the three-year Business Plan continuing our strategy of retention and extension. Below are some examples of areas of development IL will be focusing on throughout the year. IL will also be focusing on bedding in new products and services from previous years as well as the initiatives below

- Produce three-year strategic plan
 - Produce annual report
 - Drive marketing promotions through product range
 - Review Board Structure
 - Ensure initiatives from the last 2 years are fully embedded
 - Fully review play schemes
 - Fully review Parks and Pitches
 - Launch Gourock Fitness Gym
 - Carry out customer survey
 - Carry out SWOT and PEST analysis
 - Develop year's promotion plan
 - Carry out My Development Plans
 - Work with IC on the European referendum and election
 - Quest register key facilities
 - Train and Develop employees
 - Work with IC to continue essential works programme
 - Deliver Live Active DD option
 - Implement McMillian programme
 - Tender catering contact town halls
 - Tender Marketing Contract
 - Look at upgrading ice rink toilets changing and seating
 - Achieve 75 % in external H&S audit
 - Fully embed Facilities Management software
 - Achieve 67 % in quality audits
 - Carry on developing core products through monthly business development reviews
 - Embed CHP IC dependent
 - Continue Partnership working with IC
- monthly meetings
 - Develop our Health Improvement and Live Active programmes
 - Develop IL Events, Maxifit, 5k, Kilmacolm, Gourock triathlon
 - Celebrate sites success with third IL annual excellence awards
 - Carry out staff suggestion survey
 - Look into Gold Standard at key Gyms
 - Increase customer outreach and research
 - Increase DD on learn to Skate and Swimming Lesson
 - Develop KPI reporting further daily dashboards
 - Look at Fake Festivals putting on more events
 - Complete corporate training matrix
 - Reduce IC's management fee by 2 %
 - Register a centre for Quest
 - Look into services agreements to get the best fit for IL
 - Update site business plans and sites to produce detailed operational budgets for each site
 - Focus on targeting customers individually to improve health awareness and diet
 - Continue Partnership working with IC



Report To:	Education & Communities Committee	Date:	1 November 2016
Report By:	Chief Financial Officer and Corporate Director Education, Communities and Organisational Development	Report No:	FIN/103/16/AP/IC
Contact Officer:	Iain Cameron	Contact No:	01475 712832
Subject:	Education 2016/17 Revenue Budget- Period 5 to 31 August 2016		

1.0 PURPOSE

- 1.1 To advise the Committee of the 2016/17 Revenue Budget position as at Period 5 to 31 August 2016.

2.0 SUMMARY

- 2.1 The total Education budget for 2016/17, excluding planned carry forward for Earmarked Reserves, is £73,766,560. The School Estate Management Plan accounts for £14,631,000 of the total Education budget. The latest projection is an underspend of £197,000, an increase of £66,000 since the last Committee.
- 2.2 The main reasons for the 2016/17 underspend are –
- (a) Projected underspend of £175,000 for Teachers Employee Costs. £26,000 of this relates to a saving due to the secondment of a Quality Improvement Officer (QIO) to the Attainment Challenge. The balance of £149,000 is due to the number of teachers employed in the period April to August 2016 being less than the budgeted entitlement due to a number of vacancies within schools. These vacancies have now been filled from the start of the new academic year.
 - (b) Projected overspend of £37,000 for Water based on pre-paid invoice for 2016/17. The overspend is due to drainage charges at Clydeview Academy and Notre Dame High School. Officers of the Council are currently in negotiations with the operator of these PPP schools regarding a refund of costs against the Unitary Charge and corrective drainage work being carried out.
 - (c) Projected underspend of £76,000 for Contract Cleaning within schools following the early implementation of operational efficiencies by Environmental and Commercial Services.
 - (d) Projected underspend of £25,000 for externally provided ASN Transport. This is after the budget has been reduced by £65,000 following the virement of £25,000 to Internal Transport approved at the last Committee and the early achievement of a £40,000 budget saving.
 - (e) Projected overspend of £20,000 for ASN Support. This relates to expenditure on Audiology Services and the purchase of Assistive Technology products for Craigmarloch School and St Michael's Primary School.

-
- 2.3 Earmarked Reserves for 2016/17, excluding those for Asset Plans and Strategic Funds, total £1,400,000 of which £735,000 is projected to be spent in the current financial year. To date expenditure of £244,000 (33.2%) has been incurred. Spend to date per profiling was expected to be £257,000, therefore year to date expenditure is £13,000 or 5.1% behind phased spend.

3.0 RECOMMENDATION

- 3.1 That the Committee note the current projected underspend of £197,000 for the 2016/17 Education Revenue Budget as at Period 5 to 31 August 2016.
- 3.2 That the Committee approve the virement of £95,000 from the Education Revenue Budget to the Communities Revenue Budget as detailed in paragraph 7.1 and appendix 5.

Alan Puckrin
Chief Financial Officer

Wilma Bain
Corporate Director Education,
Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The purpose of this report is to advise the Committee of the current position of the 2016/17 Revenue Budget as at Period 5, 31 August 2016 and highlight the main issues contributing to the projected underspend of £197,000 for 2016/17.

5.0 2016/17 PROJECTION

- 5.1 The total Education budget for 2016/17, excluding planned carry forward for Earmarked Reserves, is currently £73,766,560. This is an increase of £278,000 from the approved budget. Appendix 1 gives details of the budget movement responsible for this increase.
- 5.2 The main issues to highlight in relation to the 2016/17 projected underspend of £197,000 are:

Employee Costs - Teachers

The total budget for Teachers' Employee Costs is £38,164,000 and the latest projection is an underspend of £175,000, an increase in underspend of £149,000 since the Period 3 Committee report. The secondment of a Quality Improvement Officer (QIO) to the Attainment Challenge accounts for £26,000 of the underspend. The balance of the underspend relates to the number of teachers employed in the period April to August 2016 being less than the budget entitlement due to a number of vacancies within schools. These vacancies have subsequently been filled at the start of the new academic year.

Water

The total budget for Water is £289,000 and the latest projection is an overspend of £37,000, based on the pre-paid invoice received for 2016/17. As previously reported to Committee, the projected overspend is due to drainage charges at Clydeview Academy and Notre Dame High School. In Financial Year 2015/16, a sum of £87,710 was deducted from the Unitary Charge as a result of these charges in previous years. Officers of the Council are currently conducting further negotiations with the operator of the PPP schools regarding a refund of these costs for 2016/17. Physical changes to the drainage systems to stop these charges being due in future are also being progressed.

Biomass

The Biomass budget for Port Glasgow Community Campus will be £66,750 following approval of the virement requested in paragraph 7.1 and appendix 5. The latest projection is now on budget.

Contract Cleaning

The total budget for Contract Cleaning is £1,292,000 and the latest projection is an underspend of £76,000. A budget saving of £100,000 for the 2017/18 Contract Cleaning budget was approved by the Policy & Resources Committee on 20 September 2016. Following a review of working practices within schools, the majority of the saving are being implemented.

Janitors

The 2016/17 budget for Janitors will be £1,127,000 following approval of the virement requested in paragraph 7.1 and appendix 5. The latest projection is now on budget.

ASN Transport

Following the £25,000 virement approved by the last Committee and the early achievement of a £40,000 budget saving, the ASN Transport budget has been reduced to £508,000. The latest projection is an underspend of £25,000.

ASN Support

The ASN Support budget for 2016/17 is £58,000 and the latest projection is an overspend of £20,000. This relates to expenditure on Audiology Services and the purchase of Assistive Technology products for Craigmarloch School and St Michael's Primary School. It should be noted that the projected overspend is 26% less expenditure than the out-turn for 2015/16.

Music Tuition Fees

The 2016/17 budget for Music Tuition Fees will be £31,420 following approval of the virement requested in paragraph 7.1 and appendix 5. The latest projection is now on budget.

Appendices 2 and 3 provide more details on the projected variances.

6.0 EARMARKED RESERVES

6.1 Earmarked Reserves excluding those for Asset Plans and Strategic Funds total £1,400,000, of which £735,000 is projected to be spent in 2016/17. Spend to date at the end of Period 5 is £244,000 or 33.2% of the projected spend for this Financial Year. Spend to date per profiling was expected to be £257,000, therefore the year to date expenditure is £13,000 or 5.1% behind phased spend.

7.0 VIREMENTS

7.1 The Committee is asked to approve the virement of £95,000 from the Education Revenue budget to the Communities Revenue budget. Surplus budgets for Biomass (£35,000), Janitors (£40,000) and Music Tuition (£20,000) will be vired to fund an overspend on Waivers and a shortfall for School Lets Income.

8.0 IMPLICATIONS

8.1 Finance

All financial implications are discussed in detail within the report above.

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	Budget Years	Proposed Spend This Report £000	Virement From	Other Comments
N/A					

8.2 Legal

There are no specific legal implications arising from this report

8.3 Human Resources

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

8.4 Equalities

There are no equalities issues with this report.

8.5 Repopulation

There are no repopulation issues with this report.

9.0 CONSULTATION

9.1 The paper has been jointly prepared by the Chief Financial Officer and the Corporate Director Education, Communities and Organisational Development.

10.0 BACKGROUND PAPERS

10.1 There are no background papers for this report.

Education Budget Movement - 2016/17**Period 5: 1st April - 31st August 2016**

Service	Approved Budget	Movements			Transferred to	Revised Budget
	2016/17 £000	Inflation £000	Virement £000	Supplementary Budgets £000	EMR £000	2015/16 £000
Corporate Director	141					141
Education	70,690	134	(184)	446	(9,094)	61,992
Inclusive Education	9,940		(48)			9,892
Safer & Inclusive Communities	1,812		(70)			1,742
Totals	<u>82,583</u>	<u>134</u>	<u>(302)</u>	<u>446</u>	<u>(9,094)</u>	<u>73,767</u>

Movement Detail

£000

External Resources

1+2 Language Grant
Probationer Teacher Funding

72
374
446

Virements

Street Mates from CLD to Safer Comms - upload correction
Reduction In Utilities Budgets
Early Achievement ASN Transport Saving
Janitors to Communities
Biomass to Communities
Music Tuition to Communities

(70)
(97)
(40)
(40)
(35)
(20)
(302)

Inflation

SEMP Inflation

134Savings/Reductions278

EDUCATIONREVENUE BUDGET MONITORING REPORTMATERIAL VARIANCESPERIOD 5 : 1st April 2016 - 31st August 2016

<u>Out Turn 2015/16 £000</u>	<u>Budget Heading</u>	<u>Budget 2016/17 £000</u>	<u>Proportion of Budget</u>	<u>Actual to 31-Aug-16 £000</u>	<u>Projection 2016/17 £000</u>	<u>(Under)/Over Budget £000</u>	<u>Percentage Over / (Under)</u>
37,338	Employee Costs - Teachers	38,136	9,523	9,375	37,961	(175)	(0.5%)
306	Water	289	0	0	326	37	12.8%
1,235	Contract Cleaning	1,292	543	4	1,216	(76)	(5.9%)
460	ASN Transport	508	0	0	483	(25)	(4.9%)
105	ASN Support	58	24	32	78	20	34.5%
Total Material Variances						(219)	

EDUCATION**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 5 : 1st April 2016 - 31st August 2016**

2015/16 Actual £000	Subjective Heading	Approved Budget 2016/17 £000	Revised Budget 2016/17 £000	Projected Out-turn 2016/17 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
37,338	Employee Costs - Teachers	37,893	38,164	37,989	(175)	(0.5%)
15,396	Employee Costs - Non Teachers	15,318	15,661	15,668	7	0.0%
14,350	Property Costs	7,659	7,508	7,460	(48)	(0.6%)
3,758	Supplies & Services	4,000	3,989	3,999	10	0.3%
2,532	Transport Costs	2,084	2,069	2,044	(25)	(1.2%)
425	Administration Costs	428	425	425	0	-
4,060	Other Expenditure	17,634	17,921	17,955	34	0.2%
(4,083)	Income	(2,433)	(2,876)	(2,876)	0	-
73,776	TOTAL NET EXPENDITURE	82,583	82,861	82,664	(197)	(0.2%)
	Earmarked Reserves	0	(4,728)	(4,728)	0	
	Loan Charges / DMR	0	(4,366)	(4,366)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	82,583	73,767	73,570	(197)	

2015/16 Actual £000	Objective Heading	Approved Budget 2016/17 £000	Revised Budget 2016/17 £000	Projected Out-turn 2016/17 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
139	Corporate Director	141	141	148	7	5.0%
55,006	Education	56,193	56,455	56,310	(145)	(0.3%)
7,455	School Estate Management Plan	14,497	14,631	14,631	0	-
62,461	TOTAL EDUCATION SERVICES	70,690	71,086	70,941	(145)	(0.2%)
8,106	ASN	8,494	8,464	8,360	(104)	(1.2%)
1,371	Other Inclusive Education	1,446	1,428	1,469	41	2.9%
9,477	TOTAL INCLUSIVE EDUCATION	9,940	9,892	9,829	(63)	(0.6%)
1,518	Community Learning & Development	1,555	1,485	1,488	3	0.2%
181	Other Safer & Inclusive	257	257	258	1	0.4%
1,699	TOTAL SAFER & INCLUSIVE	1,812	1,742	1,746	4	0.2%
73,776	TOTAL EDUCATION COMMITTEE	82,583	82,861	82,664	(197)	(0.2%)
	Earmarked Reserves	0	(4,728)	(4,728)	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Education & Lifelong Learning

Project	Lead Officer/ Responsible Manager	c/f Funding 2015/16	Total Funding 2016/17	Phased Budget To Period 5 2016/17	Actual To Period 5 2016/17	Projected Spend 2016/17	Amount to be Earmarked for 2017/18 & Beyond	Lead Officer Update
		£000	£000	£000	£000	£000	£000	
Creative Scotland Match Funding	Grant McGovern	100	100	50	50	100	0	Final year of funding for The Beacon Place Partnership. Spend will be completed by end of 2016/17.
Beacon Contract and Core Funding	Grant McGovern	129	529	115	115	345	184	Funding to Beacon for 2016/17 is £75k for Retention and £270k of Revenue Support. Balance of £130k will be used in 2017/18 and £54k held as a contingency.
Funding for I Youth Zone Port Glasgow & Gourrock	John Arthur	190	370	48	49	129	241	Projected expenditure based on £97k staff costs and £32k resources spend. P&R Committee of 20/09/16 allocated additional funding of £180k from Free Reserves to fund 2017/18.
School Clothing Grants	Grant McGovern	75	75	25	25	25	50	£25k now spent for 2016/17 (Year 2 of 4 year funding.) £50k c/f for remaining 2 years.
Rankin Park Bike Trail - School Use	John Arthur	60	60	0	0	12	48	Phase 1 roll out in Academic Year 16/17 and Phase 2 in 17/18
Primary School Swimming - P6 to P4 Move	John Arthur	60	60	0	0	30	30	£30k allocated for 16/17 and anticipated that invoices for buses and swim teachers will be charged to EMR at year end
PG Community Campus Apprenticeships	Ruth Binks	50	50	0	0	0	50	No expenditure projected for this Financial Year
Developing Young Person's Workforce	Ruth Binks	87	87	4	2	60	27	Includes Allocation of £14k to Econ Development in Oct 16 & £14k in 17/18 - remaining £13k c/f funds last term of Academic Year 16/17 Apr to June
Secondary Schools Credit Union	Ruth Binks		19	0	0	19	0	£9k invoice from Tail O The Bank Credit Union for Staff Costs and Publicity will be paid P6. An invoice for the balance will be received when funds are deposited in S1 pupils accounts.
School Holiday Lunches	Ruth Binks	50	50	15	3	15	35	£15k allocated to 16/17 for Larkfield & PG, £35k c/f for use 17/18
Total		801	1,400	257	244	735	665	

EDUCATION COMMITTEE**VIREMENT REQUESTS**

Budget Heading	Increase Budget		(Decrease) Budget
		£	£
Biomass	1		35,000
Contract Janitors			40,000
Music Tuition Fees			20,000
Communities Committee - Waivers		58,000	
Communities Committee - School Lets Income		37,000	
		95,000	95,000

Note

1- Total of £95,000 vired from Education Revenue budget to the Communities Revenue budget to fund overspends on Waivers and shortfall in School Lets Income.

Report To:	Education & Communities Committee	Date:	1 November 2016
Report By:	Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	Report	EDUCOM/60/16/EM
Contact Officer:	Eddie Montgomery	Contact No:	01475 712472
Subject:	Education Capital Programme 2016 – 2018 Progress		

1.0 PURPOSE

- 1.1 The purpose of the report is to update the Committee in respect of the status of the projects forming the Education Capital Programme and to highlight the overall financial position.

2.0 SUMMARY

- 2.1 This report advises the Committee in respect of the progress and financial status of the projects within the overall Education Capital Programme.
- 2.2 The Capital Programme reflects the review of the School Estate Funding Model as reported to the November 2015 Committee updated to reflect the decision to progress the acceleration of the School Estate Management Plan approved at the Council budget setting meeting of 10th March 2016. The programme covers the period 2016/18. It should be noted that a revised School Estate Funding Model is included later on the agenda for approval.
- 2.3 Overall the Committee is projecting to contain the costs of the 2016/18 Capital Programme within available budgets.
- 2.4 Expenditure at 30th September is 59.54% of 2016/17 approved budget; there is net advancement from future years of £162k (2.15%) being reported. This is a decrease in advancement of £132k (1.75%) since the last Committee due to the previously reported pre-tender delay on the Bluebird refurbishment project, and fluctuation across budget lines.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the progress on the specific projects detailed in Appendix 1.
- 3.2 That Committee approve the issue of tenders for the Bluebird Family Centre Refurbishment project, and grant delegated authority to the Head of Legal & Property Services to accept the most economically advantageous tender provided the cost is within the budget allocation for the project (para 7.4).

3.3 That the Committee note the review of the School Estate Funding Model which is a separate item on the agenda.

Wilma Bain
Corporate Director Education,
Communities & Organisational
Development

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 This report shows the current position of the approved Education Capital Programme reflecting the allocation of resources approved by the Committee at the meeting of 3rd November 2015 updated to reflect the decision to progress the acceleration of the School Estate Management Plan approved at the Council budget setting meeting of 10th March 2016. The annual review of the School Estate Funding Model is covered under separate report on the agenda for this Committee.
- 4.2 The School Estate Strategy approved by the Committee will deliver a comprehensive programme of new and refurbished schools which will address the modernisation of the Council's entire school stock. The remainder of the programme, prior to the decision to accelerate, extended to 2025. The accelerated programme will see completion of the remaining projects by 2020. The Education Capital Programme detailed in this report shows details of projects which will incur expenditure up to March 2018.

5.0 PROJECTS COMPLETE ON SITE / WITHIN DEFECTS LIABILITY PERIOD

5.1 St John's Primary School Refurbishment and Extension:

The school transferred back to the refurbished and extended building at the end of September 2015. The Contractor has been addressing the final list of defects / snagging compiled at the end of the contractual defects liability period. The reinstatement of the Multi-Use Games Area, which was outstanding from the retaining wall works completed over summer, is programmed for completion over the October holiday period.

6.0 PROJECTS ON SITE / UNDER CONSTRUCTION

6.1 St Patrick's Primary School New Build:

The project commenced on site on Monday 10th August 2015 to complete October 2016. The project had been progressing well throughout the contract period, however the progress had slowed in the final months to the extent that the projected completion date was not able to be achieved. Parents and stakeholders were informed by letter on Monday 26th September. The exceptional closure days originally planned for the end of October have now been altered to the 21st, 22nd and 23rd of November with the first day of operation planned for Thursday 24th November. The Client Services team are maintaining regular contact with the School and Parent Council throughout the project.

6.2 Kilmacolm Primary School Refurbishment:

The project commenced on site on Monday 19th October to complete October 2016. The works have progressed well with the project achieving practical completion slightly early on 29th September. The temporary nursery accommodation will remain in use until the 14th October and is scheduled for removal over the October holiday period including the reinstatement of the car park and surrounding area. The Client Services team are maintaining regular contact with the School and Parent Partnership throughout the project.

7.0 PROJECTS AT BRIEFING/DESIGN/PRE-CONSTRUCTION STAGE

7.1 Moorfoot Primary School Refurbishment:

Following confirmation of the order of priority of the next primary school refurbishments in November 2015, the brief for the above project was developed in consultation with the school and Parent Council. The procurement of the project is being progressed through hub West Scotland with the project now concluded hub Stage 1 which involves the development of the design proposals to outline stage and hub Stage 2 underway. Survey and investigation works have been progressed over the summer holiday period to inform the proposals and define the scope of works to the existing structure / grounds. The decant strategy for the project involves use of the former Sacred Heart PS decant facility after the completion of the St Patrick's PS project. It is also planned to accommodate the existing Nursery Class within temporary modular accommodation within the existing school grounds during the construction period similar to the approach taken on the current Kilmacolm PS project. Tenders have been issued, returned and evaluated for the temporary works with a formal acceptance issued. Planning and preparation for the decant and temporary works are now underway. Officers from Education Services are working in conjunction with Police Scotland, SPT (Strathclyde Passenger Transport), Road Safety and Corporate Health & Safety to identify pick-up and drop-off points for decant buses and consultation with parents on this is currently underway. The target programme anticipates construction start circa April 2017 to complete by Easter 2018. The Client Services Team are maintaining regular contact with the school and Parent Council throughout the design development stages. A more detailed update on the project and design proposals is included as part of the funding model review report to this Committee.

7.2 Lady Alice Primary School Refurbishment:

The Council's Technical Services Team are currently developing the design proposals with RIBA Stage 2 (Outline Design) now concluded. Survey and investigation works have been progressed over the summer holiday period to inform the proposals. The decant strategy for the project involves use of the former St Stephen's HS decant facility. It is also planned to accommodate the existing Nursery Class within temporary modular accommodation within the existing school grounds during the construction period similar to the approach taken on the current Kilmacolm PS project. Tenders have been issued, returned and evaluated for the temporary works with a formal acceptance issued. Planning and preparation for the decant and temporary works are now underway. Officers from Education Services are working in conjunction with Police Scotland, SPT (Strathclyde Passenger Transport), Road Safety and Corporate Health & Safety to identify pick-up and drop-off points for decant buses and consultation with parents on this is currently underway. The target programme anticipates construction start circa April 2017 to complete by Easter 2018. The Client Services Team are maintaining regular contact with the school and Parent Council throughout the design development stages. A more detailed update on the project and design proposals is included as part of the funding model review report to this Committee.

7.3 St Ninian's Primary School New Build:

The procurement of the project is being progressed through hub West Scotland with the project now concluded hub Stage 1 which involves the development of the design proposals to outline stage and hub Stage 2 underway. Survey and investigation works have been progressed over the summer holiday period with initial consultation with Inverclyde Council Roads Design, to inform the proposals and define the scope of works to any existing services and culverts in the area. The strategy for the project involves construction of a new facility on the disused blaes pitch area opposite the recently constructed multi-use games area with the school remaining in its existing accommodation during the construction phase. Transfer to the new facility on completion will be followed by demolition of the existing building. The target programme anticipates construction start in Easter 2017 to complete by 2nd Quarter 2018. The Client Services Team are maintaining regular contact with the school and

Parent Council throughout the design development stages.

7.4 Bluebird Family Centre Refurbishment:

The brief for the above project has been developed in consultation with the centre and Early Years Service. The Council's Technical Services Team are currently progressing the tender document package ahead of tender issue. Decant options were investigated with the agreed strategy to temporarily accommodate the centre within St Joseph's PS which has been approved by the Care Commission. Minor works were undertaken over the summer holiday period to allow the proposed decant area to be made available with further minor alteration works undertaken during term time ahead of the proposed decant in October. Vacant possession will allow the building to be cleared and the opportunity to carry out some minor enabling / disruptive works ahead of the main contract. The construction programme is being developed, it is anticipated that works could commence early 2017 with a construction phase of approx. 9 months subject to tender issue, return and evaluation.

The estimated cost of the works is £1.3m which will be contained within the capital programme allowance of £6.548m for Early Years Establishments Refurbishment/New Build. Permission to issue tenders and approval for delegated authority to accept the most economically advantageous tender is requested.

7.5 New Build West End of Greenock Early Years Facility:

The proposals involve the provision of a new facility to replace the existing Kelly Street Children's Centre and Nursery within St Mary's PS. The procurement of the project is being progressed through hub West Scotland with the project approved by the board and the design team and contractor in place currently working towards hub Stage 1, which involves the development of the design proposals to outline stage. Site surveys and investigation works were delayed due to the particular site constraints and the current process being followed in connection with the original demolition contractor. Surveys have now commenced with the main ground investigation to inform foundation design scheduled for early/mid-October. The original target programme anticipated construction start in Easter 2017 to complete by 1st Quarter 2018 however this is currently being reviewed as part of the hub Stage 1 finalisation. Engagement with the Centre and Nursery staff and wider stakeholders is programmed to commence shortly. A more detailed update on the project and design proposals is included as part of the funding model review report to this Committee.

8.0 IMPLICATIONS

Finance

8.1 The expenditure at 30th September 2016 is £4.491m from a budget of £7.543m. This is expenditure of 59.54% of the approved budget after 50% of the year. No slippage is currently being reported with net accelerated spend of £162k.

8.2 The current budget position reflects the following:

- SEMP model approved by Committee in November 2015 updated to reflect accelerated proposals (Option 1) as reported to January 2016 Committee.
- Grant funding received in respect of implementation of the Children & Young People Bill and Free School Meals.
- Grant funding projected to be received in respect of project specific awards in connection with the Scotland's Schools for the Future programme.

The current budget is £48.342m, made up of £47.148m SEMP Supported Borrowing / Government Grant Funding and £1.194m Non-SEMP Supported Borrowing. The Current Projection is £48.342m.

8.3	Education & Communities	Approved Budget £000	Current Position £000	Overspend / (Underspend) £000
	Total School Estate	47,148	47,148	-
	Total Non School Estate	1,194	1,194	-
	Total	48,342	48,342	-

8.4 Please refer to the status reports for each project contained in Appendix 1.

Legal

8.5 There are no legal issues.

Human Resources

8.6 There are no human resources issues.

Equalities

8.7 Has an Equality Impact Assessment been carried out?

X

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. See below.

Individual projects consider DDA issues as part of the development of the detailed designs and Building Standards approval (where required). There are no equalities issues.

Repopulation

8.8 The regeneration works outlined in this report should contribute to retaining and increasing the population within the area. There are no repopulation issues.

9.0 CONSULTATION

9.1 There are no direct staffing implications in respect of the report and as such the Head of Organisational Development, HR and Communications has not been consulted.

9.2 There are no legal issues arising from the content of this report and as such the Head of Legal and Property Services has not been consulted.

10.0 LIST OF BACKGROUND PAPERS

10.1 Education Capital Programme Technical Progress Reports October 2016. (A technical progress report is a project specific report which details the financial and progress position for current projects which have a legal commitment).

EDUCATION CAPITAL REPORT APPENDIX 1

COMMITTEE: EDUCATION & COMMUNITIES



Project Name	1	2	3	4	5	6	7	8	9	10	11
	<u>Est Total Cost</u>	<u>Actual to 31/3/16</u>	<u>Approved Budget 2016/17</u>	<u>Revised Est 2016/17</u>	<u>Actual to 30/09/16</u>	<u>Est 2017/18</u>	<u>Est 2018/19</u>	<u>Future Years</u>	<u>Start Date</u>	<u>Original Completion Date</u>	<u>Current Completion Date</u>
	£000	£000	£000	£000	£000	£000	£000	£000			
SEMP Projects											
Demolish St Stephens HS	500	500	0	0	0	0	0	0	May-18	-	Aug-18
St Patrick's PS - New Build	7,012	3,076	3,536	3,536	2,262	400	0	0	Aug-15	-	Nov-16
Kilmacolm PS - Refurbishment	4,435	1,576	2,394	2,559	1,704	300	0	0	Oct-15	-	Oct-16
Early Years Establishments - Refurbishment/New Build	6,548	2	707	400	42	5,726	420	0	Apr-16	-	Mar-19
Free School Meals Capital Grant	60	33	0	0	0	27	0	0	Apr-16	-	Mar-18
Lifecycle Fund	3,690	714	256	256	215	1,493	1,227	0	Apr-14	-	Mar-19
Balance of Contingency	195	0	50	50	0	45	100	0			
Moorfoot PS Refurbishment	4,647	0	100	100	4	1,814	2,610	123			
Lady Alice PS - Refurbishment	3,206	0	200	200	0	2,929	77	0			
St Ninian's PS - New Build	9,280	0	176	176	11	8,235	761	108			
Gourock PS - Extension	1,704	0	0	0	0	126	1,297	281			
St Mary's PS - Refurbishment & Extension	5,291	0	0	0	0	150	3,224	1,917			
Complete on site	945	0	0	284	136	661	0	0			
TOTAL SEMP	47,513	5,901	7,419	7,561	4,374	21,906	9,716	2,429			
Non-SEMP Projects											
MUGA/Blaes Pitch Upgrades Complete on site	27	0	27	27	0	0	0	0			
Primary School MUGA's - Various	802	605	97	117	117	80	0	0	Apr-14	-	Jun-16
TOTAL non-SEMP	829	605	124	144	117	80	0	0			
TOTAL ALL PROJECTS	48,342	6,506	7,543	7,705	4,491	21,986	9,716	2,429			

Report To:	Education and Communities Committee	Date:	01 November 2016
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/65/16/RB
Contact Officer:	Ruth Binks	Contact No:	01475 712824
Subject:	Tackling unnecessary bureaucracy and undue workload in schools		

1.0 PURPOSE

- 1.1 The purpose of this report is to provide the Education and Communities Committee with an update on the review by Education Scotland of Inverclyde Education Services' actions to tackle unnecessary bureaucracy and undue workload within schools.

2.0 SUMMARY

- 2.1 A review of all education authorities in Scotland was undertaken in August 2016 to identify the actions taken by each authority to tackle unnecessary bureaucracy and workload in schools.
- 2.2 Inverclyde Council's Education Services received a visit from a team of three inspectors on 19 August 2016.
- 2.3 Based on the outcome of the visits, inspectors allocated all authorities into one of three groups.
- 2.4 Inverclyde Council was placed in the top group and inspectors found that the local authority has been proactive in providing support and guidance that minimises workload demands for staff within their schools.

Amongst the key strengths identified by the inspectors was the strong sense of collegiality promoting effective collaborative working and open professional dialogue supported by positive relationships.

3.0 RECOMMENDATIONS

- 3.1 Members of the Education and Communities Committee are asked to note the contents of this report.

Ruth Binks
Head of Education

4.0 BACKGROUND

- 4.1 In June 2016, the Deputy First Minister and Cabinet Secretary for Education and Skills asked Education Scotland to undertake a focused review of the demands placed on schools by local authorities in relation to Curriculum for Excellence (CfE), particularly around their arrangements for curriculum, planning, assessment and reporting in schools. This review was planned as one strand within a wider set of actions announced in the Government's 'Delivery Plan' designed to eliminate unnecessary workload demands associated with the implementation of CfE.
- 4.2 In carrying out the review, HM Inspectors took account of aspects of CfE which had been identified as causes of unnecessary bureaucracy and undue workload by the Ministerial Group on Tackling Bureaucracy; the CfE Management Board 'Reflections Group' which reported on the first two diets of new national qualifications; and the Ministerial Working Group on Assessment and National Qualifications.
- 4.3 The key themes identified were:
- Forward and curriculum planning
 - Assessment
 - Self-evaluation and improvement planning
 - Tracking, monitoring and reporting
 - IT systems

Inspectors explored the expectations, guidance and support which the local authority had in place for its schools in each of these areas. They were particularly interested in the actions the local authority had taken to ensure that unnecessary bureaucracy was avoided, and that effective, streamlined practice was in place across all of their schools. After the visit each authority was to be given one of four grades and the grades would be published in September 2016.

1. The local authority has been proactive in providing support and guidance that minimise workload demands for staff in their schools
2. The local authority has provided support and guidance that places reasonable workload demands on staff
3. The local authority has not yet given sufficient support and guidance to prevent or reduce undue workload demands on staff, and further improvement is required
4. The local authority has not provided any support or guidance

5.0 CURRENT POSITION

- 5.1 The review took place on 19 August 2016. A team of three inspectors visited Inverclyde Council for a day. They met with the Corporate Director Education, Communities and Organisational Development, Heads of Service and local authority officers, representatives of teachers' professional associations through the Local Negotiating Committees for Teachers (LNCT), primary and secondary head teachers; and primary and secondary teachers. Inspectors looked at arrangements, expectations and associated workload requirements for Curriculum for Excellence (CfE) placed on schools by the local authority, as well as any guidance and support provided by the authority to help minimise bureaucracy and workload. This report sets out the findings of the review.
- 5.2 Before the visit, the inspection team was issued with a comprehensive overview of actions taken by the authority in recent years to reduce workload and bureaucracy. During the visit, the inspectors talked to identified groups about arrangements, expectations and associated workload requirements for Curriculum for Excellence (CfE) placed on schools by the local authority, as well as any guidance and support provided by the authority to help minimise bureaucracy and workload.
- 5.3 The report was published in September 2016. Fifteen authorities were placed in the top

category. Fourteen were placed in the second category and three were placed in the third category. No authorities were placed in the fourth category. The national report can be accessed at:

<https://education.gov.scot/improvement/Documents/Review-of-Local-Authorities.pdf>

5.4 As well as the national report, individual feedback was received from the inspection team and the following key strengths were highlighted for Inverclyde:

- A shared view of the need to reduce bureaucracy and a willingness by all parties to work together to achieve this goal
- The local authority, working with the LNCT, has been proactive in making a commitment to address bureaucracy
- Planned programmes of meetings with heads of establishments are facilitating the sharing of practices and the addressing of common issues
- The local authority is achieving a balance of offering guidance while retaining a measure of autonomy within schools which is being viewed positively by teaching groups and association representatives
- Positive relationships are supporting open professional dialogue
- The strong sense of collegiality is promoting effective collaborative working
- The sharing of the initiatives being taken forward within the attainment challenge and the willingness of staff in other schools to engage with this is supporting schools in refining their own practices

Areas for development were:

- Continue to work, in partnership with the LNCT, to address the issues being identified as giving rise to bureaucracy and workload
- The local authority should look to disseminate very specific exemplars/advice, drawing on best practice, to illustrate how colleagues have managed successfully to reduce bureaucracy

6.0 IMPLICATIONS

Finance

6.1 There are no financial implications 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					

Legal

6.2 There are no legal implications from this report.

Human Resources

6.3 There are no Human resources implications from this report.

Equalities

6.4 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.

Repopulation

6.5 N/A

7.0 CONSULTATIONS

7.1 N/A

8.0 CONCLUSIONS

8.1 Education Services will continue to work with head teachers, teaching groups and their representatives to address issues which are identified as giving rise to bureaucracy and workload.

9.0 BACKGROUND PAPERS

9.1 N/A

Report To:	Education & Communities Committee	Date: 1 November 2016
Report By:	Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	Report No: EDUCOM/61/16/EM
Contact Officer:	Eddie Montgomery	Contact No: 01475 712472
Subject:	Review of School Estate Funding Model 2016	

1.0 PURPOSE

- 1.1 The purpose of the report is to update the Committee on the current position of the School Estate Funding Model and seek approval of the revised model.

2.0 SUMMARY

- 2.1 The Education and Lifelong Learning Committee at its meeting of 18 June 2008 approved a revision of the School Estate Management Plan (SEMP). One of the recommendations of that report was that the Plan and Funding Model would be reviewed annually and reported to Committee. This report provides Committee with the 2016 review.
- 2.2 The 2015 review of the SEMP was reported to the November Education and Communities Committee. Since the model was approved in November 2015 the following progress has been achieved:
- The new build St Patrick's Primary School project which commenced on site in August 2015 is progressing to completion in November 2016.
 - The refurbishment of Kilmacolm Primary School commenced on site in October 2015 and was certified complete in late September with the school transfer on programme to complete in October 2016.
 - The substantial investment in Multi-Use Games Areas (MUGAs) and upgrading of blaes pitches has been taken forward and completed across the estate.

Further detail of current project work is included in the Capital Report also being presented to this Committee.

- 2.3 This report summarises the internal and external factors which affect the Plan and outlines the methodology used to review the financial model. A revised model is attached as Appendices 1(a)-(c).
- 2.4 Overall the SEMP remains affordable with a financial completion of 2022/23 and with all major projects completed by 2020. The overall position is significantly improved upon the October 2015 review which reported all major projects complete by 2025/26 with Financial Completion by 2029 and is the result of the allocation of extra resources as part of the March 2016 Budget.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approve the revised Funding Model and the associated changes/revisions highlighted in sections 4.0 and 5.0.

-
- 3.2 That the Committee note that financial implications of the revised model will be built into the Council's revised Financial Strategy due to be presented to the Council in December.

Wilma Bain
Corporate Director
Education, Communities &
Organisational
Development

Alan Puckrin
Chief Financial Officer

4.0 REVIEW OF THE MODEL – EXTERNAL FACTORS

4.1 Inflation

At the time of the last review of inflation in October 2015 the Building Cost Information Service view was that tender prices would rise as contractors started to cope with rising workload and a predicted recovery in new work output.

The BCIS September 2016 Public Sector newsletter noted that tender prices remained unchanged in the 1st quarter 2016 compared with the final quarter of 2015, but had risen by almost 2% compared with the same quarter in 2015. It also noted that this slight slowdown could be the result of contractors coming to terms with the increase in workload, combined with slower rates of input cost increases. However, following the EU Referendum, tender prices are expected to begin to fall in the second half of 2016, as contractors react to the marginal growth in new work output predicted for 2016, and potentially falling output over the following two years (It should be noted however that this is based on a very small sample of data received for 1st quarter 2016, therefore the index for this quarter may vary more than is usually expected as the sample grows. It should also be noted that historically tender prices in the West of Scotland have not aligned with BCIS forecasts).

The previously published forecast was based on the UK remaining in the European Union, but there is a consensus that the uncertainty created by the leave vote will lead to a slowdown. The length and depth of that slowdown will depend on various political decisions, any of which are equally possible. The BCIS has therefore produced forecasts based on three scenarios which reflect the different political outcomes from the exit negotiations from the EU and are equally likely:

- an 'upside' scenario based on the assumption that we will remain in the European free trade area with freedom of movement of labour.
- a 'downside' scenario based on the assumption that we do not have favourable access to the European Union market and there are restrictions on the movement of labour.
- a 'central' scenario based on some restrictions to trade but a largely unchanged access to labour.

The terms 'central', 'upside' and 'downside' reflect the impact of the scenarios on construction demand.

As a result of the decision to accelerate the School Estate Management Plan there is a greater number of projects than normal currently in the development / pre-construction phase. An update on the progress and current cost estimates for a number of these projects is included in section 5.4 of this report and these reflect the current market position / projections. Beyond those projects, only a single major refurbishment project and one extension project remain to be progressed. There is no change proposed to the inflation allowances within the model at the 2016 review.

4.2 Capital Receipts

As part of the Financial Strategy the Council agreed that all SEMP receipts would be put in the Capital Fund and the SEMP would receive £9.025 m of Prudential Borrowing to compensate. As a result the amount & timing of capital receipts is no longer a factor in the SEMP Funding model. The 2016 model remains unchanged from this position.

4.3 Scottish Government - Scotland's Schools for the Future Programme (SSFF)

Previous reviews of the model included the following amounts in respect of projected project specific grant income:

- £5.014 million in connection with the Scotland's Schools for the Future Phase 2 grant award for Craigmarloch School within the new Port Glasgow Community Campus (unchanged from 2014 model).
- £3.423 million in connection with the Scotland's Schools for the Future Phase 3 grant award for St Patrick's Primary School (updated for confirmed position in 2015 model).
- £1.000 million allowance in connection with the anticipated Scotland's Schools for the Future Phase 4 grant award for Kilmacolm Primary School (no figures confirmed at the time of preparing the 2015 model).

The October 2016 model has been updated to reflect the following position regarding projected project specific grant income:

- Kilmacolm PS grant allowance increased to £2.135 million. This reflects the confirmed funding position from the SFT as at 9th March 2016.

4.4 Scottish Government – Children and Young People Act / Free School Meals Grants

The Scottish Government has allocated Capital funding in connection with the implementation of the Children and Young People (Scotland) Act 2014 and the commitment to a minimum provision of early learning and childcare. The 2015 model included £2.056 million in respect of capital grant received for 2014/15 and 2015/16. No further funding has been received in connection with this and therefore the 2016 model remains unchanged from this position.

It should be noted that the current scope of the works across the Early Years Estate does not include / address the Scottish Government proposals to increase the level of entitlement to free Early Learning and Childcare to 1140 hours per year by 2020. Officers are currently participating in Scottish Futures Trust led feasibility and capacity studies ahead of formal guidance being issued and funding support confirmation.

The Scottish Government also allocated limited capital funding in connection with providing free school meals to every Primary 1-3 pupil which came into effect on 5th January 2015. Inverclyde's capital allocation for 2015/16 was £60K which was included in the 2015 model and the 2016 model remains unchanged.

4.5 Scottish Government Capital Grant

The October 2013 review identified that continuing low interest rates allowed the Chief Financial Officer to reduce the cost of Loan Charges charged to the SEMP by approximately £450,000 per year from 2014/15 and thus freeing up resources for Prudential Borrowing. This allowed a £500k annual reduction in the £4.8 million capital allocation within the model to £4.3 million a year from financial year 2015/16. The 2016 model remains unchanged from this position until 2021. After this point in time, due to the acceleration of the programme, there is a reduced requirement for Capital Grant until at least 2028.

5.0 REVIEW OF THE MODEL – INTERNAL FACTORS

5.1 Overview

There have been a number of changes since the October 2015 review. Changes are categorised as:

- reviewing / adjusting existing information to reflect changes in circumstances and additional information becoming available.
- updating for additional expenditure and/or changes to the scope of current / recently completed projects.
- updating for cost estimate / projections for projects in the development stage.

These adjustment headings are described in more detail below.

5.2 General Updating of Model

The Capital model has been brought up to date to reflect actual expenditure over the past year (2015/16).

5.3 Current Committed Project Cost Plan Adjustments

There have been a number of changes affecting cost plans for current / recently completed projects which have been reported to Committee over the course of the year:

Current / Completed Projects

- St John's PS Refurbishment & Extension – January 2016 Committee approved the allocation of SEMP lifecycle budget to address essential repairs to the existing Glen Avenue retaining wall.
- Ardgowan PS Refurbishment & Extension – May 2016 Committee approved the allocation of Capital programme contingency in connection with the agreement of the final account for the project.
- Kilmacolm PS Refurbishment – September 2016 Committee approved the allocation of SEMP lifecycle budget to address a change to scope of the works to include essential underground drainage repairs and playground resurfacing.

It should be noted that, as with all construction contracts, there remains a risk of cost increases until project completion is achieved and/or final account negotiations are concluded.

5.4 Projects in Development / Accelerated SEMP Projects

A report on options for the acceleration of the remaining projects within the School Estate Management Plan and works required across the Early Years Estate was submitted to the January 2016 Committee and subsequently remitted to the 2016 budget setting process. The budget set on 10th March 2016 confirmed funding and support for the accelerated proposals which will see the programme completed by 2020. The updates below highlight areas of change within projects under development requiring revision of the cost allowances within the model agreed at the January 2016 Committee:

Moorfoot Primary School Refurbishment

The Moorfoot PS project is being procured through hub West Scotland with the project now concluded hub Stage 1 which involves the development of the design proposals to outline stage and hub Stage 2 underway. As part of the early design development a number of surveys were undertaken including opening up and inspection of the structures. The current projected cost of the project has increased from £4.647m to £5.147m, the following contributory factors should be noted:

- Building requires 100% re-roofing including introduction of rooflights for natural daylighting and ventilation (including renewal of first floor roof structure as part of proposed remodelling).

- Existing structure requires some remedial works to provide the necessary extended life and underground drainage requires multiple repairs.
- Remodelling to address current operational issues / relocation of Nursery Class and Garvel Deaf Centre.
- Significant remodelling and reduction of levels of administration block and main entrance to address equality / DDA issues.
- Reconfiguration of car parking to address current operational issues.
- Not all areas previously addressed via refurbishment able to be retained / re-used i.e. some inherent inefficiency associated with earlier partial refurbishment which was funded from the original capital allowance.

The proposed scope of works above reflects the recommendations to address core condition and suitability issues of the existing building. Appendix 2(a) includes an overview / summary of the developed project proposals.

Lady Alice Primary School Refurbishment

The Lady Alice PS project is being progressed via the Council's Technical Services section with the project now concluded RIBA Stage 2 which involves the development of the design proposals to outline stage and with detail design commenced. As part of the early design development a number of surveys were undertaken including opening up and inspection of the structures. The current projected cost of the project has increased from £3.206m to £3.806m, the following contributory factors should be noted:

- Building requires 100% re-roofing of the existing slate pitched roofs including renewal of all eaves, soffits and drainage systems.
- Remodelling and partial extension to address current operational / Equality (DDA) issues in connection with the main entrance to the school which is adjacent to a busy trunk road and which has significant level / access issues.
- Extension to address the lack of dedicated dining space / second activity space (school currently has single space for gym/assembly/dining).
- Not all areas previously addressed via refurbishment able to be retained / re-used i.e. some inherent inefficiency associated with earlier partial refurbishment which was funded from the original capital allowance.

The proposed scope of works above reflects the recommendations to address core condition and suitability issues of the existing building. Appendix 2(b) includes an overview / summary of the developed project proposals.

Bluebird Family Centre Refurbishment

The Bluebird Family Centre project is being progressed via the Council's Technical Services section with the project now approaching tender issue stage. The Committee has previously been advised of the pre-contract delay on the project which was partly due to the relative complexity of remodelling the existing building to address current suitability issues, and addressing significant level issues around the existing building. The projected cost of the capital project has increased by circa £175k (mainly due to the issues above) however the decant strategy for the project has led to savings within the one-off costs which substantially offset the capital increase.

New West End of Greenock Early Years Facility

The proposed new facility to replace the existing Kelly Street Children's Centre and Nursery within St Mary's PS is being procured through hub West Scotland with the

project approaching end of hub Stage 1 (development of the design proposals to outline stage). The issues with the proposed site in connection with the demolition have delayed the completion of survey and investigation works for the project. However, topographical, ecological and services surveys have now been completed with ground investigation imminent. Although the building itself is smaller scale and relatively straightforward the projected costs have increased in connection with site specific abnormalities from £2.389m to £2.589m. The topographical information indicates that the top third of the former Greenock Academy site has a significant level difference from South to North (some 6 metres) with the optimum site solution being to import some 4,400m³ of material to create a suitable development platform and avoid even higher potential costs in connection with retention / retaining structures. The creation of a new vehicle access point is required as the existing is not within the top third of the site and this requires lowering of utility services which run in the existing Madeira Street footway. Available drainage connections for the top third of the site are also more distant than would be preferred / expected.

5.5 Review of One-Off Costs

Appendix 1(b) shows the one-off revenue costs associated with the SEMP. Generally these are the costs associated with decanting schools to temporary accommodation and transfer to their new or refurbished school i.e. pupil transport to decant schools and the cost of maintaining and securing empty buildings. Schools also accumulate significant amounts of unwanted resources and the cost of disposing of these is included in the one-off revenue costs.

A review of the one-off costs has been carried out and there have been some changes as noted below to reflect the decisions taken over the last year and developments in connection with approach to major projects:

- Early Years Establishment Refurbishment / New Build - allowance for decant of Bluebird Family Centre reduced to reflect internal decant in lieu of transport costs previously allowed.
- Moorfoot PS – allowance for temporary modular accommodation for Nursery updated to reflect actual tender returns.
- Lady Alice PS – allowance for temporary modular accommodation for Nursery updated to reflect actual tender returns.
- Review of the available contingency.

5.6 Review of Savings

The available savings were reviewed against the 2015/16 actual expenditure and latest projected expenditure for 2016/17. The 2016 model remains unchanged from this review. It should be noted that there are no further operational savings projected until the decant facility at the former Sacred Heart Primary School is scheduled to be partially demolished in 2020. The Committee are advised that a review of potential savings in the PPP contract has been undertaken and following approval by the Policy & Strategy Committee these opportunities are being progressed by officers and their advisors.

5.7 Loan Charges

As noted in the October 2013 review the Chief Financial Officer was able to reduce the cost of Loan Charges charged to the SEMP by approximately £450,000 per year from 2014/15. The 2015 model also included an updated Loan Charges position reflecting a further saving of £200,000 approved by the Policy & Resources Committee of 22 September 2015. The 2016 model reflects the increase in loans charges required to accelerate the Primary Schools programme plus the investment in Early Years. This

increased the loans charge by £910,000 by 2021.

6.0 IMPLICATIONS

Finance

6.1 Summary

The model remains affordable. The earmarked reserve summary (Appendix 1(c)) shows there is a positive balance carried forward each year with a maximum balance of £5.701 million in 2015/16 and a minimum balance of £1.554 million in 2020/21

6.2 Capital Costs and Grant Funding

There has been some significant change in projected capital costs of the projects in development outlined in 5.4 above. This however has been offset by the following:

- Increased grant income +£1.135m (in connection with the Kilmacolm PS project).
- Re-allocation of £200k of uncommitted 2016/17 lifecycle funding (to address significant elemental improvements in the projects noted in 5.4).
- Reduction in projected outturn of One-Off Costs in connection with projects as outlined in 5.5 above.

It should be noted however that there remains a risk that projects could be delayed either pre-tender or on site and, although a reasonable gap has been maintained between each use of decant facilities, project over runs could impact the timelines for the remaining projects.

6.3 Cashflow

Both the capital and overall models need to be in surplus for the Council to claim the SEMP is financially deliverable. The October 2016 model shows this to be the case in a significantly reduced timescale from that previously reported.

6.4 Financial Risks

The School Estate Management Plan has progressed to a stage where the planned rationalisation of the estate is complete with a relatively small number of major projects yet to be taken forward to address the remaining assets requiring significant investment. The financial risks associated with completion of the project are summarised below;

- Out-turn Construction Costs - Risk (as with all construction projects) that final costs will exceed project budgets, particularly in refurbishment projects.
- Tender Price Inflation - Risk of future tender prices rising faster than industry forecasts / model allowances.
- Project delays/over-runs – The risk that the timelines assumed in the model are impacted with potential knock-on inflation impact for future projects.
- Legislation - The risk of future changes in legislation e.g. building standards becoming increasingly onerous particularly in respect of upgrading existing buildings. Currently sprinkler systems are mandatory for new build projects and are recommended for refurbishment projects with significant extensions. The remaining refurbishment projects within the model do not include allowances for sprinkler installations.
- Capital Grant - It should also be noted that future reduction in the government capital grant remains a significant risk to the programme although this has been partly addressed by the reductions noted in 4.4.

Legal

6.5 There are no legal issues.

Human Resources

6.6 There are no human resources issues.

Equalities

6.7 Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
X	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. See below.

Individual projects consider DDA issues as part of the development of the detailed designs and Building Standards approval (where required). There are no equalities issues.

Repopulation

6.8 The School Estate Strategy has been and continues to be one of the Council's key areas of investment in support of the aim of repopulating and promoting Inverclyde as the place of choice to live, work and spend leisure time. The significant investment in the School Estate is not only a catalyst for regeneration but also contributes towards improving Inverclyde for the people who live here and assists in attracting people to relocate and settle here, knowing their children will receive a first class education in the best possible school accommodation.

7.0 CONSULTATION

7.1 There are no direct staffing implications in respect of the report and as such the Head of Organisational Development, HR and Communications has not been consulted.

7.2 There are no legal issues arising from the content of this report and as such the Head of Legal and Property Services has not been consulted.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 Project Cost Plans
Cashflows (Capital & Revenue)
Calculation of Maintenance Costs
Sports Pitch Lifecycle Model
Building Cost Information Service (BCIS) Public Sector Newsletter (September 2016)
School Estate Management Plan Risk Register (Revision 24 September 2016)

School Estate Funding Model - October 2016 - One Off Revenue Costs

Sources of Funding/Proposed Spend	Start Date / Timeline	Completion Date	Total	Total Inc Inflation	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Clune Park Closure	Apr-08	-	17	17	17																					
St Columba's (Refurb Gourcock HS) + Transport	Nov-11	Aug-16	601	832	39	87	87	87	87	233	146		220	75												
PPP New Aleymill Primary School	Feb-10	Feb-10	46	49	49																					
PPP New All Saints Primary School	Feb-10	Feb-10	46	49	49																					
Notre Dame de Wellington	Jun-09	Jun-09	105	111	111																					
St Andrew's Primary School (Refurb Earnhill)	Aug-10	Oct-11	70	79	17																					
PPP New Notre Dame High School	May-11	May-11	75	84																						
PPP New Clydeview Academy	May-11	May-11	120	135																						
Overton/Highlanders Refurbishment	Apr-11	Aug-12	359	370		159	164	164	47																	
Port Glasgow Community Campus	Oct-11	Dec-13	872	972	125	125	567	42	30	250																
Lomond View Academy (Refurb St Laurences)	Jul-12	Jul-13	35	42																						
Inverkip Primary School Refurbishment/Exin	Jun-11	Aug-12	20	23																						
ASN School - New Build	Oct-11	Dec-13	85	101			11			101																
Early Years Establishments Refurbishments	Apr-16	Mar-19	65	67									40	27												
Arggowan Primary School Refurbishment	Apr-14	Aug-15	376	517			203			203	226	88														
St Patrick's Primary School Refurbishment	Aug-15	Nov-16	403	447							253	194														
Moorfoot Primary School Refurbishment	Feb-17	Apr-18	466	517							373	288	238	278												
St John's Primary School Refurbishment	Dec-14	Sep-15	608	661																						
St Mary's Primary School Refurbishment	Jul-16	Jul-19	285	361											249	112										
Lady Alice Primary School Refurbishment	Feb-17	Apr-18	741	794											229											
Almalcolm Primary School Refurbishment	Oct-15	Oct-16	447	792											68											
St Ninian's Primary School Refurbishment	Apr-18	May-19	45	68											14	14										
Gourcock Primary School - Refurbishment	Apr-18	Apr-19	20	28											9	9										
Sacred Heart Menshall/Security	Varies	-	182	184																						
Highlanders Decant Upgrade	-	-	-	-																						
St Stephen's HS Decant Upgrade	Apr-14	Mar-15	-	75											213	221										
Additional Revenue maintenance costs	Annual	-	5,143	5,143		360	49	224	250	116	75	263	196	204	213	221	230	239	249	258	268	279	289	300	314	326
Additional Partial Refurbishment Works	Apr-12	Mar-14	500	500																						
ICT Technical Support for SEMP	Apr-13	Mar-14	27	27																						
OIO School Estate Extended Period Support	Apr-16	Mar-18	150	150																						
Contingency	Annual	-	150	150																						
Energy Performance Certificates	10 Year Cycle	-	200	100																						
Condition Survey	5 Year Cycle	-	300	440		100				80	40				100					120						
Total proposed spend			7,425	13,883	56	828	731	1,210	758	1,427	1,104	1,352	1,612	1,082	882	456	230	239	249	378	268	279	289	300	314	326

2020 Scenario 1 - Jan 16 RPI Update & 15/16 Actuals

School Estate - Earmarked Reserves

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Earmarked Reserve b/fwd	2,942	5,701	3,890	3,396	2,484	1,911	1,556	1,833	2,091	2,210	2,429	2,626	2,801	2,953	3,078
Available Savings added (a)	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682
Extra Financing (b)	3,305	3,130	3,145	3,145	3,145	3,145	3,795	3,795	3,795	3,795	3,795	3,795	3,795	3,795	3,795
Prudential Schools Loan Charges (c)	-3,851	-4,166	-4,394	-5,011	-5,098	-5,106	-5,115	-5,124	-5,134	-5,144	-5,155	-5,167	-5,179	-5,192	-5,206
Unitary Charge Payment (d)	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942
Unitary Charge Inflation Element (e)	-481	-723	-996	-1,279	-1,573	-1,880	-2,198	-2,529	-2,874	-3,232	-3,605	-3,992	-4,395	-4,814	-5,250
Unitary Charge Funding from Inflation Contingency	522	723	996	1,279	1,573	1,880	2,198	2,529	2,874	3,232	3,605	3,992	4,395	4,814	5,250
One Off Costs (f)	-696	-1,415	-877	-669	-235	0	0	0	-120	0	0	0	0	0	0
Extra Revenue Repairs (g)	-276	-196	-204	-213	-221	-230	-239	-249	-258	-268	-279	-289	-300	-314	-326
Unitary Charge RSG	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096
Written Back to / from General Reserves (h)	2,400	-1,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Earmarked Reserve c/fwd	5,701	3,890	3,396	2,484	1,911	1,556	1,833	2,091	2,210	2,429	2,626	2,801	2,953	3,078	3,177

(a) £4,682k of savings have been achieved to date. Savings now complete as Sacred Heart building remains.

(b) Compensating loan charges for receipts transferred to the Capital Fund come in from 2015/16. Annual Saving of £175k applied 2016/17 and a further saving of £200k taken from 2017/18 onwards.

(c) £45k per year funding for St Stephen's added 2015/16 & 2016/17. Additional £260k added from 2017/18 to 2020/21 increasing to £910k per year thereafter.

(d) Uses a pool fund rate of 3.95% for 2015/16 and 2016/17, 3.90% for 2017/18 and 2018/19 and 4.00% from 2019/20 onwards. £50k contingency added from 2016/17. £200k saving taken from 2017/18 onwards.

(e) Based on Actual Unitary Charge at Jan 2011 RPI of £8.842 million plus £100k contingency from 2013/14.

(f) Base at Jan 2016 RPI. Assumes 2.7% annual inflation (4% RPI discounted by factor of 1.5)

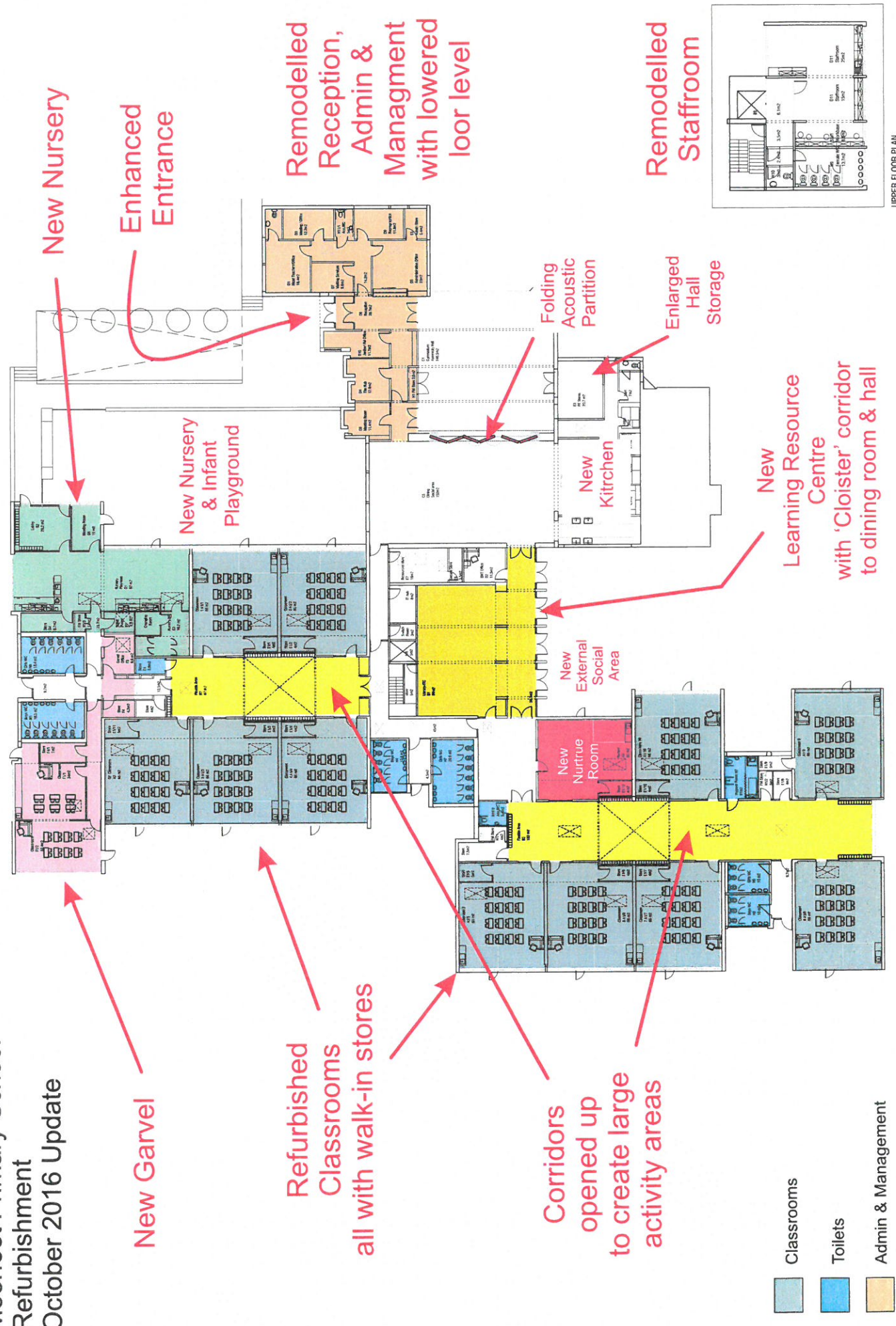
(g) Includes cost of QIO for period April 2016 to June 2018, full NDR for St Stephen's decant building for 2015/16 to 2017/18, £45k per year rent in 2015/16 to 2017/18 for St Stephen's land.

(h) £497k provision for St Stephen's demolition made in 2014/15. After 2023/24 all one-off costs cease.

(i) Saving of £75k per year taken from 2016/17.

(j) £1.0m written back to General Reserves in 2016/17. £2.4m added 2017/18 per Inverclyde Council Budget approved 10/03/16.

Moorfoot Primary School
 Refurbishment
 October 2016 Update



New Nursery

Enhanced Entrance

Remodelled Reception, Admin & Management with lowered floor level

Remodelled Staffroom

New Nursery & Infant Playground

Folding Acoustic Partition

Enlarged Hall Storage

New Kitchen

New Learning Resource Centre with 'Cloister' corridor & hall

New External Social Area

New Nurture Room

Refurbished Classrooms all with walk-in stores

Corridors opened up to create large activity areas

Classrooms

Toilets

Admin & Management

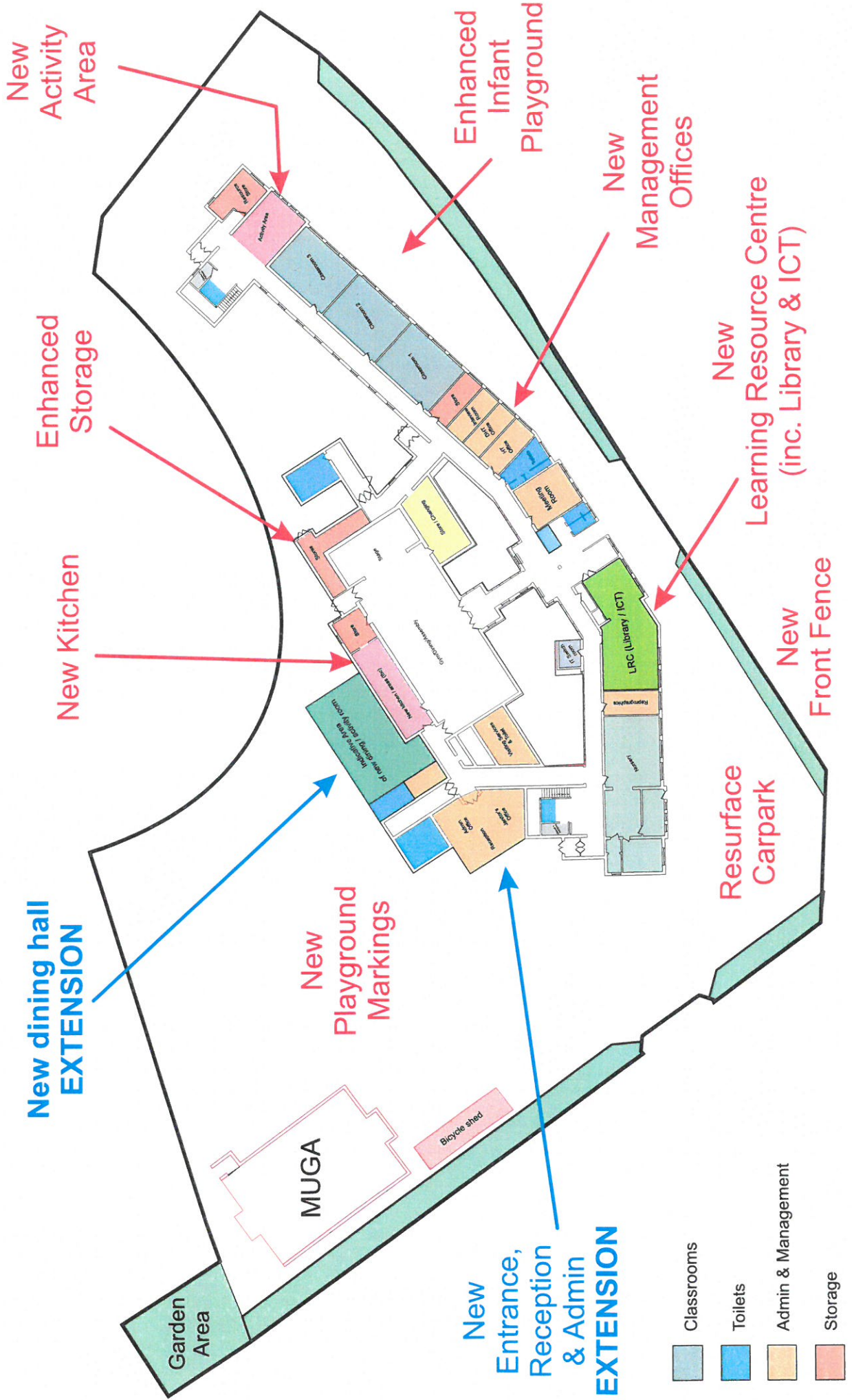
UPPER FLOOR PLAN

Moorfoot Primary School Refurbishment - October 2016 Update



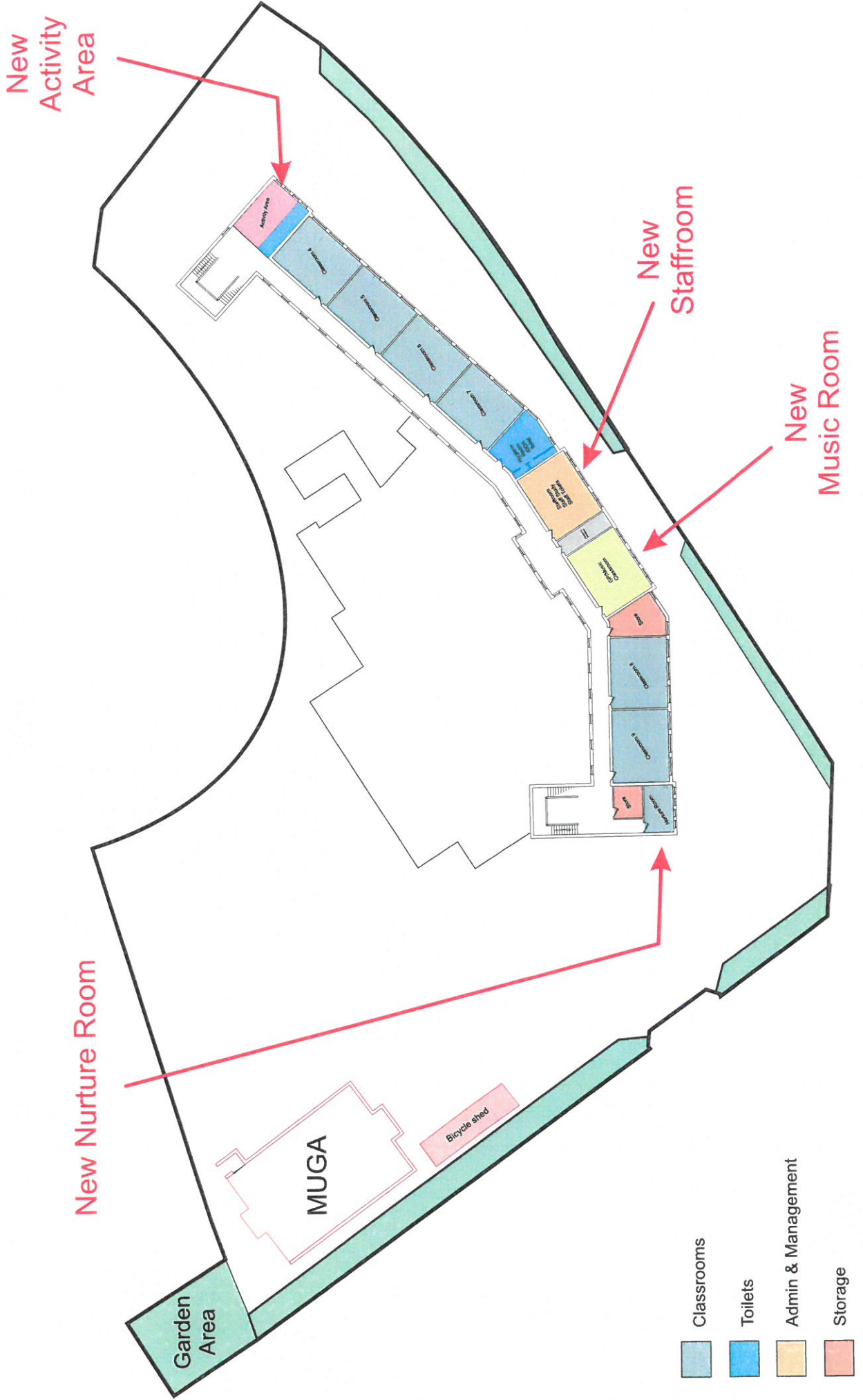
Lady Alice Primary School
Refurbishment - October 2016 Update

Grounds and Ground Floor

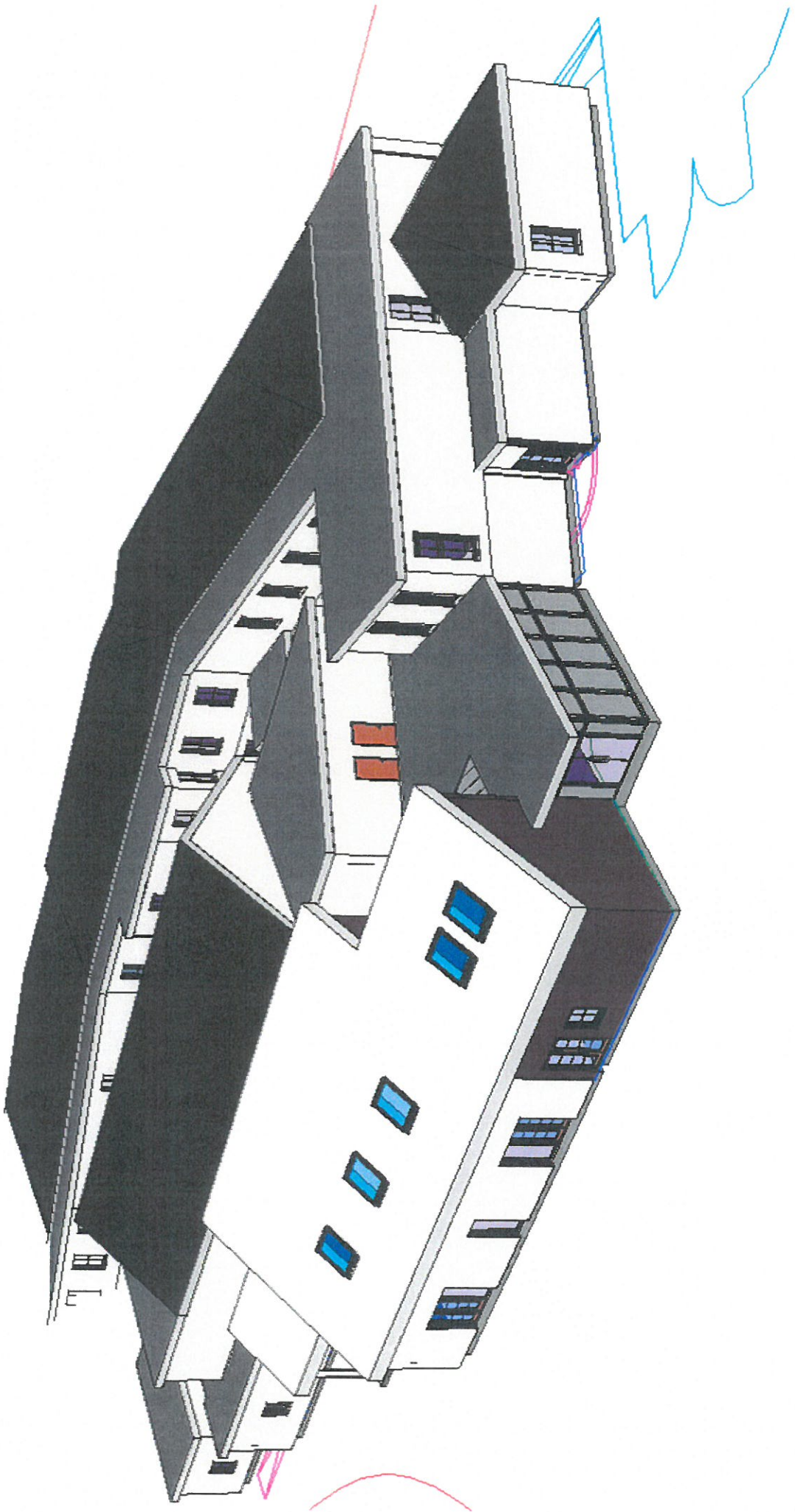


Lady Alice Primary School Refurbishment - October 2016 Update

First Floor



Lady Alice Primary School Refurbishment - October 2016 Update



Report To:	Education and Communities Committee	Date:	01 November 2016
Report By:	Wilma Bain, Corporate Director, Education, Communities and Organisational Development	Report No:	EDUCOM/72/16/RB
Contact Officer:	Ruth Binks (Head of Education) Louise McVey (Improvement Programme Manager)	Contact No:	(01475) 712891 (01475) 715714
Subject:	Inverclyde Summer Literacy Lunch Clubs 2016		

1.0 PURPOSE

- 1.1 The purpose of this report is to provide the Education and Communities Committee with a progress update on the Summer Lunch Clubs 2016.

2.0 SUMMARY

- 2.1 Officers were asked to pursue opportunities to provide children with free lunches during the school holidays.
- 2.2 A small steering group was established to develop the project and encourage a range of services to be involved.
- 2.3 It was agreed that alongside the free lunches during the summer holiday period, families would be offered a range of fun activities that would encourage family learning and engagement, linking with the aims of the Attainment Challenge in Inverclyde.
- 2.4 Three Early Learning and Childcare establishments across Inverclyde (Rainbow Family Centre, Larkfield Children's Centre and Blairmore Nursery School) would provide the initial pilot projects, building on their experience and knowledge of working with families during the summer holiday period.
- 2.5 The aim of the pilot project was not only to provide lunches, but also to engage families in fun learning with a focus on literacy during the summer holiday period 2016.
- 2.6 More than 1,200 lunches were provided during the summer holiday period and 142 individual families attended the sessions provided.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
- Note the content of this report.
 - Continue to support the provision of lunches and family learning sessions during the school holiday period.

Wilma Bain
Corporate Director Education, Communities and Organisational Development

4.0 BACKGROUND

- 4.1 Officers were asked to pursue the possibility of providing free lunches during the school summer holiday period 2016.
- 4.2 It was suggested that this service should be built on good practice that was already in place for Early Learning and Childcare Centres during the summer holiday period and be linked to the work of the Attainment Challenge in Inverclyde.
- 4.3 A steering group was established to identify the centres and projects to be taken forward. This included Early Years Services, Library Services, Community Learning and Development and Barnardo's Family Support Workers through the Attainment Challenge team.
- 4.4 Pilot projects were proposed in targeted communities. This aim was to build upon the work undertaken through the Attainment Challenge and as well as providing a lunch, to focus on reducing the attainment gap through family learning and engagement.
- 4.5 The initial targeted communities were:
 - Port Glasgow through the Rainbow Family Centre.
 - Inverclyde South West from the Larkfield Children's Centre
 - Inverclyde East Central through the Blairmore Nursery School.

It was anticipated that each site would provide lunch for around 80 to 100 people per day.

In Upper Port Glasgow the agreed venue was Craigmarloch School because Rainbow Family Centre was considered too small. The Community Centre in Larkfield was used for the Inverclyde South West venue because it was felt that the community already accessed this facility during the summer holidays. Blairmore Nursery School used the nursery site but accessed the canteen area from All Saints Primary School.

The Larkfield sessions ran from 04 – 22 July 2016 and the Port Glasgow sessions ran from 18 July – 12 August 2016. Each of the centres provided lunches for five consecutive days (15 days each). Blairmore Nursery School provided a service from 01 July – 15 July 2016 on Mondays and Fridays only (8 days).

Although they followed different formats, Port Glasgow and Larkfield sessions ran from 10.00 am until 2.00 pm and Blairmore Nursery School ran from 9.30 am until 3.00 pm. All of the sessions had a focus on learning through fun with reading activities, baking and cooking, arts and crafts, guest author performances, a pop up library and outdoor activities as well as the meal itself.

Although specific age ranges were targeted, the whole family were invited to attend the sessions no matter what the age of the children and siblings.

A comprehensive review has been undertaken of the pilot provision and next steps have been identified as a result. The review involved interviews with those who participated, reflections by parents and children on self-evaluation posters, discussions with staff teams and a review of the numbers attending.

5.0 Review Findings

5.1 Review of attendance at the lunch clubs

- 264 children attended the lunch clubs - 86 children attended Larkfield, 88 children attended Blairmore and 90 children attended Craigmarloch.
- 142 individual families from across three community areas accessed the service.
- More than 1,200 lunches were provided during the summer holiday period 2016.
- 136 (51%) children were between (0-4 years), 124 (47%) children were 5-11 years, 4 (2%) young people 12-14 years.

- In Upper Port Glasgow 51 families attended (90 children), the average number of times a family attended the lunch club was 5 days with 17 families attending more often. The age range was between 17 weeks and 14 years, however the average age was 4 years. 14 of the children who attended through the invitations sent to the Attainment Challenge Schools in Port Glasgow (St Francis and Newark Primary School).
- In Larkfield 39 families attended (86 children), the average number of times a family attended the lunch club was 6 days with 23 families attending more often. The age range was between 9 months and 14 years, the average age was 5 years. 16 of the children who attended were from the Attainment Challenge Schools (Aileymill or St Andrew's Primary School).
- In Blairmore 52 families attended (88 children), the average number of times a family attended the lunch club was 2 days with 14 families attending more often. The age range was between 4 months and 14 years, the average age was 4 years. 22 of the children who attended were from the Attainment Challenge Schools (All Saints and King's Oak). In addition children attended from other primary schools such as Craigmarloch, St Michael's, St John's and Whinhill.

5.2 Review of learning at the lunch clubs

- 43 of all the children who attended stated that they were library members but the majority had not used the library service within the past 6 months, however more than 150 books in total were borrowed from the pop-up library service.
- In total, 47 children participated in the summer reading challenge with Inverclyde Library Services; this would not have been possible without the library service taking books to the community.
- The additional services that library services invited to attend such as children's authors, Zoo Lab, Metaphrog and Independent State of Happiness engaged the family in reading and story time. Families stated the quality of this provision was more than they could afford themselves.
- Families participated in a range of learning opportunities with the most popular being cooking. Children and parents tried new food and learned to cook healthy and nutritious meals on a budget.
- Arts and crafts and games and activities were also offered.
- All three centres invited in other partner organisations to try to offer a diverse range of experiences for families, these organisations either offered fun activities or information services.
- Community Learning and Development provided a sign language workshop for parents and children at Larkfield. Children became really engaged in this activity.

5.3 Feedback from children on the learning

'Myself and A are having fun singing and dancing and reading books. Thank you.'

"I like it" J (3 years)

"I loved making castles" B (7 years)

"Good Fun" J

5.4 Feedback from families on the support offered

"I think the group is great for both parents and kids. Gets us out the house and still in a routine over the holidays".

"My son loves to attend the session as he gets to play with kids his age, even if the weather is bad

he can still have fun. As a low income single mum it helps that it's free and soup and sandwiches are provided".

"Having fun doing activities with the children getting out the house and chatting to other parents".

"The sessions enable me to focus solely on playing with my children".

"Very useful to families on a low income and struggling to find things to do with their children over the long holidays and for the children and parents to have a free lunch".

"I enjoyed playing with my kids".

"It's expensive to keep kids amused all summer, the sessions allow the kids to play...in a relaxed setting. It is also good to use the resources we wouldn't have at home. The lunch is great as kids are more encouraged to sit and eat with the other kids".

Feedback from service providers

Family support workers were able to engage and support parents of pupils who would be attending primary school after the holidays.

"A parent has been able to access support immediately for when their child begins school, a process which may have took a much longer if contact had not been established at the summer lunch clubs."

5.5 Reflections and next steps

- Ailemill Primary School may be a more appropriate venue for future provision in the Larkfield area. Larkfield Community Centre was one open-plan room with no opportunity for outdoor play which caused some challenges for the children and their parents.
- Many of the families felt obliged to attend as many of the sessions as possible and by the end of 15 consecutive days this was probably too much. The families from Blairmore advised that two days were about right and therefore consideration will be given to alternate days across Inverclyde.
- Provide additional opportunities to raise awareness of the provision.
- Additional venues could be identified to extend this provision to other families.

6.0 IMPLICATIONS

Finance

6.1

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A			£6,550		Fully funded from allocated resources

Annually Recurring Costs/ (Savings)

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

Legal

6.2 N/A.

Human Resources

6.3 N/A.

Equalities

6.4 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.

Repopulation

6.5 N/A.

7.0 CONSULTATIONS

7.1 N/A.

8.0 BACKGROUND PAPERS

8.1 N/A.

Report To:	Education and Communities Committee	Date: 01 November 2016
Report By:	Corporate Director Education, Communities & Organisational Development	Report No: EDUCOM/66/16/RB
Contact Officer:	Ruth Binks Head of Education	Contact No: 01475 712824
Subject:	Establishing the Capacity of Secondary Schools in Inverclyde	

1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Education and Communities Committee about the proposed capacities and maximum intake to year groups for secondary schools in Inverclyde and to ask them to approve the recommended changes.

2.0 SUMMARY

- 2.1 In May 2016 the Corporate Director Education, Communities and Organisational Development asked for a review of the Admission and Pupil Placement in Mainstream Schools Policy and also for a review of the capping of Notre Dame High School.
- 2.2 A review of the capacity for each secondary school has taken place and as a result this report proposes amended overall capacities and maximum yearly intakes for all secondary schools in Inverclyde.
- 2.3 Standard Circular 3.2 gives clear guidance as to how to determine the capacity of a school. The proposed amendments take full cognisance of this Standard Circular.

3.0 RECOMMENDATIONS

- 3.1 The Education and Communities Committee is asked to agree to the staged approach to the revision of capacities and the maximum intake for year groups in secondary schools.

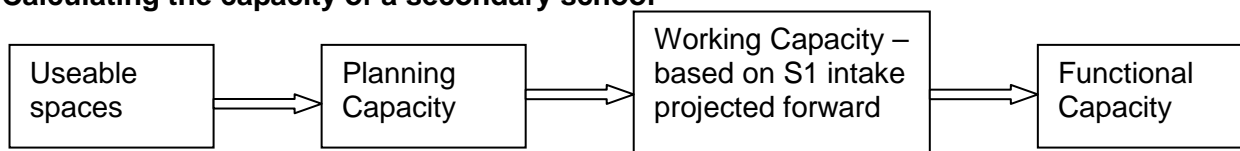
Ruth Binks
Head of Education

4.0 BACKGROUND

- 4.1 The capacity of a school needs to be defined for various purposes, including forward planning, curricular and organisational needs, and placing requests.
- 4.2 The determination of the capacity of a school is delegated to the Corporate Director Education, Communities and Organisational Development. Guidance on determining school capacities was issued by the Scottish Executive in 2004. The guidance makes it clear that it is for Education Authorities, as part of their duties and responsibilities, to determine school capacities and to be accountable to their electorates for their policies and decisions.
- 4.3 The Standard Circular 3.2 dated September 2008 takes full account of the guidance from the Scottish Executive and states the procedures for establishing the capacity of secondary schools.
- 4.4 Currently the intakes to S1 in some secondary schools are capped. This means that the maximum yearly intake has been restricted. In previous years the identified capping of some schools has been overturned through the granting of placing requests at both the local appeals process and the Sheriff Court.
- 4.5 On 03 May 2016 in a report presented to the Education and Communities Committee, the Corporate Director Education, Communities & Organisational Development recommended that the Education and Communities Committee agree to revise the current capping figure for Notre Dame High School from 140 to 160 per year group from session 2016/17 as an interim measure pending a revised policy on placing requests to be presented to the Education and Communities Committee for consideration in September 2016.
- 4.6 Officers have used the guidance from the Scottish Executive, looked at the current roll projections and historical data, the physical capacity of the buildings and have followed the guidance in the Standard Circulars to establish the capacity of each secondary school in Inverclyde and the maximum intake for S1 in secondary schools.

5.0 CURRENT POSITION

5.1 Calculating the capacity of a secondary school



Determining the capacity of a secondary school starts with the “useable spaces” for each room as it relates to its normal function. This gives a basis for the amount of safe teaching space that physically exists in a building and is affected by maximum class sizes in different areas of the curriculum e.g. practical class sizes. Timetabling and other constraints on the use of accommodation mean that not all of the places can be used at one time and a formula of $(0.76 \times \text{total places}) - 150$ is used to give a guide as to the planning capacity of each school.

Whilst the planning capacity of a school gives an indication of the number of pupils a school can accommodate overall, it does not determine the number of pupils for whom an appropriate curriculum can be provided at each year stage. It could theoretically be the case that an overall planning capacity could be reached with differentials in year groups e.g. 300 pupils in one year group but only 100 pupils in another. To ensure that an appropriate curriculum can be provided at all stages, it is necessary to determine the maximum intake level at S1 and subsequent years in any particular session. This is done by projecting a 100% transfer rate at each stage from S1 – S4 and using a formula to project staying on rates from S4 –S5 and from S5 – S6. This then gives us what is known as the working capacity.

We then take the working capacity for each year group and round this up to practical class sets of 20 e.g. a working capacity giving a yearly intake of 172 would be rounded up to 180. This gives us the functional capacity for each year group and added together gives the overall functional capacity for the school. You will note from the table below that the functional capacity for almost all schools is above the planning capacity. Timetabling allows us to go over planning capacity to some degree provided that practical classes remain in multiples of 20.

PROPOSED CHANGES

It is the functional capacity of each school which will be used to identify the maximum intake for year groups and the overall capacity of a school. It is proposed that the figures for the rounded intake for S1 identified in the table below replaces all current capping levels and that these figures are used to allocate admissions to schools using a staged approach over two years.

Appendix 1 gives the complex formulae identified for working out the capacities for each secondary school in Inverclyde but the following table lists the proposed maximum intake for each year group in S1. St Stephen's High School is the school where the identified functional capacity is significantly above the planning capacity. This is because the rounding up to a practical set of 20 for each year group has created an extra 19 places per year. Notre Dame High School has a planning capacity that is exactly the same as the functional capacity but it should be noted that the yearly intake will increase from a cap of 140 to 160. The proposal is to increase mainstream places to 155 at Notre Dame and continue with 5 places allocated to Stella Maris.

	Planning Capacity	S1 Intake Rounded	Functional Capacity
Clydeview Academy	990	180	1028
Inverclyde Academy	1119	200	1124
Notre Dame High School	914	160	914
St Columba's High School	640	120	674
Port Glasgow High School	549	100	553
St Stephen's High School	580	120	685

For information, the current yearly intakes and capping levels are given below.

School	S1	S2	S3	S4	Current capping level
Clydeview Academy	163	140	146	148	180
Inverclyde Academy	138	147	148	161	260
Notre Dame High School	174	158	143	135	140 (135 +5)
Port Glasgow High School	86	86	96	69	none
St Columba's High School	114	115	123	102	none
St Stephen's High School	99	87	84	85	none

Because only three of the schools are currently capped, the proposal is to use the new S1 intake figures for those three schools only (Clydeview Academy, Inverclyde Academy and Notre Dame High School) for admission procedures in January 2017 for the academic year 17/18. For the academic year 18/19 the S1 rounded intake will be used to allocate places for all six secondary schools in Inverclyde.

6.0 IMPLICATIONS

Finance

6.1 Financial Implications:

There are no financial implications for this proposal. The proposal should result in an efficiency in the allocation of staffing levels for secondary schools.

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

- 6.2 This proposal takes full account of the guidance given by the Scottish Executive Education Department Circular No 3/2004.

Human Resources

- 6.3 There are no Human Resource implications for this report.

Equalities

- 6.4 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.

Repopulation

- 6.5 This policy takes into account Inverclyde Council's priority for repopulation by creating increased flexibility for school spaces across the Authority.

7.0 CONSULTATIONS

- 7.1 N/A

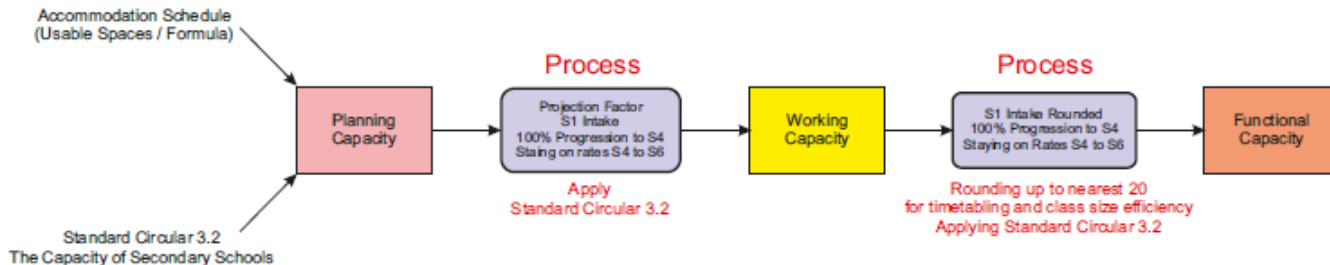
8.0 CONCLUSIONS

- 8.1 Through the revision of school capacities and the definition of maximum intakes for S1 in secondary schools, the Authority will have a more explicit rationale for the granting and refusal of placing requests.

9.0 BACKGROUND PAPERS

- 9.1 Report on Review of Notre Dame capping figures May 2016
Report on surplus capacity in secondary schools 19 January 2010

Inverclyde Council - Secondary School Capacity



Inverclyde Council - Secondary Schools

Working Capacities

	Planning Capacity	SoR S4/5	SoR S5/6	Projection Factor	S1 Intake	S1	S2	S3	S4	S5	S6	Working Capacity
Clydeview Academy	990	95	80	5.75	172	172	172	172	172	164	131	983
Inverclyde Academy	1119	90	80	5.7	196	196	196	196	196	177	141	1103
Notre Dame High School	914	95	80	5.75	159	159	159	159	159	151	121	908
St Columba's High School	640	90	80	5.7	112	112	112	112	112	101	81	631
Port Glasgow High School	549	90	70	5.6	98	98	98	98	98	88	62	542
St Stephen's High School	580	95	80	5.75	101	101	101	101	101	96	77	576

From accommodation schedules and standard circular calculations

From school actual figures

Standard Circular calculation

From S1 intake with 100% migration

Using SoR applied to S4 / S5 intake rolls

Functional Capacities

	Working Capacity	S1 Intake	S1 Intake Rounded	S1	S2	S3	S4	S5	S6	Functional Capacity
Clydeview Academy	983	172	180	180	180	180	180	171	137	1028
Inverclyde Academy	1103	196	200	200	200	200	200	180	144	1124
Notre Dame High School	908	159	160	160	160	160	160	152	122	914
St Columba's High School	631	112	120	120	120	120	120	108	86	674
Port Glasgow High School	542	98	100	100	100	100	100	90	63	553
St Stephen's High School	576	101	120	120	120	120	120	114	91	685

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EDUCATION AND COMMUNITIES COMMITTEE**

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All other Members (for information only)	9

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Mr Robin Thomson	1
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