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**Please find attached the reports in respect of Items 8,  
12 and 13 on the agenda for the above meeting**

8.	<b>Early Learning and Childcare: Expansion to 1140 hours</b> (Pages 3 - 26)  Consider report by Service Director Children and Young People. (Copy attached.)	15 mins
12.	<b>Capital Programme 18/19 - Investment in Play Areas and Outdoor Community Spaces</b> (Pages 27 - 36)  Consider report by Service Director Assets and Infrastructure. (Copy attached.)	10 mins
13.	<b>Members Allowances and Expenses 2017/2018</b> (Pages 37 - 46)  Consider report by Chief Executive. (Copy attached.)	10 mins

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## **EARLY YEARS AND CHILDCARE: EXPANSION TO 1140 HOURS**

**Report by Service Director, Children and Young People's Services**

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### **SCOTTISH BORDERS COUNCIL**

**31 May 2018**

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#### **1 PURPOSE AND SUMMARY**

- 1.1 **This report provides an update on progress in relation to implementing the Early Learning and Childcare Expansion to 1140 hours by 2020/21 since it was reported to Executive on 7 November 2017. This includes liaison with the Scottish Government on the Service Development and Implementation Plan, the 2018/19 revenue allocation for the expansion, a further medium-term revenue and capital allocation for the period 2017/18 to 2021/22 and the Council's plans for the next phases of the expansion from August 2018.**
- 1.2 The previous report to the Executive Committee in November 2017 outlined the proposed strategic approach to the delivery of 1140 hours funded Early Learning and Childcare (ELC) for all three and four year olds and eligible two year olds in communities across the Scottish Borders by 2020/21.

#### **2 RECOMMENDATIONS**

- 2.1 **I recommend that Scottish Borders Council:-**
  - (a) **Agree the next phases of the expansion plan from August 2018;**
  - (b) **Agree to increase Partner Providers Payment rates by 55p to £4.20 per hour for 3 and 4 year olds, and to £4.55 per hour for 2 year olds from August 2018.**

### 3 BACKGROUND

#### 3.1 Introduction

'A Blueprint for 2020: The Expansion of Early Learning and Childcare (ELC) in Scotland ELC Expansion Planning Guidance for Local Authorities' issued in March 2017, set out the requirement for Local Authority responsibility for the implementation and delivery of the expanded entitlement of 1140 hours ELC in their local communities. The vision for expansion is underpinned by the principles of Quality, Flexibility, Accessibility and Affordability.

#### 3.2 In response, the Council set out a Service Development and Implementation Plan with sets of information relevant to the planning and implementation of the expanded ELC hours:

- (a) **Principles of expansion:** the strategic approach is set out and the importance of the principles of the expansion are outlined, ie that the Council will uphold the guiding principles of quality, flexibility, accessibility and affordability as plans for the expansion from 600 to 1140 hours for all 3 and 4 year olds and eligible 2 year olds by 2020 are progressed and delivered.
- (b) **Current Provision:** the delivery context of the Scottish Borders and the details relating to what existing ELC provision looks like is set out so that there is a clear understanding of existing delivery and how the Council and its partners can possibly expand from current delivery arrangements.
- (c) **Community Engagement and Consultation:** a summary report and feedback from the stakeholder consultation carried out in August 2017; the level of response from each group of stakeholders (parents/carers, funded partner providers and childminders) and feedback on key aspects of ELC expansion, including the sharing of ideas and concerns. The Council also notes a response to the stakeholders on key issues, eg the Council clearly states a commitment to blended ELC provision based upon parental choice and agreement of a provider neutral approach, ie that parents/carers will be able to select their ELC service from local nurseries, partner providers and childminders within their local area.
- (d) **Future Provision:** delivery models and patterns of funded hours are set out.

#### 3.3 Delivery Plan Development

The latest Service Development and Implementation Plan was submitted to Scottish Government's ELC Expansion Programme Board on 11 October 2017. Valuable feedback was provided by Scottish Government on 16 November 2017 and this was used to inform the next stages of the expansion.

3.4 A further review of all Councils' Delivery Plan Financial Templates took place following meetings with the Scottish Government Delivery Support Teams in February 2018 and the Council's Financial Template was revised and re-submitted on 6 March 2018. The Council submitted a Delivery Plan which requires an additional £11.807m per annum by 2021/22 than current revenue and an additional £9.940m in capital investment requirements over this period. The Council has now received a medium-term revenue allocation of £12.602m (the required £11.807m indexed for inflation and pay) and a capital allocation of £7.690m (Appendix 1).

### 3.5 Next Phase of Implementation – School Session 2018/19

It is very positive that the work of Council Officers was recognised in that the Delivery Plan has now been fully funded. However, the phasing of funding is not equitable across the next 3 years. The Council has been allocated £1,424m revenue for 2018/19 (Appendix 2). In light of this allocation, the school catchment areas that will be offering 1140 hours from August 2018/19 will be Burnfoot, Philiphaugh, Greenlaw, Eyemouth, Langlee, Coldstream, Kirkhope and Yarrow. These communities were already offering expanded hours in 2017/18; in 2018/19 the offer is fully expanded in that parents can uptake their entitlement in a school nursery or partnership provider or childminder or combination of provisions, ie parents, will be able to receive their hours in a fully flexible opportunity which meets their family's needs.

3.6 In addition, the school catchment communities of Yetholm, Coldingham, Walkerburn, Chirnside and Trinity will be offered 1140 hours from August 2018/19 and again will be able to access this in a provision of their choice and a pattern of hours suiting the family's needs.

3.7 In January 2019 families in the catchment of Burgh and St Margaret's will be offered 1140 hours, again in a provision of their choice and a pattern of hours suiting the family's needs.

### 3.8 Partner Providers

In the expansion phase in 2017/2018, Partner Providers were not included within the offer as national guidance was quite limited and delivery plans were at a very early stage. In the last six months plans have been developed to provide options for families to take funded ELC in either local authority or a variety of funded provider settings. This will be implemented from August 2018.

### 3.9 Childminders

The Framework of Providers for Scottish Borders was open to new providers from 8 November 2017 to 8 December 2017. During this time two information sessions were held by the Early Years Team and a Council Procurement Specialist to support Providers through the process. Eighteen applications were received, all from Childminders. Ten childminders were offered places on the Framework and eight of those have accepted. The Council welcomes the addition of these new childminders and will provide them with support and guidance to enable them to operate. Those who were unsuccessful have been offered feedback and support to enable re-application.

- 3.10 To ensure community engagement, a multi-sector stakeholder group has been set up to assist with the development and implementation of the Service Delivery Plan (known as the Strategic Service Delivery Group).

## 4 FINANCIAL SETTLEMENT

### ***Funding Requirement and Allocation***

#### Revenue

- 4.1 The first allocation of funding for the expansion of the provision was made in 2017/18 with both a capital and a revenue allocation (not included in the original Scottish Government General Settlement allocation letter of December 2016). The formula used for allocation is the pre-school Education GAE % age which gave Scottish Borders Council 2.1% of the national allocation.
- 4.2 For 2017/18, the Council had a Revenue allocation of £482k from a national allocation of £21m, with an expectation that the local authority will prioritise investment in ELC services by reference to the Scottish Index of Multiple Deprivation. Scottish Borders Council also took into account child poverty data when identifying localities for expansion.
- 4.3 In November 2017, Scottish Borders Council, along with all other local authorities in Scotland, was required to submit a draft costed plan for full expansion by 2021/22. Following review, challenge and overall funding considerations, all local authorities were issued with revised guidance and asked to re-submit draft costings (revenue and capital) of the phased roll-out of provision over the next four years by 2 March 2018. The Scottish Government had previously indicated that this was to inform medium-term revenue and capital settlements by May 2018.
- 4.4 Following the site visit of the Scottish Government Delivery Support Team, Scottish Borders Council submitted its revised funding model for the full expansion programme, which evidenced that in order to fund expansion on a phased basis between 2016/17 and 2021/22 in line with the Scottish Government's requirements, assumptions and policies, an additional £11.807m of additional recurring revenue funding will be required by Year 5.
- 4.5 The total allocation for 2018/19 for expansion, lunches and additional graduates is £1.424m. This represents a 2018/19 funding shortfall of £0.675m against what the initial phasing plan submitted to the Scottish Government required for 2018/19. Future years' allocations, however, will compensate for this shortfall, resulting in only re-phasing in the expansion programme from the original plan. In 2019/20, the additional ELC Scottish Government allocation will increase to £6.827m, an increase of £5.403m from the £1.424m allocated in 2018/19. This will be sufficient to meet both the increased ELC costs arising as a result of the further expansion planned for 2019/20 and the recurring shortfall from the revised planned 2018/19 expansion. The shortfall therefore is only an issue in 2018/19, for which the revised expansion plan has been prepared (Appendix 3).

#### 4.6 Capital

For 2017/18 the Council had a capital allocation of £0.689m from a national allocation of £30m funding a new facility at St Boswells. Scottish Borders Council submitted to the Scottish Government a capital funding requirement to fund the expansion of £9.94m. The Council has received a medium-term capital funding allocation of £7.690m covering the period 2017/18 to 2020/21.

4.7 In calculating the capital funding requirement, provision was made for a range of factors following Scottish Government capital funding principles and assumed reference rates for cost, standard area and land purchase. This has been reviewed and following a revision to the model of provision that is now reflected in the assumed revenue costs, the revised capital requirement is now aligned to the medium-term funding allocation that with the in-built financial contingency, is now projected to be sufficient to deliver the expansion in full.

4.8 Profiling remains an issue, however, and the annual funding allocations are not aligned to the phased expansion plan. The phased expansion plan is now being further reviewed with a view to aligning it to the funding profile and smoothing financial impact. The uncommitted Early Years capital block allocation brought forward in 2018/19 will also be considered as part of this review.

#### 4.9 Approach and Assumptions

The funding model is based on a modest, prioritised, pragmatic and deliverable implementation plan for the Scottish Borders. The Scottish Government was satisfied with this on their site visit. It allows the expansion to happen in a prudent manner and the delivery of a model that is cost-effective. A hub approach on a cluster basis has been planned in order to deliver required, but moderate flexibility as economically as possible. The hub approach will provide all year-round, full day ELC provision. Additionally, the capital requirement in the Scottish Borders is both relatively small and wholly needs-driven.

4.10 The forecast costs modelled are wholly compliant with the Scottish Government's expectations across a number of key areas. Scottish Borders Council's template submission demonstrates large scale consistency with Scottish Government national funding model/guidance assumptions with regard to:

- (a) Eligibility for ELC.
- (b) Uptake levels (places, lunches, etc).
- (c) Population – NRS2014 statistics used.
- (d) Expected ratios of practitioners to children across each age cohort.
- (e) Expected split of settings across local authority, Partner Providers and childminding settings.
- (f) Additional Support Needs requirement.

- (g) Other assumptions (eg number of expected deferrals of five year olds).
- 4.11 Factored into the model also is the minimum requirement to deliver the Scottish Government's commitment to a Living Wage by 2020/21, using a Partner Provider rate which research suggests will be sufficient to enable providers to pay their staff.
- 4.12 Following Scottish Government guidance and using the majority of their expressed assumptions and directions, together with the modest and measured plan for the expansion on which the funding model is constructed, the projected total additional cost at 2021/22 of £11.807m per annum (a total of £18.845m per annum compared to £7.038m per annum in 2016/17) is a prudent and unexaggerated financial picture of what it will cost to deliver the 1140 hours in full.
- 4.13 In relation to Capital investment requirement, the Council's plan follows the key principles of maximising existing capacity first, purchasing what we can secondly (acknowledging rurality limitations in the Borders) and only considering Capital investment as an option of last resort. The financial requirement calculated therefore is the minimum believed to be required, with only 8 settings requiring refurbishment, 2 extensions and 3 new builds in 3 large town clusters. Outdoor capacity has been factored into new builds.

## **5 NEXT PHASES OF THE EXPANSION**

### **5.1 Free hours entitlement – 600 hours**

Currently all three and four year olds, and eligible two year olds, are entitled to 600 hours of free Early Learning and Childcare (Nursery):

Over 38 weeks per year = 15 hrs 50 mins weekly

Over 50 weeks per year = 12 hrs weekly

### **5.2 Free hours entitlement – 1140 hours**

By 2020 all three and four years, and eligible two year olds, will be entitled to 1140 hours of free Early Learning and Childcare

Over 38 weeks per year = 30 hrs weekly

Over 50 weeks per year = just under 23 hrs weekly

### **5.3 Phasing to 1140 Hours**

In Phase 2, August 2017, seven schools were offered 1140 hours. Eyemouth, Burnfoot, Coldstream, Greenlaw, Langlee, Philiphaugh and Kirkhope. Funded providers were unable to offer extended hours during this phase.

Phases 3 to 5 will be by school catchment communities. The order of phasing is based on analysis that created the Scottish Borders Child Poverty Index and factors that relate to rurality, income and employment

Children who live in phased school catchment communities will be able to



access 1140 hours. All other children will continue to access their entitled 600 hours.

The programmed expansion plan is shown in Appendix 3. Whilst the order is dictated by the Priority List, the planned phases of expansion take account of our ability to deliver in these areas, recognising factors such as existing capacity in communities (local authority and partner providers), development of the workforce and capital investment requirements.

- 5.4 In the Delivery Plan submitted to the Scottish Government, the Council planned the following phased expansion programme in 2018/19:
- (a) To continue with the whole of phase 2 on a full year basis, opening up delivery to any funded providers chosen by parents of children living in those catchment communities. (Burnfoot, Philiphaugh, Greenlaw, Eyemouth, Langlee, Coldstream, Yarrow and Kirkhope)
  - (b) To introduce the next 5 catchment communities in August 2018. (Yetholm, Coldingham, Walkerburn, Chirnside and Trinity)
  - (c) To introduce a further 8 catchment communities in January 2019. (Burgh/St Margaret's Galashiels, Broomlands, Reston, Howdenburn, Balmoral, Wilton, Tweedbank and Broughton)
- 5.5 Beyond expansion across catchment communities, in line with Scottish Government's expectations, our Early Years delivery programme recognised the need for sustained increases to Partner Provider rates. Scottish Government have assumed, that by 2021, a rate of £5.31 (for 3 and 4 year olds) and £5.65 (for 2 year olds) would enable Partner Providers to deliver its hourly living wage commitment. The current rates are £3.65 (for 3 and 4 year olds) and £4.00 (for 2 year olds). To deliver this our plan proposed increases to both rates of 55p in each of the next 2 years and 56p in year 3.
- 5.6 The 2018/19 allocation is £1.424m. In order to allow expansion to the greatest number of communities, as well as recognising the financial pressures that our partner providers currently face, the following revised plan is proposed for 2018/19:
- (a) As planned to continue with the whole of phase 2 on a full year basis, opening up delivery to any funded providers chosen by parents of children living in those catchment communities.
  - (b) As planned, to introduce the next 5 catchment communities in August 2018.
  - (c) To introduce only one further catchment community in January 2019. (Burgh/St Margaret's, Galashiels).
  - (d) To increase Partner Provider rates by 55p to £4.20 (3 and 4 year olds) and £4.55 (2 year olds).
- 5.7 This revised plan fully allocates the 2018/19 Scottish Government funding allocation as set out in the letter in Appendix 2 and the directorate is working to identify further efficiencies in order to fund the full planned

increase in Partner Provider rates by 55p within the 2018/19 funding allocation, there is only enough resource to fund this planned increase by half currently. These efficiencies will be forthcoming from a slight drop in the pupil roll for 2018/2019, which will reduce predicted staff costs.

#### 5.8 **Local Authority Staffing**

As a result of the additional phasing nursery settings in August and a further tranche in January 2019, staffing arrangements will require to be considered. Once there is a clearer overview of how each setting will operate and how many children take up the additional hours, an analysis of what is required in each setting will be undertaken. Existing staff may be offered additional hours and there is potential for recruitment also. The Council will also benefit from the Graduate Scheme that Scottish Government is funding for Early Years, as well as being able to offer Modern Apprentice opportunities.

#### 5.9 **Local Authority Buildings**

As a result of the additional phasing nursery settings in August and a further tranche in January 2019, there may be a requirement for adjustments to be made to school and nursery accommodation. An analysis of what will be required in each setting will be undertaken and appropriate works will be carried out.

### **6 IMPLICATIONS**

#### 6.1 **Financial**

In order to further advance the expansion, a revised plan as outlined in 5.6 requires to now be put in place for 2018/19. The cost of this plan is up to, but within, the additional allocation of £1.424m for the year.

#### 6.2 **Risk and Mitigations**

##### (a) FUNDING 2018/19

##### (i) 2018/19 Funding Allocation

Expansion on a phased basis between 2016/17 and 2021/22, an additional £11.8m of additional recurring revenue funding will be required by Year 5. For 2018/19, additional recurring funding of £2.099m is required in order to meet the projected costs of the next stage of the rollout of the expansion and associated quality standard costs. £0.887m of additional funding (over and above £0.547m 2017/18 recurring) is considerably less than this. Funding has been allocated without reference to need therefore and a reduced plan for expansion has had to be developed. This will be recovered by extensive planning in this period which will support additional phasing in 2019/2020.

##### (ii) Additional Graduates

The Scottish Government made a commitment to funding

3 new additional graduates and included within the additional funding allocation for 2018/19 is an envelope of £0.083m in this respect. The actual cost is forecast to be £0.104m per annum. This will be mitigated by the slightly reduced pupil roll in our ELC settings in 2018/2019.

(iii) Partner Providers

Partner providers have lobbied for sustained increases in the current and future years. Even at 55p, there is a risk that the proposed rate increase for 2018/19 will not be in line with need or expectation and there is a continued risk of service loss as partners cease trading and stop offering places or at best, reputational loss. However, it is hoped the 3 year commitment of increases as set out in section 5.5 of this report will mitigate these risks.

(b) DELIVERY OF FULL EXPANSION BY 2020/21

(i) Profile of Funding versus Phased Expansion Plan

The majority of the expansion will now take place between 2019/20 and 2021/22. This is clearly problematic in relation to deliverability and workforce planning, but the Council is confident in their ability to deliver a re-phased plan.

Until full expansion is achieved, this will result in inequality of ELC provision across the Scottish Borders, but the Council's approach, ie the prioritisation of communities linked to the Child Poverty Index, is in line with the guidance set out in the Scottish Government's ELC blueprint guidance.

(ii) Partner Providers and a Living Wage Rate by 2020/21

Only a 55p increase in 2018/19 keeps the planned profiled increase to deliver a Living Wage rate on schedule. This is part of a 3-year plan to increase Partner Provider rates by a total of £1.66, in order that they receive a rate per child per hour that the Scottish Government believes is sufficient for them to pay their staff a Scottish Living Wage. There is no guarantee, however, that Partners will pay this Living Wage, that it will equally be profiled over the 3 years, or is there any contractual mechanism through which the Council can ensure that either of these happen.

### 6.3 Equalities

An Equality Impact Assessment has been carried out as part of the ELC 1140 Hours Implementation and is available on the SBC Equality Impact Assessment web page 2017. The Assessment will be updated as part of this paper.

#### 6.4 **Acting Sustainably**

There are no significant impacts on the economy, community or environment arising from the proposed engagement with families and communities as proposed within this report. However, any capital development will be in line with the School Estate Strategy to ensure sustainability, which will be considered as proposals come forward.

#### 6.5 **Carbon Management**

There are no significant effects on carbon emissions arising from the proposals contained in this report. However, any capital development will be in line with the School Estate Strategy and will seek to promote environmental responsibility and effective carbon managements as part of any proposals that come forward within this review of the School Estate.

#### 6.6 **Rural Proofing**

Particular regard will be paid to the issue of rurality and rural nursery provision, as it is a key component of ELC development in Scottish Borders Council.

#### 6.7 **Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to be made to either the Scheme of Administration of the Scheme of Delegation as a result of this report.

### **7 CONSULTATION**

7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR and the Clerk to the Council have been consulted and their comments have been incorporated into the final report.

7.2 The Corporate Management Team has been consulted and any comments received have been incorporated into the final report.

#### **Approved by**

**Donna Manson**

**Service Director, Children & Young People      Signature .....**

#### **Author(s)**

Name	Designation and Contact Number
Donna Manson	Service Director, Children and Young People

**Background Papers:** Executive Committee – 7 November 2017

**Previous Minute Reference:** Executive Committee – 7 November 2017

**Appendices:**

Appendix 1: Letter from Scottish Government dated 1 May 2018 – Multi-year Revenue and Capital Allocations

Appendix 2: Letter from Scottish Government dated 22 February 2018 – 2018/19 Revenue Funding Allocations

Appendix 3: Programmed Expansion Plan

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Grace Frew can also give information on other language translations as well as providing additional copies.

Contact us at Council Headquarters, Newtown St Boswells, Melrose TD6 0SA.

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Local Authority Chief Executives  
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Copy to:  
Jane O'Donnell, COSLA  
Vicki Bibby, COSLA  
Lesley Gibb, ADES Early Years Network  
Craig Clement, ADES Resources Network

1 May 2018

Dear Colleague

## **EARLY LEARNING AND CHILDCARE – MULTI-YEAR REVENUE AND CAPITAL ALLOCATIONS**

Following agreement of a multi-year funding package for the expansion of early learning and childcare (ELC) by Scottish Ministers and COSLA Leaders, I am writing to confirm local authority multi-year revenue and capital allocations. Allocations for 2019-20 onwards remain subject to parliamentary approval of the respective Scottish Budget(s).

The agreement is based upon refreshed finance templates submitted by local authorities in March 2018, as reviewed by the ELC Finance Working Group and subject to adjustments agreed by Scottish Ministers and COSLA Leaders.

The distribution methodologies underpinning these allocations were agreed by COSLA Leaders on Friday 27 April.

This funding is allocated as a specific grant to ensure that it is protected for investment in early learning and childcare. Authorities will be required to report to the Scottish Government on how this funding has been applied. The intention is for this to be light touch, integrated with an agreed annual review of revenue funding, and we will consult with COSLA and the ELC Finance Working Group on these arrangements.

### **Revenue allocations**

We will provide local authorities with total recurring revenue funding of £567 million per annum by 2021-22 to deliver the expansion in entitlement to funded ELC to 1140 hours from August 2020.

This figure has been calculated as the total local government estimate, as reflected in March 2018 finance templates, uprated for inflation less an adjustment in respect of NRS 2014 population projections. Authority-level allocations have been calculated in the same way, with the population adjustment based on the cost-impact of moving to NRS 2014 projections and takes account of underlying assumptions on uptake and unit cost.



Authority-level allocations for 2019-20 to 2021-22 inclusive are detailed at **Annex A**.

The Settlement and Distribution Group (SDG) will consider the distribution methodology for allocations for 2022-23 onwards in due course.

Allocations for 2018-19 remain as per my letter of 22 February 2018, and are reproduced at **Annex B** for ease of reference.

You will be aware that we have so far distributed £12 million of the £18 million of funding set aside to implement the additional graduate commitment in 2018-19. Euan Carmichael wrote to Directors of Education yesterday (30 April 2018) to confirm that we will use June returns from local authorities to finalise 2018-19 additional graduate funding allocations. Any of the remaining balance of £6 million that is not required for delivery of this commitment in 2018-19 will be allocated across authorities using the formula-based methodology agreed for ELC expansion funding this financial year.

### **Annual review**

The revenue funding package will be subject to an annual review to provide assurance to Scottish Government and COSLA Leaders that the funding package reflects the costs of delivery and uptake, taking account of both total population and 2 year-old uptake.

The ELC Finance Working Group will agree proportionate annual review arrangements and more information will be provided to authorities in due course.

### **Capital allocations**

We will provide local authorities with £476 million of capital funding to support the expansion, over four financial years from 2017-18 to 2020-21 inclusive. This figure has been calculated as the total local government estimate, as reflected in March 2018 finance templates, less an adjustment following the application of agreed capital funding principles to proposed new build projects (comprising standard area and cost reference rates and land purchase). Funding will be distributed to authorities on the same basis.

Authority-level allocations for 2017-18 to 2020-21 inclusive are detailed at **Annex C**.

### **Delivery support**

The ELC Delivery Team is available to support local authorities with the refinement of their plans following this funding confirmation. The team can be contacted directly (for contact details please see monthly update papers) or via the central mailbox [ELCDeliverySupport@gov.scot](mailto:ELCDeliverySupport@gov.scot).



I hope that this information is helpful to you, and allows you now to press ahead with full implementation of the 1140 hours commitment. Could I also extend my thanks, on behalf of the Scottish Government, to you and your colleagues for the hard work and diligence that has gone into this process.

If you have any questions, please direct them to Alison Cumming, ELC Programme Director on 0131 244 0540 or [alison.cumming@gov.scot](mailto:alison.cumming@gov.scot).

**JOE GRIFFIN**

**Annex A – Local authority revenue allocations for early learning and childcare 2019-20 to 2021-22**

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
<b>Aberdeen City</b>	£14,045,000	£23,241,000	£25,924,000
<b>Aberdeenshire</b>	£16,141,000	£26,708,000	£29,792,000
<b>Angus</b>	£5,690,000	£9,416,000	£10,503,000
<b>Argyll &amp; Bute</b>	£5,087,000	£8,417,000	£9,389,000
<b>Clackmannanshire</b>	£2,733,000	£4,523,000	£5,045,000
<b>Dumfries &amp; Galloway</b>	£6,598,000	£10,918,000	£12,179,000
<b>Dundee City</b>	£9,173,000	£15,178,000	£16,931,000
<b>East Ayrshire</b>	£7,364,000	£12,186,000	£13,593,000
<b>East Dunbartonshire</b>	£6,032,000	£9,981,000	£11,134,000
<b>East Lothian</b>	£6,804,000	£11,259,000	£12,559,000
<b>East Renfrewshire</b>	£3,718,000	£6,152,000	£6,862,000
<b>Edinburgh, City of</b>	£26,019,000	£43,054,000	£48,025,000
<b>Na-h Eilean Siar</b>	£1,653,000	£2,735,000	£3,051,000
<b>Falkirk</b>	£10,363,000	£17,147,000	£19,127,000
<b>Fife</b>	£19,943,000	£33,000,000	£36,810,000
<b>Glasgow City</b>	£32,219,000	£53,313,000	£59,469,000
<b>Highland</b>	£14,340,000	£23,729,000	£26,469,000
<b>Inverclyde</b>	£4,885,000	£8,084,000	£9,017,000
<b>Midlothian</b>	£7,327,000	£12,124,000	£13,524,000
<b>Moray</b>	£5,847,000	£9,675,000	£10,792,000
<b>North Ayrshire</b>	£7,882,000	£13,043,000	£14,549,000
<b>North Lanarkshire</b>	£20,550,000	£34,005,000	£37,931,000
<b>Orkney Islands</b>	£1,273,000	£2,106,000	£2,349,000
<b>Perth &amp; Kinross</b>	£7,509,000	£12,425,000	£13,860,000
<b>Renfrewshire</b>	£12,205,000	£20,196,000	£22,528,000
<b>Scottish Borders</b>	£6,827,000	£11,298,000	£12,602,000
<b>Shetland Islands</b>	£1,701,000	£2,815,000	£3,140,000
<b>South Ayrshire</b>	£5,253,000	£8,691,000	£9,695,000
<b>South Lanarkshire</b>	£17,460,000	£28,891,000	£32,227,000
<b>Stirling</b>	£6,399,000	£10,590,000	£11,813,000
<b>West Dunbartonshire</b>	£5,268,000	£8,717,000	£9,723,000
<b>West Lothian</b>	£8,692,000	£14,383,000	£16,044,000
<b>Scotland</b>	<b>£307,000,000</b>	<b>£508,000,000</b>	<b>£566,656,000</b>

## ANNEX B – DETAILS OF 2018-19 REVENUE ALLOCATIONS

	ELC expansion - capacity and capability building				Lunches		Additional graduates	Total		
	3&4 year olds		2 year olds							
	New	Recurring	New	Recurring	New	Recurring	New	New	Recurring	Total
	1	2	3	4	5	6	7	8	9	10
<b>Aberdeen City</b>	1,102,744	709,687	88,700	57,848	61,704	119,552	165,517	1,418,665	887,086	2,305,751
<b>Aberdeenshire</b>	1,816,600	1,169,099	78,594	51,257	54,674	105,932	165,517	2,115,386	1,326,288	3,441,674
<b>Angus</b>	665,571	428,338	40,196	26,215	27,962	54,177	82,759	816,488	508,730	1,325,218
<b>Argyll &amp; Bute</b>	525,799	338,385	24,519	15,990	17,056	33,047	82,759	650,132	387,422	1,037,555
<b>Clackmannanshire</b>	323,174	207,984	32,292	21,060	22,464	43,524	193,103	571,034	272,567	843,601
<b>Dumfries &amp; Galloway</b>	921,206	592,855	58,657	38,255	40,805	79,059	275,862	1,296,530	710,169	2,006,699
<b>Dundee City</b>	835,796	537,888	86,616	56,488	60,254	116,743	579,310	1,561,976	711,120	2,273,096
<b>East Ayrshire</b>	659,519	424,443	64,621	42,144	44,954	87,098	413,793	1,182,887	553,686	1,736,573
<b>East Dunbartonshire</b>	590,122	379,782	20,318	13,251	14,135	27,386	55,172	679,748	420,419	1,100,166
<b>East Lothian</b>	609,878	392,496	40,100	26,152	27,896	54,048	82,759	760,632	472,695	1,233,327
<b>East Renfrewshire</b>	566,822	364,786	16,624	10,842	11,564	22,406	27,586	622,596	398,034	1,020,630
<b>Edinburgh, City of</b>	2,613,761	1,682,124	154,948	101,053	107,790	208,842	551,724	3,428,223	1,992,019	5,420,242
<b>Eilean Siar</b>	195,974	126,122	5,717	3,729	3,977	7,706	27,586	233,255	137,557	370,811
<b>Falkirk</b>	900,127	579,289	71,122	46,384	49,476	95,860	220,690	1,241,414	721,533	1,962,947
<b>Fife</b>	2,015,534	1,297,126	170,389	111,123	118,531	229,655	772,414	3,076,868	1,637,904	4,714,772
<b>Glasgow City</b>	3,076,742	1,980,081	371,360	242,191	258,337	500,528	3,089,655	6,796,094	2,722,800	9,518,894
<b>Highland</b>	1,588,410	1,022,244	52,394	34,170	36,448	70,618	165,517	1,842,769	1,127,032	2,969,801
<b>Inverclyde</b>	383,453	246,777	42,452	27,686	29,532	57,217	220,690	676,126	331,680	1,007,805
<b>Midlothian</b>	611,904	393,799	44,487	29,013	30,947	59,960	82,759	770,096	482,773	1,252,869
<b>Moray</b>	564,831	363,505	34,006	22,178	23,656	45,834	55,172	677,665	431,516	1,109,181
<b>North Ayrshire</b>	701,055	451,174	94,058	61,342	65,432	126,774	662,069	1,522,614	639,291	2,161,905
<b>North Lanarkshire</b>	1,830,139	1,177,813	184,977	120,637	128,679	249,316	1,103,448	3,247,244	1,547,766	4,795,009
<b>Orkney Islands</b>	151,014	97,187	5,518	3,598	3,838	7,437	27,586	187,956	108,222	296,178
<b>Perth &amp; Kinross</b>	777,714	500,509	41,098	26,803	28,590	55,393	55,172	902,575	582,705	1,485,280
<b>Renfrewshire</b>	1,011,060	650,682	77,855	50,775	54,160	104,935	717,241	1,860,316	806,392	2,666,708
<b>Scottish Borders</b>	727,941	468,477	39,258	25,603	27,310	52,913	82,759	877,268	546,993	1,424,261
<b>Shetland Islands</b>	202,997	130,641	7,281	4,749	5,065	9,814	27,586	242,930	145,204	388,134
<b>South Ayrshire</b>	581,005	373,914	44,527	29,040	30,976	60,015	331,034	987,542	462,969	1,450,511
<b>South Lanarkshire</b>	1,624,990	1,045,785	134,015	87,401	93,228	180,628	717,241	2,569,473	1,313,815	3,883,288
<b>Stirling</b>	528,004	339,804	28,704	18,720	19,968	38,688	137,931	714,607	397,212	1,111,819
<b>West Dunbartonshire</b>	543,014	349,464	58,006	37,830	40,352	78,183	303,448	944,821	465,477	1,410,298
<b>West Lothian</b>	1,053,103	677,739	86,593	56,474	60,239	116,712	524,138	1,724,072	850,925	2,574,997
<b>Scotland</b>	<b>30,300,000</b>	<b>19,500,000</b>	<b>2,300,000</b>	<b>1,500,000</b>	<b>1,600,000</b>	<b>3,100,000</b>	<b>12,000,000</b>	<b>46,200,000</b>	<b>24,100,000</b>	<b>70,300,000</b>

**Annex C – Local authority capital allocations for early learning and childcare 2017-18 to 2020-21 (£ million)**

	2017/18	2018/19	2019/20	2020/21	Total
Aberdeen City	1.040	7.400	8.600	6.000	23.040
Aberdeenshire	1.770	8.500	10.000	6.900	27.170
Angus	0.640	2.700	3.200	2.200	8.740
Argyll & Bute	0.490	2.100	2.500	1.700	6.790
Clackmannanshire	0.280	1.600	1.800	1.300	4.980
Dumfries & Galloway	0.910	2.800	3.200	2.200	9.110
Dundee City	0.810	3.300	3.900	2.700	10.710
East Ayrshire	0.910	6.900	8.100	5.700	21.610
East Dunbartonshire	0.560	2.300	2.700	2.000	7.560
East Lothian	0.620	4.800	5.600	3.900	14.920
East Renfrewshire	0.570	3.900	4.600	3.200	12.270
Edinburgh, City of	2.580	12.400	14.500	10.000	39.480
Eilean Siar	0.240	1.000	1.200	0.800	3.240
Falkirk	1.250	5.000	5.800	4.000	16.050
Fife	2.280	8.800	10.200	7.100	28.380
Glasgow City	3.330	13.700	16.000	11.100	44.130
Highland	1.690	10.400	12.100	8.400	32.590
Inverclyde	0.380	1.900	2.200	1.500	5.980
Midlothian	0.530	5.400	6.300	4.300	16.530
Moray	0.640	2.400	2.800	1.900	7.740
North Ayrshire	0.740	3.600	4.200	2.900	11.440
North Lanarkshire	0.650	6.600	7.700	5.400	20.350
Orkney Islands	0.140	0.700	0.800	0.600	2.240
Perth & Kinross	0.890	4.800	5.600	3.800	15.090
Renfrewshire	0.910	4.400	5.100	3.600	14.010
Scottish Borders	0.690	2.400	2.800	1.800	7.690
Shetland Islands	0.190	1.100	1.300	0.900	3.490
South Ayrshire	0.560	5.000	5.800	4.000	15.360
South Lanarkshire	1.740	5.900	6.900	4.700	19.240
Stirling	0.300	2.300	2.600	1.800	7.000
West Dunbartonshire	0.580	1.800	2.100	1.400	5.880
West Lothian	1.090	4.100	4.800	3.300	13.290
<b>Scotland</b>	<b>30.000</b>	<b>150.000</b>	<b>175.000</b>	<b>121.100</b>	<b>476.100</b>

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Local Authority Chief Executives  
Local Authority Directors of Finance  
Local Authority Directors of Education

Copy to:  
Jane O'Donnell, COSLA  
Vicki Bibby, COSLA  
Lesley Gibb, ADES Early Years Network  
Craig Clement, ADES Resources Network

22 February 2018

Dear Colleagues

## **EARLY LEARNING AND CHILDCARE – 2018-19 REVENUE FUNDING ALLOCATIONS**

Further to my letter of 14 December 2017, I am now writing to confirm local authority revenue funding allocations for early learning and childcare (ELC) for the 2018-19 financial year.

The distribution methodologies underpinning the revenue funding allocations have been agreed by the Scottish Government and COSLA Leaders, based on recommendations made by the Settlement and Distribution Group.

The Scottish Government will allocate a total of £76.3 million of revenue funding to local authorities in 2018-19, of which £52.2 million is new funding and £24.1 million is existing recurring baseline funding from 2017-18, to support ELC expansion and the delivery of specific ELC policy commitments. Funding will be paid to local authorities as a specific revenue grant as part of the Local Government Finance Settlement, with the exception of the existing recurring funding totalling £24.1million. This funding will be paid as a separate grant in a single instalment in April 2018.

This funding is allocated as a specific grant to ensure that it is protected for investment in early learning and childcare. Authorities will be required to report to Scottish Government on how this funding has been applied. Arrangements for this will be confirmed as part of the forthcoming agreement on multi-year funding to support the expansion. The intention is for this to be light touch and we will consult with COSLA and the ELC Finance Working Group on this.

There are three main streams of funding:

- ELC expansion – capacity and capability building;
- Lunches; and
- Additional graduate commitment.

Local authority allocations under each stream are detailed at Annex 1.

### ELC expansion – capacity and capability building

We will allocate £53.6 million of revenue funding to local authorities in 2018-19 to support capacity and capability building for the ELC expansion, of which £32.6 million will be paid as a specific revenue grant as part of the Local Government Finance Settlement. This funding is allocated to local authorities on the basis of pre-school education grant-aided expenditure (GAE), adjusted to take account of the estimated population of eligible 2 year olds (estimated number of 2 year olds in out of work benefit households, net of the contribution of contribution-based claimant households).

Details of these funding allocations are set out in columns 1 to 4 in the annex to this letter.

The primary purpose of this funding is to enable local authorities to continue to expand the early learning and childcare workforce and to equip existing staff with new skills in order to provide the capacity and capability required to deliver 1140 hours entitlement from August 2020. It is anticipated that authorities will use this investment to phase entitlement in their local area, both within local authority and funded partner settings. As set out in ELC Expansion Planning Guidance for Local Authorities (March 2017), authorities should evidence consideration of the Scottish Index of Multiple Deprivation when making plans for phasing to ensure that those families and communities who stand to benefit most from the expansion benefit first.

Funding can be applied to the following purposes:

- Extended opening hours for existing ELC settings, or opening new settings to build capacity for and phase entitlement to 1140 hours, including revenue implications of any capital expenditure;
- Developing or expanding the involvement of funded providers, including private and third sector nurseries and childminders, in the provision of ELC;
- Enhanced provision for children with additional support needs;
- Implementing or expanding innovative models of workforce deployment and training, both in local authority settings and in funded providers; and
- Developing, introducing or expanding outdoor nursery provision.

### Lunches

We will allocate £4.7 million of revenue funding to local authorities in 2018-19 to support delivery of lunches in early learning and childcare settings. The additional funding of £1.6 million will be paid as a specific revenue grant as part of the Local Government Finance Settlement.

Details of these funding allocations are set out in columns 5 and 6 in the annex to this letter.

### Additional graduate commitment

We are allocating a total of £18 million in 2018-19 to support delivery of the commitment to have an additional graduate in nurseries in Scotland's most deprived areas by August 2018. This funding will meet the additional salaries of these graduates. This will see 435 graduates allocated across authorities based on their share of nurseries in the 20% most deprived postcodes (whilst the island authorities do not have a nursery in located in the 20% most deprived postcodes they will each receive one additional graduate).

Local authorities have already submitted Additional Graduate Action Plans which include initial estimates of delivery costs. As I set out in my letter of 14 December 2017, the costs of delivering the commitment in 2018-19 are likely to be lower than £18 million, which was intended to cover full-year costs but a number of authorities have indicated in their Action Plans that they do not plan to start paying these additional salaries until summer 2018.

The estimated part-year costs are around two-thirds of the full year costs and accordingly £12 million will be initially distributed to local authorities on the basis of their share of the 435 additional graduates. We will ask authorities to confirm final cost estimates for 2018-19 as part of a progress update in June 2018 and this will be used as the basis for providing any further revenue funding required to meet the costs of the commitment in 2018-19.

Any of the £18 million that is not required for delivery of the additional graduate commitment will be allocated across authorities using the methodology agreed for ELC expansion funding (see above).

Details of the initial £12 million allocation are set out at column 7 in the annex to this letter.

### Multi-year funding package

As you are aware, we are working closely with COSLA and local authorities to agree a multi-year package of revenue and capital funding to support the expansion by the end of April. We will carefully consider any implications for 2018-19 funding as a result of the agreement reached on future year funding requirements.

The 2018-19 Scottish Budget also allocates £150 million capital funding to support the ELC expansion. You will be aware that local government members of the Settlement and Distribution Group agreed that distribution of this funding should only be considered once the multi-year capital funding package is known.

I hope that this information is helpful to you. If you have any questions, please direct them to Alison Cumming, ELC Programme Director on 0131 244 0540 or [alison.cumming@gov.scot](mailto:alison.cumming@gov.scot).



**JOE GRIFFIN**

## ANNEX – DETAILS OF 2018-19 REVENUE ALLOCATIONS

	ELC expansion - capacity and capability building				Lunches		Additional graduates	Total		
	3&4 year olds		2 year olds							
	New	Recurring	New	Recurring	New	Recurring	New	New	Recurring	Total
	1	2	3	4	5	6	7	8	9	10
<b>Aberdeen City</b>	1,102,744	709,687	88,700	57,848	61,704	119,552	165,517	1,418,665	887,086	2,305,751
<b>Aberdeenshire</b>	1,816,600	1,169,099	78,594	51,257	54,674	105,932	165,517	2,115,386	1,326,288	3,441,674
<b>Angus</b>	665,571	428,338	40,196	26,215	27,962	54,177	82,759	816,488	508,730	1,325,218
<b>Argyll &amp; Bute</b>	525,799	338,385	24,519	15,990	17,056	33,047	82,759	650,132	387,422	1,037,555
<b>Clackmannanshire</b>	323,174	207,984	32,292	21,060	22,464	43,524	193,103	571,034	272,567	843,601
<b>Dumfries &amp; Galloway</b>	921,206	592,855	58,657	38,255	40,805	79,059	275,862	1,296,530	710,169	2,006,699
<b>Dundee City</b>	835,796	537,888	86,616	56,488	60,254	116,743	579,310	1,561,976	711,120	2,273,096
<b>East Ayrshire</b>	659,519	424,443	64,621	42,144	44,954	87,098	413,793	1,182,887	553,686	1,736,573
<b>East Dunbartonshire</b>	590,122	379,782	20,318	13,251	14,135	27,386	55,172	679,748	420,419	1,100,166
<b>East Lothian</b>	609,878	392,496	40,100	26,152	27,896	54,048	82,759	760,632	472,695	1,233,327
<b>East Renfrewshire</b>	566,822	364,786	16,624	10,842	11,564	22,406	27,586	622,596	398,034	1,020,630
<b>Edinburgh, City of</b>	2,613,761	1,682,124	154,948	101,053	107,790	208,842	551,724	3,428,223	1,992,019	5,420,242
<b>Eilean Siar</b>	195,974	126,122	5,717	3,729	3,977	7,706	27,586	233,255	137,557	370,811
<b>Falkirk</b>	900,127	579,289	71,122	46,384	49,476	95,860	220,690	1,241,414	721,533	1,962,947
<b>Fife</b>	2,015,534	1,297,126	170,389	111,123	118,531	229,655	772,414	3,076,868	1,637,904	4,714,772
<b>Glasgow City</b>	3,076,742	1,980,081	371,360	242,191	258,337	500,528	3,089,655	6,796,094	2,722,800	9,518,894
<b>Highland</b>	1,588,410	1,022,244	52,394	34,170	36,448	70,618	165,517	1,842,769	1,127,032	2,969,801
<b>Inverclyde</b>	383,453	246,777	42,452	27,686	29,532	57,217	220,690	676,126	331,680	1,007,805
<b>Midlothian</b>	611,904	393,799	44,487	29,013	30,947	59,960	82,759	770,096	482,773	1,252,869
<b>Moray</b>	564,831	363,505	34,006	22,178	23,656	45,834	55,172	677,665	431,516	1,109,181
<b>North Ayrshire</b>	701,055	451,174	94,058	61,342	65,432	126,774	662,069	1,522,614	639,291	2,161,905
<b>North Lanarkshire</b>	1,830,139	1,177,813	184,977	120,637	128,679	249,316	1,103,448	3,247,244	1,547,766	4,795,009
<b>Orkney Islands</b>	151,014	97,187	5,518	3,598	3,838	7,437	27,586	187,956	108,222	296,178
<b>Perth &amp; Kinross</b>	777,714	500,509	41,098	26,803	28,590	55,393	55,172	902,575	582,705	1,485,280
<b>Renfrewshire</b>	1,011,060	650,682	77,855	50,775	54,160	104,935	717,241	1,860,316	806,392	2,666,708
<b>Scottish Borders</b>	727,941	468,477	39,258	25,603	27,310	52,913	82,759	877,268	546,993	1,424,261
<b>Shetland Islands</b>	202,997	130,641	7,281	4,749	5,065	9,814	27,586	242,930	145,204	388,134
<b>South Ayrshire</b>	581,005	373,914	44,527	29,040	30,976	60,015	331,034	987,542	462,969	1,450,511
<b>South Lanarkshire</b>	1,624,990	1,045,785	134,015	87,401	93,228	180,628	717,241	2,569,473	1,313,815	3,883,288
<b>Stirling</b>	528,004	339,804	28,704	18,720	19,968	38,688	137,931	714,607	397,212	1,111,819
<b>West Dunbartonshire</b>	543,014	349,464	58,006	37,830	40,352	78,183	303,448	944,821	465,477	1,410,298
<b>West Lothian</b>	1,053,103	677,739	86,593	56,474	60,239	116,712	524,138	1,724,072	850,925	2,574,997
<b>Scotland</b>	<b>30,300,000</b>	<b>19,500,000</b>	<b>2,300,000</b>	<b>1,500,000</b>	<b>1,600,000</b>	<b>3,100,000</b>	<b>12,000,000</b>	<b>46,200,000</b>	<b>24,100,000</b>	<b>70,300,000</b>



**Programmed Expansion Plan Submitted to Scottish Government**

**Appendix 3**

<b>Session 2018-19 From August</b>		
Priority number	Cluster	Schools
1	Hawick	Burnfoot
4	Selkirk	Philiphaugh
5	Berwickshire	Greenlaw
10	Eyemouth	Eyemouth
13	Gala	Langlee
18	Berwickshire	Coldstream
48	Selkirk	Kirkhope
2	Kelso	Yetholm
3	Eyemouth	Coldingham
6	Peebles	Walkerburn
7	Berwickshire	Chirnside
8	Hawick	Trinity

<b>Session 2018-19 From January 2019</b>		
Priority number	Cluster	Schools
9	Gala	Burgh / St Mags

<b>Session 2019-20</b>		
Priority number	Cluster	Schools
11	Kelso	Broomlands
12	Eyemouth	Reston
14	Jed	Howdenburn
15	Gala	Balmoral
16	Hawick	Wilton
17	Gala	Tweedbank
19	Peebles	Broughton
20	Gala	St Peter's
21	Hawick	Drumlanrig
22	Peebles	Newlands
23	Berwickshire	Duns
24	Kelso	Edenside
25	Kelso	Ednam
26	Jed	Parkside
27	Selkirk	Knowepark
28	Kelso	Morebattle
29	Hawick	Newcastleton
30	Selkirk	Lilliesleaf
31	Gala	Glendinning
32	Eyemouth	Ayton
33	Peebles	St Ronan's
34	Earlston	Lauder
35	Peebles	Kingsland
36	Hawick	Stirches
37	Gala	Fountainhall/ Heriot
38	Earlston	Earlston
39	Earlston	Newtown

<b>Session 2020-21</b>		
Priority number	Cluster	Schools
40	Kelso	Sprouston
41	Jed	Ancrum
42	Earlston	Gordon
43	Earlston	St Boswells
44	Berwickshire	Swinton
45	Hawick	Denholm
46	Earlston	Melrose
47	Peebles	Priorsford
49	Peebles	Eddleston
50	Eyemouth	Cockburnspath
51	Selkirk	Yarrow
52	Gala	Clovenfords
53	Gala	Stow
54	Earlston	Westruther
55	Peebles	West Linton
56	Earlston	Channelkirk
57	Hawick	new build
58	Gala	new build

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## **CAPITAL PROGRAMME 2018/19 – INVESTMENT IN PLAY AREAS AND OUTDOOR COMMUNITY SPACES**

**Report by Service Director Assets & Infrastructure**

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### **SCOTTISH BORDERS COUNCIL**

**31 May 2018**

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#### **1 PURPOSE AND SUMMARY**

- 1.1 This report sets out a proposed programme of work to deliver a strategic network of outdoor community spaces across the Borders, approved as part of the council's 2018/19 Financial Plan and proposes the establishment of an Elected Members Reference Group to oversee delivery.**
- 1.2 As part of the Council's Financial Plan 2018/19 – 22/23 £2.8m will be invested in Outdoor Community Spaces with the aim of improving community wellbeing and enhancing activity levels for all ages with a beneficial impact on the health of the population. Appendix A to this report outlines the programme of proposed projects across the Scottish Borders and provides an indicative timescale for delivery. The programme proposes a range of provision including Children's Playparks, Pump bike/Skate tracks and Fitness/Youth Shelter provision as well as the rationalisation of obsolete equipment, where this is no longer fit for purpose.
- 1.3 The programme is subject to change, with possible new priorities emerging in consultation with communities and through the Elected Members reference group. Any recommendations for amendments will be brought to future meetings of the Executive committee for consideration through the normal financial monitoring process.
- 1.4 The Members Reference Group will support the delivery of the Play area and Outdoor Community spaces investment over the next four years, and will:
- oversee the procurement and delivery of the programme;
  - make recommendations on which obsolete play areas should be removed, particularly in areas where this programme will deliver significant new investment;
  - support community consultation in the delivery of the projects
  - make recommendations on appropriate changes to the programme should additional resources become available, particularly should projects not proceed to construction, or if delivery timescales change.

## **2 RECOMMENDATIONS**

**2.1 It is recommended that the Council:**

- (a) Approves the proposed programme of work set out in Appendix A**
- (b) Approves the establishment of the Members Reference Group , as detailed in Section 5 of this report to support delivery of the proposed programme and appoints the Members of that Group;**
- (c) Agrees an addition to the Scheme of Delegation to give authority to the Service Director Assets & Infrastructure: ""After consultation with local Members, the Chief Financial Officer and the Chief Legal Officer, declare play parks obsolete or those surplus to community requirements and arrange for the removal of equipment and disposal, if appropriate."";**
- (d) Approves the Capital budget adjustments required and the revenue funding requirement as detailed in Section 6; and**
- (e) Agrees that recommendations on changes to the programme will be highlighted as part of the established Financial Monitoring process to the Executive Committee.**

### **3 BACKGROUND**

- 3.1 The Scottish Borders currently has 243 play parks, including those located within schools, ranging from smaller local areas of play (LAPs) to strategic destination play areas. Benchmarking informs us that the quantity of provision per head of population is significantly higher than the national average; however the average play value of the facilities (i.e. quality of provision) is significantly lower than the national average. The trend over the past decade has seen play value slowly improving on the back of the incremental investment that has taken place.
- 3.2 In recent years a more significant level of investment in play across the Scottish Borders has been delivered through the Council's capital programme supplemented by a range of different opportunities that have been realised by community led initiatives including funding from developer contributions, Scottish Government or Heritage Lottery Fund grants. (see Appendix B) These include, most recently, facilities in Wilton Lodge Park, Hawick and in Galashiels where the new facilities are providing significant benefits to these communities. The strategy is to now provide further additional high quality facilities in a range of other locations across the region thereby encouraging play, greater physical activity and outdoor access for children, young people and adults with attendant benefits in terms of general health and wellbeing for people of all ages.
- 3.3 The Council recognises the provision of funding as a vital tool to help communities realise their aspirations in terms of green space use and the development of modern, inclusive facilities. The investment allows the Council to deliver significant benefits across the Borders through taking a more strategic approach, with the flexibility to respond to opportunities and community aspirations.

### **4 PROPOSED DELIVERY OF PLAY AREAS AND OUTDOOR COMMUNITY SPACES PROGRAMME**

#### **4.1 Greenspace Strategy**

The Council's Greenspace Strategy, published in 2008 established that "capital investment is required across many areas of open space in the Borders, particularly in... teenage facilities and play parks"(para. 3.2). It goes on to set out the need for ongoing investment in parks and notes that;

"The Council will establish an annual capital programme for improvements to its strategic parks and major semi-natural green space sites, as well as play facilities, reviewed on a five yearly basis, based on a new strategic network."

- 4.2 A range of proposed investments in play areas and community spaces were approved by Council in 2017. Building on the work done to date, and in conjunction with community feedback and Member discussion, an updated list of proposed projects has been developed based on current need.

- 4.3 Appendix A outlines the list of capital projects currently approved or proposed for investment over the next 5 years. These proposed projects have been identified at areas of lower value play in strategic locations across the region. However the programme is not static – as previously untapped community aspirations or potential funding opportunities emerge, the investment programme will adapt accordingly. As such the programme will be subject to update reports for appropriate decision and monitoring.
- 4.4 As part of the investment programme, the existing network of play park assets will undergo an appraisal, and play parks of low value and low need, which are deemed obsolete or largely surplus to community requirement, will be decommissioned and removed, ensuring the Council is directing resources where benefits can be maximised.
- 4.5 An initial appraisal of Play Park Value has been undertaken internally by officers and this will be reviewed as the project progresses. This initial appraisal identified play parks of Low Value in each area, and these would be potentially earmarked for closure thus focussing resources on higher value and higher need play areas. This appraisal did not take into account those play parks within the School estate; however, these would be assessed as part of the review.
- 4.6 The initial appraisal identified that the Scottish Borders has a relatively large proportion of play parks of 'Low Value'. At the same time the region has relatively large number of play parks per 1000 children according to benchmarking data– almost 3 times the national average. In summary, the breakdown is as follows;

<b>Play Value</b>	<b>No. of Play Areas</b>	
High	32	16%
Medium	89	46%
Low	73	38%
<b>TOTAL</b>	<b>194</b>	
(n.b. this does not include the 49 play parks within the school estate)		

<b>Benchmarking data: Number of play areas per 1000 children</b>		
	<b>SBC</b>	<b>National Average</b>
<b>2015/16</b>	<b>10.72</b>	<b>3.69</b>

The investment programme seeks to redress the balance between quantity and quality, through rationalising the estate and targeting resources to those areas of higher impact.

## 5.0 MEMBERS REFERENCE GROUP

- 5.1 It is proposed that the delivery of the investment programme is overseen by a Members Reference Group, with support from officers. The primary purpose of the Members Reference Group will be to maintain a strategic overview of the delivery of the investment programme in Outdoor Community Spaces, ensuring the projects agreed deliver on key Greenspace and Play Strategy objectives. The Group will:
- oversee the procurement and delivery of the programme

- make recommendations to the Service Director Assets & Infrastructure or the Executive Committee (as appropriate) on which obsolete play areas should be removed, particularly in areas where there has been significant investment
  - support community consultation in the delivery of the projects
  - make recommendations to Officers or the Executive Committee (as appropriate) on appropriate changes to the programme should additional resources become available or particular projects not take place
- 5.2 It is proposed that membership of the Members Reference Group comprises the Council Convenor as the Chairman, with Cllr Aitchison as Executive Member for Neighbourhoods & Locality Services, along with a representative Member from each of the 5 Area Partnerships. Support to the Group will be provided by appropriate Council Officers.
- 5.3 The Scheme of Delegation will require to be altered to give the necessary authority to the Service Director Assets & Infrastructure: "After consultation with local Members, the Chief Financial Officer and the Chief Legal Officer, declare play parks obsolete or those surplus to community requirements and arrange for the removal of equipment and disposal, if appropriate".

## 6 IMPLICATIONS

### 6.1 Financial

- (a) The Capital funding for the programme of work detailed in Appendix A is fully funded within the current financial plan per Table 1 below

INVESTMENT PROPOSALS - Playparks & Community Spaces	2018/ 19 £'000	2019/ 20 £'000	2020/ 21 £'000	2021 /22 £'00 0	2022/ 23 £'000	Total
Parks & Open Spaces - Upgrades (existing block)	103	100	105	106	107	521
Timing movements from 2017/18	438	0	0	0	0	438
Developer Contributions	87	0	0	0	0	87
Outdoor Community Spaces (2018/19 financial plan)	700	700	700	700	0	2,800
External Funding secured	262	0	0	0	0	262
<b>Total</b>	<b>1,590</b>	<b>800</b>	<b>805</b>	<b>806</b>	<b>107</b>	<b>4,108</b>
<b>Programme of planned works (Appendix A)</b>	<b>1,046</b>	<b>947</b>	<b>1,047</b>	<b>640</b>	<b>428</b>	<b>4,108</b>
<b>Timing Movement required</b>	<b>(544)</b>	<b>147</b>	<b>242</b>	<b>(166)</b>	<b>321</b>	<b>0</b>

Table 1

- (b) To ensure that the facilities can be replaced at the end of their useful life a replacement fund should be established. This will require permanently identifying £78k of revenue funding from existing budgets in year and further sums per Table 2 below as part of the 2019/20 Financial Planning process.

These amounts will provide for depreciation and inflationary increases

- (c) as well as an additional part time Play Inspector to support the delivery of the programme and the ongoing maintenance and development of facilities.

Revenue Funding required (incremental)	2018/ 19 £'000	2019/ 20 £'000	2020/ 21 £'000	2021/ 22 £'000	2022/ 23 £'000	2023/ 24 £'000
Depreciation	45	110	159	213	241	257
Inflation	13	33	49	66	75	81
Play Inspector (0.5FTE G7)	20	0	0	0	0	0
<b>Financial Plan Entry</b>	<b>78</b>	<b>85</b>	<b>65</b>	<b>71</b>	<b>37</b>	<b>22</b>

Table 2

- (d) Funding of £253k is included in Appendix A for removing redundant equipment and improving surfacing in existing playparks.
- (e) Significant reduction to the number of play parks maintained by Neighbourhood Services will be required to ensure that sufficient resource can be deployed to maintain the new facilities and ensure that the revenue impact on the service is cost neutral.

## 6.2 Risk and Mitigations

There is a risk that as a project progresses through the various phases from inception to construction and commissioning, adjustments will be required to the phasing of the projects delivery or cost estimate, or that the project may not be able to be progressed as anticipated. These risks will be managed through regular capital project monitoring meetings with budget holders and project managers and timely reporting to elected members for decision-making at an appropriate Committee.

## 6.3 Equalities

It is anticipated that there are no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report.

## 6.4 Acting Sustainably

There are no direct economic, social or environmental issues with this report although there may be within individual projects and these will be identified and addressed as appropriate as part of their specific governance arrangements.

## 6.5 Carbon Management

There are no direct carbon emissions impacts as a result of this monitoring report; however, there may be within individual projects and these will be identified and addressed as appropriate as part of their specific governance arrangements.

## 6.6 Rural Proofing

This report does not relate to new or amended policy or strategy and as a result rural proofing is not an applicable consideration.

## 6.7 Changes to Scheme of Administration or Scheme of Delegation

A change to the Scheme of Delegation is required as a result of this report and this is detailed at paragraph 5.3.



## 7 CONSULTATION

- 7.1 The Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Chief Officer HR and the Clerk to the Council have been consulted in the preparation of this report and any further comments received on the report will be reported at the Council meeting.

**Approved by:**  
**Martin Joyce**  
**Service Director**  
**Assets & Infrastructure**

**Signature .....**

### **Author(s)**

Name	Designation and Contact Number
Jason Hedley	Neighbourhood Operations Manager

**Background Papers:** Report by Chief Financial Officer - Emergency powers, 31 March 2017

**Previous Minute Reference:** None

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Capital and Investment Team can also give information on other language translations as well as providing additional copies.

Contact us at:

**Contact-** Jacqueline Whitelaw, Council Headquarters, Newtown St Boswells, TD6 0SA, 01835-824000, ext. 5431.

## Appendix A – Programme of Works

Planned Programme of Works	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Total
<b>Children's Play</b>						
Galashiels - Public Park*	292	0	0	0	0	292
Oxton*	60	0	0	0	0	60
Stow*	30	0	0	0	0	30
Croft Park Kelso - Shedden Park	248	0	0	0	0	248
Jedburgh – Harestanes	315	0	0	0	0	315
Coldstream - Home Park*	0	250	0	0	0	250
Peebles Play park	0	225	0	0	0	225
Earlston Playpark	0	0	225	0	0	225
Duns - Public Park	0	0	135	0	0	135
Eyemouth - the Bantry	0	0	180	0	0	180
Jedburgh Cannongate	0	0	0	135	0	135
<b>Pump Tracks/Skate Boarding</b>						
Hawick - Wilton Lodge Pump Track	19	0	300	0	0	319
Peebles Skate Park	0	270	0	0	0	270
Jedburgh Skate Park	0	0	0	270	0	270
Galashiels Public Park	0	0	0	0	270	270
<b>Fitness/Youth Shelter Provision</b>						
Jedburgh - Harestanes	27	0	0	0	0	27
Hawick - Wilton Lodge Park	0	27	0	0	0	27
Gala - Scott Park	0	0	27	0	0	27
Peebles - Haylodge Park	0	0	0	27	0	27
Duns - Public Park	0	0	0	27	0	27
Kelso	0	0	0	0	27	27
<b>Other required Works</b>						
Gavinton Drainage	43	0	0	0	0	43
Eyemouth*	11	0	0	0	0	11
Clovenfords (landscape)*	1	0	0	0	0	1
Play Facilities & surfacing review	0	75	75	75	24	253
General upkeep	0	100	105	106	107	418
Upkeep of School play facilities	0	0	0	0	0	0
<b>Total of programmed works</b>	<b>1,046</b>	<b>947</b>	<b>1,047</b>	<b>640</b>	<b>428</b>	<b>4,108</b>

## APPENDIX B – CONTEXT: SUMMARY OF RECENT INVESTMENT

LOCATION	SUMMARY
<b>Pringle Park, Selkirk</b>	Selkirk’s Pringle Park (2013) and Bannerfield Park (2014) have both undergone significant improvements led by community groups who fundraised for capital costs. Scottish Borders Council provides ongoing support via operational inspections and minor repairs.
<b>Tweedbank Park</b>	In 2008 Tweedbank Loch and Park was developed as a destination play area at the Loch, complete with Multi Use Games Area (MUGA), on the back of significant funding secured by Developer Contributions.
<b>Canongate, Jedburgh</b>	The Canongate play area in Jedburgh, received a £145k investment in 2010 as part of a successful bid to the Scottish Government’s Town Centre Regeneration Fund.
<b>Woodcote Park, Lauder</b>	As part of the relocation of community services, Woodcote Park in Lauder received a significant Council investment in 2012 to create a new relocated play area and associated sporting facilities at the park.
<b>Wilton Lodge Park, Hawick</b>	The Heritage Lottery Funded (HLF) Parks For People Project at Wilton Lodge Park, Hawick, saw the conclusion in 2017 of a £350k project to create a destination play area complete with associated infrastructure at the park.
<b>Shedden Park skate park, Kelso</b>	The recently-completed removal of an existing Skate Park and creation of a state of the art small wheels facility at Shedden Park, Kelso (£400k) has been led by the community.
<b>Public Park, Galashiels</b>	Currently, a significant project is being delivered in Galashiels at the Public Park which will see the removal of an existing play area to be replaced by a vastly improved play facility serving the town and surrounding villages

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## ALLOWANCES PAID TO MEMBERS DURING 2017/18

Report by Chief Executive

**SCOTTISH BORDERS COUNCIL**

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**31 May 2018**

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### 1 PURPOSE AND SUMMARY

- 1.1 **This report seeks approval for the information on allowances paid to Members during 2017/8 to be published on the Council's website to meet the publicity requirements of the Local Government (Allowances and Expenses)(Scotland) Regulations 2007.**
- 1.2 The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007, as amended, and the Local Government (Allowances and Expenses)(Scotland) Regulations 2007, as amended, specify the levels of salary, allowances and reimbursement of expenses which may be paid to local authority Elected Members. Councillors' salaries were increased by 0.2% from 5 May 2017 in accordance with The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2017 and therefore the annual amount payable to each Councillor increased from £16,893 to £16,927 per annum, unless he or she was entitled to one of the higher amounts payable to the Leader of the Council, the Convener or to Senior Councillors. It should be noted that where a higher payment is made that is instead of the £16,927 and not in addition to this amount.
- 1.3 The number and designation of Senior Councillors was agreed in the Scheme of Remuneration at the meeting of Scottish Borders Council held on 24 May 2012, and then amended at the meeting of Council on 30 August 2012 to take account of changes to the Scheme of Administration. At the Scottish Borders Council meeting of 25 May 2017, a new Scheme of Payment for Senior Councillors was agreed with sums payable from 18 May 2017. Detailed in Appendix 1 to this report is the remuneration and expenses paid to all Councillors from 1 April 2017 to 31 March 2018. Detailed in Appendix 2 is Members' attendance at training events, conferences and seminars in 2017/18.
- 1.4 Total remuneration and expenses paid to Members in 2017/18 amounted to £747,698.02, compared with a total of £772, 974.98 in 2016/17. Travel expenses total £58,744.61 in 2017/18, compared to the 2017/18 figure of £44,952.88. The cost of Telephone and ICT Expenses in 2017/18 amounted to £30,133.52, compared to £49,347.79 in 2016/17.

## **2 RECOMMENDATIONS**

- 3.1 I recommend that the Council agrees that the information in the Appendices to this report be published on the Council's website, in order to meet the publicity requirements of the Local Government (Allowances and Expenses)(Scotland) Regulations 2007.**

### **3 BACKGROUND**

- 3.1 The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007, as amended, and the Local Government (Allowances and Expenses)(Scotland) Regulations 2007, as amended, specify the levels of salary, allowances and reimbursement of expenses which may be paid to local authority Elected Members.
- 3.2 Members' salaries were increased by 0.2% from 5 May 2017 in accordance with The Local Governance (Scotland) Act 2004 (Remuneration) Amendment Regulations 2017 and therefore the annual amount payable to each Councillor increased from £16,893 to £16,927 per annum, unless he or she was entitled to one of the higher amounts payable to the Leader of the Council, the Convener or to Senior Councillors. It should be noted that where a higher payment is made that is instead of the £16,927 and not in addition to this amount. This report covers the period from 1 April 2017 to 31 March 2018 so Members who either retired or were not returned at the election on 4 May 2017 are also included.
- 3.3 The aforementioned 0.2% rise meant that, from 5 May 2017, the annual sum for the Leader increased from £33,789 to £33,857 and the sum for the Convener increased from £25,341 to £25,392 (as per the regulations. At the Scottish Borders Council meeting of 25 May 2017, the Scheme of Remuneration for Senior Councillors was agreed with sums payable from 18 May 2017. In addition to the Convener and the Leader, 14 Senior remunerated posts and sums payable were agreed as follows: the Executive Members for Adult Social Care (and Depute Convener); Children & People; Finance; Business & Economic Development; Transformation & HR; Roads & Infrastructure; Culture & Sport; Planning & Environment; Neighbourhoods & Locality Services and Community Safety received £22,240 per annum; the Chair of Adult & Scrutiny and the Locality Committee (now Area Partnerships) Chairs, who do not hold an Executive Member post, received £18,450 per annum.

### **4 ALLOWANCES PAID DURING 2017/18**

- 4.1 Detailed in Appendix 1 to this report is the remuneration and expenses paid to all Councillors from 1 April 2017 to 31 March 2018. The format of the Appendix is prescribed in the Local Government (Allowances and Expenses) (Scotland) Amendment Regulations 2010 and the total amounts to £747,698.02. In 2016/17, this amount was £772,974.98.
- 4.2 The total amount of remuneration paid to Councillors in 2017/18 decreased to £654,740.52 compared to £675,468.00 in 2016/17. This was mainly due to a vacancy following the resignation of Councillor Ballantyne from 1 December 2017 until the election of Councillor Penman on 22 February 2018. Additionally, following the Council Elections on 4 May 2017, all Councillors were initially paid based on £16,927 until appointments were made to the senior positions on 18 May 2017 when the higher amounts payable were put into effect.
- 4.3 Travel expenses totalled £58,744.61 in 2017/18, compared to the 2016/17 figure of £44,952.88. Rail travel totalled £1,722.80 in 2017/18 compared to £1,659.03 in 2016/17 with car and van expenses £56,404.09 in 2017/18

and £43,118.90 in 2016/17. The overall travel expenses figure is expected to fluctuate year on year as claims are based on actual journeys made. The amount any one Councillor claims varies depending on whether they hold a Senior Councillor role, the distance they live from Council Headquarters, the number of meetings they attend, and whether their claims are up to date. The Induction programme for Councillors in May/June 2017 and then briefing sessions for Members from later summer 2017 will also have had an impact on travel expenses. Some Councillors may also choose not to make claims for travel expenses.

- 4.4 The cost of Telephone and ICT Expenses in 2017/18 amounted to £30,133.52 compared to £49,347.79 in 2016/17. These costs include telephone and broadband connections and can vary from Councillor to Councillor depending on the external provider used at their particular location. As technology has developed since the previous election in May 2012, rather than the Council arranging for the installation of separate telephone lines/internet connections to the homes of those new Councillors elected in May 2017, instead these Councillors were offered the opportunity to claim half the cost of their own home telephone line/broadband connection (as a taxable income) for Council business use. Some of the Councillors elected in May 2017 have yet to make a claim in this respect. From August 2015 Councillors have received electronic copies of committee papers and use i-pads instead to access the information, which has led to a saving in printing and postage costs. The costs also include the running costs of all blackberries, mobile phones, as well as electronic tablets.

## **5 TRAINING EVENTS AND CONFERENCES**

- 5.1 Detailed in Appendix 2 is Members' attendance at training events, conferences and seminars in 2017/18, in the format recommended by the Scottish Local Authorities Remuneration Committee. Fees, accommodation and travel (other than by car/van or public transport) for attendance are generally paid directly by the Council. Mileage and public transport costs to attend these events is claimed by the individual Member and included in Appendix 1 to this report. All Members were invited to Induction training after the May 2017 elections and development/training sessions are also held for Members throughout the year as part of a planned programme. The majority of the In-House training events related to Induction Training. Councillors also undertake specific/refresher training related to committees e.g. Audit, Planning and Building Standards, etc. on an ongoing basis and this tends to be carried out in-house so there is no direct cost. Where this training takes place as part of the business of committee, it is not recorded separately and not therefore included in the appendix. This also applies to briefings for Members.
- 5.2 The Induction Programme for Members comprised 12 sessions from 9 May to 23 June 2017, covering Governance, Council Services, Finance, Planning, Common Good Funds, Audit & Scrutiny, etc. The Members Development Programme began in August 2017 and comprises a number of briefing or training sessions. Eleven sessions have been held so far and they cover areas such as partnership working, economic development, waste, emergency planning, social media, etc. This Development Programme will continue, with input from Members into the content of it, at regular



intervals. Attendance at the briefing sessions is not included as training events.

## **6 IMPLICATIONS**

### **6.1 Financial**

There are no costs attached to the recommendation in this report as it details the actual expenditure made in the last financial year which were contained within the budget.

### **6.2 Risk and Mitigations**

The information contained in this report, together with the associated publication of the information on the Council's website, is intended to advise stakeholders of the allowances and expenses payments to Members, thus ensuring transparency and openness.

### **6.3 Equalities**

There is no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the recommendation in this report.

### **6.4 Acting Sustainably**

There are no effects on the economy, community or environment arising from the recommendation in this report.

### **6.5 Carbon Management**

While there will be an impact on the Borders' carbon footprint from Councillor travel, where possible Members share transport, make use of the Borders railway and keep travel to a minimum. Due to the geographic spread of the Borders, travel is a factor in the duties of Councillors.

### **6.6 Rural Proofing**

There is no adverse impact on the rural area from the recommendation in this report.

### **6.7 Changes to Scheme of Administration or Scheme of Delegation**

No changes are required to either the Scheme of Administration or the Scheme of Delegation as a result of the recommendation in this report.

## **7 CONSULTATION**

- 7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, and the Chief Officer HR are being consulted on this report. Any comments received will be incorporated in the final report. The Corporate Communications Unit has also been advised of the content.

**Approved by**

**Tracey Logan**  
**Chief Executive**

**Signature .....**

**Author(s)**

Name	Designation and Contact Number
Jenny Wilkinson	Clerk to the Council 01835 825004
Gary Alexander	HR Shared Services Manager 01835 826717

**Background Papers:** Members Travel Claims; Invoices

**Previous Minute Reference:** Scottish Borders Council, 25 May 2017

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jenny Wilkinson can also give information on other language translations as well as providing additional copies.

Contact us at Jenny Wilkinson, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA. Tel: 01835 825004 Email: [jjwilkinson@scotborders.gov.uk](mailto:jjwilkinson@scotborders.gov.uk)

Scottish Borders Council Members Salaries and Expenses 2017/18

APPENDIX 1

Name	Position Held (as at 31 March 2018)	Salary	Allowances and Expenses										Total expenses	Total salary and expenses	
			Travel (1)				Subsistence		Training and conference	Telephone & information		Other allowances			
			Car and Van		Other Travel		Accomm-	Meals		Claimed	Direct				
			Claimed	Direct	Claimed	Direct									
AK	Aitchison	Executive Member (Neighbourhoods & Locality Services)	22,115.73	1,857.60	0.00	0.00	234.60	0.00	0.00	498.00	0.00	391.61	0.00	2,981.81	25,097.54
AC	Anderson	Councillor	15,334.37	1,079.10	0.00	0.00	26.10	0.00	0.00	0.00	225.46	182.31	0.00	1,512.97	16,847.34
HJD	Anderson	Councillor	15,334.37	2,823.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	177.51	0.00	3,000.81	18,335.18
WK	Archibald	N/A	1,933.47	24.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	384.43	0.00	408.73	2,342.20
ML	Ballantyne	N/A	11,625.52	12.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415.16	0.00	427.76	12,053.28
S	Bell	Area Partnership Chair	18,814.79	1,275.30	0.00	78.10	0.00	0.00	0.00	449.00	0.00	2,106.53	0.00	3,908.93	22,723.72
CJ	Bhatia	N/A	1,589.40	16.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328.84	0.00	345.04	1,934.44
JAS	Brown	Councillor	17,488.28	1,697.40	0.00	0.00	70.70	0.00	0.00	155.00	0.00	1,641.64	0.00	3,564.74	21,053.02
JWRH	Campbell	N/A	1,589.40	447.75	0.00	19.50	0.00	0.00	0.00	0.00	0.00	281.86	0.00	749.11	2,338.51
K	Chapman	Councillor	15,334.37	675.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.91	3.50	839.15	16,173.52
K	Cockburn	N/A	1,589.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49.92	0.00	49.92	1,639.32
MJ	Cook	N/A	2,153.91	544.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	336.34	0.00	880.84	3,034.75
AG	Cranston	N/A	1,589.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282.94	0.00	282.94	1,872.34
VM	Davidson	N/A	2,153.91	395.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	305.86	0.00	700.96	2,854.87
K	Drum	Councillor	15,334.37	726.45	0.00	0.00	0.00	0.00	0.00	0.00	135.89	167.53	0.00	1,029.87	16,364.24
RG	Edgar	Executive Member (Roads & Infrastructure) & Area Partnership Chair	22,115.73	2,222.10	0.00	10.90	331.95	0.00	0.00	0.00	0.00	1,477.96	0.00	4,042.91	26,158.64
JA	Fullarton	Area Partnership Chair	18,250.28	3,604.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,791.64	0.00	5,395.69	23,645.97
GHT	Garvie	N/A	2,384.23	198.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	271.38	0.00	470.28	2,854.51
ID	Gillespie	N/A	1,589.40	287.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.40	0.00	364.50	1,953.90
J	Greenwell	Councillor	16,923.77	1,161.90	0.00	0.00	0.00	0.00	0.00	155.00	0.00	1,723.15	0.00	3,040.05	19,963.82
CA	Hamilton	Executive Member (Children & Young People)	19,961.82	3,468.60	0.00	90.90	0.00	0.00	0.00	0.00	0.00	199.97	10.50	3,769.97	23,731.79
SA	Hamilton	Councillor	15,334.37	599.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171.64	0.00	771.49	16,105.86
SR	Haslam	Leader	30,079.92	2,557.80	0.00	94.20	0.00	0.00	35.64	498.00	0.00	292.54	85.00	3,563.18	33,643.10
WO	Herd	N/A	1,589.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289.08	0.00	289.08	1,878.48
EC	Jardine	Executive Member (Culture & Sport)	19,961.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.91	0.00	159.91	20,121.73
HA	Laing	Councillor	15,334.37	2,282.40	0.00	30.70	0.00	0.00	0.00	0.00	0.00	160.74	0.00	2,473.84	17,808.21
RG	Logan	N/A	1,589.40	124.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	304.02	0.00	428.67	2,018.07
S	Marshall	Area Partnership Chair	18,250.28	1,052.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,369.96	0.00	2,422.56	20,672.84
AWW	McAteer	Executive Member (Community Safety)	21,551.22	1,431.00	0.00	0.00	83.70	0.00	0.00	0.00	0.00	235.84	0.00	1,750.54	23,301.76
TD	Miers	Executive Member (Planning & Environment)	19,961.82	1,168.20	0.00	0.00	0.00	0.00	0.00	0.00	151.55	0.00	46.47	1,366.22	21,328.04
JG	Mitchell	N/A	2,384.23	76.50	0.00	0.00	10.10	0.00	0.00	0.00	0.00	316.18	0.00	402.78	2,787.01
DP	Moffat	Councillor	17,488.28	2,216.70	0.00	2.60	54.20	0.00	0.00	0.00	0.00	1,759.65	0.50	4,033.65	21,521.93
SJH	Mountford	Executive Member (Transformation & HR) & Area Partnership Chair	21,551.22	2,962.95	0.00	74.35	124.05	0.00	25.70	498.00	0.00	231.37	0.00	3,916.42	25,467.64
AJ	Nicol	N/A	1,589.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	363.16	0.00	363.16	1,952.56
D	Parker	Convener	25,886.21	0.00	294.30	0.00	578.62	0.00	0.00	0.00	0.00	388.09	0.00	1,261.01	27,147.22
D	Paterson	Councillor	17,488.28	1,497.60	0.00	0.00	0.00	0.00	0.00	155.00	0.00	1,615.02	0.00	3,267.62	20,755.90
CA	Penman	Councillor	1,763.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.19	0.00	25.19	1,788.42

Name	Position Held (as at 31 March 2018)	Salary	Allowances and Expenses										Total expenses	Total salary and expenses	
			Travel <sup>(1)</sup>				Subsistence		Training and conference	Telephone & information		Other allowances			
			Car and Van		Other Travel		Accomm-	Meals		Claimed	Direct				
			Claimed	Direct	Claimed	Direct									
CH	Ramage	Councillor	15,334.37	1,206.00	0.00	0.00	44.30	0.00	0.00	0.00	244.60	159.97	0.00	1,654.87	16,989.24
FA	Renton	N/A	2,153.91	77.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	276.74	0.00	354.59	2,508.50
NM	Richards	Councillor	15,334.37	1,477.35	0.00	0.00	0.00	0.00	0.00	155.00	0.00	182.31	0.00	1,814.66	17,149.03
EM	Robson	Councillor	15,334.37	118.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.44	0.00	288.24	15,622.61
M	Rowley	Executive Member (Business & Economic Development)	19,961.82	4,277.25	0.00	14.00	0.00	0.00	0.00	0.00	224.71	209.90	19.46	4,745.32	24,707.14
AA	Scott	Councillor	16,923.77	282.15	0.00	0.00	70.70	0.00	0.00	155.00	0.00	1,775.89	0.00	2,283.74	19,207.51
HR	Scott	Councillor	15,334.37	845.55	0.00	27.55	0.00	0.00	0.00	0.00	0.00	159.91	0.00	1,033.01	16,367.38
EMF	Small	Councillor	15,334.37	2,712.60	0.00	0.00	0.00	0.00	0.00	0.00	271.77	172.53	0.00	3,156.90	18,491.27
RH	Smith	N/A	2,153.91	178.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	277.01	0.00	455.21	2,609.12
RG	Stewart	N/A	1,589.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	273.46	0.00	273.46	1,862.86
CR	Tatler	Area Partnership Chair	16,660.88	1,813.50	0.00	38.80	0.00	0.00	5.10	155.00	141.10	159.91	0.00	2,313.41	18,974.29
E	Thornton-Nicol	Councillor	15,334.37	277.65	0.00	0.00	63.30	0.00	0.00	155.00	0.00	282.71	0.00	778.66	16,113.03
JRA	Torrance	N/A	1,589.40	5.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	262.16	0.00	267.56	1,856.96
G	Turnbull	Executive Member (Finance)	21,551.22	2,782.80	0.00	8.60	0.00	0.00	0.00	655.00	0.00	1,666.67	9.50	5,122.57	26,673.79
T	Weatherston	Executive Member (Adult Social Care/Depute Convener)	21,551.22	1,398.60	0.00	0.00	115.20	0.00	0.00	155.00	0.00	1,992.64	0.00	3,661.44	25,212.66
W	White	N/A	1,589.40	167.85	0.00	42.80	0.00	0.00	0.00	0.00	0.00	280.91	0.00	491.56	2,080.96
<b>Totals</b>			<b>654,740.52</b>	<b>56,109.79</b>	<b>294.30</b>	<b>533.00</b>	<b>1,807.52</b>	<b>0.00</b>	<b>66.44</b>	<b>3,838.00</b>	<b>1,395.08</b>	<b>28,738.44</b>	<b>174.93</b>	<b>92,957.50</b>	<b>747,698.02</b>

- (1) Two columns are provided to show separately costs met directly by the Council, in addition to reimbursement of claims.
- (2) Telephone and Information Technology (ICT) Expenses: excludes capital costs where the equipment is supplied by the Council and the Council retains ownership of that equipment. These support costs for ICT provision are met by the Council. Where the Council has not provided specific telephone line/broadband connections, Members may claim 50% of the rental costs of their own home connections.
- (3) Travel costs for the Convener comprise mileage payments to staff (Car direct) and taxis (Other Travel) taking him to meetings.

**Notes:**

- 1 Income Tax and National Insurance deductions are made as appropriate.
- 2 Receipts are provided in respect of expenses claimed.
- 3 Costs include VAT where applicable.
- 4 Civic Allowance - The Council Civic Leader (Convener) can incur expenditure up to a maximum of £3,000 to support his activities. No call has been made on this provision in 2017/18.
- 5 The format of this report has been prescribed by the Scottish Local Authorities Remuneration Committee to ensure consistency of interpretation between all Scottish Local Authorities.

Members Training and Conference Expenses 2017/18

APPENDIX 2

Name	Positional Held at 31 March 2018	In-House Training Events Attended	External Training Events Attended	Cost of Training	Conferences Attended	Cost of Conferences	Total Cost of Attendance at Training Events and Conferences
AK Aitchison	Executive Member (Neighbourhoods & Locality Services)	3			3	498.00	498.00
AC Anderson	Councillor	11					
HJD Anderson	Councillor	11	3				
WK Archibald	N/A						
MJ Ballantyne	N/A	3					
S Bell	Audit & Scrutiny Chair	7			2	449.00	449.00
CJ Bhatia	N/A						
JAS Brown	Councillor	4	3	155.00			155.00
J Campbell	N/A						
K Chapman	Councillor	8					
K Cockburn	N/A						
MJ Cook	N/A						
AG Cranston	N/A						
VM Davidson	N/A						
K Drum	Councillor	10	2				
RG Edgar	Executive Member (Roads & Infrastructure) & Eildon Area Partnership Chair	4	1				
JA Fullarton	Berwickshire Area Partnership Chair	7	2				
GHT Garvie	N/A						
I Gillespie	N/A						
J Greenwell	Councillor	4	2	155.00			155.00
CA Hamilton	Executive Member (Children & Young People)	8					
SA Hamilton	Councillor	14					
SR Haslam	Leader	4			1	498.00	498.00
WO Herd	N/A						
EC Jardine	Executive Member (Culture & Sport)	8	1				
HA Laing	Councillor	9	1				
RG Logan	N/A						
W McAteer	Executive Member (Community Safety)						
S Marshall	Teviot & Liddesdale Area Partnership Chair						
TD Miers	Executive Member (Planning & Environment)	6					
JG Mitchell	N/A						
DP Moffat	Councillor	7	3				
S Mountford	Executive Member (Transformation & HR) & Cheviot Area Partnership Chair	8	3		1	498.00	498.00
AJ Nicol	N/A						
D Parker	Convener	4	12				
D Paterson	Councillor	3	1	155.00			155.00
CA Penman	Councillor	3					
CH Ramage	Councillor	6					
FA Renton	N/A						
BN Richards	Councillor	14	1	155.00			155.00
EM Robson	Councillor	2					
M Rowley	Executive Member (Business & Economic Development)	6			1		
AA Scott	Councillor	5	4	155.00			155.00
HR Scott	Councillor	11	1		1		
EMF Small	Councillor	10					
RH Smith	N/A						
R Stewart	N/A						
CR Tatler	Tweeddale Area Partnership Chair	7	1	155.00			155.00
E Thornton-Nicol	Councillor	13	3	155.00			155.00
J Torrance	N/A						
G Turnbull	Executive Member (Finance)		1	155.00	2	500.00	655.00
T Weatherston	Executive Member (Adult Social Care) & Vice Convener	3	2	155.00			155.00
W White	N/A						
				<b>Totals</b>	<b>1,395.00</b>	<b>2,443.00</b>	<b>3,838.00</b>

Footnote:

All Members have also received appropriate training relating to the use of Scottish Borders Council computers, ipads, systems and software.  
A number of briefings for Members on specific projects, Council services and Committees were also held throughout the year, and these are not included in the above figures.

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