

Public Document Pack



EXECUTIVE COMMITTEE TUESDAY, 6 SEPTEMBER, 2016

A MEETING of the EXECUTIVE COMMITTEE will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS, TD6 0SA on TUESDAY, 6 SEPTEMBER 2016 at 10.00 am

J. J. WILKINSON,
Clerk to the Council,

30 August 2016

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
	EDUCATION BUSINESS	
4.	School Estate Pre-Consultation and Review (Pages 1 - 52) Consider report by Service Director Children and Young People providing feedback received from the stakeholders who participated in the school estates pre-consultation and review. (Copy attached.)	20 mins
5.	Any Other Items Previously Circulated.	
6.	Any Other Items which the Chairman Decides are Urgent.	
	Education Theme Additional Membership of Committee:- Mr G. Donald, Mr J. Walsh, Mr G. Jarvie, Jeanette Aitchison (Parent Representative), Alison Ferahi (Parent Representative0, Pupil Representatives	
	OTHER BUSINESS	
7.	Minute (Pages 53 - 62) Minute of Meeting of Executive Committee of 16 August 2016 to be approved and signed by the Chairman. (Copy attached.)	2 mins

8.	Scrutiny Committee Recommendation (Pages 63 - 88) Consider recommendation of Scrutiny Committee of 18 August 2016 regarding the review of the process in respect of the decision making in relation to the Great Tapestry of Scotland. (Extract of Minute attached and report by Scrutiny Working Group.)	15 mins
9.	Synthetic Pitch Maintenance and Replacement Plan (Pages 89 - 252) Consider report by the Chief Financial Officer presenting the findings of a survey conducted at thirteen of the Authority's pitches not covered by PPP contracts or lifecycle maintenance arrangements. (Copy attached.)	15 mins
10.	Apprenticeship Levy (Pages 253 - 282) Consider report by the Service Director Regulatory Services relating to the Apprenticeship Levy and its potential impact on Scottish Borders Council and seeking approval of the Scottish Borders Council's recommended response to the associated Scottish Government consultation. (Copy attached.)	10 mins
11.	Annual Taxi Fares Review 2016 - 2017 (Pages 283 - 290) Consider report by Service Director Regulatory Services on the recent consultations undertaken in connection with the statutory review of the current scale of charges for taxi fares recommending that fares remain unchanged for 2016/17. (Copy attached.)	10 mins
12.	Any Other Items Previously Circulated	
13.	Any Other Items which the Chairman Decides are Urgent	
14.	Private Business Before proceeding with the private business, the following motion should be approved:- "That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act".	
15.	Minute (Pages 291 - 292) Private Minute of Meeting of Executive Committee of 16 August 2016 to be approved and signed by the Chairman. (Copy attached.)	2 mins
16.	Social Work Complaints Review Sub-Committee (Pages 293 - 300) Note Minute of Meeting held on 12 May 2016. (Copy attached.)	2 mins

NOTES

1. Timings given above are only indicative and not intended to inhibit Members' discussions.
2. Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.

Membership of Committee:- Councillors D. Parker (Chairman), S. Aitchison, S. Bell, C. Bhatia, J. Brown, M. J. Cook, V. M. Davidson, G. Edgar, J. G. Mitchell, D. Moffat, D. Paterson, F. Renton and R. Smith

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SCHOOL ESTATE PRE-CONSULTATION AND REVIEW

Report by Service Director Children and Young People

EXECUTIVE COMMITTEE**6 September 2016**

1 PURPOSE AND SUMMARY

- 1.1 This report provides Elected Members with the feedback received from the stakeholders who participated in the school estates pre-consultation and review.**
- 1.2 Highlights key messages from the feedback from the 400 people who attended a school cluster engagement event, the 452 people who completed questionnaires and the 139 pupil questionnaires received.
- 1.3 Outlines next steps in the school estate consultation and review process.
- 1.4 Seeks approval to implement the recommendations made.

2 RECOMMENDATIONS

- 2.1 I recommend that the Executive Committee:-**
 - (a) Note the positive engagement by stakeholders in the school estate pre-consultation.**
 - (b) Agree that all stakeholders are informed of the outcome of the consultation.**
 - (c) Agree the proposals to:**
 - 1. Implement Phase 1 of the School Estate Review during school session 2016/2017:**
 - i. Future of Mothballed Schools:
Commence statutory consultations on proposals to permanently close Eccles/Leitholm Primary School, Ettrick Primary School and Hobkirk Primary School in accordance with the Schools (Consultation) (Scotland) Act 2010.**
 - ii. Carry out a focused pre-consultation on Roman Catholic Schools provision.**
 - iii. Commence focused pre-consultations on the future of Education provision in the towns of Jedburgh, Eyemouth, Hawick and Galashiels.**

- iv. **Engage with rural schools with roll populations of less than 50 pupils regarding roll sustainability measures.**
 - v. **Implement a Selkirk schools catchment review involving Yarrow, Kirkhope, Philiphaugh and Knowepark Primary Schools.**
- 2. **Note that Phase 2 of the School Estate Review will commence in school session 2017/2018 and include focused pre-consultations in the following school clusters: Berwickshire, Earlston, Kelso and Peebles.**
- 3. **Note that a commitment is given to carry out a review and consultation on the following within a two year period, ie before the end of school session 2017/2018:**
 - i. **School Transport Policy.**

3 PROPOSALS

Background

- 3.1 Curriculum for Excellence is being implemented and further developed in all Scottish Borders schools. A review of the school estate must deliver maximum educational benefits for our children and young people within the school curriculum and the learning opportunities experienced within the education we provide.
- 3.2 Our school estate has buildings and locations, which have been in existence in some cases for over 100 years. Scottish Borders Council Executive (Education) Committee on 20 January 2015 agreed principles which would guide us in reviewing the school estate. These principles will ensure we take a strategic approach whilst delivering:
- a) Increased educational opportunities
 - b) Improved outcomes for children and young people
 - c) Sustainability
 - d) A future-proofed school estate
 - e) Affordability.
- 3.3 At the Executive (Education) Committee in February 2016 it was agreed to implement a pre-consultation and engage with all stakeholders to gather information and their views regarding the quality and issues within the current school estate provision. The consultation also sought views and ideas as to what our future school estates provision should aspire to look like.
- 3.4 This report provides an analysis of the feedback and information gathered from the pre-consultation, taking into consideration both the information from the public and our own data in analysing the existing school estate. This analysis has been used to identify a way forward as to how we will seek to improve our school estate and maximise educational benefits through the proposals that we bring forward for further consultation and decision making.
- 3.5 In preparation for the consultation, information was shared with Elected Members, Headteachers, Senior Officers and Parent Council Chairs. Feedback from these groups was used to shape the final formats of the pre-consultation for all schools.
- 3.6 The school estate pre-consultation began on 7 March. Data sets of core information relating to catchments and placing requests, school rolls, capacities, suitability and condition, transport and running costs were shared online and a questionnaire was available to be completed.
- 3.7 The pre-consultation was promoted through letters issued to every family via school mail, letters sent to all school user groups, Elected Members and Community Councils. A press release, frequent social media updates, posters and school newsletters were also used to advertise the pre-consultation events.
- 3.8 Nine consultation events were held, one in each High School over a three week period during March 2016. At these events, background

information about the legislation and process being followed as well as the core data regarding all schools across the Scottish Borders was shared.

- 3.9 Every school was represented and shared information about their achievements and plans for development as well as detail of the activities and opportunities offered in the school. Headteachers were present at their cluster event and all events were attended by Donna Manson, Service Director for Children and Young People, Michelle Strong, Chief Officer for Schools, Councillor Aitchison, Education Portfolio Holder, the Lead Education Estates Officer and the Senior Lead Officer for the cluster.

Level of Response

- 3.10 In total, just over 400 people attended the engagement event with numbers in attendance as follows:

Berwick shire HS Cluster	Peebles shire HS Cluster	Eyemou th HS Cluster	Hawick HS Cluster	Gala Academ y Cluster	Jedburg h Gramm ar Cluster	Earlston HS Cluster	Selkirk HS Cluster	Kelso HS Cluster
15	60	40	40	50	85	55	30	40

- 3.11 Attendees were invited to complete questionnaires in either electronic or paper format and were given the opportunity to do so at the engagement event or at a later date.

- 3.12 In total, the survey responses representing 63 schools, broken down by secondary school cluster were as follows:

Berwick shire HS Cluster	Peebles shire HS Cluster	Eyemou th HS Cluster	Hawick HS Cluster	Gala Academ y Cluster	Jedburg h Gramm ar Cluster	Earlston HS Cluster	Selkirk HS Cluster	Kelso HS Cluster
20	86	31	63	50	79	27	72	24

- 3.13 Pupils were invited to respond via a young person's questionnaire and all schools were asked to invite their representative pupil group to submit their views. The following pupil responses were received as separate submissions from schools:

Berwick shire HS Cluster	Peebles shire HS Cluster	Eyemou th HS Cluster	Hawick HS Cluster	Gala Academ y Cluster	Jedburg h Gramm ar Cluster	Earlston HS Cluster	Selkirk HS Cluster	Kelso HS Cluster
0	6	6	4	33	74	5	1	10

The complete set of responses are available for Members in the Members' Library and can be made available for members of the public upon request at Council Headquarters.

- 3.14 There are 15,968 children and young people attending our schools and early learning and childcare provision in the Scottish Borders. The attendance of 415 people at engagement events and 452 responses on-line and 139 pupil questionnaires could be viewed as non-representative of the overall stakeholder group. However, in a pre-consultation event over 400 people did turn up to share their views and we had 591 written responses. These contributions are important and, in conjunction with our core facts, provide us with a basis to move forward in our review of

the school estate. As we do move forward into the next phase, we seek to increase participation and engagement as we plan the consultation process.

Consultation Feedback Across the Scottish Borders

In all secondary school clusters across the Borders, key messages were provided by respondents during the consultation process:

3.15 School Provision

As stakeholders considered the core facts across the school estate, they identified that we need to rationalise the school estate and reduce the number of schools we have in order to achieve best value with the resources we have. Concerns were raised that some schools were costing so much more per pupil compared to others and this was viewed to be unfair, in particular if there were schools close to each other with spare capacity for pupils. There was consensus that we can reduce the number of schools we have based upon school roll figures and projections. There was a clear message both in the survey and at meetings that although it will be challenging to close some schools, the Council must take action to ensure that the resources we have in challenging fiscal times are used wisely and efficiently.

3.16 Rural School Provision

Stakeholders recognised (both those living in rural communities and those outwith) that there was a need for rural schools in parts of the Borders. There was a consensus of support for rural schools. Many comments were made at the public meetings about the importance of rural schools in the impact they have in sustaining our communities. However, there was a general consensus that there does come a point when schools may just be too small in being able to provide the range of learning experiences and the breadth and depth in the curriculum offer. It was also expressed that costs have to be reasonable too. Many communities expressed that the Council engage with communities when the roll is dropping from 3 to 2 or 2 to 1 classes to see what sustainability actions can be taken, rather than schools closing themselves once they enter into a 1 class school and roll of less than 19 pupils.

3.17 Early Learning and Childcare

The importance of Early Learning and Childcare provision being available to sustain rural communities was highlighted at many public meetings.

3.18 Roman Catholic School Provision

Stakeholders with children not in attendance at Roman Catholic Schools expressed whether Roman Catholic School Provision should be maintained and whether it should be rationalised considering the low numbers. Stakeholders raised concern at the engagement meetings about inclusion of families who are Roman Catholic coming in from Eastern Europe who are attending the Roman Catholic School and not

integrating into local community activities.

3.19

School Catchment Areas

The strongest representations for a catchment review came from Trinity Primary, Yarrow Primary, Kirkhope Primary and St Boswell Primary Schools' parents. In all of the cases being made, changes had been made to these school catchments a number of years ago and the communities wished for the old catchment boundaries to be reinstated. Families from the old catchment boundary addresses tended to still attend these schools, but entitlement to transport was an issue and this had resulted in falling rolls, although many parents stated that they would return to the schools above if the catchments were changed. The communities felt aggrieved as they were not consulted when these catchment changes were made. Consultation legislation has now changed and they feel that there is a strong argument for catchment consultations to be brought forward to rectify the complaint that communities were not consulted in changes which have had a significant impact upon the school roll in their schools. They expressed concern that families who continue to choose according to the old catchment boundaries have the anxiety of waiting for notification of placement at the school through placing request procedures and have to bear the additional cost of school transport.

3.20

School Transport

A range of matters were commented upon with regards to school transport. Most stakeholders expressed content with the quality of transport. Jedburgh was the only place where concern was expressed about traffic congestion and pupil safety in the town at school drop off/pick up times. Lack of transport beyond the school day impacts upon accessibility to after-school and evening activities for children and young people and was raised as a significant issue. Aspects of transport policy such as the entitlement distance or the privilege lift system were raised as concerns.

3.21

School Buildings and Facilities

Stakeholders raised concern about the inequity that currently exists across schools regarding building condition and suitability. Stakeholders from schools with ratings of C and D raised particular concern that their children were being educated in buildings in very poor condition compared to those children in the Borders who are in new build schools or schools who have had significant investment in their buildings. There is a call for transparency in how capital priorities are set. The communities of Eyemouth Primary School and Jedburgh town schools expressed most concern about their school facilities and felt that the Council should take urgent action and invest in their schools or consider new provision to address the category D and C status of their school buildings.

3.22

Quality of Education and Learning Opportunities

The feedback about the quality of education across the Borders was very positive overall. However, key issues were raised in particular how the learning environment has an impact upon the range of learning experiences for the young people, eg the Jedburgh Grammar pupil hockey team feel very aggrieved that their sports participation is severely hampered by their poor facilities and view this as a disadvantage, especially considering the facilities at many other secondary schools in the Scottish Borders.

Stakeholders in smaller secondary schools raised concerns about the range of curriculum subjects on offer to young people compared to the large secondary schools.

There was feedback on the importance of children receiving high quality experiences and the need for poor teaching performance to be viewed as being addressed by the Council.

The challenge of teacher recruitment was expressed and concerns raised that poor buildings and learning environments are impacting upon recruiting staff to key schools.

The range of outwith school experiences listed by stakeholders was excellent and highlighted a tremendous range of activities taking place across communities in the Borders. Good evidence was provided to endorse that our children and young people have high levels of participation in sporting, cultural, arts and volunteering activities in their communities. There is inequity of opportunity across school communities.

A brief analysis of feedback from each secondary school cluster area is in Appendix 1.

3.23 **Analysis and Options**

Pre-Consultation Process

The initial pre-consultation process enabled the Council to engage with parents, pupils, staff and members of the school community on the subject of our school estate and the quality of our education provision. We have shared core facts, presented key information about each school, engaged in conversations relating to the information shared and have a reasonable response to the on-line survey. We have received a reasonable response across the Borders and a significantly high response from the communities of Jedburgh and the Selkirk valley school communities. There is an acceptance and understanding of why we have to modernise our school estate. Stakeholders can see that we have too much capacity overall and that reductions are required to fulfil our duty of securing best value with the resources we have. We have had an opportunity to share possible next steps, ie that there may be school closures, or amalgamations of schools, alternatives suggested by stakeholders, or that our existing education provision may have to look

different, eg 3-18 models for education provision. Stakeholders also understand the link between learning environments, learning opportunities and school structures for our children and young people. They have expressed concern that there are challenges in providing an equity of educational benefit within our existing provision, eg not all secondary pupils experience the same breadth of curriculum. However, this pre-consultation process has also highlighted that parents choose schools for different reasons. Some parents wish their child to attend a small school whilst others prefer a large school. Most parents were supportive of parental choice and the Council's approach to grant almost all placing requests.

3.24 In moving forward, it is important that our stakeholders see that any changes proposed will be based upon a strong rationale, which will bring educational benefits for children and young people whilst fulfilling our best value duty. Proposals will also consider the likely impact of any proposed changes upon the local community.

Pre-Consultation into Statutory Consultation

The level of engagement was varied across the secondary school clusters and communities. In our review of the school estate there are matters to be looked into in all of the clusters. To make any changes to the status of education provision we must embark upon further pre-consultation, which will enable us to gather more information within communities and consult on specific changes within communities in advance of statutory consultation, particularly with respect to legislation and rural schools. It is important that we get a level of participation which really engages and empowers communities to understand and help shape the proposals that will affect them. We would then expect to move to statutory consultation which could lead to a range of major changes to the school estate within the Scottish Borders. The options that will be explored within the next 2 years will be:

School rationalisation, school closures, school amalgamations, different models of provision, eg 2 – 5 years, 5 – 12 years, 2 – 18 years, and alternatives to current provision, such as school closures.

It is proposed that there are 2 phases to the implementation of the School Estates Review to ensure that consultation processes are robust, open, fair and fulfil all the requirements as set out in the Schools (Consultation)(Scotland) Act 2010:

Phase 1 : September 2016 – October 2017

Phase 2 : August 2017 – October 2018

This will require a significant level of staff resource, member involvement and engagement with stakeholders. There is a level of resource required from Education Scotland who play a significant role in any statutory consultation process and this has to be planned so that the level of staff resource is available at the key times it is required in the consultation procedures. The Scottish Government also have responsibilities in the

3.25 final phases of a school closure proposal, should Scottish Borders Council make a decision to close a school. It is expected that implementing the process over a 2 year period, with clear proposals set out within each phase, that a very thorough review will have been completed which has future proofed our school estate.

Capital Plan and Scottish Government School Build Investment Programme

Investment in school buildings has to be planned into the Capital Planning process as it involves significant resource within the Council's investment strategy. School new builds in recent times have been completed in funding partnership models with the Scottish Government through the Scottish Futures Trust (SFT). The SFT have meetings planned with the Council in August to consider the investment required in school and Council buildings to deliver the extension of Early Learning and Childcare provision from 600 to 1200 hours by 2020. This could mean that for many of our nurseries who may currently provide morning and afternoon placements to 20 children, actually require space to have 40 children throughout the whole day by 2020. There is no doubt that significant extension to current school building provision will be required to deliver the expansion of entitlement in Early Learning and Childcare.

The Scottish Government over many years have announced school build investment programmes and we would wish to be clear about our priorities for investment with the expectation that we could be included in further rounds of investment.

Stakeholders made many comments about the difference in facilities between the new secondary school builds of Berwickshire, Earlston, Eyemouth and Kelso High Schools and the other secondary schools. We must establish a priority timeline for investment for the remaining 5 secondary schools and this must be considered in conjunction with the primary school estate priorities.

3.26 The consultation, the work required and decision making would impact upon the Capital Planning process that the new Council would embark upon.

School Build/Learning Environment

3.27 The review must address any school build or structural issues which are impacting upon the learners' experience, or schools where we feel that a change in structure or build would bring significant educational benefits. All stakeholders were concerned about the range of condition and suitability ratings/gradings across the school estate. It must be the ambition of the Council to have all school buildings at a condition/suitability rating of A or B and to have a plan to address any school environment ratings/gradings for condition/suitability currently assessed within our core fact data at level C or level D.

Quality of Education Provision

- 3.28 The review must also prioritise any schools where there are factors affecting the quality of education or the children's learning experience. Enhancing educational benefits must be at the heart of every statutory/relevant proposal.

Level of Response from Stakeholders

- 3.29 In the initial pre-consultation, the levels of response were varied. There are some communities who engaged at a much greater level than others; this is because they feel they have pressing issues. It would be important to respond to these communities within Phase 1 if possible. There are some communities who did not really engage at all.

Mothballed Schools

We currently have 3 schools that have been mothballed. Ettrick was mothballed in 2012 and was to be reviewed within 3 years, Hobkirk was mothballed in November 2015 and to be reviewed within 1 year and Eccles/Leitholm was mothballed in May 2016 and to be reviewed within 1 year. The future of all mothballed schools will have to be considered as part of Phase 1.

Proposals for Consultations-Phase 1

Mothballed Schools Review

- 3.30 Statutory relevant proposals regarding the future of Ettrick Primary School, Hobkirk Primary School and Eccles/Leitholm Primary Schools will be presented as separate papers to the Executive Committee in October 2016.

Roman Catholic Schools Review

Engagement from the Roman Catholic School stakeholders was very limited in the pre-consultation process. The viability and provision of the existing Roman Catholic school provision was raised by a number of respondents from other schools. There has been considerable challenge for the Council over a number of years in recruiting staff to all four schools, in particular into leadership posts. In 2012, following a review, a management structure was put in place with 1 Headteacher for the 4 schools. However, following Council quality improvement processes and supported by issues raised during school inspection procedures, enhanced leadership structures and support have been in place for over 12 months now to address concerns from school staff and parents that existing structures are not working. St Joseph's Primary School has been in inspection for 3 years and has not been signed off yet, as concerns remain from the inspectorate about a range of educational aspects of the school.

When the Roman Catholic Schools Review was conducted by the Council in 2012, it was to be evaluated within 2 years. It is proposed that a focused pre-consultation is embarked upon, commencing in September 2016, to consider school leadership structures, the continuation of provision in 4 localities, staff recruitment and the quality of education

3.31 provision. This consultation will enable a more focused engagement with key stakeholders connected with the Roman Catholic Schools, including the Church, and act as a preparation for any possible relevant formal proposals which may be brought forward to be consulted upon within the context of the Schools (Consultation) (Scotland) Act 2010. A background paper has been provided in Appendix 2.

Jedburgh Cluster Schools Review

The community of Jedburgh provided the highest level of engagement and responded most consistently in asking Scottish Borders Council to further engage on the future of education provision within their cluster of schools. Clearly the school communities expressed concern about the condition of their school buildings, the quality of their facilities and the lack of investment in their school buildings, as well as the challenge of sustaining a broad curriculum for all children from 2-18 years. The community have quite strongly requested a debate on future structures for Education in their town and expressed that there is a need for the Council to do this as quickly as possible.

The inconsistent catchment arrangements in place for secondary education are raised as an issue and asked to be reviewed, ie that pupils can choose between Jedburgh Grammar School and Hawick High School. The future of the Hobkirk catchment is also raised as a matter for review.

3.32 It is proposed that a focused pre-consultation is embarked upon from September 2016 to consider the specific areas of the structure of education in the town of Jedburgh, secondary catchment areas and investment in school buildings and facilities raised by the community and recognised in the core facts data presented by Scottish Borders Council. Feasibility work will be carried out considering a range of options in preparation for the focused engagement with key stakeholders connected with the Jedburgh Schools cluster and act as a step towards relevant formal proposals which may be brought forward to be consulted upon within the context of the Schools (Consultation) (Scotland) Act 2010.

Eyemouth Cluster Schools Review

Concerns were raised in relation to the condition and capacity of Eyemouth Primary School, with the lack of space being highlighted in most responses. Suggestions to resolve this included a new build on the existing site, moving the more senior classes from the Primary into the High School building and others suggested creating a 2-18 campus in the High School. A feasibility exercise has been carried out: Eyemouth High School has the capacity to provide Education for both primary and secondary roll projected numbers. Within the PPP contract, the current building is costed for provision of education for significantly more children than are currently using the building.

Parents of Eyemouth Primary raised concern about the increasing roll and ability of the current building to cope with possible roll increases.

There is interest in developing the site of the old Eyemouth High School which is in the ownership of the Council.

The catchment areas around Burnmouth, Lamberton and Chirnside were raised as being potentially worthy of review.

The dropping roll at Cockburnspath was also raised as a matter to be considered.

- 3.33 It is proposed that a focused pre-consultation is embarked upon, commencing in September 2016, to consider the specific areas of catchments within the cluster, the structure of education within the town of Eyemouth, addressing the future capacity and building challenges of the primary school and discussing the sustainability of all schools currently within the cluster. This consultation will enable a more focused engagement with key stakeholders connected with the Eyemouth Schools cluster and act as a preparation for any relevant formal proposals which may be brought forward to be consulted upon within the context of the Schools (Consultation) (Scotland) Act 2010.

Hawick Cluster Schools Review

- 3.34 The highest response in the Hawick High School Cluster area was from the stakeholders at Trinity Primary School, who requested that primary catchments in the town are reviewed. There is support for a review of primary catchments from stakeholders in other town primaries, however some primaries have not engaged in the pre-consultation. The Scottish Borders core facts data also suggests the need for a catchment review to balance out the rolls across the primary schools and respond to the regular and significant placing requests made from key parts of the town to associated primary schools. There also has to be consideration that the core facts highlight a declining pupil roll in the town schools and significant spare capacity. The Council has to consider how to address this spare capacity moving forward, as well as a number of building condition and suitability issues. It is proposed that a focused pre-consultation is embarked upon during school session 2016-2017 to consider the specific areas raised by the community and highlighted in the core facts data presented by Scottish Borders Council. This consultation will enable a more focused engagement with key stakeholders connected with the Hawick Schools cluster and act as a preparation for any relevant formal proposals which may be brought forward to be consulted upon within the context of the Schools (Consultation) (Scotland) Act 2010.

Gala Academy Cluster Schools Review

Overall respondents were very positive about the quality of education across all the schools in the Galashiels cluster. The most significant area of concern was about the quality of buildings and the impact they are having upon learning, especially at Galashiels Academy. Stakeholders are looking for a future plan regarding the upgrade of secondary provision in the town and feel quite aggrieved re the quality of their secondary building compared to the new secondary school builds in the

3.35 Borders. There was recognition that the future of education provision could look different in the town and that the catchments need to be reviewed. The core facts highlight significant spare capacity across the primary schools in the town. Many of the primary school buildings have issues in terms of condition and suitability. It is proposed that a focused pre-consultation is embarked upon to consider more specific possibilities for the shape of future education provision in the town. We must also engage with some of the rural schools in the cluster about their sustainability. This consultation will enable a more focused engagement with key stakeholders connected with the Galashiels schools cluster and act as a preparation for any relevant formal proposals which may be brought forward to be consulted upon within the context of the Schools (Consultation) (Scotland) Act 2010.

Selkirk Cluster Schools Review

The community response from the Selkirk cluster was significantly high. A robust representation was made by the Kirkhope and Yarrow communities regarding the re-generation of the Selkirk Valleys and the importance of Education provision in sustaining rural communities. Scottish Borders Council fully accepts its responsibilities regarding rural proofing. A request has been made to formally review the catchment areas for the Selkirk cluster of primary schools. The Council is in agreement with this request and will form a relevant formal proposal to be consulted upon within the context of the Schools (Consultation) (Scotland) Act 2010 and to be brought forward during Phase 1.

Rural Schools Engagement

As set out in Section 3.16 of this report, there is a need to engage with rural schools with rolls of 50 pupils or less, to develop sustainability plans. The rural schools list is set out in Appendix 3 and the schools identified with a roll of 50 will be engaged with through Officer attendance at Parent Council meetings starting in September 2016. This preventative action is a requirement as set out in school estates guidance and legislation.

3.36 **Proposals for Consultations – Phase 2**

Berwickshire Cluster Schools Review

Owing to a low level of response, it is viewed that further engagement is required to ascertain the views of stakeholders. We will attend Community Council and Parent Council meetings in the period September – December 2016 to discuss the core facts and gather responses to the questions before a decision is made on whether any form of focused or formal consultation is required.

It is important to note that the issues raised relating to the condition of Swinton Primary School will be addressed as a priority through our Estates Management Board where Education and Estate Senior Officers meet to address property maintenance and investment issues.

3.37

Earlston Cluster Schools Review

Roll pressures and future capacities were raised as an issue by respondents, but these concerns do not match the core facts data, ie Scottish Borders Council has no concern re capacity issues at Melrose and Lauder Primary and Earlston High Schools as these can be managed through the management of placing requests by Headteachers and Scottish Borders Council. We are confident that we have education provision in the right place in the cluster and that all existing school provision should be maintained.

- 3.38 The only area we will consult upon is in response to the presentation made by parents from the St Boswells area requesting a catchment review of Earlston Primary School and Newtown Primary School with a specific focus on the areas outlined by parents. Refer to Appendix 4.

Kelso Cluster Schools Review

- 3.39 Owing to a low level of response, it is viewed that further engagement is required to ascertain the views of stakeholders. We will attend Community Council and Parent Council meetings in the Kelso cluster area during period September– December 2016 to discuss the core facts and gather responses to the questionnaire before a decision is made on whether any form of focused or formal consultation is required.

Peebles Cluster Schools Review

- 3.40 Future-proofing the school estate in the town of Peebles was viewed as the key consideration. The core facts inform us that this is not an imminent concern, ie that we do have sufficient school capacity to provide for future roll projections in the medium and long term. Work has to be carried out to look at a detailed analysis of all possible housing developments in the long term, timescales and how these might impact upon the school estate. The number of schools in the cluster has been raised and requires consideration. It is proposed that a focused pre-consultation is embarked upon to consider the specific areas raised by the community and recognised in the core facts data presented by Scottish Borders Council. This consultation will enable a more focused engagement with key stakeholders connected with the Peebles Schools cluster and act as a preparation for any relevant formal proposals which may be brought forward to be consulted upon within the context of the Schools (Consultation) (Scotland) Act 2010.

School Transport Review

A review of the existing transport policy will take place within Phase 2. This review will examine existing policy, practice and procedures and consult with stakeholders. The review will take cognisance of the budgetary pressures and consider national developments in policy and practice too.

4 CONCLUSIONS

4.1 The School Estate Review pre-consultation resulted in positive engagement from a range of stakeholders. The contributions made are invaluable and it is important that we listen to the public and are viewed to progress the School Estate Review, taking cognisance of this initial engagement from our stakeholders. We have identified that we need to further engage with school communities in response to the matters they raised and the correlation with our set of core school estate facts as follows:

(a) Implement Phase 1 of the School Estate Review during school session 2016/2017:

Future of Mothballed Schools:

- i. Commence statutory consultations on proposals to permanently close Eccles/Leitholm Primary School, Ettrick Primary School and Hobkirk Primary School in accordance with the Schools (Consultation) (Scotland) Act 2010.
- ii. Carry out a focused pre-consultation on Roman Catholic Schools provision.
- iii. Commence focused pre-consultations on the future of Education Provision in the towns of Jedburgh, Eyemouth, Hawick and Galashiels.
- iv. Engage with rural schools with roll populations of less than 50 pupils regarding roll sustainability measures.
- v. Implement a Selkirk schools catchment review involving Yarrow, Kirkhope, Philiphaugh and Knowepark Primary Schools.

(b) Note that Phase 2 of the School Estate Review will commence in school session 2017/2018 and include focused pre-consultations in the following school clusters: Berwickshire, Earlston, Kelso and Peebles.

(c) Note that a commitment is given to carry out a review and consultation on the following within a two year period, ie before the end of school session 2017/2018:

- i. School Transport Policy.

4.2 It is important to note that all the comments made about small works building issues will be collated and discussed at the Estates Board in conjunction with our Building Inspectors and action taken through our maintenance activity and prioritisation of the block grant.

4.3 All the comments and feedback re school quality and suggested improvements will be shared with Headteachers and actions identified in response to the comments made. Headteachers will be asked to communicate through newsletters and to their Parent Council how they intend to respond to the feedback they have received through this

consultation process.

- 4.4 It is important that Scottish Borders Council is viewed to be listening to the stakeholders who contributed to this pre-consultation on the school estate. It is genuinely welcomed by the Children and Young People's Directorate and, if agreed by the Executive, a letter will be sent to all our families informing them of next steps and outcomes. Most importantly, stakeholders will be thanked for their positive engagement, their honesty and be informed of how their views will be taken into account as we continue to move forward in improving the quality of the education and learning environments in all our schools in the Scottish Borders.

5 IMPLICATIONS

5.1 Financial

The Review of the School Estate will influence the Council's Capital Investment Plan and long term Revenue Financial Planning. The size and condition of the school estate means investment will have to be prioritised over the 10 year capital programme. Future restrictions placed upon public funding will inevitably lead the Council to prioritise investment that keeps buildings safe, wind and watertight and as energy efficient as possible. Significant enhancement to the quality of existing education facilities will be dependent on the provision of future grant funding by the Scottish Government through the schools for the future programme.

5.2 Risk and Mitigations

A strategic approach to the School Estate is required to ensure there is scope for improving educational outcomes for all children and young people across the Scottish Borders. We must ensure we have a sustainable estates plan which maximises educational benefits for all children and young people or the Council could face significant risks such as poor condition school buildings and unmanageable building maintenance issues. We also have to ensure we follow due process as set out in the Schools (Consultation) (Scotland) Act 2010 as it could bring serious reputational and legal risk to the Council.

5.3 Equalities

An Equalities Impact Assessment will be carried out as part of each relevant statutory proposal as they are brought forward.

5.4 Acting Sustainably

There will be significant impacts on the economy, community or environment arising from the proposed engagement with families and communities as proposed within this report. However, the School Estate Strategy will seek to ensure sustainability, which will be considered within each proposal as they come forward.

5.5 Carbon Management

There could be significant effects on carbon emissions arising from the proposals contained in this report. However, the School Estate Strategy will seek to promote environmental responsibility and effective carbon management as part of any proposals as they come forward within this Review of the School Estate.

5.6 Rural Proofing

The development of a School Estates Strategy will seek to ensure that

services are enhanced within the context of rurality. This will be a key component of any discussions which alter the school estate. We will ensure that we pay full attention and follow the guidance set out in the Schools (Consultation) (Scotland) Act 2010 (as amended by the Children and Young People (Scotland) Act 2014) and the Statutory Guidance issued pursuant to that Act.

5.7 **Changes to Scheme of Administration or Scheme of Delegation**

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

6 CONSULTATION

- 6.1 The Chief Financial Officer, 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 and any comments received have been incorporated into the final report.

Approved by

Donna Manson
Service Director Children and Young People

Signature

Author(s)

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

Background Papers: The pre-consultation responses from stakeholders have been collated and are available to Members in the Members' Library. The public may access these papers upon request by contacting School Estate Pre-consultation, Council Headquarters, Newtown St Boswells, Melrose TD6 0SA

Previous Minute Reference:

Appendices:

Appendix 1 – School Estate Pre-consultation Response – Cluster Summary

Appendix 2 – Roman Catholic Schools Review 2016

Appendix 3 – Rural Schools List and School Rolls

Appendix 4 – St Boswells Primary Parent Submission regarding Catchment Issues for Families in the Mertoun Area

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Donna Manson 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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School Estate Pre-consultation Response

Cluster Summary

Responses by Secondary School Cluster

Jedburgh Grammar Cluster of Schools

(a) Response Level

Jedburgh had the highest attendance at the consultation event and the highest response to the on-line questionnaire. 85 people attended the engagement event, there were 70 adult and 285 pupil questionnaire responses received from the Jedburgh cluster- (75% of total from across the authority) were submitted by pupils in the Jedburgh cluster, 260 of these from the Grammar school with Parkside and Ancrum also represented. The messages received were consistent across the stakeholder groups with pupils, parents, staff and community members presenting similar views in response to the areas within the consultation questionnaire.

(b) School Provision

There is a strong response from all stakeholders for a rationalisation of school provision within the Jedburgh cluster. The existing school estate is criticised for the poor condition of the buildings and facilities. Many responses highlighted the potential for the two primary schools to amalgamate, with the benefits of this being identified as provision of enhanced facilities for all pupils, opportunities for teachers to work together more effectively, efficiency and better use of resources. Several respondents suggested taking the amalgamation of the schools further to become a 2-18 campus for all learners in the community.

Very mixed views came from Parkside pupils in relation to the size and location of schools in their area. Some pupils think there is the right number of schools and that they should stay as they are, others think that their school is too small and others suggest amalgamating some or all of the schools. Pupils attend this school because it is big and near their homes.

An equally mixed view was brought forward from the pupils of Jedburgh Grammar and they also highlighted the inequity in sizes of high schools across the authority. These pupils report that people come to their school because it is closest to their homes and because they may prefer the smaller classes however they also acknowledge that a wider choice of subjects in larger schools may be a reason for pupils to go there.

Ancrum pupils like the size of their school and report it is quiet and they think that people may choose to attend the school

because of its size.

(c) Catchment

Where parents opt to send their children to schools outwith catchment, this is reported to be due to wider subject choices and better facilities, particularly for music and sport, being available at larger high schools.

Responses highlighted the anomaly of the catchment areas for Hobkirk and Denholm Primaries, these schools currently choose between Hawick and Jedburgh for secondary education with transport provided to both. A review of existing catchments has been requested to resolve this matter with the view expressed that the ability of Jedburgh Grammar to provide the full range of learning opportunities compared to larger secondary schools in the Borders would be enhanced with greater pupil numbers.

(d) School Transport

Concerns were raised about the safety of transport in the vicinity of Jedburgh Grammar School and the feedback received highlighted general concerns about the road which runs through the campus. Traffic congestion around both Parkside and Jedburgh Grammar School were raised as concerns.

(e) School Buildings and Facilities

Overall the view of the condition of the buildings was considered to be poor with some areas being described as fair. Concern is raised that the schools in Jedburgh have had very little capital investment compared to other areas of the Borders. The overall view of Parkside is that the buildings, particularly the nursery, are in very poor condition and the outdoor spaces are viewed as restricted. Howdenburn is viewed as being in slightly better condition but in need of modernisation. Pupils and respondents from Jedburgh Grammar school were very clear in their view of their buildings and the facilities. They all agree that while the Thomson building, indoor PE facilities and the main building are in good condition, they present a very consistent message about the condition of the annex, canteen, assembly hall and outdoor PE facilities all being in need of improvements. Pupils do however think that the school provides good facilities for learning although they would appreciate new resources.

There is strong criticism that the sports provision at Jedburgh Grammar School does not allow the young people to participate in key sports such as hockey. All groups of respondents are very critical that all other communities have had investment in astro-turf facilities except Jedburgh. A request is made that pupils in the area have sports and building facilities which are equitable with the rest of the Borders.

Ancrum pupils report that most spaces were in good condition. Pupils in this school would like to see the flooring in the hall replaced and some repainting completed as well as car parking for staff removed so they can have a bigger playground

Parkside pupils describe the annex and the dining room to be in the best condition and would appreciate a range of improvements across the rest of the school. They think the school provides good facilities for learning but would like to see more equipment and resources.

(f) Quality of Education and Learning Opportunities

There are mixed views about the quality of education being provided. Strengths highlighted are the quality of pupil:teacher relationships and knowledge of individual children and young people, although a number of key concerns are raised about the quality of some teaching staff, the retention of staff and the ability of Jedburgh Grammar School to provide the range of subjects and learning opportunities in larger secondary schools in the Borders. The improvement of sports facilities in the town is viewed to be a priority to ensure the focus on children's health can be delivered – the young people have expressed that they feel the current situation is unfair when they make comparisons to the facilities for sport in other towns in the Borders. Many respondents believe that the rationalisation of schools and bringing them together in a new campus would address many of the current issues they view to be affecting the current quality of education and learning opportunities.

Ancrum pupils generally felt that their school offered good facilities for learning with IT provision being highlighted as a positive. These pupils suggested active learning, languages, art and craft and resources as ways to improve their experiences. A wide range of activities happen in both Ancrum and Parkside school and pupils from both schools access these and wider opportunities in Jedburgh.

The Grammar school is very well used for sports and PE related activities all week; pupils would like to see a more mixed range of opportunities. The hockey teams made a very strong representation to be able to access appropriate facilities for their sport in line with other schools in the authority.

A good range of clubs and activities are available within the Jedburgh cluster of school communities: sports clubs, drama, dance, Brownies, Rainbows, Cadets and Scouts.

Eyemouth High Cluster of Schools

(a) Response Level

40 people attended the engagement event and 31 people contributed to the on-line questionnaire with the majority of respondents making comments about Eyemouth Primary. There was very limited engagement and responses from the school communities outwith the town of Eyemouth.

(b) School Provision

The majority of respondents state that there is the right number of schools within the Eyemouth cluster of schools. The question of closing one of the smaller schools in the cluster is raised as a better use of the resources available, however parents from village schools express the importance of small village schools as key to the survival and future-proofing of the community in rural areas.

Primary 4-7 pupils from Ayton were all represented in their return and most pupils reported that they liked the size of their school but a few felt it too small. They believe people come to their school because it is friendly and fun.

All pupils from Primary 1-7 in Reston were involved in completion of class responses. They feel that there are too many schools and that the smaller schools need more space.

Eyemouth pupil council are happy with the number of schools in their area and think it is good that even small villages have their own school.

Concerns were raised in relation to the condition and capacity of Eyemouth Primary School with the lack of space being highlighted in most responses. Suggestions to resolve this included a new build on the existing site (which is viewed to be an appropriate location for the Primary), moving the more senior classes from the Primary into the High School building and others suggest creating a 2-18 campus in the High School. This view is supported but feedback from High School parents and comments are made in relation to the "backward step" that was taken in separating the schools previously. It is felt that with access to enhanced facilities there could be more extra-curricular opportunities for the Primary pupils.

The challenge of recruiting and retaining teachers in Eyemouth was raised as an issue and suggestions made that one school for the area would resolve this matter.

Respondents ask that a long term plan for education provision is made in light of possible housing developments and in acknowledgement of the recent increase in roll developments due to additional housing in the area.

(c) Catchment

Parents of Eyemouth Primary raised concern about the increasing roll and ability of the current building to cope with possible roll increases.

The catchment areas around Burnmouth, Lamberton and Chirnside were raised as being potentially worthy of review.

The dropping roll at Cocksburnpath was raised as a concern and its viability and costs raised as an area for consideration.

The increasing number of pupils coming from Berwick to attend Eyemouth High School was highlighted.

(d) School Transport

A number of areas were raised and mixed views expressed about the privilege lifts, safe routes to school, the 2 mile rule application and whether Ayton pupils should receive free bus passes.

(e) School Buildings and Facilities

Most of the respondents from Eyemouth Primary School expressed serious concerns about the very poor condition of Eyemouth Primary School. While the efforts made to upgrade parts of the building were acknowledged to be making a difference to the appearance of the areas such as the Early Years provision and the reception, it was generally reported that the building is viewed as having reached the end of its lifespan and serious concerns were expressed about the impact of the poor building conditions.

Pupils in Eyemouth Primary think that some of the classrooms are in good condition after being painted and that the offices and Early learning spaces are in good condition. Some classrooms, gym and assembly hall were identified as requiring improvement. The size of the playground is appreciated however the need to demolish unused buildings and develop the space is highlighted.

Other than some mention of the external ground movement, overall the feedback relating to the High School building was very positive and recognised the aesthetic appeal and high quality of facilities offered.

The smaller Primaries all had minor upgrade works highlighted, while Reston was felt to need more significant work to provide better spaces for learning.

A number of potential improvements were identified by the Reston pupils including the classrooms which are currently dark, the toilets and the hall.

Ayton School is seen to have good facilities for leaning and the hall, library and dining room are in good condition but they would like the class bays and toilets improved and would like to see more computers and smartboards.

The under-utilisation of Eyemouth High School building was commented upon by parents from other schools.

(f) Quality of Education and Learning Facilities

The challenge of attracting and retaining teachers to work in Eyemouth Primary is raised as having a detrimental impact upon the quality of education being provided. Teacher absence was raised as a significant area of concern. Parents express concern that many teachers do not remain in the area and move on quickly. It will be important to communicate back to parents that extra teaching staff are being allocated for school session 2016/17 and HR support being provided to address these concerns.

The lack of supply staff in the Eyemouth cluster is raised as an issue. It will be important to communicate to parents that the size of the supply team has been doubled for school session 2016/17 and surplus staff available for the Eyemouth area.

The lack of provision of nursery in Ayton is resulting in some children not accessing their nursery entitlement for families who do not have access to transport.

Parents express that they want their children to have access to the same opportunities as other schools and would like to see IT provision improved. They would like to see more extra-curricular learning opportunities and opportunities for work based learning.

Children in Reston are engaged in a very wide range of after-school activities both in the village and in the wider area. In Eyemouth Primary they would like to see learning improved through the addition of an ICT suite, library and cooking facilities.

Berwickshire High Cluster of Schools

(a) Response Level

The lowest turnout at the engagement events was in the Berwickshire area. Almost half of the questionnaires from Berwickshire were from Swinton Primary School. No responses were received from Eccles/Leitholm or Duns Primary School stakeholders. There was only one response from Chirnside and Coldstream Primary Schools.

(b) School Provision

The respondents expressed mixed views on the number of schools within the Berwickshire cluster area. There is recognition that

some schools are uneconomical and have too few pupils whilst there are larger and more sustainable schools nearby. However, the point is made that schools can nurture rural communities to continue to thrive and this must be considered as a key theme when considering the future of schools.

(c) Catchment

A number of catchment changes are suggested for review: Abbey St Bathans, Reston and Ayton; Marchmont and Charterhall currently in the Duns catchment but closer to Greenlaw; Hume in the Greenlaw catchment area but closer to Kelso. Chirnside and Reston catchment areas were raised at the engagement event, in particular that Foulden is in the Reston catchment but closer to Chirnside.

(d) School Transport

Parents raise concern about buses not being full, the quality of some buses and the routes taken which can impact upon pupil travel time.

(e) School Buildings and Facilities

The quality of Berwickshire High School building is viewed as excellent. Respondents raise concerns about the quality of the buildings, facilities and general fabric of Swinton Primary School. The school has a top floor which cannot be used and the front entrance is not accessible to wheelchair users.

The respondent from Coldstream, whilst accepting the recent improvements at the school, expressed that the school has other areas in need of upgrading. The respondent from Chirnside rated the condition as fair/poor and raised concerns about parking.

Many of the Primary Schools are viewed to be in need of upgrading or refurbishment.

(f) Quality of Education and Learning Opportunities

All of the respondents have the view that the quality of Education is good or better. Any concerns are about the quality of facilities. Overall, respondents believe that children are being provided with high quality learning opportunities and good quality care from staff.

Swinton parents express the importance of the strengths of their school: strong knowledge of individual pupils. However, they express concern about the ability of small schools to provide breakfast clubs/after school provision and sustain nursery provision.

Teacher recruitment and retention is expressed as an area of concern in the Berwickshire area.

Parents raise the challenge transport can have on the ability of the school to participate in learning opportunities beyond the school due to the cost and lack of availability of transport.

Earlston High Cluster of Schools

(a) Response Level

40 people attended the engagement event and 27 people contributed to the on-line questionnaire. The number of responses was relatively low and is not viewed as representative except the representation made at the meeting by parents who live in the Mertoun catchment (see Appendix 4(i)).

(b) School Provision

Overall almost all respondents felt that the cluster had the right number of schools. Both Melrose and Earlston High School parents expressed concern about the growing roll in their schools and the number of placing requests from families outwith the catchment area. The Lauder Primary respondents expressed concern about future capacity, should the roll continue to grow. The village school respondents representing Channelkirk and Westruther expressed the importance of schools being in the village in rural areas.

(c) Catchment

A representation of parents attended the engagement evening from St Boswells Primary School who currently live in the Mertoun farming community/estate. They submitted a formal representation (Appendix 4) for consideration. They would like a catchment review as the families in the Mertoun area have been attending St Boswells since

The catchments for Huntlywood (Earlston/Gordon) and Bemersyde (Earlston/St Boswells) were raised as being illogical in terms of proximity to catchment schools.

Placing requests into Earlston High School, Melrose Primary School and Lauder Primary School are raised as a concern on future capacity within the schools. However, respondents from a number of schools express the importance of parents being able to make placing requests to meet their family's needs.

(d) School Transport

Respondents express mixed views about the 2 mile rule for free transport. Early starts for Primary children and timekeeping of bus arrivals were raised.

(e) School Buildings and Facilities

Earlston High School and Lauder Primary School are viewed as having excellent buildings and facilities. Melrose, Newtown, St

Boswells, Channelkirk and Westruther Primary Schools are viewed to be of good quality by respondents.

Respondents express concern about the buildings and outdoor environment at Earlston Primary School.

The parents of Channelkirk and Earlston Primary Schools would like to see their playgrounds improved.

(f) Quality of Education and Learning Opportunities

Respondents present a mixed view on the quality of Education. The numbers are so low that they are not representative. However, every comment made will be shared with the school staff and has been noted by the Director. Many suggestions regarding school improvement have been made and will be assessed and discussed with school leadership teams and staff.

Peebles High Cluster of Schools

(a) Response Levels

60 people attended the engagement event and 86 questionnaires were received.

The majority of respondents were from Peebles High School, followed by St Ronan's Primary and Priorsford Primary Schools. There were no responses from Broughton Primary School.

(b) School Provision

Many of the respondents raise concern about future roll projections and available capacity within Peebles High School. The possibility of needing another High School is raised to cope with possible housing developments. There are also concerns about Primary School capacities within the town of Peebles whilst the viability of Walkerburn Primary School is raised. The capacity concern is shared by the parents from Kingsland and Priorsford, with potential population growth being cited as a potential future issue. Responses from these Primaries suggest that Halyrude be looked at in relation to denominational status and whether the spare capacity in the school could be utilised differently.

The number of small Primary Schools in the High School catchment is raised as a possible issue for consideration. Respondents are seeking information on future-proofing the estate linked to possible housing developments and the impact upon roll projections.

Both Walkerburn and Eddleston Primaries responded with concerns about the falling rolls and the impact this can have on the community. Walkerburn respondents express concern about the number of placing requests made to other schools. The absence of an Early Years provision in Eddleston and Out of School Care in Walkerburn are believed to be factors in people making

choices to attend other schools.

The importance of rural schools is expressed by many respondents who have moved specifically to a rural area for the type of education provided.

A few respondents question the provision of Roman Catholic Education /religious schools.

A view is expressed that class sizes are large due to budget cuts. It will be important to communicate to parents correct information on class sizes and national legislation as there has been no cuts in this area.

(c) Catchment

The catchment for Cardrona was raised in a number of responses in relation to whether this should be aligned to St Ronans rather than Priorsford.

Eddleston respondents raise the possibility of their catchment being extended to relieve pressure upon the large Primary rolls in the town of Peebles. There is also a request to consider expanding the catchment to include the Lamancha and Manor Valley area.

A few respondents ask the question of possibly reviewing parts of the catchment areas which border with Midlothian and Dumfries and Galloway.

A number of respondents expressed that they viewed the catchment areas to be appropriate and requested no change.

(d) School Transport

Many respondents made positive and favourable comments regarding school transport. A number of helpful suggestions and comments were also made, which will be followed up, eg arrival times at schools, costs of taxis.

The pupils from West Linton cannot however always access extra-curricular activities when they transfer to Peebles High due to transport restraints.

(e) School Buildings and Facilities

Many respondents request that future build requirements for Secondary education in the Peebles catchment is considered as a priority. The consensus of opinion from the responses relating to Peebles High was that while there are areas which are of a high standard, namely the new PE facility and the atrium, there are other areas, particularly the maths tower, which are viewed to be in need of replacement. The view from parents is that the High School is under pressure capacity wise and there are accessibility

issues, eg Maths tower.

Parents in Kingsland are very positive about the excellent facilities provided in the new building.

Priorsford parents are very positive about the location of their school and recognise areas where investment has led to refurbishment, however they would prefer the temporary units to be removed and all provision to be in proper buildings.

St Ronan's Primary is perceived to be in need of upgrading works, especially the toilets and gym hall. The heating and windows in particular are highlighted as areas of concern. The outdoor environment is viewed very positively.

The new buildings in West Linton and the refurbished Newlands are viewed as excellent and it is reported that both communities make good use of the enhanced facilities.

Eddleston respondents view their building condition as being very good/excellent.

Walkerburn respondents view the building condition as good, but would like to see improvements made. The concern regarding parents parking in the playground will be investigated.

(f) Quality of Education and Learning Opportunities

Many of the respondents comment very favourably upon the good reputation, exam results and achievement levels at Peebles High School. Comments are made about a number of parents choosing private education in Edinburgh.

Newlands respondents view the quality of education to be excellent.

Eddleston respondents view the quality of teaching to be very high and are very positive about their child's learning experiences.

Walkerburn respondents express mixed views on the quality of the learning experience for their children.

Kingsland respondents view the quality of education and opportunities to be very good/excellent.

Priorsford respondents overall view the quality of education to be very good/excellent.

St Ronan's respondents make many suggestions regarding modernising and improving the curriculum rather than comment on the quality of education. All comments have been noted and will be discussed with school staff and senior education staff.

West Linton respondents commented upon the improving quality of education at the school.

The Halyrude respondent commented positively on the quality of education at the school.

Respondents across the schools in the cluster would like to see improvements in ICT provision, a focus on improving the quality of some teaching staff. Many respondents expressed the importance of a rounded education including work based learning.

Respondents across communities highlighted a broad range of community activities available for children and young people.

A number of respondents expressed views about the fiscal challenge.

Kelso High Cluster of Schools

(a) Response Levels

40 people attended the engagement event and 24 respondents completed a questionnaire. Pupil responses were received by mail: Edenside (48) and Broomlands (10) were the only schools to present pupil responses.

Response numbers from the Kelso cluster were relatively low compared to other clusters of schools. There were no responses from Morebattle Primary School. There was understandably a high level of satisfaction with what is due to be provided in the new buildings being delivered for Broomlands Primary School and Kelso High School.

(b) School Provision

Most of the respondents state that they feel there is the right number of schools in the cluster, but a number do state that there are too many schools compared to the capacities and roll numbers and question the viability of all the schools remaining in the cluster.

A rationalisation of education provision is raised by a number of respondents in order to maintain standards of education provision and obtain the best value from the finances we have available.

Pupils in Broomlands think there are the right number of schools although they think their own school can be cramped. They also think that the schools with under 100 pupils may be too small. Their view is that pupils come to Broomlands as it is friendly and near home but they may choose to go elsewhere if the classes are too big.

Edenside pupils believe that schools should be big enough to ensure that there are enough pupils in each year group. These pupils suggest that people choose to attend a school close to home and where they have heard positive things about the school. They believe it is important to be with peers and so think that pupils may move to a bigger school to have more friends.

(c) Catchments

An Ednam respondent raised the matter of the Hume catchment, suggesting it moves into Ednam but is currently Greenlaw.

A respondent asks that the catchment for Morebattle and Yetholm is reviewed as both schools are under capacity and are only 4 miles apart.

The cost of the small schools is raised by an Edenside and Kelso respondent and suggestions made that the 4 small schools in the catchment area are educated in the town of Kelso.

A review of the Kelso High School and Jedburgh Grammar School catchments is commented upon as being a possibility for review to ensure financial efficiency.

(d) Transport

Some parents feel that the school estate in Kelso is too close together and that the large volumes of housing on the South side of the town have long distances to travel to either school. Queries were raised about the provision of transport for pupils living on this side of the town and around the impact the new High School location will have on transport entitlement.

(e) School Buildings and Facilities

Edenside Primary has some areas which require investment and upgrading, however the works underway to incorporate the Early Years provision into the main building is viewed favourably. A concern is raised about dining arrangements. Many parts of Edenside are viewed by the pupils to be in good condition, the classrooms, hall, library and playground are among those identified as such. The toilets were identified consistently as in need of improvement.

Apart from the toilets, the building at Broomlands is viewed to be in fair condition. Pupils are happy they are getting a new school and pleased that it will still have access to the outdoor spaces. They would like the new school to be less open plan than they currently have.

The Sprouston respondent raises concern about storage space and safety in the playground raised by the Ednam respondent.

(f) Quality of Education and Learning Opportunities

Kelso High School respondents express concerns about teacher recruitment, retention and quality. The staff respondent expressed concern for smaller Secondary Schools to be able to provide the breadth of learning experiences and subject choice available to

pupils in larger Secondary Schools.

Edenside respondents view the quality of education to be very good/excellent. Edenside pupils are of the view that their school has good facilities for the provision of education. They have opportunities to participate in activities after school

Broomlands pupils view the quality of education to be very good and express that they are taught well. They would like more practical learning experiences. Learning in Broomlands is viewed positively; the pupils would welcome more practical activities. There are many activities held in the evening and at weekends particularly using the outside areas.

The Ednam respondent views the quality of education to be very good.

Selkirk High Cluster of Schools

(a) Response Level

30 people attended the engagement event and 72 people contributed to the on-line questionnaire, with the majority of respondents making comments about Kirkhope Primary School (46 responses) and Yarrow Primary School (13 responses). It is important to note that Kirkhope community members made the highest community response to the consultation. Kirkhope pupils were very positive about their school.

(b) School Provision

The overall view of respondents is that the number of schools is appropriate. The Kirkhope community feel that it is important to maintain both Yarrow and Kirkhope Primary Schools, especially following the mothballing of Ettrick. The community view is that the schools are essential to the future sustainability of the Selkirk valley. A strong case is made linking the re-generation of the Selkirk and Yarrow Valley to the continuation of education provision in both Yarrow and Kirkhope Schools and the re-instatement of nursery education in both schools. The importance of Kirkhope and Yarrow Primary Schools to the re-generation of the Valleys is expressed as the life blood of the Valley communities – the sustainability of the Valley population is viewed to be directly linked to the sustainability of the nursery and primary education. There is an expectation from the community that Ettrick Primary will move from mothballed to closure status.

The sports provision in the town was raised as a concern.

(c) Catchments

Respondents commenting upon Kirkhope Primary School present mixed views on catchments. Many would like to see Bowhill

Estate included in the catchment.

Respondents from Yarrow Primary School would like to see Yarrowford re-instated into its catchment rather than it remaining in Philiphaugh's catchment.

Many of the respondents from the Yarrow and Selkirk Valleys indicate the need to look at catchments and consider how best to provide nursery provision within the Valley rather than in the town of Selkirk.

(d) Transport

Lilliesleaf respondents are positive about school transport arrangements.

Kirkhope respondents comment upon the impact the withdrawal of the bus 'up the Valley' has had upon the pupil roll. Parents would like to see the re-instatement of subsidised transport from Selkirk to Kirkhope.

Yarrow parents comment that the quality of school transport is excellent.

The children in the Yarrow family have to travel 25 miles to nursery. Many families cannot afford to make the journeys and also feel that this is too long a distance for small children every morning. Respondents ask the Council to consider re-opening the nursery provision in the Valley schools.

(e) School Buildings and Facilities

Selkirk High School respondents view the condition of the school to be good.

Knowepark respondents express concern about the suitability of their current Victorian building and their small concrete playground. They view the school condition to be fair to poor and see the toilets, gym hall and dining room especially in need of upgrading. Concerns regarding disabled access and toilets are expressed.

Lilliesleaf respondents view parts of the building as fair and other parts requiring upgrading, eg the nursery, temperature control, library.

The Kirkhope respondents rate the condition and quality of the school buildings and facilities to be very good/excellent.

The Yarrow respondents rate the condition of the school buildings and facilities to be very good/excellent.

(f) Quality of Education and Learning Opportunities

The quality of teaching at Selkirk High School is viewed highly by

respondents.

The quality of education at Knowepark Primary School is viewed by respondents to be improving and of good quality.

The Lilliesleaf respondents view the quality of education positively commenting on the way parent helpers support the delivery of the curriculum as a key strength.

The community, the parent and the pupil respondents all highly rate the quality of education being offered in Kirkhope, in particular the environmental and outdoor education opportunities and nurturing approaches. Community involvement in the life of the school is viewed as outstanding.

The respondents view the quality of education in Yarrow Primary School as excellent due to high quality teaching, positive staff/pupil relationships and high quality facilities.

The community respondents from the Kirkhope and Yarrow Primary Schools highlight the significant role the school plays in the integration of families into the local communities.

Overall the respondents from the Selkirk cluster of schools express huge positivity towards the quality of education both within the town and Valley schools.

There were very few comments made about St Joseph's RC Primary School.

Hawick High Cluster of Schools

(a) Response Levels

40 people attended the engagement event and 63 people contributed to the on-line questionnaire with the nearly 50% of the responses coming from stakeholders of Trinity Primary School. School responses from pupils were received from 5 schools, Trinity, Drumlanrig and St Margaret's returned questionnaires completed by pupil representative groups and there were responses submitted online from Hawick High and Burnfoot.

There are no responses from Denholm Primary School.

(b) School Provision

There is a mixed view about the school provision in the Hawick cluster. Some respondents express that there are too many schools and they should be rationalised, whereas others state that the number should remain. Quite a few respondents question the viability and under-utilisation of St Margaret's RC and call for a review of the provision.

Drumlanrig Primary pupils believe schools are fine where they are although some are too big and don't have enough pupils to fill them. People want to go to school near their homes and not to travel too far.

The pupil group from Trinity comprised 20 pupils from across the school and a separate submission from the Primary 7 class. About half of them are happy with the number of schools in Hawick, but the other half expressed ideas about changing the number. People attend the school because it is friendly and supportive and closest to home.

Pupils from St Margaret's think the number and sizes of schools in Hawick is just right. Pupils attend this school because it is small and they can receive more time from the teacher.

Burnfoot is attended by pupils who live nearest the school and is reported to have the perfect number of pupils.

A number of respondents support the view that there should be a rationalisation of the estate so that best use is made of resources. The mothballed status of Hobkirk Primary School will need to be reviewed and the impact upon catchment considered.

(c) Catchments

Trinity respondents raise significant concerns about the formal changes made to the Trinity catchment during digitalisation, which led to a number of streets in Hawick previously in the Trinity catchment area being put into the Drumlanrig catchment area. It was highlighted that attending Trinity requires a pupil to cross one road but with existing catchments the pupils would be expected to attend Drumlanrig which involves the pupil having to cross 6 roads.

Drumlanrig respondents have expressed that they find the catchment areas confusing and Wilton respondents state that catchments are in need of review. A range of respondents across the Hawick area comment upon catchment anomalies and ask that catchments should be reviewed.

Newcastleton respondents have stated that they wish to remain in the Hawick catchment area.

(d) Transport

The main transport issue expressed by respondents across the Hawick cluster is parking around schools and associated health and safety challenges, ie they expressed that walking to school is encouraged more across the town.

(e) School Buildings and Facilities

Hawick High School respondents raise concern about the quality of the building and rate the condition as poor compared to the new build secondary schools in the Scottish Borders. They would like to see the dining area improved, the windows replaced and the heating upgraded.

Drumlanrig respondents view the condition of the building as varied: some parts are good and some are poor. They would like to see the windows upgraded.

Trinity respondents view the condition of the building from fair to good. They would like to see the gym hall, the windows and the outdoor playing space improved.

Wilton respondents feel that the school is in need of redecoration and upgrading and the condition is poor. They would like to see the windows upgraded.

Stirches respondents view the condition of the school as good.

Newcastleton respondents view the condition of the school as very good. They would like to see the internal decoration upgraded.

Burnfoot respondents view the condition of the school as good. They would like to see the roof fixed.

Drumlanrig Primary pupils say their school offers good facilities for learning but they would like to see upgrading in a number of areas of the school.

The pupils in Trinity think that the school and playground are in good condition but would like a bigger gym hall, new windows and improvements to the entrance areas.

St Margaret's pupils say they work hard to keep the school tidy and think it is in good condition with more than enough facilities for education. However, they would like new windows.

The Burnfoot building is viewed by pupils to be in good condition overall with the outside area being particularly nice. There is good accessibility.

The response from high school pupils reported that the school is in poor condition and in need of refurbishment and new furniture. This would be viewed to provide a more positive learning environment. The halls, PE facilities and canteen are viewed to be in better condition and the main building, changing rooms and music department are thought to be most in need of improvement. Accessibility is not good with too many stairs and levels.

The overall view expressed by respondents in the Hawick cluster area is that a number of schools are in need of upgrading.

(f) Quality of Education and Learning Opportunities

Respondents express mixed views on the quality of education at Hawick High School.

Drumlanrig respondents are positive about the quality of education and view it as good/very good. They would like to see more clubs at lunchtime and after school.

Trinity respondents overall rate the quality of education as good/very good.

Wilton respondents view the quality of education as good.

Stirches rate the quality of education as very good/excellent.

Newcastleton respondents rate the quality of education as very good.

Burnfoot respondents express that the children receive a high standard of education.

Galashiels Academy Cluster of Schools

(a) Response Level

50 people attended the engagement event and 50 people contributed to the on-line questionnaire. More than 50% of the responses were from respondents from Galashiels Academy. A total of 34 pupil responses were submitted from Pupil Councils in St Peter's, Clovenfords and Stow as well as 14 responses from Glendinning and 16 from Gala Academy.

(b) School Provision

There is a mixed view regarding school provision. A number of respondents express the view that there are too many Primary Schools and these should be rationalised both within the town and outwith the town of Galashiels. There is a concern that the provision was to be reviewed over 10 years ago. There are mixed views on what future provision could look like. The possibility of a 3-18 campus and rationalisation of schools is suggested. A community campus with all public sector services incorporated is suggested. There is a view that Galashiels will expand because of the railway and respondents would like to see a future proofed estate plan.

Clovenfords pupils describe how their school serves the community well and believe that pupils choose to attend because of the lovely environment, good facilities and supportive teachers. Stow Pupil Council also thinks that the school is a good size to

serve their village and that most people attend because it is close to home.

Pupils in Glendinning believe the number of schools in the area is correct and worry that reducing this would lead to people without cars having to walk a long way to school. They think their school is welcoming and people choose to come for this reason and possibly because they prefer a smaller school.

St Peters Pupil Council also believes the number of schools to be appropriate and think that their reputation is the reason people choose their school.

The view of the Academy pupils is that there are maybe too many small primary schools in the town. They think that most people who come to the academy do so because it is close to home. Many of the responses indicated concern that a large number of pupils choose to attend Earlston High because the facilities are better and the school is in better condition there and the academy pupils feel that the appearance of their school lets them down in this respect. However, some pupils report that the strong sporting achievements at Gala Academy attract pupils to come to the school.

(c) Catchments

Many respondents wish the catchments in the cluster to be reviewed as they feel they are out of date. The process for allocating placing requests is not viewed to be robust.

(d) Transport

Concerns are raised about the costs of transport for pupils from Tweedbank who have to pay no matter which High School they attend.

(e) School Buildings and Facilities

Almost all of the Galashiels Academy respondents express concern about the quality of the building and facilities and believe that it impacts upon parental and pupil choice leading to placing requests to Earlston High School. Respondents feel that this is an equity issue due to the difference in the quality of facilities. Other than the assembly hall and extension, most pupils from Gala Academy think that the building needs a complete overhaul. The changing facilities in the PE department are highlighted as being particularly poor.

Burgh respondents view the condition of their building to be fair and raise concern about accessibility for all pupils.

Clovenfords respondents view the condition of their building to be

excellent.

Glendinning respondents view the condition of their building to be fair/poor and raise concerns about accessibility for all pupils.

Fountainhall respondents view the condition of their building to be good but would like to see the toilet facilities upgraded.

Stow respondents view the condition of their building as fair but express concern re soundproofing and the railway.

St Peter's respondents view the condition of their building to be fair/good but express concerns about the location and the lack of a grass play space and sports space as the hall is a shared dining/PE facility.

Tweedbank respondents view their building to be good/excellent especially the new nursery provision.

At Clovenfords the only improvements the pupils would like to see is the addition of playground equipment and paths.

Glendinning pupils report that while most of the school is viewed to be in good condition, the classrooms and toilets are cold and the toilets are in poor condition.

St Peter's pupils feel likewise that the majority of the school is good but the toilets need work. They would also appreciate the nursery being part of the main school and require more storage. Pupils at Stow appreciate the condition of their classrooms and hall. They find the tin roof noisy and request sound proofing to the walls.

There is an overall view that the primary schools in Gala are in need of upgrading and modernisation.

(f) Quality of Education and Learning Opportunities

Overall the majority of respondents are very positive about the quality of education being provided at Galashiels Academy.

All of the primary respondents across the cluster primary schools are very positive about the very good quality of education their children are receiving.

A number of suggestions are made to improve educational experiences and these will be followed up at school level.

Stow pupils believe their school provides suitable facilities for learning overall and they would suggest improvements to the PE equipment, library and IT equipment.

Pupils from Clovenfords, Glendinning and St Peters describe the opportunities they have very positively.

All the primary pupils identify a broad range of activities and clubs they participate in and the Clovenfords, St Peters and Stow are particularly well utilised for this purpose.

A number of suggestions to improve learning at the Academy were identified including: better equipment, more innovative teaching methods, IT provision, pupil involvement and choice and more interaction with peers and staff.

Roman Catholic Schools Education Provision in the Scottish Borders

August 2016

Introduction

There are four Roman Catholic (RC) Primary Schools in the Scottish Borders: Halyrude RC Primary School in Peebles, St Joseph's RC Primary School in Selkirk, St Margaret's RC Primary School in Galashiels and St Margaret's RC Primary School in Hawick. In September 2011 the Education Executive agreed to conduct a strategic review of Roman Catholic Education in the Scottish Borders in response to continuous staffing and school performance challenges. The following recommendations were made as an outcome of the strategic review:

1. Carry out work to attract and maintain RC teaching staff to Scottish Borders and continue on-going dialogue between the Authority and the Church to address specific difficulties which arise;
2. Hold consultations to find out if the current model of partner schools should be maintained or have a single Headteacher for the RC schools;
3. Direct the Headteacher(s) to explore ways of building strong links with nursery providers, including exploring the possibility of hosting a nursery;
4. Further develop links between Scottish Borders secondary schools and their local RC parishes.

Following the 2012 review, a single Headteacher was appointed across the four RC schools and the new management structure across the four schools consisted of the Headteacher, a non-class committed Depute Headteacher and two principal teachers. There has been continued partnership working with the RC Church and Scottish Borders Council (SBC) to try and address the difficulty of recruiting RC teaching staff. There are no nurseries within the four RC schools as there is currently sufficient provision within each learning community.

The challenges currently facing the RC schools are similar to those identified in 2012: difficulties in recruiting and retaining RC staff including leadership.

There has been a significant amount of time dedicated to try and recruit RC teaching staff for the four RC schools, including attendance at national events, but despite this we continue to have problems recruiting RC staff. This issue is replicated across many parts of Scotland, particularly in rural authorities. SBC have worked closely with the RC Church in securing approval for non- RC teaching staff to work in RC schools. There were only two applicants for the post of DHT for the four RC schools in 2015, which further demonstrates the difficulty in recruiting RC staff. It has proved problematic for the Headteacher to work across four schools and this is partly due to the time it takes to travel the considerable distance between the schools. Parents in one of the schools have raised concerns about the proportion of time the Headteacher is in the school. Staff have also raised concerns about the difficulty of having only one Headteacher across the 4 schools. The current structure is particularly challenging, as we have no Headteachers in SBC on standby who are RC approved who can provide supply during periods of leadership absence as we are able to do in our non-denominational schools.

It has been extremely challenging recruiting RC teaching staff to the schools, thus making the delivery of RC religious education problematic. In one school with no RC teaching staff, religious education has to be delivered by an RC teacher from another school. There needs to be professional learning opportunities for the RC staff in relation to teaching the Catholic curriculum and the Church has planned opportunities for staff in the year 2016-17.

There was an inspection of one of the RC schools in 2013 and the outcome raised concern about the school's capacity for improvement and there has been continued engagement with Education Scotland for a three year period because of the slow pace of improvements. This is highly unusual. The capacity for improvement is definitely affected by the staffing challenges and leadership structures currently in place.

Background

The 1918 Education Act stated that RC schools were to be transferred to an Education Authority and would be maintained and managed by the Education Authority. The four RC schools in Scottish Borders provide statutory Roman Catholic education based on this Act. The current roll of each RC primary is: St Margaret's, Galashiels 72 pupils; St Margaret's, Hawick 15 pupils; St Joseph's, Selkirk 21 pupils and Halyrude, Peebles 93 pupils. The percentage number of RC pupils within each school is: St Margaret's, Hawick 75%, St Margaret's, Galashiels 46%, St Joseph's, Selkirk 14%, Halyrude, Peebles 40%.

School Improvement

St Margaret's Primary School in Galashiels was inspected by Education Scotland in 2012 and grading on the five key quality improvement indicators, included 3 satisfactory ratings and 2 good ratings. The Senior Lead Education Officer from the Council worked closely with the school to continue its capacity for improvement. At the time of the inspection, there was a Headteacher in St Margaret's for 3 days per week. The self-evaluation carried out by the school evidences steady improvement.

St Joseph's Primary School was inspected by Education Scotland in October 2013 and the grading for the 5 key quality indicators were 3 unsatisfactory ratings and 2 weak ratings. This inspection demonstrated the need for the school to increase its capacity for improvement. An action plan was drafted in order to take improvements forward. Education Scotland carried out a follow through inspection in 2014 and reported that there had been improvements made in learning and achievement and in meeting children's needs. Although some improvements were evidenced in the 2014 follow through report, there was continued engagement with Education Scotland in order to further evaluate the school's capacity for improvement. The 2015 follow through inspection reported that the pace of learning for pupils was too slow and that children reported that they had had too many teachers over the year. The turnover rate in staffing was identified as a problem within the school. The report intimated that the capacity for improvement had to be increased and an

additional leader was put in place by SBC in order to address this. Education Scotland will carry out another follow through inspection in Autumn 2016.

Parents at Halyrude raised a number of concerns about a range of schools issues during the period 2013-2015. The school stabilised during school session 2015-2016 with the appointment of new staff and the appointment of a permanent Depute Headteacher to the four RC schools. The appointment of the extra leader to the four schools in August 2015 also enabled the Depute Headteacher to focus on school improvement at Halyrude. At the end of school session 2015-2016 the Parent Council reported a much improved picture in terms of previous issues having now been addressed. Self-evaluation from the schools and SBC indicates steady improvement in the quality indicators.

St Margaret's in Hawick, as with Halyrude, has benefitted from the enhanced leadership put in place by SBC. Again, there are signs of steady improvement.

In order to support the RC schools capacity for improvement, SBC had to appoint an additional senior member of staff as a Headteacher support. This person has been in post for the last school year and will continue in post into new school session. The Headteacher support has worked well with the Depute Headteacher for the four schools in providing leadership and has spent a significant amount of time working in St Joseph's Primary School, in order to ensure that the school has the capacity to make improvements. The stability of the teaching staff has improved with the appointment of a permanent class teacher. Following on from concerns raised by staff and parents of one school about the current leadership model, a meeting was held with staff from all four RC schools, Joe Walsh, SBC RC representative, SBC staff-Donna Manson, Michelle Strong, Anne-Theresa Lawrie, RC Church Education Officer, Patricia Carol, and two parents from Halyrude Parent Council. The outcome of the meeting was the request for a review of the current model of leadership across the four RC schools due to concerns raised by all attending the meeting, that the substantive model put in place following the review of provision in 2012 is not effective in sustaining school improvement and high quality educational benefits for the children attending all four RC schools.

In summary, the current model of leadership across the four RC schools presents many challenges: the demands of one Headteacher managing four RC schools are too high; the distance that the management team have to cover travelling between the 4 schools results in a loss of time which would be better invested in the schools; the capacity to lead improvement across all four schools is not realistic in the current model and results in a decrease in capacity for improvement. A further challenge is the recruitment and retention of RC staff across the four RC primary schools and although this is a national challenge, it is further exacerbated by the rurality of Scottish Borders. Due to the lack of RC teaching staff, it is difficult to plan leadership succession for the RC schools. The school rolls at St Joseph's Primary School in Selkirk and St Margaret's Primary School in Hawick have decreased over recent years, resulting in only one composite class for p1-p7. Having only one teacher in schools which are geographically isolated results in fewer opportunities for both ongoing professional engagement and collaborative working, which are both identified as being important in developing professional learning for teachers. In 2012 there was concern raised in relation to St Joseph's Primary School having the most restricted accommodation, but at the time the school roll was only 19 and in 2016 the roll is only 21. There are additional concerns about the education provision at St Joseph's which will have to be considered, especially within the context that the RC pupil population is only 14%.

Proposal

Taking into the account the challenges facing the RC schools in terms of recruitment and retention of RC staff, leadership capacity across the four schools and the current lack of capacity in the substantive structure to take forward improvements, it would be an appropriate time to carry out a review of RC education provision in the Scottish Borders. This initial review will act as a pre-consultation in advance of possible statutory consultation.

As SBC will be looking at the status of existing education provision, then any forthcoming proposals would be subject to the Schools (Consultation) (Scotland) Act 2010 as amended (the Act).

AT Lawrie

Senior Lead Officer, RC Schools

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Rural Schools List

Published March 2015

Maintained and published by the Scottish Government under Section 14 of the Schools (Consultation) (Scotland) Act 2010

School	Classification	School Roll with less than 50
Scottish Borders		
Ancrum Primary School	Accessible rural areas	32
Ayton Primary School	Accessible rural areas	
Berwickshire High School	Accessible rural areas	
Broughton Central P School	Remote rural areas	
Channelkirk Primary School	Remote rural areas	42
Chirnside Primary School	Accessible rural areas	
Clovenfords Primary School	Accessible rural areas	
Cockburnspath Primary School	Remote rural areas	35
Coldingham Primary School	Accessible rural areas	
Coldstream Primary School	Accessible rural areas	
Denholm Primary School	Accessible rural areas	
Duns Primary School	Accessible rural areas	
Earlston High School	Accessible rural areas	
Earlston Primary School	Accessible rural areas	
Eccles/Leitholm Primary	Remote rural areas	N/A
Eddleston Primary School	Accessible rural areas	47
Ednam Primary School	Remote rural areas	44
Fountainhall Primary School	Accessible rural areas	15
Gordon Primary School	Accessible rural areas	
Greenlaw Primary School	Remote rural areas	49
Heriot Primary School	Accessible rural areas	33
Hobkirk Primary School	Accessible rural areas	N/A
Kirkhope Primary School	Accessible rural areas	17
Lauder Primary School	Accessible rural areas	
Lilliesleaf Primary School	Accessible rural areas	
Melrose Primary School	Accessible rural areas	
Morebattle Primary School	Remote rural areas	
Newcastleton Primary School	Remote rural areas	
Newlands Primary School	Accessible rural areas	
Newtown Primary School	Accessible rural areas	
Reston Primary School	Accessible rural areas	
Sprouston Primary School	Remote rural areas	33
St Boswells Primary School	Accessible rural areas	
Stow Primary School	Accessible rural areas	
Swinton Primary School	Accessible rural areas	
Walkerburn Primary School	Accessible rural areas	27
West Linton Primary School	Accessible rural areas	
Westruther Primary School	Remote rural areas	38
Yarrow Primary School	Remote rural areas	18
Yetholm Primary School	Remote rural areas	49

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St Boswells Primary – Mertoun Catchment

Our Objective:

To extend the boundary for St Boswells Primary School up to and including Mertoun Estate: Clintmains, Magdalane Hall, Maidenhall and Whitehouse.

Also to ask for a bus to be provided for the children living within these areas.

Currently part of the area discussed is included in the Earlston catchment area, and part is included in Edenside at Kelso.

Whitehouse Farm (TD6 0ED)

Currently 4 x children who will be attending primary school over the coming years.

Distance to Edenside Primary = 7 miles

Distance to St Boswells Primary = 3.4 Miles

Magdelane Hall Farm (TD6 0EB)

Currently 4 x children currently attending, or will be attending over the coming years.

Distance to Earlston Primary = 8.1 miles

Distance to St Boswells Primary = 2.4 miles

Maidenhall Farm, (TD6 0EF)

Currently 2 x children currently attending, or will be attending over the coming years.

Distance to Earlston Primary = 8.2 miles

Distance to St Boswells Primary = 2.5 miles

Mertoun Estate (TD6 0EA)

Currently 5 x children currently attending, or due to attend over the coming years.

Distance to Earlston Primary = 8.0 miles

Distance to St Boswells Primary = 2.2 miles

Clintmains (TD6)

Currently 3 x children currently attending, or due to attend over the coming years.

Distance to Earlston Primary = 7.6 miles

Distance to St Boswells Primary = 2.1 miles

A total of 18 children attending or starting primary school in the next 5 years.

2016-17 – 10 x children due to go to primary.

2017-18 – 12 x children due to go to primary.

2018-19 – 12 x children due to go to primary. 6 further children in the following years.

Mertoun Area Parents Group
St Boswells Primary School
Greenside Park
St Boswells
TD6 0AH
05.05.16

Dear Mrs Manson,

Currently, children from Mertoun Estate, Clint Mains, Dryburgh and Bemersyde area are part of the Earlston Primary School catchment. This seems a long way for young primary school children to travel and traditionally the long established trend is that the majority of families from these areas enrol their children in St Boswells Primary.

The parents from Mertoun Estate, Clint Mains, Dryburgh and Bemersyde have met to discuss this and would like to request that Scottish Border Council make an amendment to the catchment boundary for St Boswells Primary School to include Mertoun Estate, Clint Mains, Dryburgh and Bemersyde in order that families residing in these areas would be included as catchment pupils in St Boswells Primary rather than having to make placing requests in order to attend the primary school that is our nearest school.

We have discussed this proposal with Mrs Margaret Nailen, Headteacher at St Boswells Primary School who is aware of the long-standing tradition of pupils from these areas attending St Boswells Primary. Mrs Nailen is aware of our proposal and is supportive of this request.

We are currently unaware of any further implications as a result of this proposed amendment to the catchment boundaries.

Thank you for giving this proposal your consideration.

Yours sincerely

On behalf of the Mertoun, Clint Mains, Dryburgh and Bemersyde Parents

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SCOTTISH BORDERS COUNCIL EXECUTIVE COMMITTEE

MINUTE of Meeting of the EXECUTIVE COMMITTEE held in the Council Chamber, Council Headquarters, Newtown St Boswells on Tuesday 16 August 2016 at 11.30 a.m.

Present:- Councillors S. Aitchison, S. Bell, J. Brown (from para 1), V. Davidson, G. Edgar, J. G. Mitchell, D. Paterson, F. Renton (from para 1), R. Smith.
Also Present:- Councillors A. Nicol, B. White.
Apologies:- Councillors D. Parker, C. Bhatia, M. Cook, D. Moffat, Mr G. Donald, Mrs J. Aitchison.
In Attendance:- Depute Chief Executive (People), Depute Chief Executive (Place), Corporate Transformation and Services Director, Service Director Assets and Infrastructure, Service Director Neighbourhood Services, Chief Financial Officer, Chief Legal Officer, Chief Officer Education, Democratic Services Team Leader, Democratic Services Officer (F. Henderson).

EDUCATION BUSINESS

Present:- Mr. J. Walsh, Mr G. Jarvie, Ms A. Ferahi.

CHAIRMAN

Councillor Aitchison chaired the meeting for that part which considered Education business.

1. ADDITIONAL SUPPORT NEEDS PROVISION – STATUTORY CONSULTATION

With reference to paragraph 4, of the Minute of 24 May 2016, there had been circulated copies of a report by the Service Director Children and Young People which requested approval to undertake a statutory consultation on the formal establishment of the new Additional Support Needs School in Earlston and the formal discontinuation of the spectrum classes at Wilton Primary School and St Ronan's Primary School; while at the same time undertaking a non-statutory consultation on the naming of the new Additional Support Needs School in Earlston. The report explained that during informal consultation, both local community stakeholders in Earlston and the parents of children who would be relocating as well as parents of children with additional support needs were very positive about the proposals. The terms of the Schools (Consultation) (Scotland) Act 2010 required that, before an education authority implements a "relevant proposal", it must first comply with the requirements of that Act. The Proposals to establish the new facility as a school and, to discontinue the spectrum support classes at St Ronan's and Wilton are each "relevant proposals". The Proposal Paper, including the educational benefits statement, was attached as Appendix 1 to the report together with the consultation response form to the Proposal Paper which was attached as Appendix 2 to the report. At the same time as the formal consultation was being undertaken, it was proposed that a separate non-statutory consultation be undertaken on the naming of the new Additional Support Needs School in Earlston. The outcome of the non-statutory consultation would be brought back to the Executive Committee in due course for approval. Michelle Strong, Chief Education Officer was present and answered Members questions. In relation to provision at Langlee and Wilton, it was explained that the new school would enhance the provision at Langlee and at Wilton only the portacabin would be removed. Questions were asked in terms of children currently placed outwith the Borders area and whether there would be opportunities for staffing within the new school. In response Ms Strong advised that Children currently placed outwith the Borders would be considered on an individual basis in terms of their needs; the

effect moving would have on them; and what was best for them and their families. The Service Director Children & Young People had already engaged with these Parents and the feedback had been positive. In terms of staffing the new school, existing staff would be matched to posts but there might be some requirement for additional staff. In response to a question about capacity, it was explained that in terms of pupils with complex needs, the recommended limit was 8 per class. However, as not all placements were full-time the facility at Earlston could accommodate around 50 pupils in total. The Central Overview Group would decide on referrals made in terms of the needs of the individual. Mr Walsh acknowledged that while the report was very good, there was no recognition of what the church did in terms of Education. The Depute Chief Executive (People) agreed to take this on board, but advised that the consultation was very prescriptive. The Chairman confirmed that the facility would be a School and would be named as such, but consultation was very important. Members requested a visit to the School once it was nearing completion.

DECISION

AGREED that:-

- (a) a statutory consultation be undertaken in terms of the Schools (Consultation) (Scotland) Act 2010 on the proposals to:**
 - (i) establish a new additional support needs school in Earlston;**
 - (ii) discontinue the spectrum class at Wilton Primary School; and**
 - (iii) discontinue the spectrum class at St Ronan's Primary School.**
- (b) following the statutory consultation process, a further report on the Proposals be presented to Scottish Borders Council;**
- (c) simultaneously to the statutory consultation as detailed in (a) above, a non-statutory consultation be undertaken on the naming of the new Additional Support Needs School in the village of Earlston; and**
- (d) Elected Members be invited to tour the facility, once it was nearing completion.**

MEMBERS

Councillors Renton and Brown joined the meeting during consideration of the above item.

OTHER BUSINESS

CHAIRMAN

On the resumption of the meeting, Councillor Mitchell took the Chair for the remaining business, in the absence of Councillor Parker.

2. MINUTE

The Minute of meeting of the Executive Committee of 7 June 2016 had been circulated.

DECISION

APPROVED for signature by the Chairman.

3. With reference to paragraph 12(d), of the Minute of 7 June 2016, Councillor Davidson requested that the Executive Member for Culture, Sport, Youth & Communities be included in the consultation with the 6 Tweeddale Members by the Corporate Transformation and Services Director on the scope timing and consultation process for the Peebles 3G pitch.

DECISION

AGREED to the addition of the Executive Member for Culture, Sport, Youth & Communities.

4. **CORPORATE PERFORMANCE REPORT (QUARTER 1, 2016/17)**

With reference to paragraph 2 of the Minute the Executive Committee of 7 June 2016, there had been circulated copies of a report by the Chief Executive presenting a summary of SBC quarterly performance information for members, with details contained within Appendix 1 and Appendices 2 and 3 provided details of Borders Sport and Leisure Trust (now Live Bordes) performance for 2015/16. A summary of the main changes made to SBC performance indicators was provided at Section 4 of the report, followed by a high level summary of performance in Section 5. Appendix 1 of the report provided more detailed presentation and explanation of each Performance Indicator (PI). Where possible, information that was collected on a quarterly basis was presented but this was not possible for all areas of Council business, for example, school attainment. All information contained within the report was also made available on the SBC website using the public facing part of SBC's Performance Management software (Covalent). This could be accessed at http://www.scotborders.gov.uk/info/691/council_performance/1353/our_performance_as_a_council and by clicking on "Scottish Borders Performs". Section 6 and Appendix 2 of the report presented a summary of performance during 2015/16 for sport, now being managed by Live Borders. Appendix 3, a baseline summary of Cultural Service performance, had also been circulated. Sarah Watters, Corporate Performance and Information Manager was present and answered Members questions. Mrs Watters advised that a paper on the recent exam results success would be presented to the next Education Theme Executive Committee. She also highlighted the increase in domestic abuse reporting and explained that investigation had shown that this should not be considered as negative but the positive success of early intervention.

DECISION

NOTED:-

- (a) the changes to performance indicators outlined in Section 4 of the report;
- (b) the performance information presented in Section 5 of the report, and within Appendices 1 and 2 of the report, and the action being taken within Services to improve or maintain performance; and
- (c) the performance presented in Appendices 2 and 3 in relation to sport and culture (now delivered through Live Borders).

5. **MONITORING OF THE GENERAL FUND REVENUE BUDGET 2016/17**

There had been circulated copies of a report by the Chief Financial Officer which provided the budgetary control statements for the Council's General Fund based on actual expenditure and income to 30 June 2016 and explanations of the major variances between projected outturn expenditure/income and the current approved budget. The revenue monitoring position set out in the report was based on actual income and expenditure to 30 June 2016. The Council overall was projecting a balanced position with identified pressures currently being managed within departmental budgets. This balanced position assumed that remaining pressures of £0.716m relating to IT transformation would be funded in year from within existing budgets and plans for savings identified. At 30 June 2016 58% of savings

had been delivered, (£6.487m planned efficiency savings had been delivered as per the Financial Plan with £0.108m achieved by alternative, permanent measures and £0.527m delivered temporarily). The remaining 42% (£5.238m) was profiled to be achieved during the remainder of 2016/17. These savings were detailed in Appendix 3 to the report. Emphasis during 2016/17 required to be placed on delivering the savings permanently as required by the Financial Plan. This was particularly the case as the scale of savings required during 2016/17 at £12.36m was significantly greater than the level of savings required in previous financial years. Failure to manage the pressures noted within existing budgets was a key financial risk to the Council in the current year. Full details of pressures, risks and challenges were reported alongside the significant majority of areas of the Council's operation where approved budget plans remained on track were detailed in Appendix 1 to the report. Councillor Edgar, supported by Councillors Aitchison and Smith raised concerns that as there was not a dedicated budget for roads it was not easy to identify actual spend. The Chief Financial Officers advised that the budget was multi-discipline across a number of neighbourhood services and acknowledged that clarity was an issue. Figures were available for specific expenditure on roads and the Chief Financial Officer agreed to look at reporting in this area. In response to questions about the impact of the withdrawal of services by First Bus, Members were advised that Perryman's were currently filling most of the gaps. A report reviewing bus services was currently under preparation.

DECISION

(a) AGREED the virements attached as Appendix 2 to the report

(b) NOTED:-

- (i) the corporate monitoring position projected at 30 June 2016, the underlying cost drivers and the identified areas of financial risk as reflected in Appendix 1**
- (ii) the progress made in achieving Financial Plan savings in Appendix 3 and the ongoing action to ensure delivery of 2016/17 Financial Plan savings on a permanent basis; and**
- (iii) that all management teams were focused on delivering measures to ensure a balanced outturn position was delivered in 2016/17 including delivery of £0.716m of savings to fund IT transformation via the CGI contract.**

6. MONITORING OF THE CAPITAL FINANCIAL PLAN 2016/17

There had been circulated copies of a report by the Chief Financial Officer providing an update on the progress of the 2016/17 Capital Financial Plan, and seeking approval for projected outturns and associated virements, and the reallocation of funds. The monitoring tables in Appendix 1 reported on actual expenditure to 30 June 2016. Key issues identified in these tables were summarised within the main report. The tables identified a projected net variance of £1.671m against the approved budget. The net in-year budget increase of £4.695m was primarily due to the reconfiguration of the ICT Programme budgets to reflect the new CGI contract and new ICT Transformation programme, confirmation of the 2016/17 grant made available by Scottish Government to support the Hawick Flood Protection scheme and the inclusion of budget to reflect the Scottish Government grant for Early Learning and Childcare. The net budget timing movements to future years amounted to £3.024m, primarily due to the re-profiling of Broomlands Primary School. Appendix 3 contained a summarised list of timing and budget movements within the 2016/17 Capital Plan. Appendix 1 also contained a list of adjustments to the 2016/17 Capital Plan approved under delegated authority by the Service Director Assets & Infrastructure and Chief Financial

Officer consistent with the Financial Regulations approved in June 2016. Appendix 2 contained a list of the block allocations approved for the year and the various approved and proposed projects to be allocated from them within the 2016/17 Capital Plan. Appendix 4 contained a list of estimated whole project capital costs for single projects which would not be completed in the current financial year. Members commented on the need for the Council to improve its relationship with SportScotland and commented on the situation regarding Kelso High School. The Chief Financial Officer advised that discussions were ongoing to try and obtain certainty over funding for the 3G pitch at Kelso High School but there were some concerns regarding changes to the criteria. In response to a question from Councillor Davidson, the Depute Chief Executive People advised that dates had been set for meetings with the local Liaison Officer.

DECISION

NOTED:-

- (a) the revenue balances as at 31 March 2016 as detailed in Appendices 1 and 2 to the report including movement in the Allocated Reserve since the last reporting period; and**
- (b) the balance in the Capital Fund as detailed in Appendix 3 to the report.**

7. PROJECTED BALANCES AT 31 MARCH 2017

There had been circulated copies of a report by the Chief Financial Officer which provided an analysis of the Council's balance as at 31 March 2016 and advised members of the projected balances at 31 March 2017. The unaudited Council's General Fund useable reserve (non-earmarked) balance was £7.082m at 31 March 2016. This reflected an increase of £1.444m from the draft revenue outturn projected position of £5.638m presented to Members on 7 June 2016 prior to the production of the unaudited accounts. The increase was as a result of the 2015/16 revenue underspend (£1.284m) along with some minor technical adjustments (£0.161m). The Council's allocated reserve balance was £3.360m at 31 March 2016 which was a reduction of £0.361m from the draft revenue outturn projection of £3.721m. This decrease was as a result of CFCRs applied to finance capital expenditure in 2015/16. The total of all useable balances, excluding developer contributions, at 31 March 2017 was projected to be £19.389m, compared to £31.163m at 31 March 2016. As the financial year progresses, earmarked balances to be carried forward to 2017/18 and future years would increase. The projected balance on the Capital Fund of £4.739m would be affected by any further capital receipts, developer contributions, interest credited and any expenditure authorised to be financed from the Fund during the remainder of the financial year.

DECISION

NOTED:-

- (a) the unaudited 2015/16 revenue balances at 31 March 2016;**
- (b) the projected revenue balances as at 31 March 2017 as per Appendices 1 & 2; and**
- (c) the projected balance in the Capital Fund as per Appendix 3.**

The meeting adjourned for lunch at 1 p.m. and reconvened at 1.30 p.m.

8. **CORPORATE TRANSFORMATION PROGRESS REPORT**

With reference to paragraph 9 of the Minute of 7 June 2016, there had been circulated copies of a report by the Corporate Transformation & Services Director which provided an update on progress in developing and delivering the Council's Corporate Transformation Programme and set out planned activity in the reporting period to November 2016. The report explained that the current areas of work within the Programme were set out in the tracker in Appendix 1 to the report under the 8 Corporate Priorities and included a brief description of the purpose of each Programme, a summary of progress made to date (rating them Red, Amber or Green) and set out key milestones in the next quarter. Section 4 of the report set out the key highlights over the last reporting period. Given the clearly emerging overlaps and dependencies between Customer First, Digital Connectivity and ICT Change, it was proposed to bring these together into a single Digital Transformation Programme. The detail of this proposed new programme was covered in a separate item on the agenda. The Borders Railway opened in September 2015, and was fast approaching its one year anniversary. Significant progress was being made across the Blueprint programme, including delivery of visitor marketing and inward investment activity. During the first six months 700,000 passengers used the service which was 22% ahead of target. Detailed performance reporting infographics for Energy Efficiency and Property and Assets were set out in Appendices 2 to 3. It was highlighted that the Digital Integration project had been delayed against the original plan due to challenges experienced with access to and configuration of the necessary technical environments. The report explained that an updated Communications Strategy for Corporate Transformation was in place, which had a particular focus on internal communication with staff to support positive change going forward. The Trade Unions continued to consider the most up to date tracker at their monthly meeting, and any potential staffing issues were highlighted within the tracker enabling timely management and engagement with the Unions. Concern was expressed regarding the numbers of passengers on the steam trains running from Edinburgh to Tweedbank. Mr Dickson reported that following the successful pilot for steam trains last year, negotiations with Scotrail had resulted in the current level of services which would continue until September in order to extend the tourist season. No permanent services had been agreed. Passenger numbers were not yet available but would be reported in due course. In response to a question from Councillor Edgar regarding the transfer of IT services to CGI and the recruitment of additional staff, Mr Dickson advised that 46 current members of staff would be transferred on 1 October 2016 and that CGI were looking at the recruitment of other staff. In response to a question from Councillor Bell with regard to the transport programme and when consultation would take place in Tweeddale, Mr Dickson advised that this information would be provided.

DECISION

NOTED the continued progress made in developing and delivering the Corporate Transformation Programme

9. **DIGITAL TRANSFORMATION PROGRESS REPORT**

With reference to paragraph 10, of the Minute of 6 June, there had been circulated copies of a report by the Corporate Transformation & Services Director which proposed the establishment of a new Digital Transformation Programme within the Council's Corporate Transformation Programme. It was proposed that a new Digital Transformation Programme bring together three currently separate Programmes that were instigated in October 2014; Customer First; ICT; Digital Connectivity. Running Digital Transformation as a single Programme would allow shared activity to be managed more effectively, synergies to be exploited and investment/resourcing decisions to be better co-ordinated. The change to a single Digital Transformation Programme did not affect governance of the Corporate Transformation Programme, the new Digital Transformation Programme being one of the, now, fifteen Programmes which reported into the Corporate Transformation Programme. The Digital Transformation Programme was a broad Programme delivering significant

change that would address every one of the eight priorities within the Council's Corporate Plan. Extensive work was underway to define the Programme and bring together the governance of a range of projects already underway alongside new projects. The report detailed the background and current programmes, the reasoning behind the creation of the Digital Transformation Programme, the Key Themes of the proposed digital transformation programme, Digital connectivity and communication and engagement with the Unions. Councillor Bell expressed some concerns with regard to the integration of the programmes and urged caution in respect of combining fundamentally different projects. He highlighted that broadband provision was not the Council's responsibility and that focus should be on internal projects. These concerns were acknowledged and regular updates would be provided.

DECISION

AGREED the creation of the new Digital Transformation Programme.

10. REPORT ON THE RESPONSE TO THE SCOTTISH GOVERNMENT'S CONSULTATION ON THE DRAFT STRATEGIC POLICE PRIORITIES FOR SCOTLAND

There had been circulated copies of a report by the Chief Executive which sought approval for a response to the Scottish Government's consultation on the Draft Strategic Police Priorities for Scotland. The report explained that the Scottish Government was reviewing the Strategic Police Priorities which would set the direction for Police Scotland and the Scottish Police Authority for the next three to five years. The consultation document shown in Appendix 1 to the report set out three questions based on the six broad strategic priorities which had been identified. A short consultation period had been given on this with a deadline for responses of the 16 August 2016. The proposed Council response was supportive of these Priorities but indicated that there needed to be more recognition of the need to ensure that: appropriate resources were allocated to ensure effective and responsive frontline and community policing in rural areas; the requirements of rural areas were given full consideration in policing; local police were more empowered; greater consideration was given to cross-borders policing matters; and there was more close working with local authorities. The Senior Policy Adviser was present to answer Members questions.

DECISION

AGREED to the response as set out in Appendix 2 to the report to the Scottish Government's consultation on the Draft Strategic Police Priorities for Scotland.

11. TRANSFER OF COCKBURNSPATH FOOTBALL PITCH TO COCKBURNSPATH VILLAGE TRUST

There had been circulated copies of a report by the Service Director Assets & Infrastructure which proposed that Scottish Borders Council sell the area of 1.66 acres of the Council owned sports pitch in Cockburnspath to the Cockburnspath Village Hall Trust for £1, if asked. A transfer of the pitch to the Hall Trust would facilitate the Trust to apply for grant funding for the development of new sports facilities at the pitch. The report explained that the sports pitch, which was adjacent to the Village Hall in Cockburnspath, had been in Council ownership since 1975 when an area of 2.2 acres was bought from Francis Usher. The Cockburnspath Village Hall Trust had drawn up plans to renovate the pitch including the development of a 5 a side pitch, tennis court and running track. In order to raise the grant funding for the proposal, the trust required long term security of tenure of the land by way of a transfer of ownership from Scottish Borders Council.

DECISION

AGREED to authorise the Service Director for Assets & Infrastructure together with the Chief Legal Officer to sell the sports pitch amounting to 1.66 acres for £1, if asked

to the Cockburnspath Village Hall Trust, as shown outlined in red on the plan attached to the report.

12. BROOMLANDS AND LANGLEE PRIMARY SCHOOLS – PROJECT UPDATE

With reference to paragraph 6 of the Minute of 2 February 2016, there had been circulated copies of a report by the Service Director Assets and Infrastructure which provide an update on the progress and procurement of the new Broomlands and Langlee Primary Schools. The report explained that the new builds for Broomlands and Langlee were approved by Executive Committee on 21 October 2014 as part of linked funding commitment associated with the new Kelso High School. Stakeholder engagement and design work was completed by September of 2015, including all necessary statutory consents. Procurement of a contractor took place during the remainder of 2015 and early 2016. Tender returns in January 2016 combined with timing movements to the 2016/17 Capital Financial Plan necessitated a resequencing to the projects. This process was now complete allowing both schools to move to construction. The above required timing movements and virements to budgets to be approved as outlined in the report. Mr Renwick, Project Manager was present and in response to a question about the impact of the reduction of classes for Broomlands advised that the original plan had been for 10 classes which had been increased to 14 and then been reduced to 12 classes, which along with the general purposes area did allow for expansion in future years.

DECISION

(a) NOTED the contents of the report.

(b) APPROVED the virements of £1.007m from Langlee to Broomlands in 2017/18 and a virement from Langlee of £0.101m to Emergency and Unplanned Schemes Fund in 2017/18.

13. BUSINESS INCUBATOR SPACE – PILOT PROJECT

There had been circulated copies of a report by the Corporate Transformation & Service Director which recommended a pilot project in Tweeddale to provide business incubation space in the Council's Rosetta Road offices, to allow start-up businesses to establish themselves and start growing. Council officers had previously identified the need for additional employment land allocations in the Peebles area due to the demand for business and industrial space in the area. In recognition of the lead-in times to develop new employment land, officers had also been reviewing the availability of existing business property. A review of existing Council property in Tweeddale was undertaken to identify any buildings that could be re-purposed as premises for business use, and the key opportunity that was identified was the Council offices at Rosetta Road, Peebles. There was clear potential for a pilot project to lease some space at the Council's Rosetta Road offices to start-up or other micro businesses. The service would be offered as an "incubation" process so that there was a turnover of businesses and the Council did not compete directly with private sector suppliers in the area. The pilot would be delivered at modest cost and would not have a noticeable impact on the day-to-day Council operations in the offices. The Chief Officer Economic Development was present to answer Members questions. In response to a question on expanding this to other towns it was noted that Peebles was just the starting point.

DECISION

AGREED:-

(a) the proposed pilot project to provide business incubator space at the Council's Rosetta Road offices in Peebles; and

- (b) **that a review of the pilot project would be undertaken after its first year of operation, and that the findings reported to Committee in due course.**

14. **COMPLAINTS ANNUAL PERFORMANCE REPORT 2015/16**

With reference to paragraph 17 of the Minute of 9 June 2015, there had been circulated copies of a report by the Service Director Neighbourhood Services which presented Scottish Borders Council's Complaints Annual Performance Report 2015-16, and provided data for the eight performance indicators the Scottish Public Services Ombudsman (SPSO) required all Local Authorities to report against each year. A summary of the main changes to performance in 2015-16 was provided in Section 4 of the report. The changes included an overall reduction in the number of complaints received, a percentage increase in the number of complaints handled at Stage One and a reduction in the number of complaints upheld which had been escalated from Stage One to Stage Two. This was followed by a summary of benchmarking data from 2014-15, in Section 5 and Appendix 1 provided more detail for each of the eight Performance Indicators. A number of areas for improvement were committed to in Section 6 of the annual report, which included to improve responses given in respect of complaints not upheld at Stage One, with a view to reducing the number of complaints escalated to Stage Two; to improve the response times of complaints handled at Stage Two and those escalated from Stage One to Stage Two; to improve the complaint Customer Satisfaction Survey to obtain a better understanding of the specific reasons for complainants satisfaction or dissatisfaction; and to expand the volume of compliments and other comments captured and ensure these were reflected alongside the arrangements in place for handling complaints.

DECISION

- (b) **NOTED the performance of handling complaints for the period 1 April 2015 to 31 March 2016;**

- (b) **ENDORSED the identified improvement actions as follows:-**

- (i) **to improve responses given in respect of complaints not upheld at Stage One, with a view to reducing the number of complaints escalated to Stage Two;**
- (ii) **to improve the response times of complaints handled at Stage Two and those escalated from Stage One to Stage Two;**
- (iii) **to improve the complaint Customer Satisfaction Survey to obtain a better understanding of the specific reasons for complainants satisfaction or dissatisfaction; and**
- (iv) **to expand the volume of compliments and other comments captured and ensure these are reflected alongside the arrangements in place for handling complaints.**

- (c) **APPROVED the annual report to be submitted to the SPSO and for the Council to publish the report.**

15. **PRIVATE BUSINESS**

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 9 of part 1 of schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

16. EDINBURGH – BERWICK-UPON-TWEED LOCAL RAIL SERVICE

The Committee considered and agreed a report on progress towards the potential introduction of a local rail service between Edinburgh and Berwick-upon-Tweed, which included the re-opening of a station at Reston in the Scottish Borders.

The meeting concluded at 2.45 p.m.

EXTRACT FROM MINUTE OF SCRUTINY COMMITTEE MINUTE OF 18 AUGUST 2016

3. GREAT TAPESTRY OF SCOTLAND: A REVIEW OF THE PROCESS IN RESPECT OF DECISION-MAKING

- 3.1 The Chairman explained that the request for this review had been submitted by Ettrick and Yarrow Community Council and was pleased to welcome its Chairman, Mr Gordon Harrison, to the meeting. There had been circulated copies of the report by the Scrutiny Working Group on The Great Tapestry of Scotland: A Review of the Process in respect of decision making. Councillor Mountford chaired the Working Group and was in attendance to deliver the report. He began by explaining that the purpose of the Working Group was not to review the decisions about the Tapestry but to examine the decision-making process in respect of the Great Tapestry of Scotland Project and to ascertain if there were any lessons to be learned for future projects.
- 3.2 Councillor Mountford reported that the Working Group, having reviewed all the information requested, concluded that the details provided to Members in reports – based on the information that was available at the time - was sufficient to allow Members to make their decisions on the Great Tapestry of Scotland. Areas which could have enhanced the information in these reports were included in the Working Group's recommendations as detailed in Appendix 2 to the Minute. The Working Group had found it extremely useful to have been able to review both the timeline for the Great Tapestry of Scotland Project in retrospect alongside the work carried out by Officers and Consultants and bring this together into one document. In terms of lessons learned from this Project, the Working Group made six recommendations included in their report which it was hoped would serve to enhance transparency and communications in future.
- 3.3 Members then discussed the report in detail. Recommendation 1 noted that it would be helpful if, before a concept/idea proceeded to the project stage, that all material conversations between Members and Officers were summarised and noted whilst also acknowledging that some information might not be in the public domain. Members also considered that the Council should look at ways to engage with and improve public consultation, providing more information which it was hoped would help to avoid misinformation and misunderstandings in the early stages of future projects. Further discussion followed in relation to the Tapestry location being linked to the Borders Railway line.
- 3.4 The Chairman then invited Mr Harrison to speak. Mr Harrison explained that the Community Council had raised this matter on behalf of the people in the Ettrick and Yarrow area and represented their views and concerns about the process and subsequent decisions in relation to the Great Tapestry of Scotland. He then circulated a note which listed the sections of the Working Group's report where the Community Council were requesting further clarification. With regard to when a detailed Business Case had been requested by Council, the Transformation and Services Director explained that an outline business case had been presented to Council on 29 May 2014 and Council had then given authority for a more detailed business case to be prepared to allow Members to make a decision regarding a location for the Tapestry. Mr Harrison then referred to the appropriateness of SBC entering into a legal agreement with the Great Tapestry of Scotland Trust to house the Tapestry at Tweedbank prior to confirmed Scottish Government funding being in place. Mr Dickson explained that only the authority to enter into a legal agreement was given at that time and advised that no legal agreement was yet in place. It was also explained that, in order to secure third party funding, it was necessary to ascertain the definitive view of Scottish Borders Council in advance of such funding being awarded. In response to a question about the capital funding for the Project, Mr Dickson advised that it was quite typical for budget to be committed for this type of capital project but not spent immediately. This would then allow application for Government funding to be sought. Mr Harrison requested clarity in relation to the lack of information sought from Jura Consultants on Gross Value Added figures for sites other than Tweedbank and was advised that these had not been produced as the Council had already decided on the Tweedbank site by then, but a

range of data, including the economic development rationale, had been provided for Members' consideration. Councillor Mountford reiterated that an appeal had been made by SBC to the public and other external parties for suggestions for alternative sites but no potential locations other than those identified in the work of Jura consultants and Council officers had come forward.

3.5 Mr Harrison suggested that Recommendation 2 of the Working Group's report implied that the decision to concentrate on Tweedbank as the location for the Tapestry was made without sufficient and appropriate information being available to Members. In response, Councillor Mountford advised that this recommendation referred to lessons learned for future projects. Following a question from Mr Harrison in respect of the decision made by Council to site the Tapestry at Tweedbank, the Clerk to the Council reiterated the role of Scrutiny and the Terms of Reference of the Working Group.

3.6 A number of amendments to the report of the Working Group had been agreed and these would be included in the final version which would be presented to the Executive Committee on 30 August 2016.

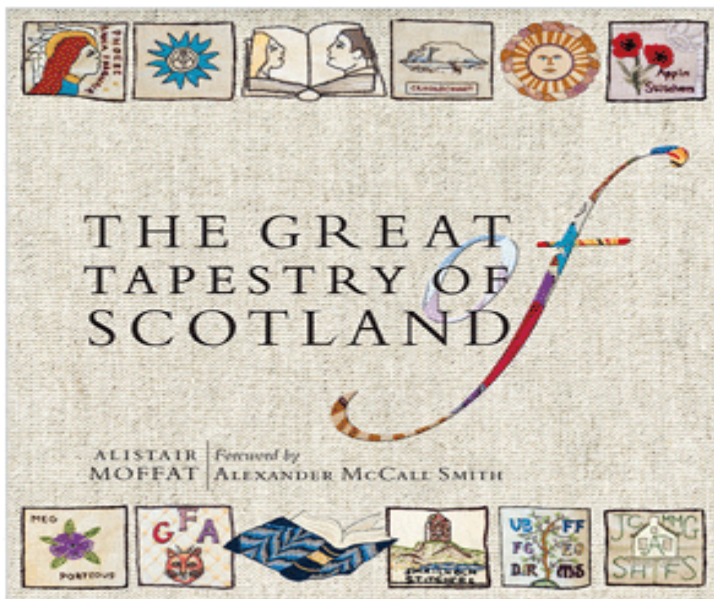
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|-------------------------|---|
| Paragraph 5.3 | – add "by Council at its meeting on 29 May 2014." at the end of the text. |
| Paragraph 4.4 line 14 | – change "ancillary" to "additional". |
| Paragraph 5.5 line 13 | – amend text to read " range of external interested parties". |
| Recommendation 2 line 2 | – remove "sufficient" and replace with "all". |
| Recommendation 6 | – add at the end of the text "and an explanation given to Members." |

3.7 The Chairman expressed the Committee's appreciation to the Working Group for their time and comprehensive report and also thanked Mr Harrison for his attendance and contribution. Councillor Mountford extended his thanks to the members of the Working Group and the information and support provided by Officers to the Working Group.

DECISION

AGREED that the amended report by the Great Tapestry of Scotland Working Group, including its 6 recommendations - as appended at Appendix 2 to this Minute - be presented to the Executive Committee at its next meeting on 6 September 2016.

The Great Tapestry of Scotland: A Review of the process in respect of decision making.



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Foreword from the Chairman of the Working Group

A great deal has been written about the Great Tapestry of Scotland since its inception, including the decision to bring the Tapestry to the Scottish Borders and where it would be housed.

In the course of this review, we have examined the process leading up to the decisions the Council made about the Tapestry. This examination has allowed us to identify some misconceptions and also provided us with an insight into the inception of major Council projects.

Much analysis has been carried out by the Working Group to arrive at its conclusions and I thank the members and officers for their time and energy, commending the findings and recommendations to you.

Councillor Simon Mountford
Chairman, Great Tapestry of Scotland Working Group



16 August 2016

EXECUTIVE SUMMARY and RECOMMENDATIONS

- a) Scottish Borders Council considered the Great Tapestry of Scotland on three separate occasions. At its meeting on 29 October 2015, the Scrutiny Committee decided to set up a Working Group to examine the decision-making process in respect of the Great Tapestry of Scotland Project and ascertain if there were any lessons which could be learned for future projects.
- b) The Working Group comprised four Councillors, namely:
- Councillor Simon Mountford (Chairman)
 - Councillor Joan Campbell
 - Councillor Keith Cockburn
 - Councillor Iain Gillespie
- c) Terms of reference and principal components of the Review were agreed. The Review involved a detailed investigation of the timeline of work leading up to decisions made in respect of the Great Tapestry project. The Review in essence covered:
- *Pre-Council report work – late 2013 to April 2014*
 - *Report Drafting – May 2014*
 - *Council meeting – 29 May 2014*
 - *Preliminary work for preparation of the detailed business case- June and July 2014*
 - *Appointment of consultants and initiate Blueprint Concept – August 2014*
 - *Preparation for the initiation of the Blueprint – September to November 2014*
 - *Drafting of Council report – November and December 2014*
 - *Council meeting – 18 December 2014*
 - *Capital funding – February 2015*
 - *Procurement Preparation – January to March 2015*
 - *Project Team appointed – April 2015*
 - *Planning application/approval – June to September 2015*
 - *Blueprint – October to November 2015*

- d) Throughout its Review, the Working Group requested and received further information and explanation on particular aspects of the Tapestry Project and other capital projects, namely:
- *Tapestry - Other locations in Scottish Borders*
 - *Funding*
 - *The Great Tapestry facility and exhibition*
 - *Consultation with Communities*
- e) The Great Tapestry of Scotland is a unique project which has attracted much comment. In arriving at their findings and recommendations, Members of the Working Group have concluded that the information – based on what was available at the time – provided to Members in reports was sufficient to allow Members to make their decisions on the Great Tapestry of Scotland. There are always lessons to be learned from any major project and the Working Group is therefore making six recommendations which will enhance project work and communications in future.

Recommendation One

Where potential projects, such as the Great Tapestry, are at the stage of evolving from a conversation into a concept/idea, before proceeding to the project stage and into the capital plan, it would be helpful if all material conversations involving Officers and Members could be summarised and noted. This would aid transparency and help to establish a more complete project record.

Recommendation Two

When officers are producing the first formal report to be considered by Members on a major project, they should include all appropriate information on the origin of all options which have been considered and any which have subsequently been dismissed. This is as much for a retrospective record as it is to inform the decision- making at the time.

Recommendation Three

Relevant analysis/research should be considered for inclusion as appendices in reports for projects like this or, if confidential, made available to Members privately for further scrutiny.

Recommendation Four

For any major project – to ensure good communications - regular informal briefings for all Members, along with the provision of electronic bulletins, would assist in keeping Members updated on progress and allow them to ask questions and also pass this information on to stakeholders, community groups, and members of the public.

Recommendation Five

Within the project management processes, the Council's reputational risk should be included as a matter of routine in the Risk Register and the risk and mitigations section of committee reports should always take reputational risk into account and provide a commentary on that issue.

Recommendation Six

When considering locations as part of a major project, criteria being used to assess them should be put in order of priority (starting with the highest) and/or weighted. Once a site has failed to meet one of the criteria, that site will normally no longer be assessed against the remaining criteria, and an explanation will be given to Members.

Section 1: INTRODUCTION

- 1.1 Scottish Borders Council considered the Great Tapestry of Scotland on three separate occasions.
- 1.2 The first report on 29 May 2014 was to inform the Council of the possibility of locating the Great Tapestry in the Scottish Borders on a permanent basis and to seek authority to prepare a detailed business case in respect of that proposal.
- 1.3 The second report was considered at the Council meeting on 18 December 2014. The purpose of that report was to inform Members of the outputs following the feasibility design proposals and detailed business case for the Great Tapestry and sought approval for its location at Tweedbank.
- 1.4 At its meeting on 12 February 2015, as part of its consideration of the Council's capital budget, a motion was put forward to suspend Standing Orders to allow further consideration of the funding of the Great Tapestry project. As the necessary majority for suspension was not received, there was no further debate on the matter.
- 1.5 At its meeting on 29 October 2015, the Scrutiny Committee decided to set up a Working Group to examine the decision-making process in respect of the Great Tapestry of Scotland Project and ascertain if there were any lessons which could be learned for future projects. The terms of reference for the Working Group were agreed at the meeting of Scrutiny Committee held on 26 November 2015 and the membership of the Working Group was finalised at the Scrutiny Committee meeting on 28 January 2016.

Section 2: TERMS OF REFERENCE and WORKING GROUP

2.1 The Working Group comprised four Councillors, namely:

- Councillor Simon Mountford (Chairman)
- Councillor Joan Campbell
- Councillor Keith Cockburn
- Councillor Iain Gillespie

2.2 Support was provided to the Working Group by the Corporate Transformation and Services Director, the Clerk to the Council and one of the Democratic Services Officer (J. Turnbull).

2.3 The Terms of Reference for the Working Group were:

1. To review the process, to date, in respect of all decision making linked to The Great Tapestry of Scotland. Specifically to review:

(a) the preparatory work, evaluation and reviews undertaken by officers in preparing reports for Members;

(b) opportunities available to Members to scrutinise material and information available prior to, and at, Council meetings;

and, in respect of (a) and (b) whether there were any gaps that could be better addressed in future projects.

2. To examine the extent to which documentation available in the public domain was sufficiently helpful for the public and whether such documentation could be improved in the future.

3. In light of their work, the Working Group is to draft any appropriate recommendations for consideration by the Scrutiny Committee.

Section 3: HOW THE REVIEW WAS CARRIED OUT

- 3.1 The Working Group met on 5 occasions – 17 February, 21 March, 14 April, 18 May and 7 June 2016.
- 3.2 At its first meeting, the Chairman reminded Members that the review process was not to re-examine the decisions regarding the Great Tapestry of Scotland but aspects of the process to date and any lessons that could be learned from this. It was agreed that as Scrutiny was responding to a request from Ettrick and Yarrow Community Council, the Review should look at the process of consultation with the wider community. The Group would also consider the support provided by Scottish Government and the caveats that were expressed at the time. In conducting the Review it was unanimously agreed that media reports should be ignored. Any changes recommended by the Working Group should be exemplified for future decision making, using the Tapestry as an example.
- 3.3 The Working Group then agreed that the principal components of the Review should be:
 - (a) a detailed timeline, including which officers were involved and consulted;
 - (b) when the Council was first approached and how the approach was made; who made the request and to whom;
 - (c) outside input e.g. Scottish Government, Trustees;
 - (d) other potential sites that were considered and how current the information on these alternative sites was at the time of the decision;
 - (e) other interested parties who were reported to be interested in hosting the Tapestry, whether public or private organisations;
 - (f) the public engagement process and the geographical spread of those consulted;

- (g) the reasons other options were not considered viable;
 - (h) any vacant plots of land that were considered for a new build elsewhere other than at Tweedbank;
 - (i) financial commitment, citing examples of third party funding with regard to other projects.
- 3.4 At the second meeting of the Working Group, members considered information from the Corporate Transformation and Services Director in regard to the principal components and the timeline for the project. Details are included in the Project Timeline in the next Section of the report.
- 3.5 At the third meeting of the Working Group, members received further details on the activities within the timeline as well as additional information and explanation. They also received copies of the brief given to Jura Consultants for the detailed business case, as well as the supplementary to the brief requesting further work be undertaken on the Tweedbank site as well as the provision of information on other sites. An extract from the detailed business case by Jura Consultants which gave details on the other locations was also considered at this meeting.
- 3.6 At the fourth meeting of the Working Group, members considered a first draft of the report of the Working Group which gave details of the Terms of Reference of the Working Group, how the review was carried out, the Tapestry Project timeline and details.
- 3.7 The fifth meeting of the Working Group drew the Review to a close. Members considered a further draft of the report of the Working Group and agreed the findings and recommendations. Some further information was then added as requested and this was circulated by email to the members of the Working Group for final approval. This final approval was given on 16 August 2016.

Section 4: TAPESTRY PROJECT TIMELINE/DETAILS

Pre-Council report work

- 4.1 The initial approach to the Council regarding the Tapestry project came from an informal discussion in late 2013 between the Convener and the Great Tapestry of Scotland Trustees. The Convener requested officers to follow up on the opportunity to determine the project's viability. The Trustees had also had contact with/from 3 other bodies on the possibility of hosting the Tapestry.
- 4.2 From **February to April 2014** work was carried out prior to the preparation of the Council report for May 2014. This was in two parallel areas: preparation of an initial feasibility study by Jura Consultants and initial work by officers to conclude outline positions across a wide range of issues including sites and land purchase (Head of Commercial Services and the Estates Manager), roads and utilities (Project Management Team Leader, Principal Officer – Employment Infrastructure, and the Engineering Design Manager), railway interface (Corporate Transformation and Services Director) and culture implications (Cultural Services Manager). Initial work had been completed as a desk-top exercise by Council officers in respect of possible sites in the Scottish Borders with Tweedbank being the viable option.

Report Drafting

- 4.3 In **May 2014**, the report for Council was drafted and also included input from the Service Director for Major Projects, the Chief Financial Officer, Chief Officer Economic Development, and the Service Director Strategy and Policy. Prior to the Council meeting in May 2014, there was still ongoing discussion as to where the Tapestry site would be, although the Tapestry Trustees favoured the Tweedbank site.

Council meeting

- 4.4 On **29 May 2014**, this report by the Corporate Transformation and Services Director was considered by Scottish Borders Council. That report informed the Council of the possibility of locating the Great Tapestry of Scotland in the Scottish Borders on a permanent basis and sought authority to prepare a detailed business case in respect of that

proposal. The report set out the background of the Great Tapestry and explained that the Tapestry's Trustees were at that point considering a permanent location in Scotland. Officers had completed initial work in respect of a possible permanent location in the Borders, with Tweedbank being the most likely viable option. An initial feasibility assessment had been completed and this indicated that there was merit in proceeding to evaluate the costs and benefits of the proposal via a full business case. This business proposition would include a new building to house the Tapestry along with additional facilities for an exhibition of such national importance. Consequently it was being recommended that a detailed business case should be prepared and that a short life Member/Officer Group be established to oversee the completion of this business case.

- 4.5 Alexander McCall Smith and Alistair Moffat, two of the Trustees of the registered charity which owned the Tapestry, were present at the meeting of Council on 29 May 2014. The Trustees had made their wish known in the discussions with the Convener that the Tapestry should be a visitor attraction in its own right in a location very close to a significant transport link. Jura Consultants representative, Paul Jardine, was also present at the meeting and gave Members a review of the study and the key conclusions reached. The assessment had indicated that there was merit in proceeding to evaluate the costs and benefits of the proposal via a full business case. In the ensuing debate, the majority of Members strongly supported the report's conclusion that this was a unique opportunity for the Borders to obtain an exhibition of national significance with strong ties to the textile heritage and wider history of the region. Its value was recognised both as a visitor attraction in its own right as well as the potential for generating economic inward investment. However, some concern was expressed with regard to revenue running costs in relation to the attraction's income generating potential. With respect to the remit for the business case, several Members made cases for locating the Tapestry in other towns in the Borders and also pointed out advantages of linking it with other visitor attractions. However, the merits of Tweedbank as a location were generally recognized in terms of its centrality to the Borders and potential transport links associated with the Railway. Council subsequently decided to request officers to

prepare a detailed business case for locating the Great Tapestry of Scotland in the Scottish Borders at Tweedbank and to bring a further report on this matter back to Council. It was further decided to establish a short life Member/Officer Group, to which Councillors Archibald, Davidson and Parker were appointed.

Preliminary work for preparation of the detailed business case

- 4.6 Between **June and July 2014** work primarily focused on the construction of a wide ranging project team and the appointment of a project manager. The team included an architect, engineer, quantity surveyor, and economic development consultants. Briefs were drafted by the Chief Officer Economic Development and the Service Director Major Projects to satisfy necessary procurement routes. Elected Members were offered the opportunity to view the Great Tapestry while it was on display at the Scottish Parliament building and this visit by a few Members took place on 3 September 2014.

Appointment of Consultants and Blueprint Concept

- 4.7 Jura Consultants is a highly reputable consultancy firm based in Scotland, well known for their work in terms of visitor attractions and tourism; they had previously undertaken consultancy work for the Council i.e. on the Jim Clark Museum and Abbotsford House. As they had carried out the preparatory report, they were appointed through single tender action, which followed the Council's procurement guidelines. Hub South East was utilised by the Council to appoint Page Park Architects and Faithful & Gould. Hub South East Scotland is a joint venture company, involving local public sector organisations working collaboratively and in partnership with a private sector development partner. The partners work together to develop an innovative long-term approach to providing new community facilities where local community services will be delivered (such as neighbourhood services, health, social care and education). In **August 2014**, Jura Consultants were liaising with the Chief Officer Economic Development and the Corporate Transformation and Services Director. Page Park Architects were working to the Service Director Major Projects and the Project Manager. Faithful & Gould supplied some Quantity Surveying input to assist Page Park and Jura Consultants. The Trustees were also involved in practical workshops with Page Park

on the housing and display of the Tapestry taking into account the different sizes of the Tapestry panels. Jura Consultants were also asked by the Chief Officer Economic Development and the Corporate Transformation and Services Director to undertake specific work in relation to other towns as part of the detailed business case for best value requirements and to ensure that consideration be given to all options. Also during this time, following discussion with Scottish Government, work commenced on the development of what was to become the Borders Railway Blueprint. From **September to November 2014** consultants continued to work to their briefs.

Preparation of the Blueprint

- 4.8 Between **September and October 2014**, detailed work was undertaken on drafting the Blueprint with partners. This work was led by the Economic Development Manager, supported by the Corporate Transformation and Services Director, Service Director Major Projects, and Chief Officer Economic Development. Page Park provided input on the master plan for Tweedbank. The Blueprint was launched in **November 2014**.

Drafting of Council report

- 4.9 During **November 2014**, reports from the Consultants were incorporated into a report for Council with main officer contributions from the Chief Officer Economic Development, Service Director Strategy and Policy, Service Director Major Projects, Project Management Team Leader, the Project Manager, the Cultural Services Manager and the Chief Financial Officer. On **9 December 2014** a seminar was held for all Members, with detailed presentation on the outcome of the business case made by the consultants and officers, which gave Members the opportunity to ask questions on particular aspects of the report. The final detailed business case from Jura Consultants was completed on time for Council in December and formally received by officers on **10 December 2014**. The assessment in the business case for visitor numbers was based on vehicle journeys with no account taken for the potential for visitors arriving by train as there was no railway operating at the time and therefore no hard evidence of passenger numbers. Therefore any train visitors would be extra to those in the business case.

Council meeting

- 4.10 On **18 December 2014**, the report by the Corporate Transformation and Services Director informed Members of the outputs following the feasibility design proposals and detailed business case for the Great Tapestry and sought approval for the proposed permanent location of the Tapestry in the Scottish Borders at Tweedbank. The report highlighted the ambitions contained in the 'Borders Railway, Maximising the Impact: A Blueprint for the Future' that had been announced by the then First Minister. It confirmed the important role that the development of a permanent home for the Tapestry in the Scottish Borders could play in achieving the ambitions set out in that document. The report reiterated that this was a unique opportunity for the Scottish Borders to obtain an exhibition of national significance with strong ties to the textile heritage and wider history of the area. It would provide a potential hub for local and international events. A location at Tweedbank had the opportunity to create a destination for the area with direct links to other local attractions such as Abbotsford House and Melrose Abbey, together with the further development of Tweedbank and the emerging proposals for a Central Borders Business Park. An initial design for a new building had been completed by Page Park Architects. This work had provided a good basis for initial costs. The detailed business case prepared by Jura Consultants, including costs from the Page Park work, had confirmed that the project could be financially viable based on the visitor projections and anticipated operating costs.
- 4.11 Paul Jardine from Jura Consultants and David Page from Page Park Architects were present at the meeting to answer Members questions. Members discussed the proposal in detail, including the location for the Tapestry, infrastructure required, the cost, expected visitor numbers, and whether or not there would be economic benefits arising from the project. Council then decided to proceed to enter into a legal agreement with the Great Tapestry of Scotland Trust to provide a permanent home for the Great Tapestry in the Scottish Borders. Further, Council decided to support the construction of a new building to house the Tapestry on land owned by the Council at Tweedbank, allocating up to £3.5m in the Council's Capital Programme, with an

intended investment of £2.5m from Scottish Government. The building would be developed and owned by the Council and then likely to be leased to a new Trust which would be responsible for operating the Tapestry attraction. The Chief Executive would bring a further report to Council (currently anticipated for August 2016) on the structure, membership and proposed operation of this new Management Trust.

Capital funding

- 4.12 At its meeting on **12 February 2015**, Council agreed a capital budget of £3.5m in 2016/17 and 2017/18 for the Tapestry building at Tweedbank, with an assumed capital grant of £2.5m in 2016/17 from Scottish Government. For every project in the Capital Plan, officers formulated a project model dependent on the scope of the project and followed a set process in terms of decision making.

Procurement Preparation

- 4.13 Between **January and March 2015**, work was undertaken developing briefs for a full design team appointment. This was led by the Procurement Manager, the Project Management Team Leader and the Project Manager.

Project Team appointed

- 4.14 In **April 2015** the Project Team was appointed. Led by the Project Management Team Leader and the Project Manager it included Turner Townsend Project management and quantity surveying, Page Park Architects, Goodsons civil and structural engineers, Mechanical and Electrical Engineers Atelier Ten.

Planning application/approval

- 4.15 In **June 2015**, the planning application for the Tapestry building at Tweedbank was submitted, with ongoing work by the Project Team to assist and contribute to planning queries and the planning process. In **September 2015** planning approval was granted. Between **September and December 2015** detailed design and preparation work - led by the Project Team and delivered by the Design Team - was carried out for contractor procurement.

Blueprint

- 4.16 Between **October and November 2015**, work was undertaken by the Corporate Transformation and Services Director and the Programme Manager for the Borders Railway Blueprint on the development of the necessary approval reports for the Blueprint funding. The Blueprint Leadership Group - comprising senior officer representatives from all partner organisations (Scottish Enterprise, Scottish Government, Visit Scotland, Transport Scotland, Abellio/Scotrail, Midlothian and Scottish Borders Councils) - met on **18 December 2015** and approved the submission of the final request for funding to Scottish Government.

Section 5: FURTHER INFORMATION

- 5.1 Throughout its review, the Working Group requested and received further information and explanation on particular aspects of the Tapestry Project and other capital projects.

Tapestry - Other locations in Scottish Borders

- 5.2 On 15 October 2014 the Corporate Transformation and Services Director issued a supplementary to the brief to Jura Consultants. This referred to Section 9: Conclusions in the Initial Feasibility Assessment carried out by Jura that “Melrose and Galashiels could provide alternative locations; however, the Great Tapestry of Scotland would then have to compete with other attractions and more importantly with other visitor services e.g. cafes and restaurants.” The Director requested Jura to provide more structured information and detail on how they had come to this conclusion, which in turn would be helpful as part of the decision-making process. As well as Melrose and Galashiels, it was understood that Jura had also considered other alternative locations, including Selkirk, Hawick and Abbotsford House. Jura was asked at this stage whether any other potential locations, for instance at countryside locations, had also been considered.
- 5.3 Locations in Selkirk, Hawick, Melrose and Galashiels were all considered by Jura Consultants and the visitor market potential and availability of suitable buildings assessed. Criteria used for the assessment included the potential visitor market consisting of the local market, the day visitor market, education visits and tourists; traffic analysis and flow; local competitors; market penetration analysis; and available buildings and sites. Selkirk has a total visitor market of around 1.6 million people. None of the existing attractions which provided visitor figures attracted over 10,000 visitors per annum. St Mary’s Mill and Linglie Mill in Selkirk Riverside Industrial Estate were not of the quality required for the project. The Yarn Store at Ettrick Mill and a smaller site also at Ettrick Mill were considered with the latter possibly suitable for up to a 2 storey building. Hawick has a total visitor market of around 1.5 million people with the same number of vehicles passing the north of the town. One competitor attraction in Hawick attracts 150,000 visitors per annum. No suitable buildings in

Council ownership were available in Hawick and sites were only available within Galalaw and Burnfoot Industrial Estates. The total potential market in Melrose is 2.6 million with around 3 million people passing Melrose in vehicles per annum. Melrose Abbey receives around 47k visitors per annum. The Council did not own any land or buildings in Melrose which could be appropriate for the Great Tapestry. The total potential market in Galashiels is 2.6 million with around 4 million people passing through each year. However, the town has a very limited visitor offer, although it is in very close proximity to the attractions of Melrose, including Abbotsford House. No buildings in Council ownership in Galashiels were suitable. Land at Galafoot was available but the site adjoins a gas works site, is off the main route in town, and was not considered suitable. The Burgh Yard, located in the middle of town, could have been an interesting alternative but it was under offer at the time of writing the business plan. The bus station site was also considered but due to space constraints would need to be a 3 or 4 storey building. From this assessment of alternative sites, Jura concluded that ultimately Tweedbank provided a stronger option. In the detailed business case the GVA (Gross Value Added) figure was only provided for Tweedbank. Jura Consultants had not been asked to provide GVA for any other sites, as the GVA figure was an additional piece of information calculated after Tweedbank had been selected by Council at its meeting on 29 May 2014.

- 5.4 In parallel with the work of Jura, officers considered sites that had either been identified by Members in the course of the debate at Council on 29 May 2014 or by officers themselves. The data used in the assessment was the most up to date available at the time. The Galashiels Interchange was considered but the building was not large enough to accommodate all of the Tapestry panels. To increase its capacity at the particular stage of development it had reached would have been financially prohibitive and would also have delayed completion of the building which was targeted at opening prior to the Borders Railway in September 2015. The Transport Interchange was also part-funded by European Union money to create 650 sqm of business space on the first and second floors, with the use of this business space tightly restricted to SMEs, to support business growth. To use the Interchange to house the Tapestry would have meant the

EU funding contribution being forfeited and this added to the financial implications for this site. Another site considered was the old College site in Melrose Road, Galashiels but this was deemed to be too large a site.

- 5.5 The Galashiels former Post Office site was also considered and more work was done on this site as officers recognised its potential viability. Issues identified included the fact that it is a listed building with a range of planning and financial implications flowing from this. Whilst a purchase may have been possible, CPO was the more likely outcome, with its resultant time delays and financial implications. In either voluntary purchase or CPO the existing Royal Mail operation would have required to be re-housed at the Council's expense. Parking was likely to be inadequate. When Officers carried out initial costings, which quickly reached an estimated cost of £8m and rising, these costs were considered prohibitive, so no further work was carried out. On the basis of cost alone, the site was ruled out. In many conversations and meetings with a range of external interested parties, officers had repeatedly asked for any potential alternative sites, either in public or private ownership, to be identified. No sites other than those identified in the work of Jura and officers have been identified to date.

Funding

- 5.6 In the business case Jura had stated that projects such as the Great Tapestry were generally funded by the private sector whereas the Tapestry project would be 100% publicly funded. The Council had not solely sought to develop a business model in comparison with other similar projects but to measure the viability of the project and what it could generate in terms of increasing tourism and visitors to the wider Borders, aligned to the ambitions set out in the Blueprint. There was the possibility of private sector involvement to enhance the project in future. However, in terms of finance, the purpose of the Tapestry project was to cover its costs and be financially self-supporting so that its primary purpose – to act as a gateway into the Borders – would be realised.
- 5.7 No approach was made to the Heritage Lottery Fund as it provides funds only for national historical works, and the Tapestry – while it is

of national significance – is new. The cycle and timing of allocation of funds by Big Lottery was not conducive to an application at the time. There remains an extant proposal for third party/private funding or donations to contribute to the fitting out of the Tapestry building, along with other enhancements. One other example where the Council had put in funding was for the renovations at Abbotsford House.

Project	SBC Contribution	Total Project Cost
Abbotsford	£1.5M	£11.6M
Jim Clark Museum	£0.62M	£1.38M
Tapestry	£3.3M	£5.8M

Note the figures for Abbotsford are final whilst the figures for the Jim Clark Museum and Tapestry are forecasts

The Great Tapestry facility and exhibition

- 5.8 At Tweedbank, the Council owns the site and will also own the building for the Tapestry. The building will be held on the Council's list of assets and will be leased to the new Trust, which should be formed by the end of 2016. The new Trust will be owners of the artwork and operators of the facility. While Tweedbank will be the permanent home of the Tapestry, this does not preclude the Tapestry from going on tour either at home or abroad in future years, with other exhibitions coming in to the building to replace it during this time. While the day to day operation of the Tapestry facility and exhibition is expected to be self-funding, this does not preclude the Trust from approaching the Council in future for further funding. The Council currently subsidises every other cultural service in the Borders e.g. museums and libraries, and the Tapestry would be no different to any other facility. It would be for Council to decide at the time of any future request for funding whether to grant this or not.

Consultation with Communities

- 5.9 Members confirmed that the Great Tapestry had been discussed at a number of Community Council meetings, with a variety of views expressed. Information on the Great Tapestry was included in the update on the Borders Railway and Associated Economic Activity at the Eildon Area Forum on 19 February 2015. The Leader had been very

clear about the proposals with the local Tweedbank community but that was the community which would be most affected by increased traffic, visitors, etc. As with other capital projects, this was a communication exercise rather than a consultation exercise by Officers, with Members taking in the views of the public in their own Wards. It would be very unusual to consult the public in a referendum-type vote for parts of the capital programme. Councillors are often required to make decisions which prove popular in one area of the Borders and less so in others, but Councillors need to take account of the benefit to the wider Borders. While it would have been inappropriate to have a formal consultation in this instance, the provision of further information to Councillors on an ongoing basis would have been helpful and would have enabled Councillors to better inform the public. This lack of information may have led to rumours and supposition to fill the resultant vacuum.

Section 6: KEY FINDINGS and RECOMMENDATIONS

Findings

- 6.1 It is clear that the Great Tapestry of Scotland is a unique project which has attracted much comment. Having reviewed all the information requested and put to them, Members of the Working Group have concluded that the details provided to Members in reports – based on the information that was available at the time - was sufficient to allow Members to make their decisions on the Great Tapestry of Scotland. As always, with hindsight, it is possible to identify areas which could have enhanced the information in the reports and these are included in the recommendations.
- 6.2 It has been extremely helpful for the Working Group to have had the opportunity to review the timeline for the Project in retrospect and the work that was being carried out by Officers and Consultants and bring this together into the one document. There are always lessons to be learned from any major project and the Working Group is therefore making six recommendations which will serve to enhance project work and communications in future.

Recommendation One

- 6.3 Where potential projects, such as the Great Tapestry, are at the stage of evolving from a conversation into a concept/idea, before proceeding to the project stage and into the capital plan, it would be helpful if all material conversations involving Officers and Members could be summarised and noted. This would aid transparency and help establish a more complete project record.

Recommendation Two

- 6.4 When officers are producing the first formal report to be considered by Members on a major project, they should include all appropriate information on the origin of all options which have been considered and any which have subsequently been dismissed. This is as much for a retrospective record as it is to inform the decision- making at the time.

Recommendation Three

- 6.5 Relevant analysis/research should be considered for inclusion as appendices in reports for projects like this or, if confidential, made available to Members privately for further scrutiny.

Recommendation Four

- 6.6 For any major project – to ensure good communications - regular informal briefings for all Members, along with the provision of electronic bulletins, would assist in keeping Members updated on progress and allow them to ask questions and also pass this information on to stakeholders, community groups, and members of the public.

Recommendation Five

- 6.7 Within the project management processes, the Council's reputational risk should be included as a matter of routine in the Risk Register and the risk and mitigations section of committee reports should always take reputational risk into account and provide a commentary on that issue.

Recommendation Six

- 6.8 When considering locations as part of a major project, criteria being used to assess them should be put in order of priority (starting with the highest) and/or weighted. Once a site has failed to meet one of the criteria, that site will normally no longer be assessed against the remaining criteria, and an explanation will be given to Members.

Consultation

- 6.9 In reaching its conclusions, the Working Group consulted with the Council's Corporate Management Team to ensure that in terms of project management, the recommendations it is making are practical and achievable.

SYNTHETIC PITCH MAINTENANCE AND REPLACEMENT PLAN

Report by Chief Financial Officer

EXECUTIVE COMMITTEE**6 September 2016**

1 PURPOSE AND SUMMARY

- 1.1 The purpose of this report is to present the findings of a survey conducted at thirteen of the Authority's pitches not covered by PPP contracts or lifecycle maintenance arrangements. The report recommends the Council establish a "Synthetic Pitch Replacement Fund" similar to the existing Plant and Vehicle Fund to finance the future upkeep and replacement of these existing facilities and any new pitches constructed in future. This will ensure a consistent approach to the upkeep and replacement of all pitches not maintained under a private public partnership agreement.**
- 1.2 There has been concern for some time concerning the deteriorating condition of synthetic pitches in situ across the Borders. No source of finance exists to provide for their upkeep and replacement. An external company Sportslabs was therefore commissioned in May 2016 to undertake a survey of the thirteen synthetic pitches across the region. The purpose of the survey was to assess the current performance, condition and residual life expectancy of these facilities and recommend a new fully costed strategy for their upkeep.
- 1.3 The results of the survey have been used by the Council's Quantity Surveyor to prepare a cost estimate and spend profile that will allow, if adopted, the future proofing of these facilities to an acceptable standard and ensure the safe operation of the synthetic surfaces.
- 1.4 It is proposed that a Synthetic Pitch Replacement Fund will be established with annual revenue budget contributions made to the Fund to finance the future replacement of surfaces and fences. Only the facilities listed in the report will be eligible for replacement from the fund at this stage. Future pitches, currently being delivered with the assistance of SportScotland under the pitch replacement programme will be included in the Fund when they become operational.
- 1.5 It is recommended the 2016/17 funding requirements are funded from the Loans Charges budget and the future years capital and revenue requirements are prioritised as part of the 2017/18 Financial Planning process.

2 RECOMMENDATIONS

2.1 It is recommended that Executive Committee:

- (a) Notes the condition of the 13 astro-turf pitches surveyed in the paper (Appendix 1) , the immediate costs of bringing these existing facilities up to an acceptable standard and the future financial implications of properly life-cycling all astro-turf facilities;**
- (b) Approves the future financing strategy proposed through the establishment of a Synthetic Pitch Replacement Fund;**
- (c) Approves 2016/17 virement from Loans Charges budget to fund the immediate requirement in Revenue and Capital; and**
- (d) Agrees that the future financial consequences for existing and planned pitches will require to be addressed and prioritised as part of the financial planning process in 2017/18 and future years.**

3 BACKGROUND

- 3.1 Over the past 10 years a number of synthetic facilities have been established across the Council's estate, including pitches and play facilities. These have been further augmented by the Synthetic Pitch programme within the Capital Plan, which will add additional pitches at Kelso High School, Hawick, Peebles and Jedburgh. Existing pitches at Berwickshire, Earlston and Eyemouth High Schools are maintained and life-cycled under the Councils existing PPP contract.
- 3.2 Funding for replacement surfaces for the pitches developed within the Synthetic Pitch Programme has been included in the Financial Plan but pitches installed prior to 2016/17, with the exception of the Hawick MUGA, Kelso high school and the Galashiels 3G at Netherdale have no funding identified for upkeep or replacement.
- 3.3 To understand the condition and life expectancy of the existing pitches Sportslabs were commissioned in May 2016 to undertake a comprehensive condition survey of 13 pitches across the Borders. This was firstly to enable the Council to establish both the immediate and future maintenance requirements and secondly to derive a financial replacement strategy to be programmed and costed for inclusion in the revenue and capital planning process.

4 SYNTHETIC PITCH SURVEY

- 4.1 Sportslabs undertook surveys between 9th May and 16th May 2016, Appendix 1 details the survey dates. Individual reports are attached in Appendix 2 for information. The surveys of the surfaces provided the recommendations for the immediate maintenance to ensure the continued performance of the surface to maintain the safe use. Table 1 below details the estimated immediate costs for each pitch prepared by the Council's Quantity Surveyor using data from the survey.

Table 1 – Estimated immediate costs

Site*	Revenue £000's	Capital £000's	Total £000's
Clovenfords Primary School	3		3
Galashiels Academy	12		12
Hawick High School	28		28
Jedburgh Grammar School		73	73
Kelso High School (Bowmont St)	41		41
Kingsland Primary School	5		5
Lauder Primary School	3		3
Newcastleton	26		26
St Ronans Primary School	26		26

Tweedbank Play Park	5		5
Tweedbank Sports Grounds	8		8
West Linton Primary School	3		3
Total	160	73	233

*Note: Gytes pitch excluded as flood damage and being taken forward under Bellwin. Also the pitch at Netherdale was excluded due to its age and existing financial provision to replace the carpet when life expired. £20k per annum is provided annually with funding provided by BSLT (£10k) and the Hayward Trust (£10k)

- 4.2 Sportslabs also provide a residual life estimate for the surfaces to allow the Authority to forward plan and budget for future replacements. This information was used to inform the Council's Quantity Surveyors estimate of immediate maintenance cost and the programming of future replacements. Appendix 3 details the findings of the surveys.
- 4.3 The capital replacement costs are costed at second quarter 2016 prices plus assumed construction inflation of 3.6% per annum to ensure costs as closely as possible reflect the expected prices at the time of replacement. Table 2 below details the estimated costs for each of the Pitches and their expected year of replacement based on currently assessed condition and resultant life expectancy. It is not proposed to carry out any works to the existing pitch on the site of the old Kelso high school.

Table 2 – Replacement Summary

Site	Year	Estimated Cost to 2025/26 £000's
Clovenfords Primary School	2026/27	70
Galashiels Academy	2021/22	153
Hawick High School	2019/20	312
Kingsland Primary School	2025/26	61
Lauder Primary School	2025/26	63
Newcastleton	2019/20	52
St Ronans Primary School	2016/17	20
Tweedbank Play Park	2025/26	37
Tweedbank Sports Grounds	2022/23	358
West Linton Primary School	2025/26	68
Kelso High School (2 pitches) (Anglflat Road)	2025/26	782
Selkirk (2G)	2024/25	380

Peebles High School (2G)	2023/24	369
Peebles (3G)	2026/27	403
Hawick (3G)	2025/26	391
Jedburgh (3G)	2025/26	391
Total Estimated Cost		3,910

- 4.4 To ensure that all the pitches are replaced at the end of their life it is proposed a sinking fund is established as a reserve. The operation of this fund will be similar to the existing Plant and Vehicle Fund. This will result in an annual revenue contribution to the Fund based on an annual depreciation charge. The charge will be calculated based on the capital replacement costs of the surfaces and ancillary equipment plus 3.5% interest on the residual Net Book Value. The interest charge will ensure the inflation costs of replacement are provided for. Table 3 below shows the accumulative estimated revenue contributions based on the replacement plan detailed in Table 2.

Table 3 – Estimated Revenue Contributions

	2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021/22 £000's
Depreciation	182	212	212	248	248
Interest	64	56	62	53	49
Total	246	268	274	301	297

- 4.5 To establish the fund will require an initial capital injection to meet the costs of the first pitch being replaced. The annual revenue contribution will then fund the future replacements. There will also, however, be a requirement for further capital injections when the Synthetic Pitch Programme replacements are required.

5 IMPLICATIONS

5.1 Financial

- The current capital plan currently only allows for a 10 year life and then replacement of those surfaces provided by the Synthetic Pitch Programme. No allowance has been made for the funding of surfaces previously developed outwith this programme except the Hawick MUGA and the Galashiels 3G.
- The immediate costs shown in Table 1 above of £233k will be incurred in 2016/17 and will be funded from a non-recurring virements from the Loans Charges budget. In addition the establishment of the Synthetic Pitch Replacement Fund will require £73k to be transferred to Capital under a CFCR.

- (c) Table 4 below shows the required capital injections during the life of the 2017/18 10 year capital plan and the current funds allocated within it.

Table 4 – Capital Budget Movements

Year	Required £000's	Current £000's	Increase/ (decrease) £000's
2016/17	21		21
2023/24		300	(300)
2024/25		300	(300)
2025/26	660	600	60
Total	681	1,200	(519)

- (d) Overall the capital programme will require £0.519m less funding over the 10 year period. The financial implications of the report will be addressed via the Council's 6 month monitoring reports. Funding for the initial capital injection of £21k will be provided from the revenue budget in the current year.

5.2 Risk and Mitigations

- (a) The surveys undertaken to date have been based on professional visual inspection. There has been no intrusive survey undertaken on the synthetic surfaces so there is still a level of risk relating to any underlying defects that could be uncovered when the surface is removed. The project team have assessed the risks and included 22% optimism bias within the cost estimates quoted to counteract any "over-optimistic estimation" as per the Treasury Green Book process.
- (b) The Social impact of not taking forward the proposed improvements would be that playing surfaces in a number of Borders communities would fail to perform to the required standards and become increasingly unsafe to use. Fit for purpose pitch surfaces in schools and parks will help contribute towards the delivery of the Council's targets for child activity. Eventually the Council would have to make the decision whether to close synthetic pitches without further investment.

5.3 Equalities

An Equalities Impact Assessment has been carried out on this proposal and it is anticipated that there are no adverse equality implications.

5.4 Acting Sustainably

The Fund will ensure the facilities are maintained to the required standard and the continued availability for the Communities.

5.5 **Carbon Management**

There will be no adverse impact on the Council's carbon emission targets. Investing in repairing play surfaces should extend their useful life.

5.6 **Rural Proofing**

This new policy to establish a Synthetic Pitch Replacement Fund will result in improved rural proofing. The Social impact of not taking forward the proposed improvements would be that playing surfaces in a number of Borders communities would fail to perform to the required standards and become increasingly unsafe to use. Fit for purpose pitch surfaces in schools and parks will help contribute towards the delivery of the Council's targets for child activity. Eventually the Council would have to make the decision whether to close synthetic pitches without further investment.

5.7 **Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to the Schemes of Administration or Delegation as a result of this report.

6 **CONSULTATION**

- 6.1 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 comments received incorporated into the report

Approved by

David Robertson
Chief Financial Officer

Signature

Author(s)

Name	Designation and Contact Number
David Robertson	Chief Financial Officer – 01835 825012
Kirsty Robb	Capital and Investment Manager – 01835 825249
Ewan Doyle	Project Management Team Leader – 01835 825124

Background Papers:

Previous Minute Reference: Administration Policy Working Group, 16th August 2016

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

Contact us at Capital & Investments Team, Finance, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA Tel: 01835 825249 Fax 01835 825166. email: <mailto:treasuryteam@scotborders.gov.uk>

Site Inspection Schedule – APPENDIX 1

Site inspection schedule		
DATE	TESTING	REPORTING
Monday 9 th May	0800 – 1200 - Newcastleton Poly Sport (TD9 0TA) – MUGA 1300 – 1700 - Hawick High School (TD9 0EH) – 3G	Wednesday 18 th May
Tuesday 10 th May	0800 – 1200 - Kelso High School (TD5 7EG) – MUGA 1300 – 1700 - Lauder PS (TD2 6AB) – MUGA	Thursday 19 th May
Wednesday 11 th May	0800 – 1100 Galashiels Academy (TDTD1 3HU) – MUGA 1130 – 1430 - St Ronan's Primary School (EH44 6PB) – SUGA 1430 – 1700 - Clovenfords PS (TD1 3LD) – MUGA	Friday 20 th May
Thursday 12 th May	0800 – 1100 - West Linton PS (EH46 7EX) – MUGA 1130 – 1430 - Kingsland PS, Peebles (EH45 8NN) – MUGA 1430 – 1700 - Gytes Leisure Centre, Peebles (EH45 8AU) – SUGA	Monday 23 rd May
Friday 13 th May	0800 – 1200 - Tweedbank Sports Ground (TD1 3RS) – 3G 1300 – 1700 - Tweedbank play park	Tuesday 24 th May
Monday 16 th May	0800 – 1200 - Jedburgh Grammar School (TD8 6DQ) – ¾ size astro turf pitch	Wednesday 25 th May

Individual reports for each facility surveyed.



Appendix 2 17092
Clovenfords SL REPO



Appendix 2 17092
Gala Academy Report



Appendix 2 17092
Hawick High School R



Appendix 2 17092
Jedburgh Grammar St



Appendix 2 17092
Kelso High School.pdf



Appendix 2 17092
Lauder Primary Schoc



Appendix 2 17092
Newcastleton Report



Appendix 2 17092
Tweedbank Play Park



Appendix 2 17092
Tweedbank Sports Gr



Appendix 2 17092
West Linton Primary



Appendix 2 17092St
Ronans Primary Scho

Survey Findings – APPENDIX 3

Location	Surface type	Expected Residual Life (Years)	Recommendations (If any)
Clovenfords PS	MUGA	10	Line markings required to be repainted to increase slip resistance values
Galashiels Academy	Synthetic Turf	6 - 7	Deep clean/Rejuvenation required on surface required
Gytes Leisure Centre	Synthetic Turf	0	Replacement required
Hawick High School	Synthetic Turf	4-5	The yarn in the carpet is flat and showing signs of capping, however is passing performance testing. Additional maintenance would be recommended by specialised contractor
Jedburgh School	Synthetic Turf	0	Fencing is in poor condition and requires replacement. The surface is failing to meet the BS EN specifications for the sports utilised on the surface
Kelso High School	Synthetic Turf	8	Fencing is in poor condition behind the goals and requires attention. Deep clean/Rejuvenation required on surface required
Kingsland PS	MUGA	10	Line markings required to be repainted at regular intervals to retain slip resistance values
Lauders PS	MUGA	10	Line markings required to be repainted at regular intervals to retain slip resistance values
Newcastletown	Synthetic Turf	0	The surface is failing to meet the BS EN specifications for the sports utilised on the surface. Specifically Shock absorption and the number of deviations on the surface. The carpet has 4-5 years life expectancy
St Ronans PS	Synthetic Turf	0	The surface is failing to meet the BS EN specifications for the sports utilised on the surface. Specifically Shock absorption, traction and the number of deviations on the surface.
Tweedbank Play Park	MUGA	0	Line markings required to be repainted at regular intervals to retain slip resistance values
Tweedbank Sports Grounds	Synthetic Turf	7-8	In good condition, Fencing requires repairs in places where weld mesh is broken
West Linton PS	MUGA	10	Line markings required to be repainted at regular intervals to retain slip resistance values

Location	Type	Length (m)	Width (m)	Area (sqm)	Residual Life
Clovenfords Primary School	MUGA (Bitumen)	36	18	648	10
Galashiels Academy	Synthetic turf (Dynamic base with insitu shockpad short pile infilled with rubber and sand)	62.2	36.6	2276.52	6
Gytes Leisure Centre	Synthetic turf				0
Hawick High School	Synthetic turf (Unknown base short pile infilled with rubber and sand)	94	60	5640	4
Jedburgh Grammar School	Synthetic turf (Unknown base short pile infilled with rubber and sand)	36.2	32.9	1190.98	0
Kelso High School	Synthetic turf (Unknown base short pile infilled with rubber and sand)	36.7	43.2	1585.44	8
Kingsland Primary School	MUGA (Tarmac)	34.5	18.2	627.9	10
Lauder Primary School	MUGA (Tarmac)	35.7	17.5	624.75	10
Newcastleton	Synthetic turf (Engineered base short pile infilled with rubber and sand)	35.8	17.8	637.24	0
St Ronans Primary School	Synthetic turf (Engineered base short pile infilled with rubber and sand)	36	18	648	0
Tweedbank Play Park	MUGA (Tarmac)	25.9	12.4	321.16	10
Tweedbank Sports Ground	Synthetic turf (Engineered base with insitu shockpad short pile infilled with rubber and sand)	96	61.5	5904	7
West Linton Primary School	MUGA (Tarmac)	38.4	18.5	710.4	10

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SPORT ENGLAND TYPE 1 MUGA TEST REPORT

Facility Reference	Clovenfords Primary School
Facility Address:	Muscat Brae Clovenfords Primary School Galashiels TD1 3LD
Report Number:	17092 / 2617s
Report Status:	FINAL
Issue Date:	17/05/2016
Client:	Scottish Borders Council Council Headquarters Newtown St Boswells TD6 0SA

Sport England Type 1 MUGA Test Report


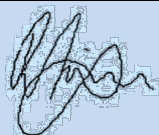


Laboratory Details



Name	Sports Labs Ltd
Address	12 Nasmyth Court, Livingston, Scotland
Phone	0845 602 6354
Email	info@sportslabs.co.uk

Laboratory Director	Richard Nixon
Field Testing Manager	Keith Macpherson
Engineer on site	Neale Lees
Additional Engineers (if any)	N/A

Prepared by		
Field Testing Manager	Signed	
	Date	17/05/2016
Checked By		
Laboratory Director	Signed	
	Date	17/05/2016

Sport England Type 1 MUGA Test Report



Test Programme

Player/Surface Interaction	Slip Resistance	ITF CS/02/01: 1997
Construction Requirements	Surface Regularity	BS EN 13036-7: 2003
	Permeability	BS EN 12616: 2013
	Slope*	Using Surveyors Level
	Dimensions*	Laser Distancemeter

*Not all tests carried out are within our scope of ISO 17025 Accreditation.

Test Summary

Summary of testing	Pass/Fail	FAIL
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Sport England Type 1 MUGA Test Report



Test Conditions

Substrate Type:	Engineered Base	
Surface Type:	MUGA	
Surface Name	Tarmac	
Weather Conditions:	Sunny	
Surface Condition	Dry	
	AM	PM
Ambient Temperature (°C)	N/A	20
	AM	PM
Surface Temperature (°C)	N/A	20
	AM	PM
Humidity (% RH)	N/A	58
	AM	PM
Wind Speed (m/s)	N/A	0.3



Sport England Type 1 MUGA Test Report



Test Results

			Positions						
Player/Surface Interaction	Dry Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
			94	94	92	96	94		
	Wet Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
74			69	66	58	56			
			Deviatons ≥ ± 8mm						
Construction Requirements	Surface Regularity- Total Playing Area (See diagram Page 7)	8 Permitted	0						
	Surface Regularity- Principal Playing Area (See diagram Page 7)	4 Permitted	3						
			Positions						
			1		2			3	
	Permeability (mm/hr)	>100mm/hr	87		89			88	
	Dimensions (m)		Parameter					Distance (m)	
Length					36.0				
Width					18.0				
Values in RED denote failure of client's specified limits									



Sport England Type 1 MUGA Test Report

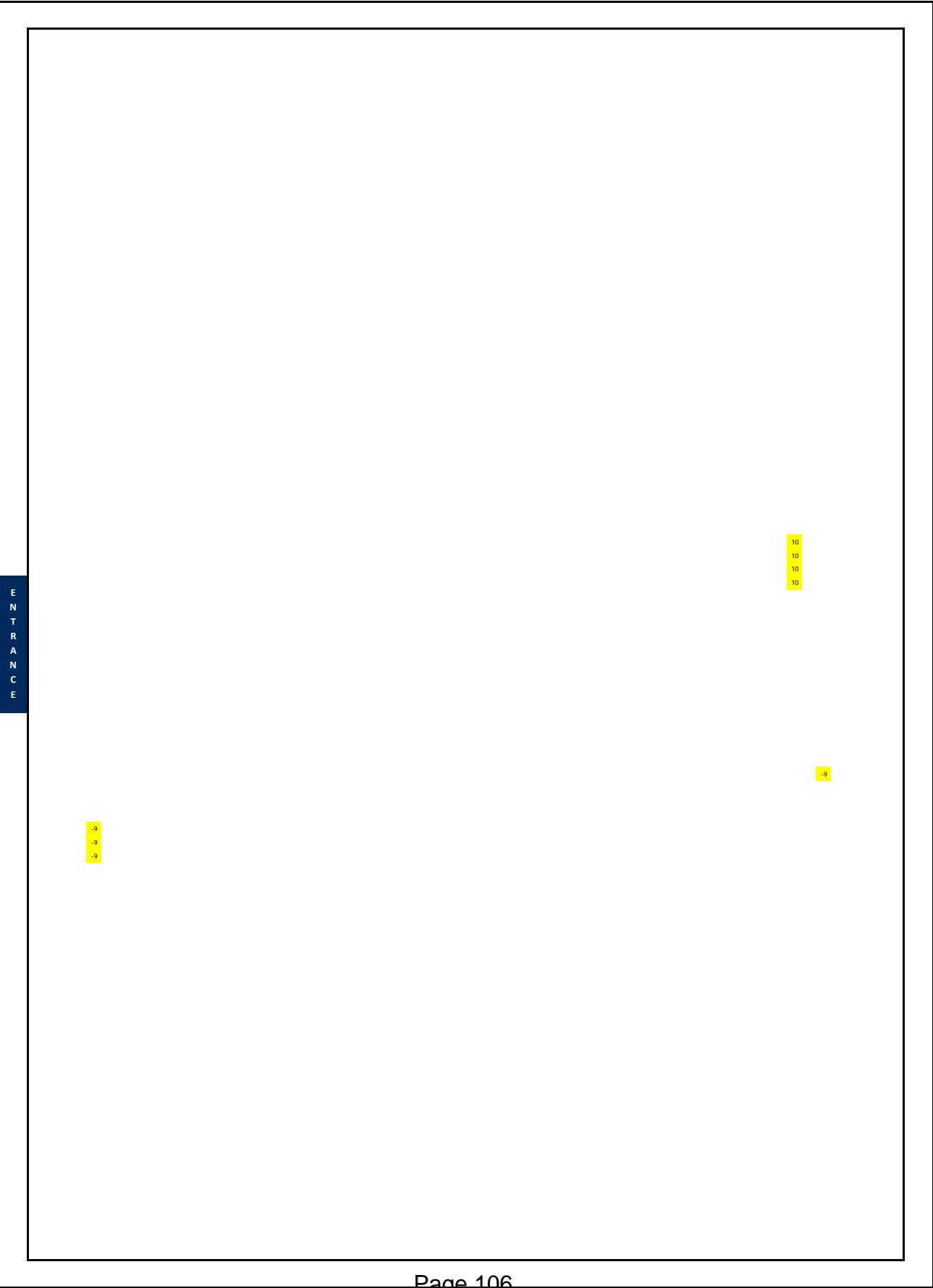


Plan showing surface irregularites > ± 8mm

Irregularites ≥15mm

Irregularites ≥12 - ≤14mm

Irregularites ≥9 - ≤11mm



Sport England Type 1 MUGA Test Report



Visual Inspection

Visual Inspection	Aesthetics	Property	Condition
		Damage	Small cracks in areas.
		Colour	None present
		Line Markings	Line markings are broken and cracked. Re application required
		Fencing	In good condition
		Goals, Equipment	Equipment in good condition. Goals in good condition and no damage visible. Backboards beginning to show signs of wear
		Housekeeping (Litter etc)	Litter and organic detritus scattered around edges of surface

Sport England Type 1 MUGA Test Report



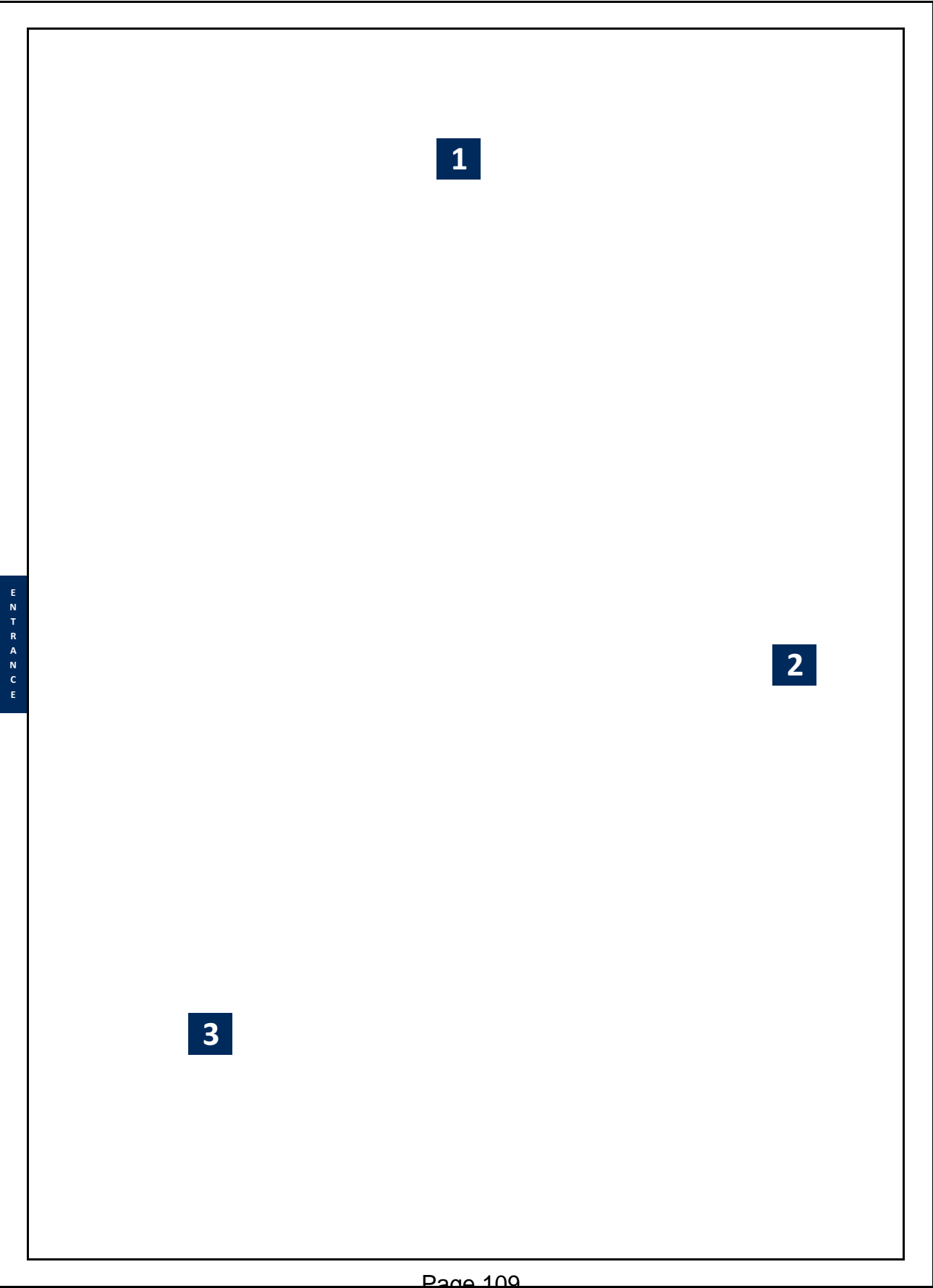
Line Markings

	Sport	Line Colour	Number Present
Line Markings	Basketball	Yellow	1
	Netball	Yellow	Not Present
	Badminton	Not Present	Not Present
	Tennis	Not Present	Not Present
	5-a -Side Football	White	1
	Hockey	Not Present	Not Present
	Other	Not Present	Not Present

Sport England Type 1 MUGA Test Report



Plan showing Test Locations



Sport England Type 1 MUGA Test Report



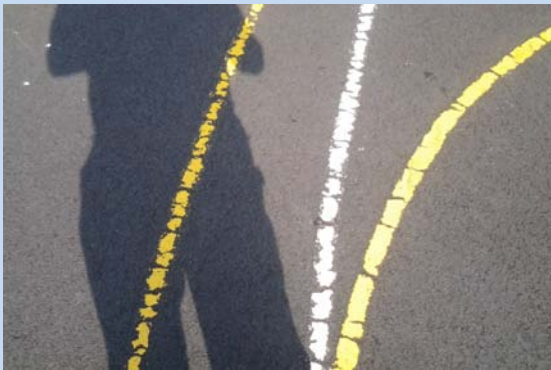
Site Photographs - Overview



Sport England Type 1 MUGA Test Report



Site Photographs - Example Defects (If Any)



Broken Lines



Cracking of surface



Permeability



uneven surface



Sport England Type 1 MUGA Test Report



Discussion And Conclusions

The results obtained from testing showed that the surface failed to comply with the contract specification. Details of the failures have been given below along with comments.

The surface specifically failed to meet the requirements of:

Permeability: The 3 areas examined were out with the requirements of permeability. The surface may have been designed to be no permeable

Wet Slip Resistance: In total 2 areas were below the required limit for slip resistance.

END OF REPORT
Page 112



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FIELD PERFORMANCE REPORT

In accordance with

BS EN 15330-1:2013 – Hockey & Football [Short Pile]

Field Reference: Galashiels Academy

Field Address: Elm Row
Galashiels
TD1 3HU

Report Number: 17092/2616

Report Status: FINAL

Issue Date: 12/05/2016

Client: Scottish Borders Council
Council Headquarters
Newtown St Boswells

FOREWORD

1. This report has been prepared by Sports Labs limited with all reasonable skill, care and diligence within the terms of the contract with the Client and within the limitations of the resources devoted to it.
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3. This report shall not be used for engineering or contractual purposes unless signed by the Author and the Checker and unless the report status is "Final."
4. *Not all tests carried out are within our scope of ISO 17025 Accreditation.
5. Comments and opinions are outwith the scope of our ISO 17025 accreditation.

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REGIONAL LOCATIONS

Johannesburg
Ghent
Ankara
Boston
Seattle

Registered in
Scotland No. 186755



1.0 INTRODUCTION

- 1.1 Sports Labs were requested by Scottish Borders Council to carry out performance testing on the synthetic pitch at Galashiels Academy. Testing was carried out in accordance with BS EN 15330-1:2013 (Hockey & Football [Short Pile] Regulations for the parameters examined.
- 1.2 Testing was carried out on 11/05/2016 in sunny and dry conditions.
- 1.3 The pitch is constructed on a Dynamic base underlying an insitu shockpad. The synthetic layers comprise of: Short pile, polyethylene fibre carpet, infilled with rubber and sand.

Substrate Type:	Dynamic		Infill Type:	Sand
Carpet Name:	Unknown		Shockpad:	Insitu
Air Temperature during testing (°C):	AM	PM	Weather Conditions:	Sunny, Dry
	14	N/A		
Surface Temperature during testing (°C):	AM	PM	Wind Speed during testing (m/s):	0.7
	13	N/A		
Humidity (%):	AM	PM	Operator:	NL
	60	N/A		

**PREPARED
BY**

**Keith Macpherson
Field Testing Manager**

**CHECKED
BY**

**Richard Nixon
Director**



2.0 TEST PROGRAMME

- 2.1 Testing was carried out at 3 locations across the pitch, as show in Appendix A.
- 2.2 The suit of testing was carried out in accordance with the requirements of BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined as follows:
 - 2.2.1 Rotational Resistance – EN 15301-1:2007
 - 2.2.2 Shock Absorption – EN 14808:2005
 - 2.2.3 Vertical Deformation – EN 14809:2005
 - 2.2.4 Porosity – EN 12616:2013
 - 2.2.5 *Surface Regularity and Dimensions – EN 13036-7:2003

*Not all tests carried out are within our scope of ISO 17025 Accreditation.



3.0 TEST RESULTS

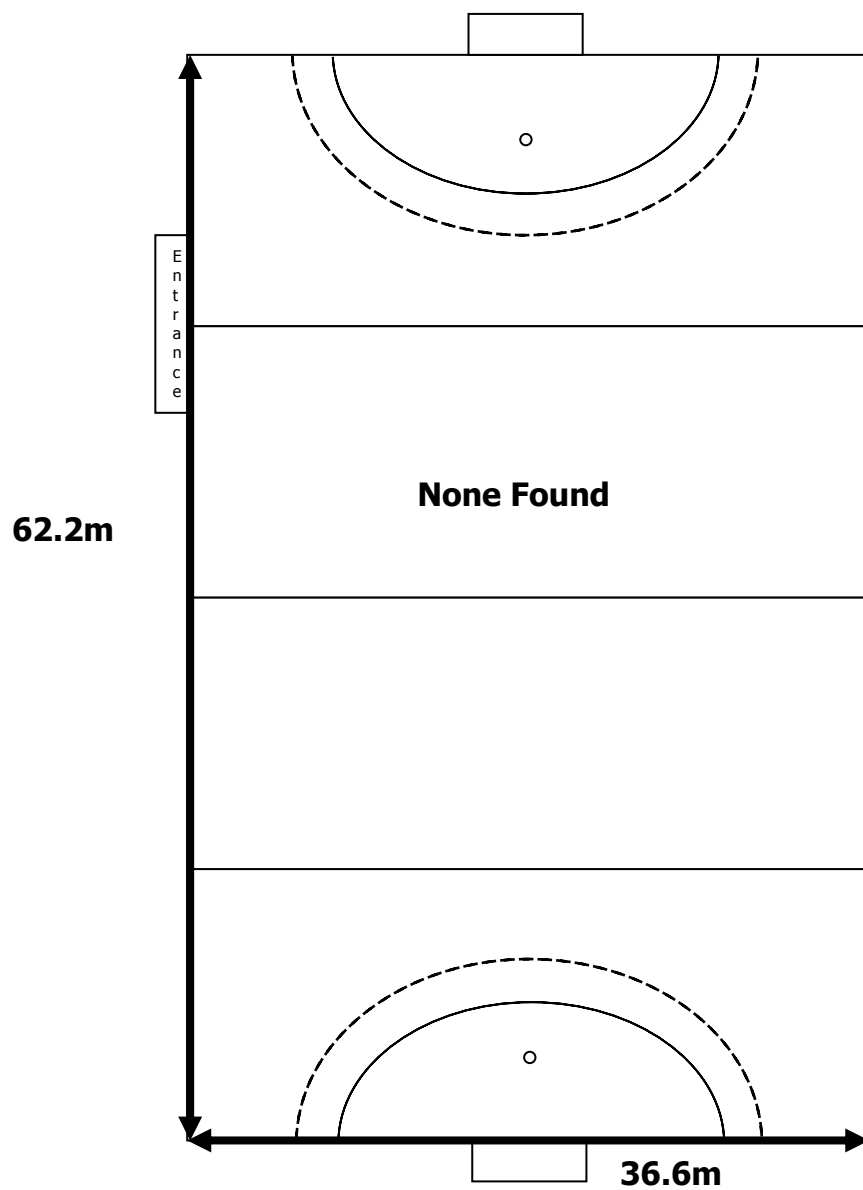
Test	Requirements	Location			Pass / Fail
		1	2	3	
Rotational Resistance	25Nm to 50Nm	20	15	19	Fail
Shock Absorption	40-70%	48	43	37	Fail
Vertical Deformation	3.0 – 10.0mm	6.0	5.5	4.4	Pass
Water Permeability	≥180mm/h	2554	2241	2517	Pass
Surface Regularity	No deviations >6mm	0			Pass



3.1 SURFACE REGULARITY AND DIMENSIONS

Plan showing surface irregularities exceeding maximum requirement of 6mm under a 3m straight edge.

In the surface measured there were 0 deviations found in excess of this requirement, as shown in the diagram below.





4.0 DISCUSSION/COMMENTS/ VISUAL ASSESSMENT

- 4.1 The results obtained from the testing exercise showed the surface did not comply with the specification limits as set out in BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined. Specifically the surface failed to meet the requirements of Rotational Resistance and Shock Absorption.
- 4.2 This surface requires a proper maintenance regime. Maintenance of the surface is important to its continued performance and longevity.
- 4.3 Fencing: The Mesh fencing is in good condition.
- 4.4 Nets: - The tennis nets posts are in good condition however the nets appear to be too short for the distance between the posts. This has resulted in the nets being stretched across the span. There are some small tears however these can be easily repaired.

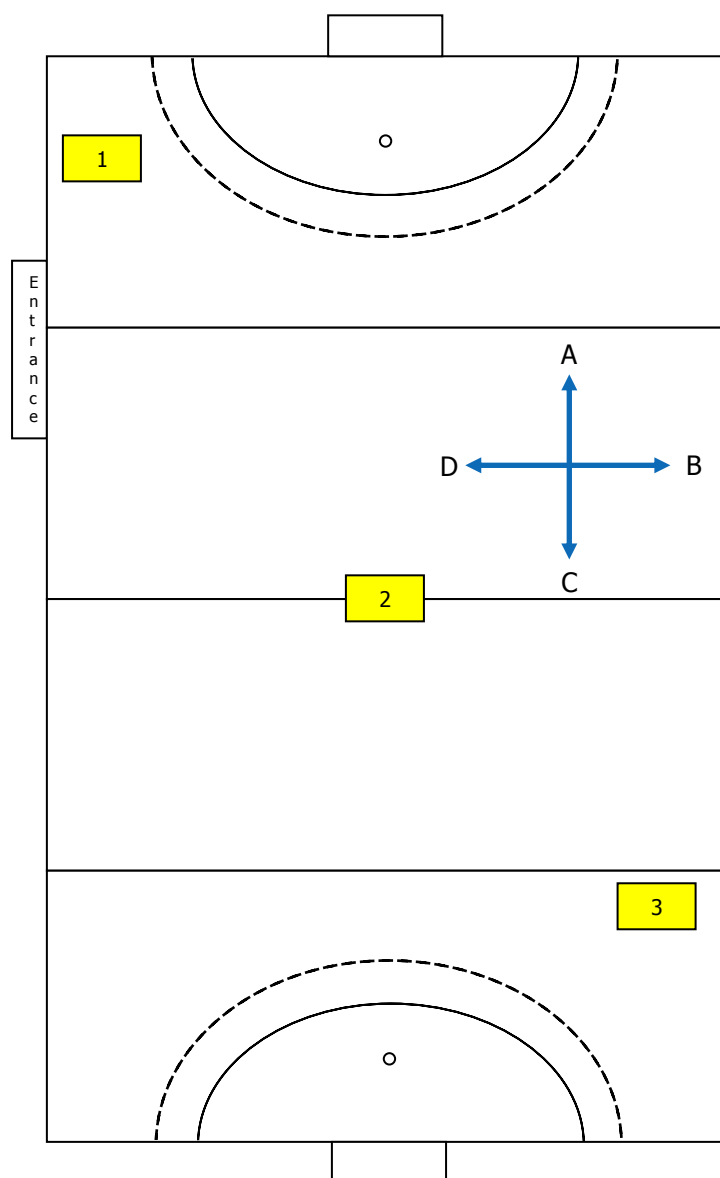


APPENDIX A

TEST LOCATION PLAN



TEST LOCATIONS





APPENDIX B

SITE PHOTOGRAPHS



SITE OVERVIEW



HALFWAY 1

HALFWAY 2



END 1

END 2



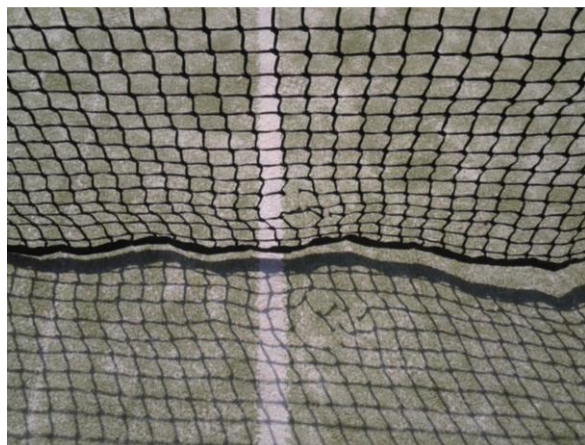
VISUALS



Net stretched and not meeting post



Net stretched and not meeting post



Slight damage to nets



Slight damage to nets

End of Report



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FIELD PERFORMANCE REPORT

In accordance with

BS EN 15330-1:2013 – Hockey & Football [Short Pile]

Field Reference: Hawick High School

Field Address: Buccleuch Road
Hawick
TD9 0EH

Report Number: 17092/2613s

Report Status: FINAL

Issue Date: 12/05/2016

Client: Scottish Borders Council
Council Headquarters
Newtown St Boswells
TD6 0SA

FOREWORD

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REGIONAL LOCATIONS

Johannesburg
Ghent
Ankara
Boston
Seattle

Registered in
Scotland No. 186755



1.0 INTRODUCTION

- 1.1 Sports Labs were requested by Scottish Borders Council to carry out performance testing on the synthetic pitch at Hawick High School. Testing was carried out in accordance with BS EN 15330-1:2013 (Hockey & Football [Short pile]) Regulations for the parameters examined.
- 1.2 Testing was carried out on 10th May 2016 in sunny and dry conditions.
- 1.3 The pitch is constructed on unknown base. The synthetic layers comprise of: Short pile, polyethylene fibre carpet, infilled with rubber and sand.

Substrate Type:	Engineered		Infill Type:	Sand
Carpet Name:	Unknown		Shockpad:	Unknown
Air Temperature during testing (°C):	AM	PM	Weather Conditions:	Sunny, Dry
	N/A	21		
Surface Temperature during testing (°C):	AM	PM	Wind Speed during testing (m/s):	0.6
	N/A	20		
Humidity (%):	AM	PM	Operator:	NL
	N/A	59		

**PREPARED
BY**

**Keith Macpherson
Field Testing Manager**

**CHECKED
BY**

**Richard Nixon
Director**



2.0 TEST PROGRAMME

- 2.1 Testing was carried out at 5 locations across the pitch, as show in Appendix A.
- 2.2 The suit of testing was carried out in accordance with the requirements of BS EN 15330-1:2013 (Hockey & Football [Short pile]) for the parameters examined as follows:
 - 2.2.1 Rotational Resistance – EN 15301-1:2007
 - 2.2.2 Shock Absorption – EN 14808:2005
 - 2.2.3 Vertical Deformation – EN 14809:2005
 - 2.2.4 Porosity – EN 12616:2013
 - 2.2.5 *Surface Regularity and Dimensions – EN 13036-7:2003

*Not all tests carried out are within our scope of ISO 17025 Accreditation.



3.0 TEST RESULTS

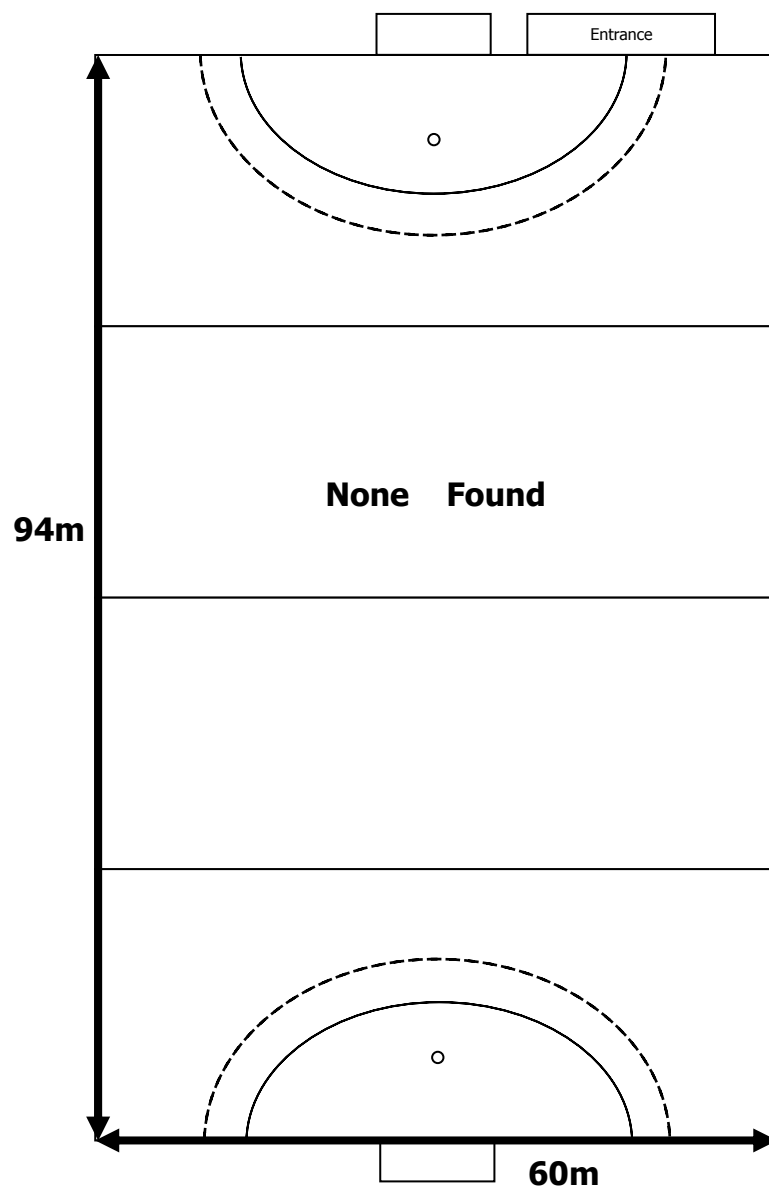
Test	Requirements	Location					Pass / Fail
		1	2	3	4	5	
Rotational Resistance	25Nm to 50Nm	20	22	21	21	22	Fail
Shock Absorption	40-70%	46	55	52	57	53	Pass
Vertical Deformation	3.0 – 10.0mm	5.7	7.4	6.8	7.9	6.9	Pass
Water Permeability	≥180mm/h	2316	3130	3818	3406	3247	Pass
Surface Regularity	No deviations >6mm	0					Pass



3.1 SURFACE REGULARITY AND DIMENSIONS

Plan showing surface irregularities exceeding maximum requirement of 6mm under a 3m straight edge.

In the surface measured there were 0 deviations found in excess of this requirement, as shown in the diagram below.





4.0 DISCUSSION/COMMENTS / VISUAL ASSESSMENT

4.1 The results obtained from the testing exercise showed the surface failed to comply with the specification limits as set out in BS EN 15330-1:2013 (Hockey & Football [Short pile]) for the parameters examined. Specifically the surface failed to meet the requirements for Rotational Resistance.

4.2 This surface requires a proper maintenance regime. Maintenance of the surface is important to its continued performance and longevity.

4.3 Fencing: - Lower Rebound boards: The Rebound boards are generally in good condition some boards are starting to loosen and should be checked and tightened accordingly.

Fencing: - Upper Weld Mesh: The Weld Mesh fencing is in good condition.

4.4 Goals: - The Hockey goals were in generally good condition. The nets are in tacked and the frames are in good condition. Some paint is starting to flack and should be sanded and repainted to protect the frames from the elements. The goals would also benefit from cleaning.

Goals: - The Football goal frames were in generally good condition. The nets are in a poor condition with only two of the small sized nets in good condition. The goals should be inspected and tested in accordance with the BS EN 748 and BS EN 8462 if this has not been undertaken in the past two years. This will ensure that the goals conform with the minimum safety standards for goals.

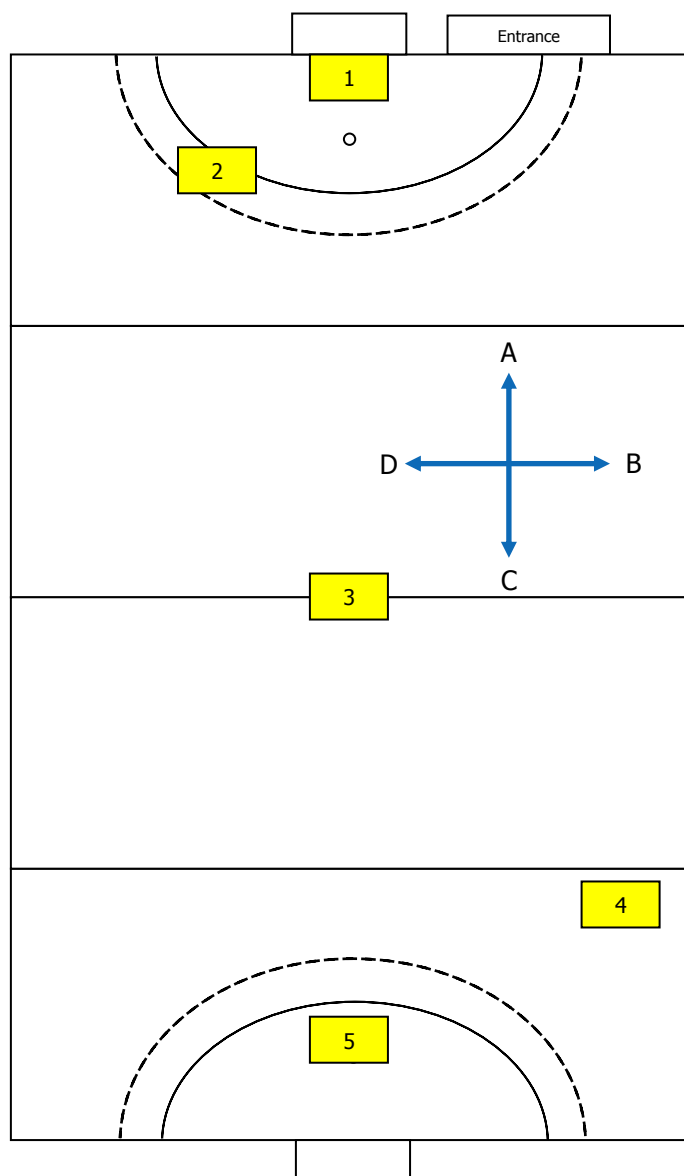


APPENDIX A

TEST LOCATION PLAN



TEST LOCATIONS





APPENDIX B

SITE PHOTOGRAPHS



SITE OVERVIEW



HALFWAY 1



OVERVIEW



END 1



END 2



VISUALS



Goal netting damaged



Goal netting in Good condition



Fencing in good condition



Goal netting damaged

End of Report

FIELD PERFORMANCE REPORT

In accordance with

BS EN 15330-1:2013 – Hockey & Football [Short Pile]

Field Reference: **Jedburgh Grammar School**

Field Address: **High Street
Jedburgh
TD8 6DQ**

Report Number: **17092/2663s**

Report Status: **FINAL**

Issue Date: **16/05/2016**

Client: **Scottish Borders Council
Council Headquarters
Newtown St Boswells
TD6 0SA**

FOREWORD

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REGIONAL LOCATIONS

Johannesburg
Ghent
Ankara
Boston
Seattle

Registered in
Scotland No. 106755



1.0 INTRODUCTION

- 1.1 Sports Labs were requested by Scottish Borders Council to carry out performance testing on the synthetic pitch at Jedburgh School. Testing was carried out in accordance with BS EN 15330-1:2013 (Hockey & Football [Short Pile]) Regulations for the parameters examined.
- 1.2 Testing was carried out on 16/05/2016 in sunny and dry conditions.
- 1.3 The pitch is constructed on an engineered base . The synthetic layers comprise of: Short pile, polyethylene fibre carpet, infilled with rubber and sand.

Substrate Type:	Engineered		Infill Type:	Sand
Carpet Name:	Unknown		Shockpad:	N/A
Air Temperature during testing (°C):	AM	PM	Weather Conditions:	Sunny, Dry
	14	N/A		
Surface Temperature during testing (°C):	AM	PM	Wind Speed during testing (m/s):	0.4
	12	N/A		
Humidity (%):	AM	PM	Operator:	NL
	53	N/A		

PREPARED BY Keith Macpherson
Field Testing Manager

CHECKED BY Richard Nixon
Director



2.0 TEST PROGRAMME

- 2.1 Testing was carried out at 3 locations across the pitch, as show in Appendix A.
- 2.2 The suit of testing was carried out in accordance with the requirements of BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined as follows:
 - 2.2.1 Rotational Resistance – EN 15301-1:2007
 - 2.2.2 Shock Absorption – EN 14808:2005
 - 2.2.3 Vertical Deformation – EN 14809:2005
 - 2.2.4 Porosity – EN 12616:2013
 - 2.2.5 *Surface Regularity and Dimensions – EN 13036-7:2003

*Not all tests carried out are within our scope of ISO 17025 Accreditation.



3.0 TEST RESULTS

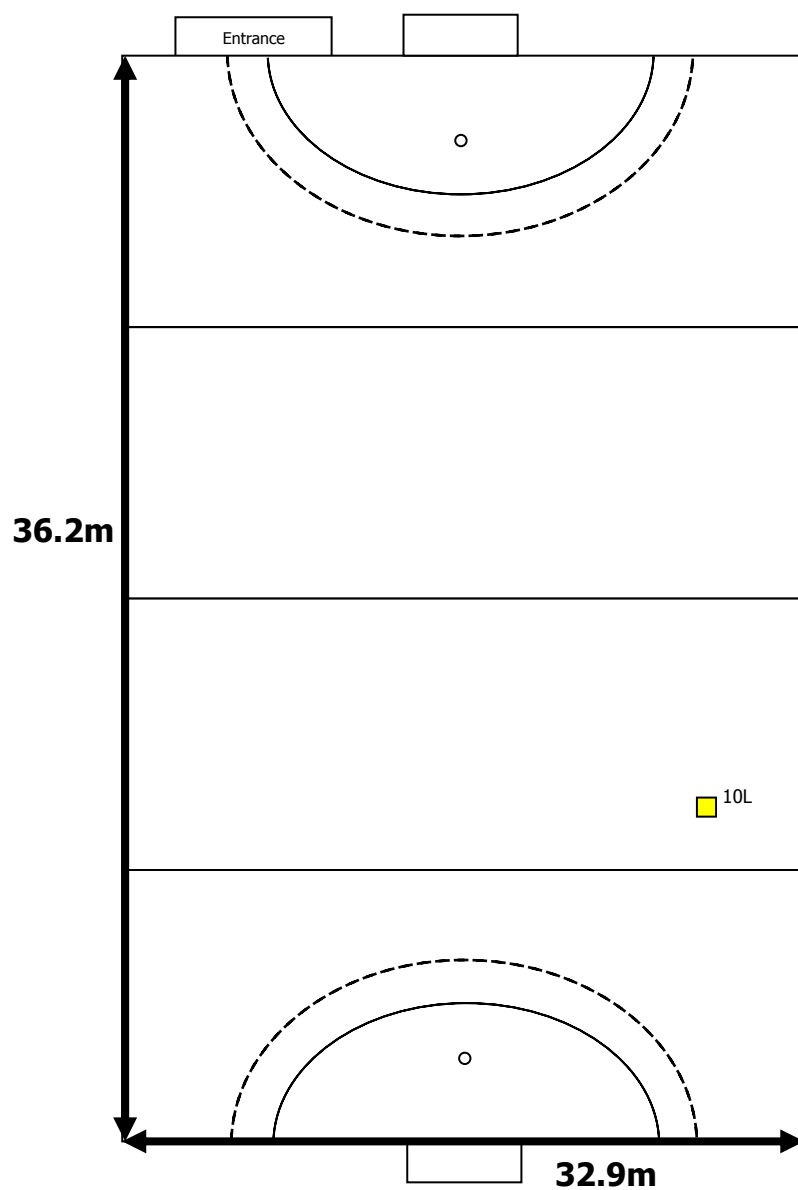
Test	Requirements	Location			Pass / Fail
		1	2	3	
Rotational Resistance	25Nm to 50Nm	20	21	25	Fail
Shock Absorption	40-70%	10.1	11.6	12.7	Fail
Vertical Deformation	3.0 – 10.0mm	1.3	1.4	1.5	Fail
Water Permeability	≥180mm/h	2554	2802	2824	Pass
Surface Regularity	No deviations >6mm	1			Fail



3.1 SURFACE REGULARITY AND DIMENSIONS

Plan showing surface irregularities exceeding maximum requirement of 6mm under a 3m straight edge.

In the surface measured there were 1 deviation found in excess of this requirement, as shown in the diagram below.





4.0 DISCUSSION/COMMENTS / VISUAL ASSESSTMENT

- 4.1 The results obtained from the testing exercise showed the surface did not comply with the specification limits as set out in BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined. Specifically the surface failed to meet the requirements of Shock absorption, vertical deformation, rotational resistance and surface regularity.
- 4.2 This surface requires a proper maintenance regime. Maintenance of the surface is important to its continued performance and longevity.
- 4.3 Fencing: - Lower Rebound boards: The Rebound boards are in poor condition. Several boards have split and are broken, these require to be replaced. Some boards are starting to loosen and should be checked and tightened accordingly.
- Fencing: - Lower Weld Mesh: The weld Mess fencing is in poor condition. On several panels the welds have broken and have left wire fencing protruding. These have resulted in hand and finger traps and also wires exposed at eye level. These pose a significant risk to the end user.
- Upper Mesh: The Upper mesh fencing is also in poor condition with many holes and burst panels. The join between upper and lower is poor and has separated in several areas.
- 4.4 Goals: - The two football goals are both in poor condition and do not appear to be sufficiently anchored. The frames are causing damaging the turf due to missing stops on the bases of the posts. The nets are also in a state of disrepair. The goals should be inspected and tested in accordance with the BS EN 748 and BS EN 8462 if this has not been undertaken in the past two years. This will ensure that the goals conform with the minimum safety standards for goals.

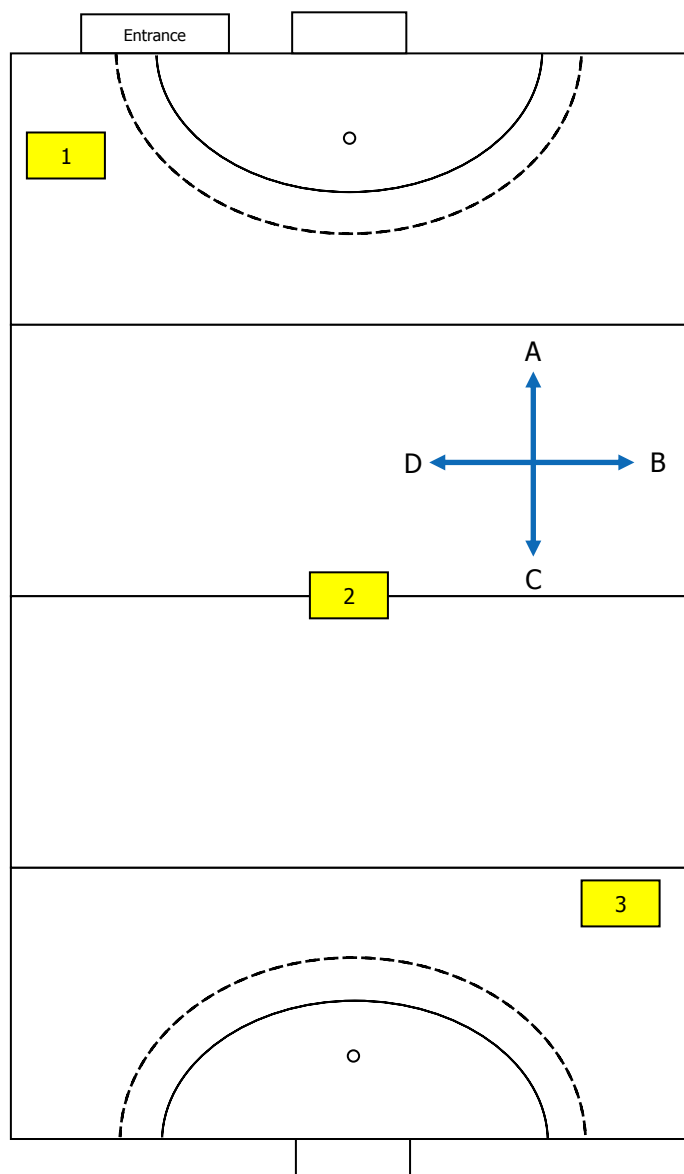


APPENDIX A

TEST LOCATION PLAN



TEST LOCATIONS





APPENDIX B

SITE PHOTOGRAPHS



SITE OVERVIEW

	
HALFWAY 1	HALFWAY 2
	
END 1	END 2

DEFECTS



	
LOW DEVIATION	FENCE DAMAGE TO UPPER MESH
	
FENCE DAMAGE TO LOWER MESH	NET DAMAGE AND ANCHORING SYSTEM

End of Report



Planning

Civil
Engineering
Consultancy

Site
Investigation

Specialist
Testing

Sports
Surface
Advice

Project
Management

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FIELD PERFORMANCE REPORT

In accordance with

BS EN 15330-1:2013 – Hockey & Football [Short Pile]

Field Reference: Kelso High School

Field Address: Bowmont Street
Kelso
TD5 7EG

Report Number: 17092/2614s

Report Status: FINAL

Issue Date: 12/05/2016

Client: Scottish Borders Council
Council Headquarters
Newtown St Boswells
TD6 0SA

FOREWORD

1. This report has been prepared by Sports Labs limited with all reasonable skill, care and diligence within the terms of the contract with the Client and within the limitations of the resources devoted to it.
2. This report is confidential to the Client and Sports Labs Limited accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.
3. This report shall not be used for engineering or contractual purposes unless signed by the Author and the Checker and unless the report status is "Final."
4. *Not all tests carried out are within our scope of ISO 17025 Accreditation.
5. Comments and opinions are outwith the scope of our ISO 17025 accreditation.



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REGIONAL LOCATIONS

Johannesburg
Ghent
Ankara
Boston
Seattle

Registered in
Scotland No. 186755



1.0 INTRODUCTION

- 1.1 Sports Labs were requested by Scottish Borders Council to carry out performance testing on the synthetic pitch at Kelso High School. Testing was carried out in accordance with BS EN 15330-1:2013 (Hockey & Football [Short Pile) Regulations for the parameters examined.
- 1.2 Testing was carried out on 10th May 2016 in sunny and dry conditions.
- 1.3 The pitch is constructed on unknown base. The synthetic layers comprise of: Short pile, polyethylene fibre carpet, infilled with rubber and sand.

Substrate Type:	Engineered		Infill Type:	Sand
Carpet Name:	Unknown		Shockpad:	Unknown
Air Temperature during testing (°C):	AM	PM	Weather Conditions:	Sunny, Dry
	13	N/A		
Surface Temperature during testing (°C):	AM	PM	Wind Speed during testing (m/s):	0.4
	11	N/A		
Humidity (%):	AM	PM	Operator:	NL
	59	N/A		

**PREPARED
BY**

**Keith Macpherson
Field Testing Manager**

**CHECKED
BY**

**Richard Nixon
Director**



2.0 TEST PROGRAMME

- 2.1 Testing was carried out at 3 locations across the pitch, as show in Appendix A.
- 2.2 The suit of testing was carried out in accordance with the requirements of BS EN 15330-1:2013 (Hockey & Football [Short Pile]) as follows for the parameters examined:
 - 2.2.1 Rotational Resistance – EN 15301-1:2007
 - 2.2.2 Shock Absorption – EN 14808:2005
 - 2.2.3 Vertical Deformation – EN 14809:2005
 - 2.2.4 Porosity – EN 12616:2013
 - 2.2.5 *Surface Regularity and Dimensions – EN 13036-7:2003

*Not all tests carried out are within our scope of ISO 17025 Accreditation.



3.0 TEST RESULTS

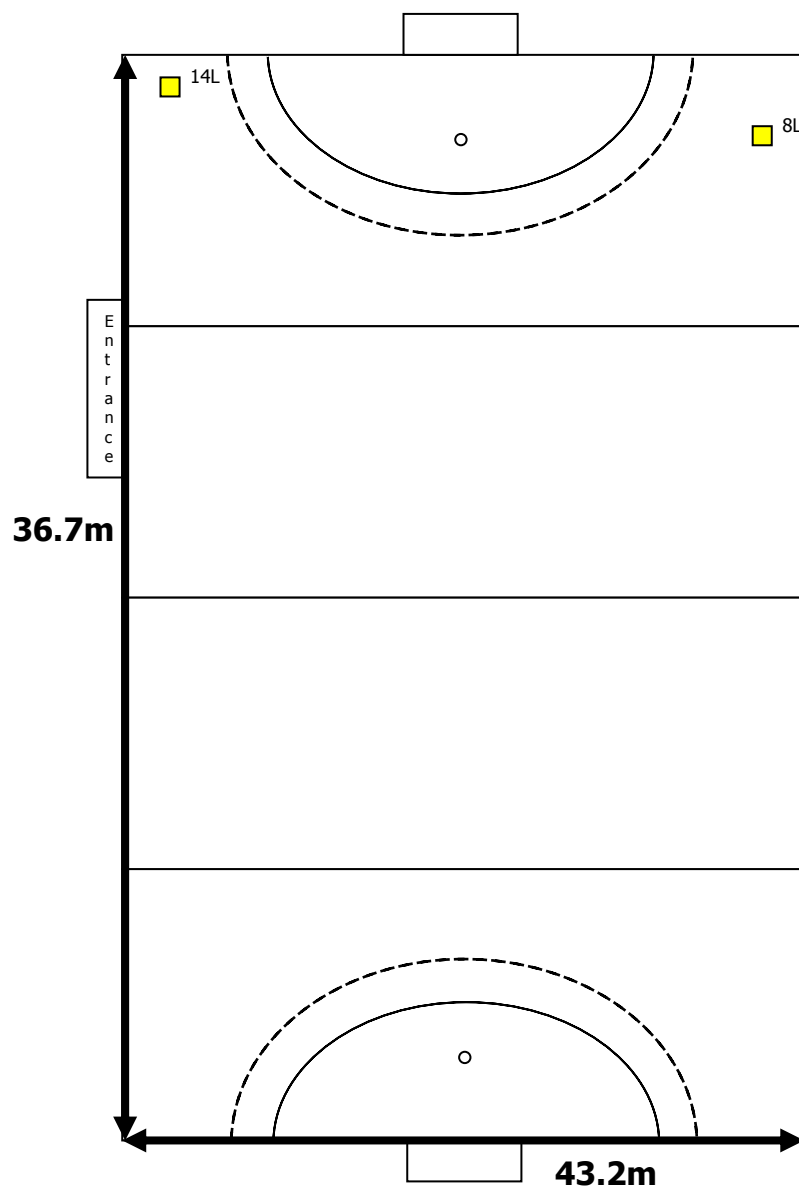
Test	Requirements	Location			Pass / Fail
		1	2	3	
Rotational Resistance	25Nm to 50Nm	22	23	22	Fail
Shock Absorption	40-70%	32	35	35	Fail
Vertical Deformation	3.0 – 10.0mm	3.4	3.8	3.7	Pass
Water Permeability	≥180mm/h	1819	1686	2396	Pass
Surface Regularity	No deviations >6mm	2			Fail



3.1 SURFACE REGULARITY AND DIMENSIONS

Plan showing surface irregularities exceeding maximum requirement of 6mm under a 3m straight edge.

In the surface measured there were 2 deviations found in excess of this requirement, as shown in the diagram below.





4.0 DISCUSSION/COMMENTS / VISUAL ASSESSMENT

4.1 The results obtained from the testing exercise showed the surface did not comply with the specification limits as set out in BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined. Specifically the surface failed to meet the requirements of rotational resistance, shock absorption and surface regularity.

4.2 This surface requires a proper maintenance regime. Maintenance of the surface is important to its continued performance and longevity.

4.3 Fencing: - Lower mesh fencing: Generally in good condition, either side of the hockey nets the fencing at ground level is showing considerable wear, due to the fact there are no rebound boards. The welds have broken but no wire is protrude as yet, this should be monitored closely.

Fencing: - Upper Weld Mesh: The Weld Mess fencing is in generally in good condition. As with the lower mesh fencing areas around the goals are showing signs of damage from ball strikes. The welds have broken and in some cases this has resulted in wires protruding at eye level, these should be rectified.

4.4 Goals: - The Hockey goals were in generally good condition. The nets have small areas of damage but are generally in good condition in the main they are in tacked and the frames are in good condition. Some paint is starting to flack and should be sanded and repainted to protect the frames from the elements.

Goals: - The Football goal frames were in generally good condition. The goals should be inspected and tested in accordance with the BS EN 748 and BS EN 8462 if this has not been undertaken in the past two years. This will ensure that the goals conform to the minimum safety standards for goals.

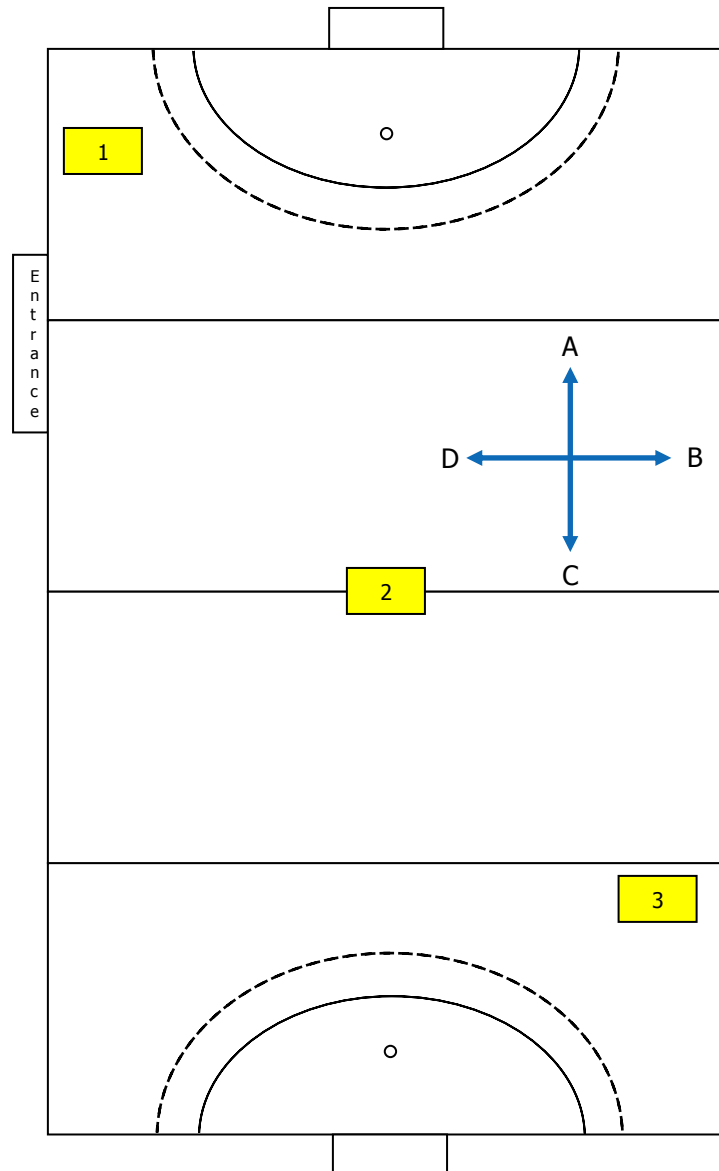


APPENDIX A

TEST LOCATION PLAN



TEST LOCATIONS





APPENDIX B

SITE PHOTOGRAPHS



SITE OVERVIEW



OVERVIEW

HALFWAY 2



END 1

END 2



DEFECTS

	
DEVIATIONS	DEVIATIONS
	
DEVIATIONS	DEVIATIONS



VISUALS



Broken weld mesh fencing



Damaged Weld Mesh fencing



Slight damage to Hockey nets



Damaged mesh fencing close to goals

End of Report

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SPORT ENGLAND TYPE 1 MUGA TEST REPORT

Facility Reference	Kingsland Primary School
Facility Address:	Neidpath Road Peebles EH45 8NN
Report Number:	17092 / 2615s
Report Status:	FINAL
Issue Date:	17/05/2016
Client:	Scottish Borders Council Council Headquarters Newtown St Boswells TD6 0SA

Sport England Type 1 MUGA Test Report


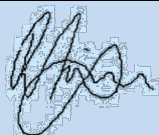


Laboratory Details



Name	Sports Labs Ltd
Address	12 Nasmyth Court, Livingston, Scotland
Phone	0845 602 6354
Email	info@sportslabs.co.uk

Laboratory Director	Richard Nixon
Field Testing Manager	Keith Macpherson
Engineer on site	Neale Lees
Additional Engineers (if any)	N/A

Prepared by		
Field Testing Manager	Signed	
	Date	17/05/2016
Checked By		
Laboratory Director	Signed	
	Date	17/05/2016

Sport England Type 1 MUGA Test Report



Test Programme

Player/Surface Interaction	Slip Resistance	ITF CS/02/01: 1997
Construction Requirements	Surface Regularity	BS EN 13036-7: 2003
	Permeability	BS EN 12616: 2013
	Slope*	Using Surveyors Level
	Dimensions*	Laser Distancemeter

*Not all tests carried out are within our scope of ISO 17025 Accreditation.

Test Summary

Summary of testing	Pass/Fail	PASS
--------------------	-----------	------

Sport England Type 1 MUGA Test Report



Test Conditions

Substrate Type:	Engineered base	
Surface Type:	MUGA	
Surface Name	Tarmac	
Weather Conditions:	Sunny	
Surface Condition	Dry	
	AM	PM
Ambient Temperature (°C)	NA	17
	AM	PM
Surface Temperature (°C)	NA	16
	AM	PM
Humidity (% RH)	NA	58
	AM	PM
Wind Speed (m/s)	NA	1.1



Sport England Type 1 MUGA Test Report



Test Results

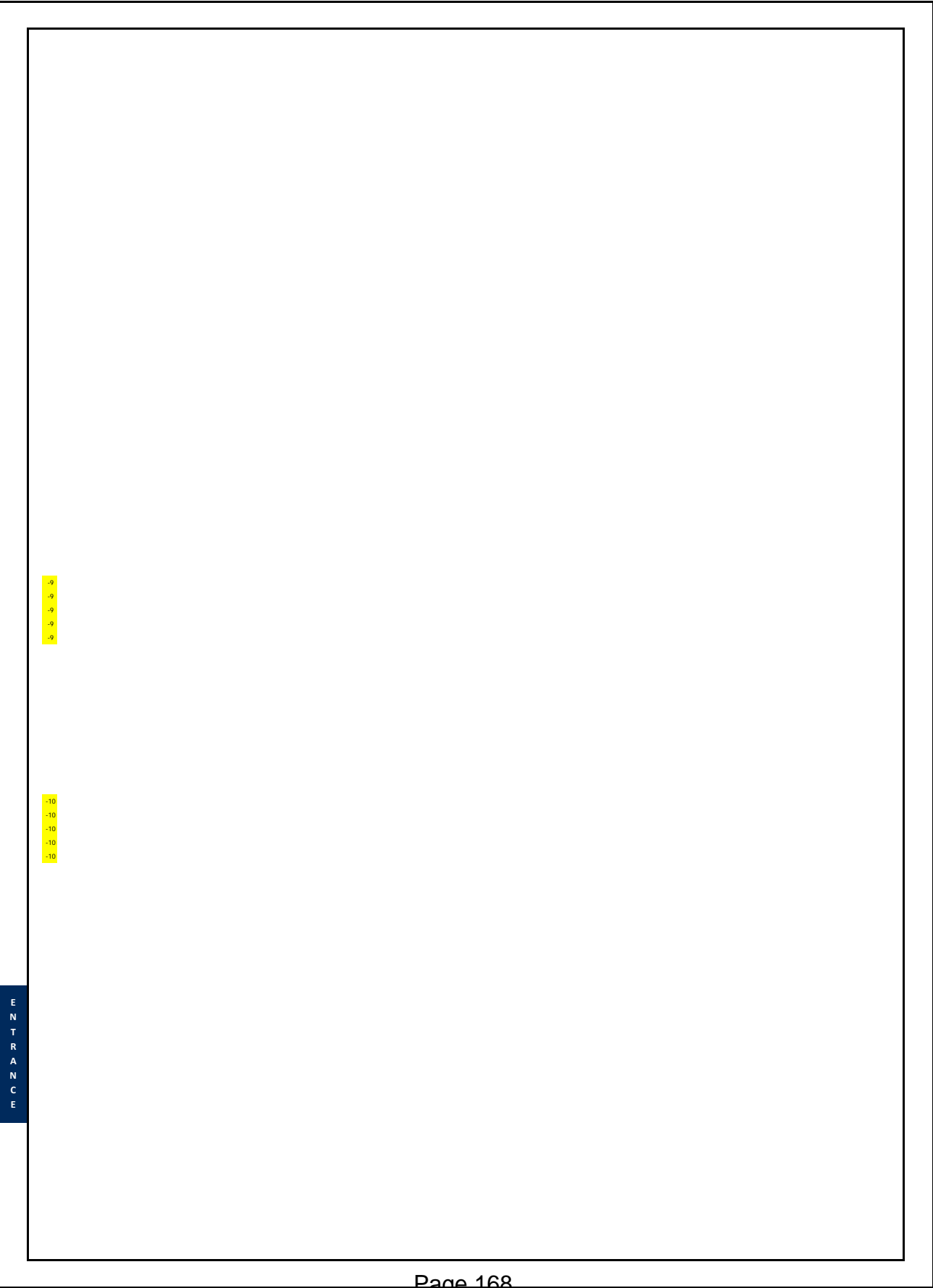
			Positions						
Player/Surface Interaction	Dry Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
			98	99	94	91	89		
	Wet Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
72			71	72	65	67			
			Deviatons ≥ ± 8mm						
Construction Requirements	Surface Regularity- Total Playing Area (See diagram Page 7)	8 Permitted	0						
	Surface Regularity- Principal Playing Area (See diagram Page 7)	4 Permitted	2						
			Positions						
			1	2			3		
	Permeability (mm/hr)	>100mm/hr	148	148			146		
	Dimensions (m)		Parameter				Distance (m)		
Length				34.5					
Width				18.2					
Values in RED denote failure of client's specified limits									

Sport England Type 1 MUGA Test Report



Plan showing surface irregularites > ± 8mm

Irregularites ≥15mm Irregularites ≥12 - ≤14mm Irregularites ≥9 - ≤11mm



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E



Sport England Type 1 MUGA Test Report



Visual Inspection

		Property	Condition
Visual Inspection	Aesthetics	Damage	No damage visible
		Colour	Non present
		Line Markings	In good condition
		Fencing	In good condition
		Goals, Equipment	Goals painted on fence, in good condition. Basketball nets in good condition, backboards in poor condition. Portable Netball nets also present, damage to netting
		Housekeeping (Litter etc)	Some litter/debris around edges of surface

Sport England Type 1 MUGA Test Report



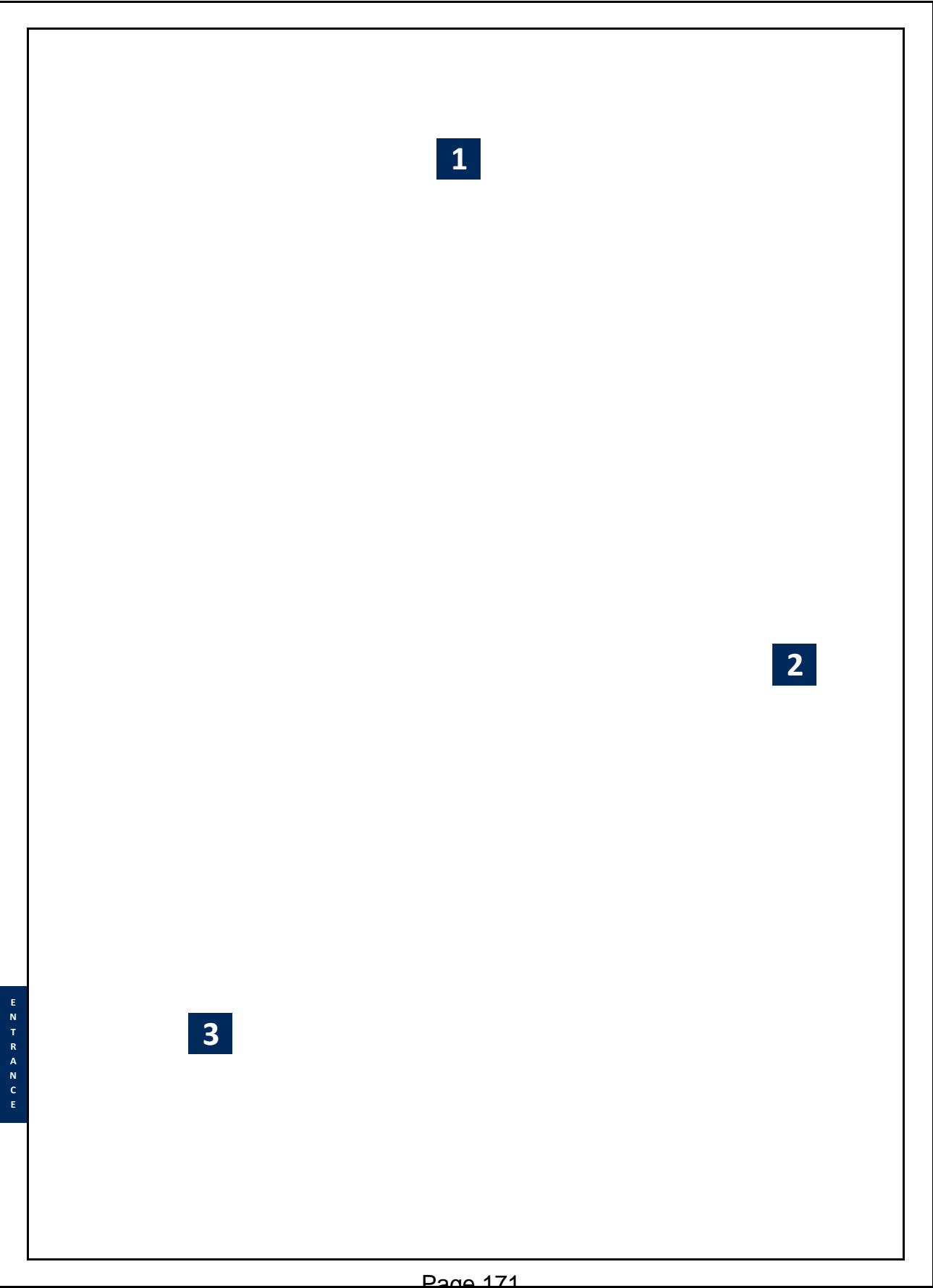
Line Markings

	Sport	Line Colour	Number Present
Line Markings	Basketball	Not Present	Not Present
	Netball	White	1
	Badminton	Not Present	Not Present
	Tennis	Not Present	Not Present
	5-a -Side Football	Red	1
	Hockey	Not Present	Not Present
	Other	Not Present	Not Present

Sport England Type 1 MUGA Test Report



Plan showing Test Locations



Sport England Type 1 MUGA Test Report



Site Photographs - Overview



Sport England Type 1 MUGA Test Report



Site Photographs - Example Defects (If Any)



Deviation



Deviation

None Found

None Found



Sport England Type 1 MUGA Test Report



Discussion And Conclusions

The results obtained from testing showed that the surface was found to comply with the contract specification.

This surface will require a proper maintenance regime. Maintenance of the surface combined with management of the users is vitally important to the surface longevity and continued performance. A robust maintenance schedule should be put in place in accordance with the surface manufacturers recommendations and taking into account the hours of use on the surface.

In order to ensure the surface continues to meet the specification the surface requires to be tested biennially from the date of issue of this report.

END OF REPORT
Page 174



SPORT ENGLAND TYPE 1 MUGA TEST REPORT

Facility Reference	Lauder Primary School
Facility Address:	Allanbank Gardens Lauder Berwickshire TD2 6AB
Report Number:	17092 / 2615s
Report Status:	FINAL
Issue Date:	17/05/2016
Client:	Scottish Borders Council Council Headquarters Newtown St Boswells TD6 0SA

Sport England Type 1 MUGA Test Report


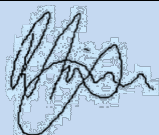


Laboratory Details



Name	Sports Labs Ltd
Address	12 Nasmyth Court, Livingston, Scotland
Phone	0845 602 6354
Email	info@sportslabs.co.uk

Laboratory Director	Richard Nixon
Field Testing Manager	Keith Macpherson
Engineer on site	Neale Lees
Additional Engineers (if any)	N/A

Prepared by		
Field Testing Manager	Signed	
	Date	17/05/2016
Checked By		
Laboratory Director	Signed	
	Date	17/05/2016

Sport England Type 1 MUGA Test Report



Test Programme

Player/Surface Interaction	Slip Resistance	ITF CS/02/01: 1997
Construction Requirements	Surface Regularity	BS EN 13036-7: 2003
	Permeability	BS EN 12616: 2013
	Slope*	Using Surveyors Level
	Dimensions*	Laser Distancemeter

*Not all tests carried out are within our scope of ISO 17025 Accreditation.

Test Summary

Summary of testing	Pass/Fail	FAIL
--------------------	-----------	------

Sport England Type 1 MUGA Test Report



Test Conditions

Substrate Type:	Engineered base	
Surface Type:	MUGA	
Surface Name	Tarmac	
Weather Conditions:	Sunny	
Surface Condition	Dry	
	AM	PM
Ambient Temperature (°C)	N/A	20
	AM	PM
Surface Temperature (°C)	N/A	20
	AM	PM
Humidity (% RH)	N/A	58
	AM	PM
Wind Speed (m/s)	N/A	0.3



Sport England Type 1 MUGA Test Report



Test Results

			Positions						
Player/Surface Interaction	Dry Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
			93	96	93	86	76	86	
	Wet Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
61			57	67	66	68	69		
			Deviaitons ≥ ± 8mm						
Construction Requirements	Surface Regularity- Total Playing Area (See diagram Page 7)	8 Permitted	0						
	Surface Regularity- Principal Playing Area (See diagram Page 7)	4 Permitted	5						
			Positions						
			1		2			3	
	Permeability (mm/hr)	>100mm/hr	285		301			292	
	Dimensions (m)		Parameter					Distance (m)	
Length					35.7				
Width					17.5				
Values in RED denote failure of client's specified limits									

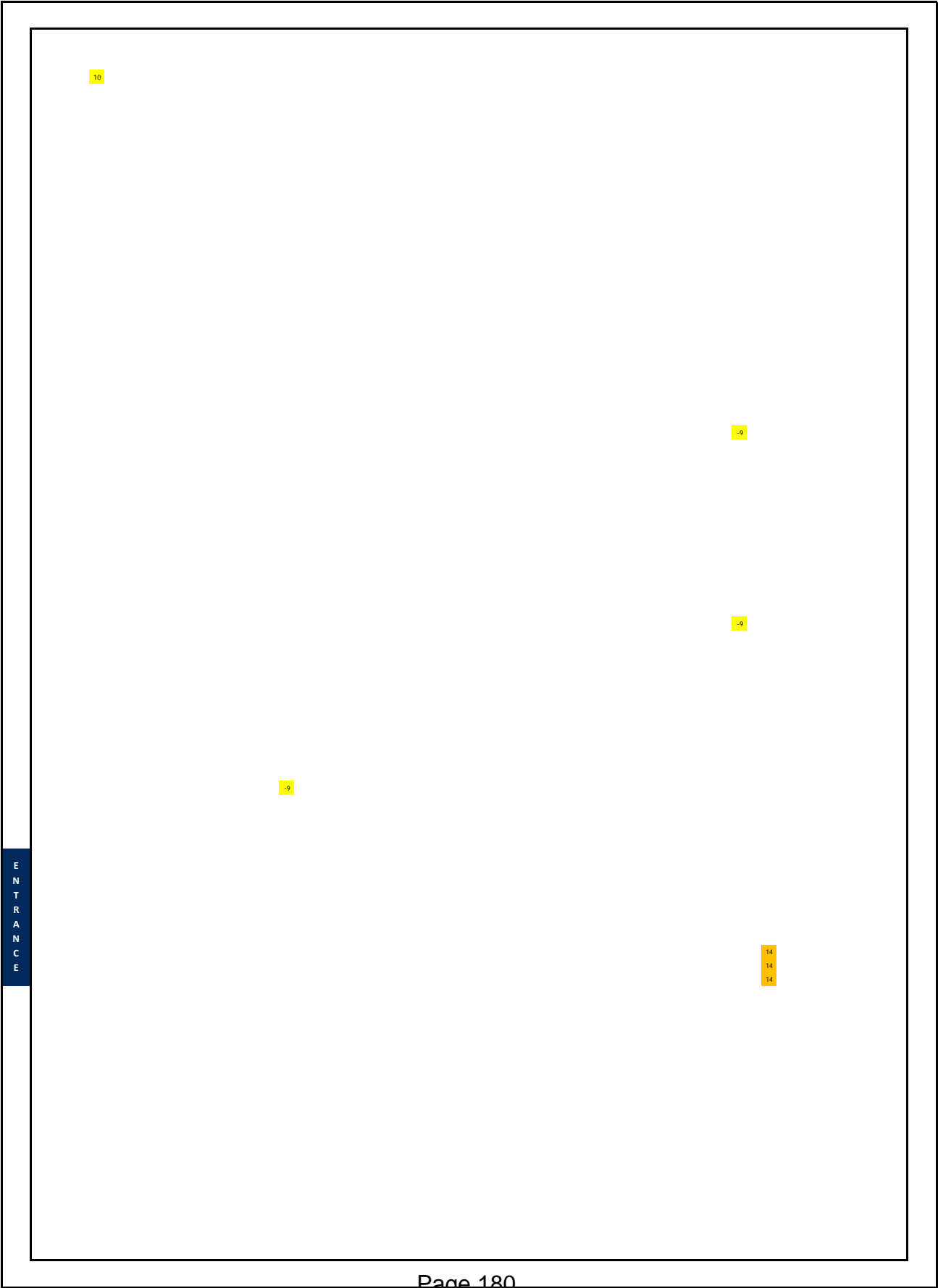


Sport England Type 1 MUGA Test Report



Plan showing surface irregularites > ± 8mm

- Irregularites ≥15mm
- Irregularites ≥12 - ≤14mm
- Irregularites ≥9 - ≤11mm



Sport England Type 1 MUGA Test Report



Visual Inspection

		Property	Condition
Visual Inspection	Aesthetics	Damage	No damage visible
		Colour	None present
		Line Markings	Line markings are showing signs of cracking and should be monitored
		Fencing	Fencing is in good condition
		Goals, Equipment	Equipment in good condition. Goals in good condition and no damage visible.
		Housekeeping (Litter etc)	Some debris and litter around edges

Sport England Type 1 MUGA Test Report



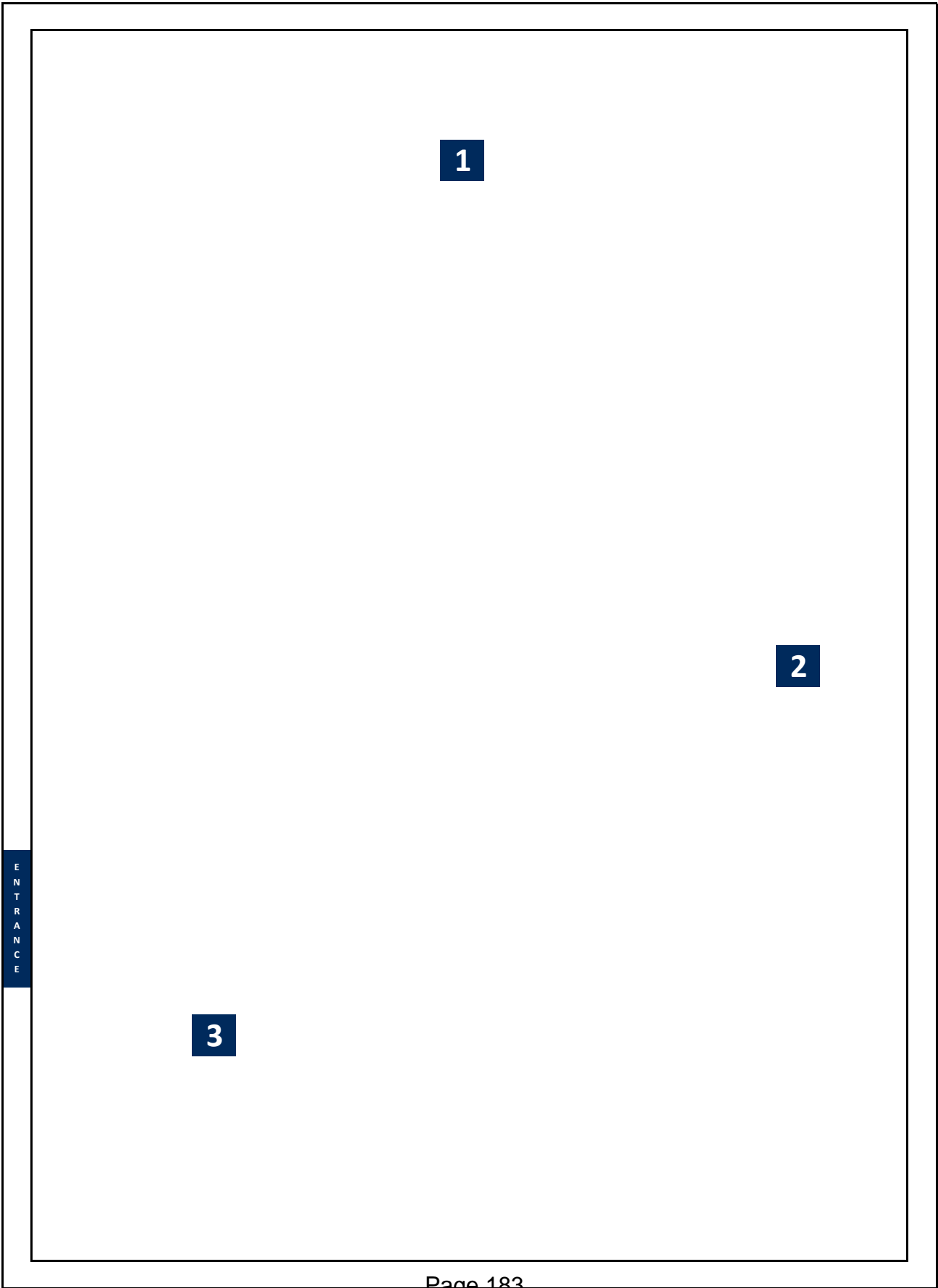
Line Markings

	Sport	Line Colour	Number Present
Line Markings	Basketball	White	1
	Netball	Yellow	1
	Badminton	Not Present	Not Present
	Tennis	Not Present	Not Present
	5-a -Side Football	Red	1
	Hockey	Not Present	Not Present
	Other	Not Present	Not Present

Sport England Type 1 MUGA Test Report



Plan showing Test Locations



Sport England Type 1 MUGA Test Report



Site Photographs - Overview



Sport England Type 1 MUGA Test Report



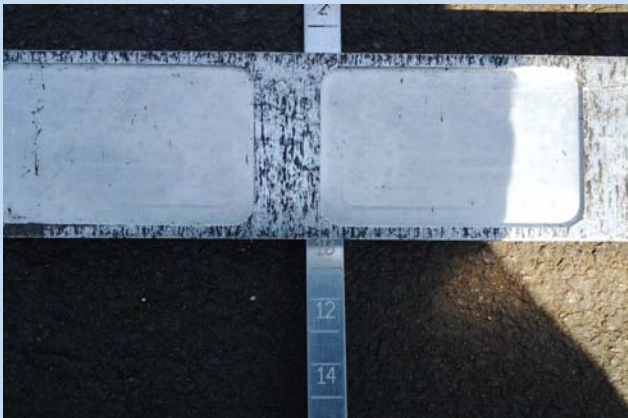
Site Photographs - Example Defects (If Any)



Deviation



Deviation



Deviation



Deviation



Sport England Type 1 MUGA Test Report



Discussion And Conclusions

The results obtained from testing showed that the surface failed to comply with the contract specification. Details of the failures have been given below along with comments.

The surface specifically failed to meet the requirements of:

Surface Regularity: In total 5 deviatons were found in the playing area.

Wet Slip Resistance: In total 1 area was below the required limit for slip resitance.

END OF REPORT
Page 186



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Consultancy

Site
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Specialist
Testing

Sports
Surface
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FIELD PERFORMANCE REPORT

In accordance with

BS EN 15330-1:2013 – Hockey & Football [Short Pile]

Field Reference: Newcastleton Polysport

Field Address: Camperdown
Newcastleton
Roxburghshire
TD9 0TA

Report Number: 17092/2612s

Report Status: FINAL

Issue Date: 12/05/2016

Client: Scottish Borders Council
Council Headquarters
Newtown St Boswells
TD6 0SA

FOREWORD

1. This report has been prepared by Sports Labs limited with all reasonable skill, care and diligence within the terms of the contract with the Client and within the limitations of the resources devoted to it.
2. This report is confidential to the Client and Sports Labs Limited accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.
3. This report shall not be used for engineering or contractual purposes unless signed by the Author and the Checker and unless the report status is "Final."
4. *Not all tests carried out are within our scope of ISO 17025 Accreditation.
5. Comments and opinions are outwith the scope of our ISO 17025 accreditation.

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REGIONAL LOCATIONS

Johannesburg
Ghent
Ankara
Boston
Seattle

Registered in
Scotland No. 186755



1.0 INTRODUCTION

- 1.1 Sports Labs were requested by Scottish Borders Council to carry out performance testing on the synthetic pitch at Newcastleton Polysport. Testing was carried out in accordance with BS EN 15330-1:2013 (Hockey & Football [Short Pile]) Regulations for the parameters examined.
- 1.2 Testing was carried out on 12/05/2016 in sunny and dry conditions.
- 1.3 The pitch is constructed on engineered base. The synthetic layers comprise of: Short pile, polyethylene fibre carpet, infilled with rubber and sand.

Substrate Type:	Engineered		Infill Type:	Sand
Carpet Name:	Unknown		Shockpad:	N/A
Air Temperature during testing (°C):	AM	PM	Weather Conditions:	Sunny, Dry
	19	N/A		
Surface Temperature during testing (°C):	AM	PM	Wind Speed during testing (m/s):	0.2
	16	N/A		
Humidity (%):	AM	PM	Operator:	NL/CW
	56	N/A		

**PREPARED
BY**

**Keith Macpherson
Field Testing Manager**

**CHECKED
BY**

**Richard Nixon
Director**



2.0 TEST PROGRAMME

- 2.1 Testing was carried out at 3 locations across the pitch, as show in Appendix A.
- 2.2 The suit of testing was carried out in accordance with the requirements of BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined as follows:
 - 2.2.1 Rotational Resistance – EN 15301-1:2007
 - 2.2.2 Shock Absorption – EN 14808:2005
 - 2.2.3 Vertical Deformation – EN 14809:2005
 - 2.2.4 Porosity – EN 12616:2013
 - 2.2.5 *Surface Regularity and Dimensions – EN 13036-7:2003

*Not all tests carried out are within our scope of ISO 17025 Accreditation.



Newcastleton Polysport

Report No. 17092/2612s

3.0 TEST RESULTS

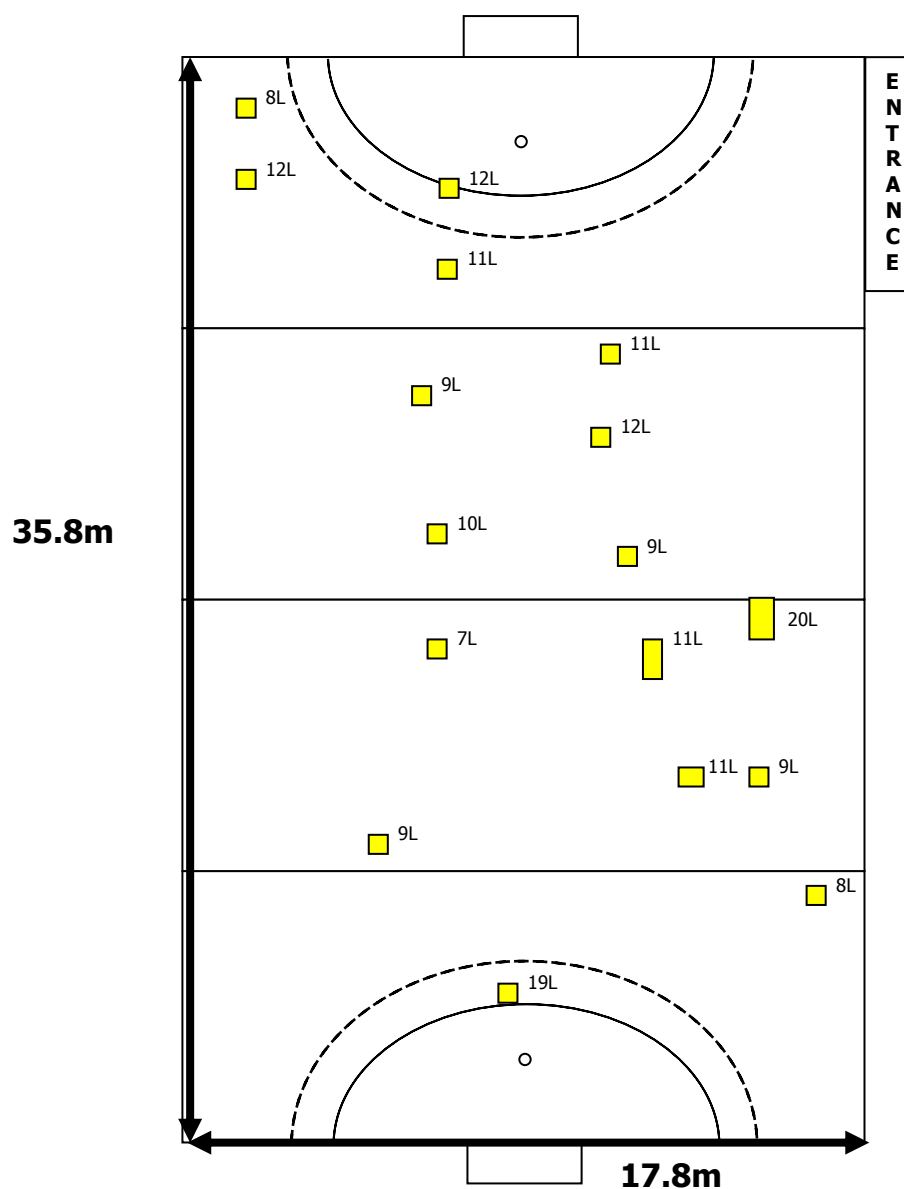
Test	Requirements	Location			Pass / Fail
		1	2	3	
Rotational Resistance	25Nm to 50Nm	27	25	28	Pass
Shock Absorption	40-70%	10.7	11.6	12.7	Fail
Vertical Deformation	3.0 – 10.0mm	1.3	1.3	1.4	Fail
Water Permeability	≥180mm/h	2366	2059	2116	Pass
Surface Regularity	No deviations >6mm	17			Fail



3.1 SURFACE REGULARITY AND DIMENSIONS

Plan showing surface irregularities exceeding maximum requirement of 6mm under a 3m straight edge.

In the surface measured there were 17 deviations found in excess of this requirement, as shown in the diagram below.





4.0 DISCUSSION/COMMENTS/VISUAL ASSESMENT

- 4.1 The results obtained from the testing exercise showed the surface did not comply with the specification limits as set out in BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined. Specifically the surface failed to meet the requirements of shock absorption, vertical deformation and surface regularity.
- 4.2 This surface requires a proper maintenance regime. Maintenance of the surface is important to its continued performance and longevity.
- 4.3 Fencing: - Lower Rebound boards: The Rebound boards are generally in good condition some boards are starting to loosen and should be checked and tightened accordingly. Boards have previously been painted and could be with repainting, however this is purely aesthetical.
- Fencing: - Upper Weld Mesh: The weld Mesh fencing is in poor condition especially at the ends of the court around the goals. On several panels the welds have broken and have left wire fencing protruding. These have resulted in hand and finger traps and also wires exposed at eye level. These pose a significant risk to the end user.
- 4.4 Goals: - The basketball hoops were in poor condition one hoop is missing a net entirely the other net is damaged. Both back boards are showing signs of wear and have no markings present. The frames are in good condition on both ends of the court.

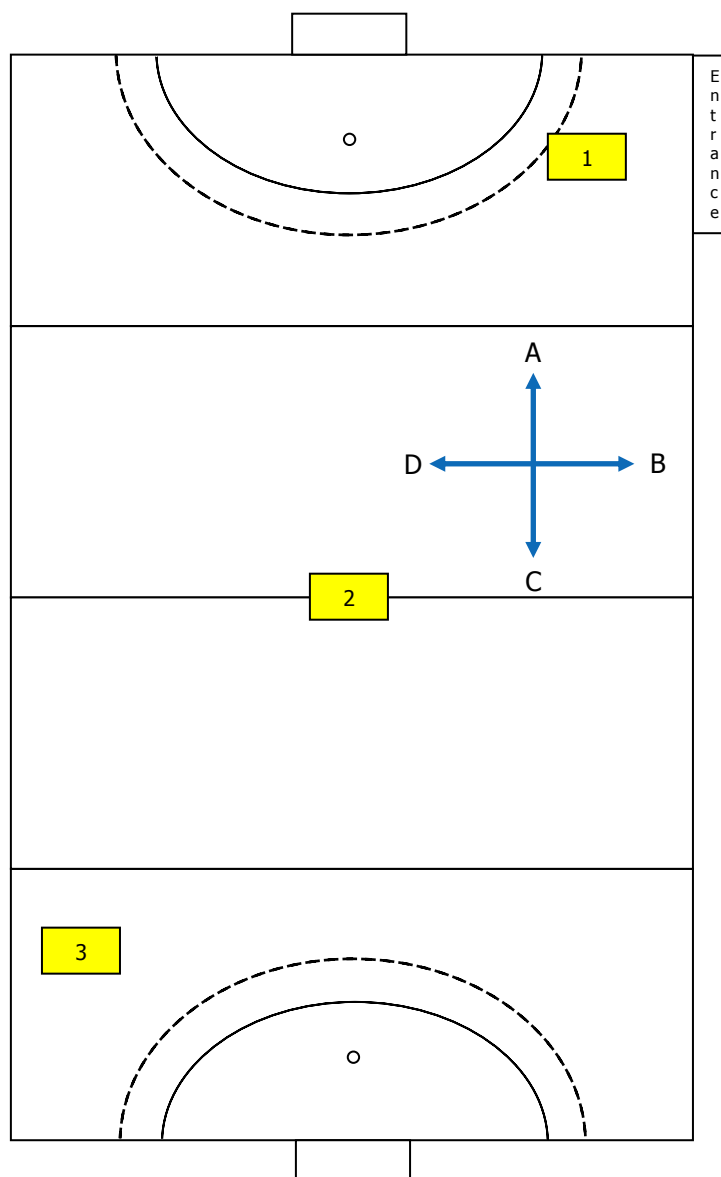


APPENDIX A

TEST LOCATION PLAN



TEST LOCATIONS





APPENDIX B

SITE PHOTOGRAPHS



SITE OVERVIEW

	
OVERVIEW	HALFWAY 2
	
END 1	END 2

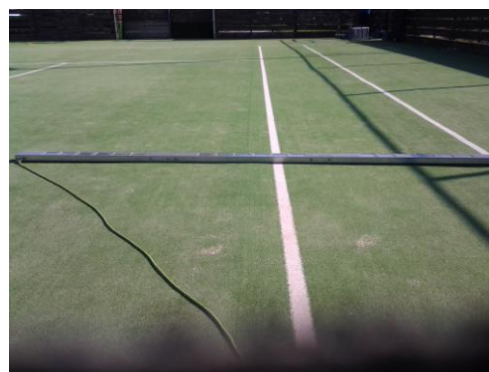
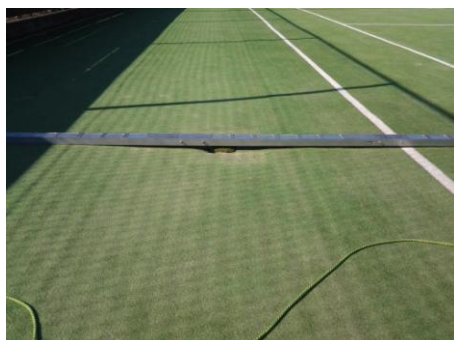


DEFECTS



DEVIATION

DEVIATION



DEVIATION

DEVIATION



VISUALS



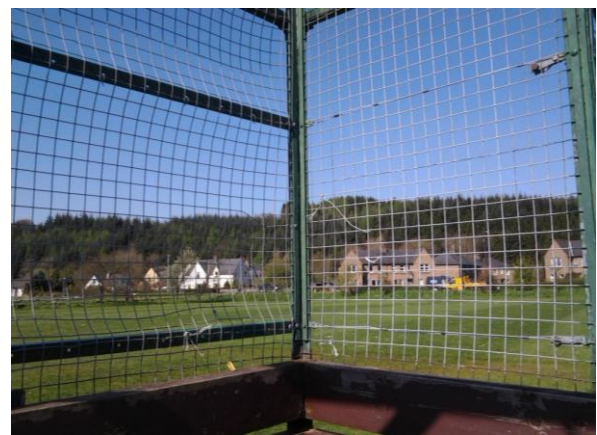
Basketball hoops missing net



Rebound boards require paint



Finger/Hand trap on fence



Burst welds with wire protruding

End of Report

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SPORT ENGLAND TYPE 1 MUGA TEST REPORT

Facility Reference	Tweedbank Play Park
Facility Address:	Cotgreen Road Tweedbank TD1 1RR 0
Report Number:	17092 / 2621s
Report Status:	FINAL
Issue Date:	17/05/2016
Client:	Scottish Borders Council Council Headquarters Newtown St Boswells TD6 0SA

Sport England Type 1 MUGA Test Report


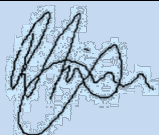


Laboratory Details



Name	Sports Labs Ltd
Address	12 Nasmyth Court, Livingston, Scotland
Phone	0845 602 6354
Email	info@sportslabs.co.uk

Laboratory Director	Richard Nixon
Field Testing Manager	Keith Macpherson
Engineer on site	Neale Lees
Additional Engineers (if any)	N/A

Prepared by		
Field Testing Manager	Signed	
	Date	17/05/2016
Checked By		
Laboratory Director	Signed	
	Date	17/05/2016

Sport England Type 1 MUGA Test Report



Test Programme

Player/Surface Interaction	Slip Resistance	ITF CS/02/01: 1997
Construction Requirements	Surface Regularity	BS EN 13036-7: 2003
	Permeability	BS EN 12616: 2013
	Slope*	Using Surveyors Level
	Dimensions*	Laser Distancemeter

*Not all tests carried out are within our scope of ISO 17025 Accreditation.

Test Summary

Summary of testing	Pass/Fail	FAIL
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Sport England Type 1 MUGA Test Report



Test Conditions

Substrate Type:	Engineered Base	
Surface Type:	MUGA	
Surface Name	Tarmac	
Weather Conditions:	Sunny	
Surface Condition	Dry	
	AM	PM
Ambient Temperature (°C)	NA	9
	AM	PM
Surface Temperature (°C)	NA	7
	AM	PM
Humidity (% RH)	NA	53
	AM	PM
Wind Speed (m/s)	NA	1.3



Sport England Type 1 MUGA Test Report



Test Results

			Positions						
Player/Surface Interaction	Dry Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
			100	92	86	67	87		
	Wet Slip Resistance (PTV)	≥60 PTV	1	2	3	Yellow	Red	Red	None
			58	56	62	61	61		
			Deviatons ≥ ± 8mm						
Construction Requirements	Surface Regularity- Total Playing Area (See diagram Page 7)	8 Permitted	0						
	Surface Regularity- Principal Playing Area (See diagram Page 7)	4 Permitted	0						
			Positions						
			1	2			3		
	Permeability (mm/hr)	>100mm/hr	810	777			802		
	Dimensions (m)		Parameter				Distance (m)		
			Length				25.9		
			Width				12.4		
Values in RED denote failure of client's specified limits									

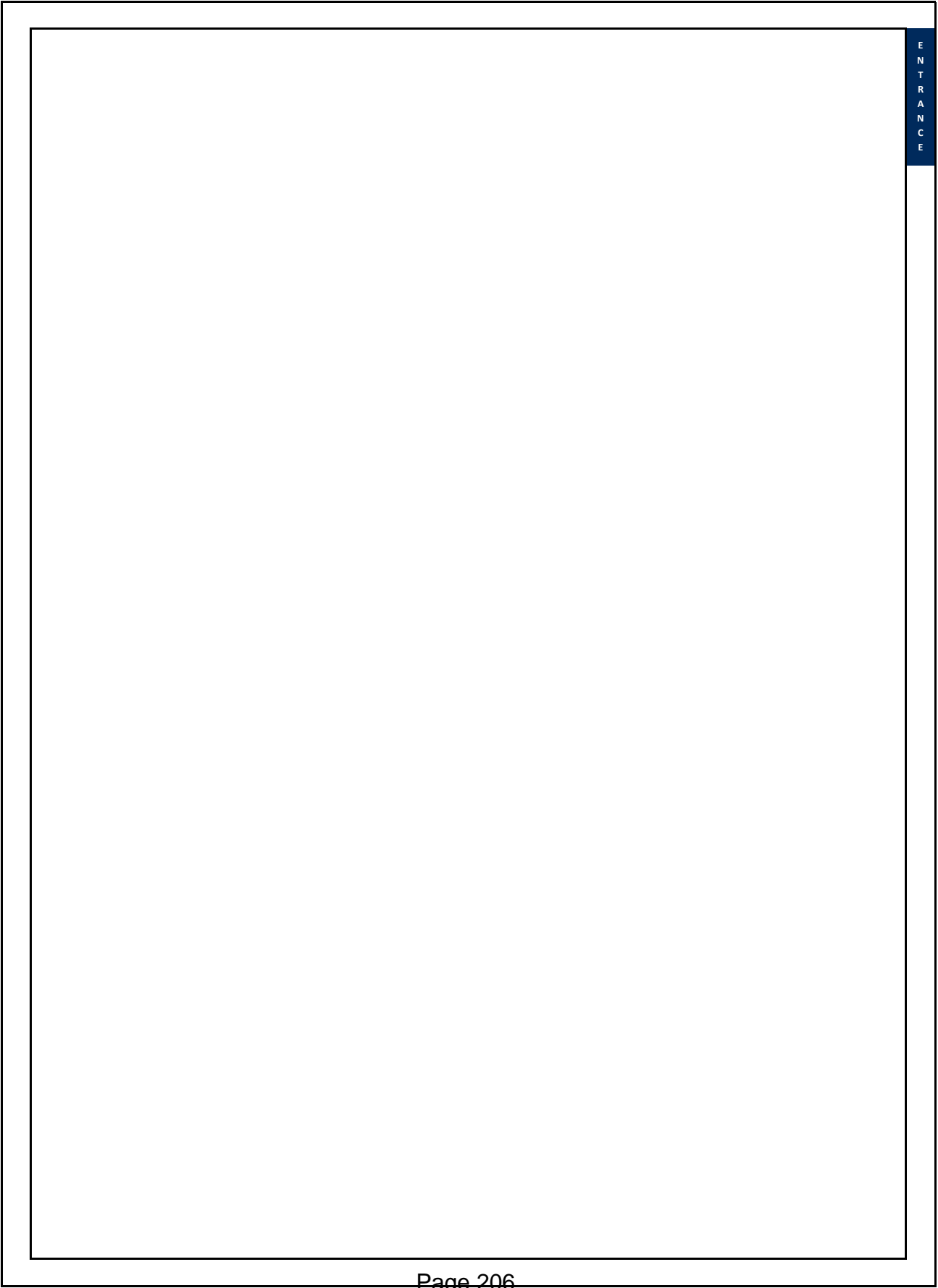


Sport England Type 1 MUGA Test Report



Plan showing surface irregularites > ± 8mm

- Irregularites ≥15mm
- Irregularites ≥12 - ≤14mm
- Irregularites ≥9 - ≤11mm



Sport England Type 1 MUGA Test Report



Visual Inspection

		Property	Condition
Visual Inspection	Aesthetics	Damage	No Visible damage
		Colour	None present
		Line Markings	Line markings faded, requires repainting.
		Fencing	Good condition
		Goals, Equipment	Goals frames in good condition. Painted chipped paint, looks poor aesthetically. Basketball nets missing and backboards in poor condition
		Housekeeping (Litter etc)	Chewing gum on surface, some debris in playing area

Sport England Type 1 MUGA Test Report



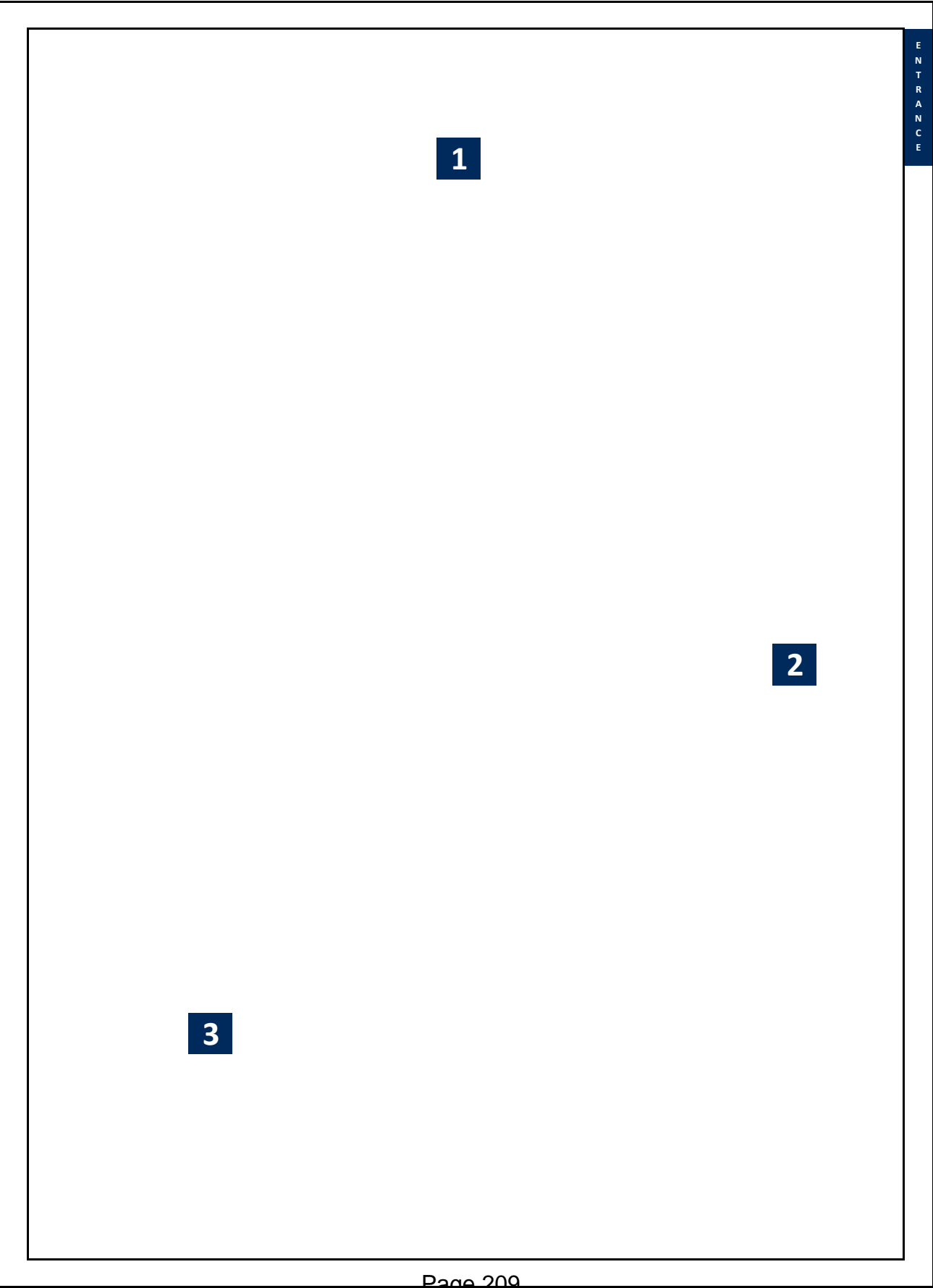
Line Markings

	Sport	Line Colour	Number Present
Line Markings	Basketball	Yellow	1
	Netball	Not Present	1
	Badminton	Not Present	Not Present
	Tennis	Not Present	Not Present
	5-a -Side Football	White	1
	Hockey	Not Present	Not Present
	Other	Red	1

Sport England Type 1 MUGA Test Report



Plan showing Test Locations



Sport England Type 1 MUGA Test Report



Site Photographs - Overview



Sport England Type 1 MUGA Test Report



Site Photographs - Example Defects (If Any)



Sport England Type 1 MUGA Test Report



Discussion And Conclusions

The results obtained from testing showed that the surface failed to comply with the contract specification. Details of the failures have been given below along with comments.

The surface specifically failed to meet the requirements of:

Wet Slip Resistance: In total 2 areas were below the required limit for slip resistance.

END OF REPORT
Page 212



Planning

Civil
Engineering
Consultancy

Site
Investigation

Specialist
Testing

Sports
Surface
Advice

Project
Management

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FIELD PERFORMANCE REPORT

In accordance with

BS EN 15330-1:2013 – Hockey & Football [Short Pile]

Field Reference: Tweedbank Sports Ground

Field Address: Tweedbank Industrial Estate
Tweedbank
Galashiels
TD1 3RS

Report Number: 17092/2622s

Report Status: FINAL

Issue Date: 13/05/2016

Client: Scottish Borders Council
Council Headquarters
Newtown St Boswells
TD6 0SA

FOREWORD

1. This report has been prepared by Sports Labs limited with all reasonable skill, care and diligence within the terms of the contract with the Client and within the limitations of the resources devoted to it.
2. This report is confidential to the Client and Sports Labs Limited accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.
3. This report shall not be used for engineering or contractual purposes unless signed by the Author and the Checker and unless the report status is "Final."
4. *Not all tests carried out are within our scope of ISO 17025 Accreditation.
5. Comments and opinions are outwith the scope of our ISO 17025 accreditation.

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REGIONAL LOCATIONS

Johannesburg
Ghent
Ankara
Boston
Seattle

Registered in
Scotland No. 186755



1.0 INTRODUCTION

- 1.1 Sports Labs were requested by Scottish Borders Council to carry out performance testing on the synthetic pitch at Tweedbank Sports Ground. Testing was carried out in accordance with BS EN 15330-1:2013 (Hockey & Football [Short pile]) Regulations for the parameters examined.
- 1.2 Testing was carried out on 13/05/2016 in overcast and dry conditions.
- 1.3 The pitch is constructed on an engineered base underlying an insitu shockpad. The synthetic layers comprise of: Short pile, polyethylene fibre carpet, infilled with rubber and sand.

Substrate Type:	Engineered		Infill Type:	Sand
Carpet Name:	Unknown		Shockpad:	Insitu
Air Temperature during testing (°C):	AM	PM	Weather Conditions:	Overcast, Dry
	9	N/A		
Surface Temperature during testing (°C):	AM	PM	Wind Speed during testing (m/s):	1.3
	8	N/A		
Humidity (%):	AM	PM	Operator:	NL
	63	N/A		

**PREPARED
BY**

**Keith Macpherson
Field Testing Manager**

**CHECKED
BY**

**Richard Nixon
Director**



2.0 TEST PROGRAMME

- 2.1 Testing was carried out at 5 locations across the pitch, as show in Appendix A.
- 2.2 The suit of testing was carried out in accordance with the requirements of BS EN 15330-1:2013 (Hockey & Football [Short pile]) for the parameters examined as follows:
 - 2.2.1 Rotational Resistance – EN 15301-1:2007
 - 2.2.2 Shock Absorption – EN 14808:2005
 - 2.2.3 Vertical Deformation – EN 14809:2005
 - 2.2.4 Porosity – EN 12616:2013
 - 2.2.5 *Surface Regularity and Dimensions – EN 13036-7:2003

*Not all tests carried out are within our scope of ISO 17025 Accreditation.



Tweedbank Sports Ground

Report No. 17092/2622s

3.0 TEST RESULTS

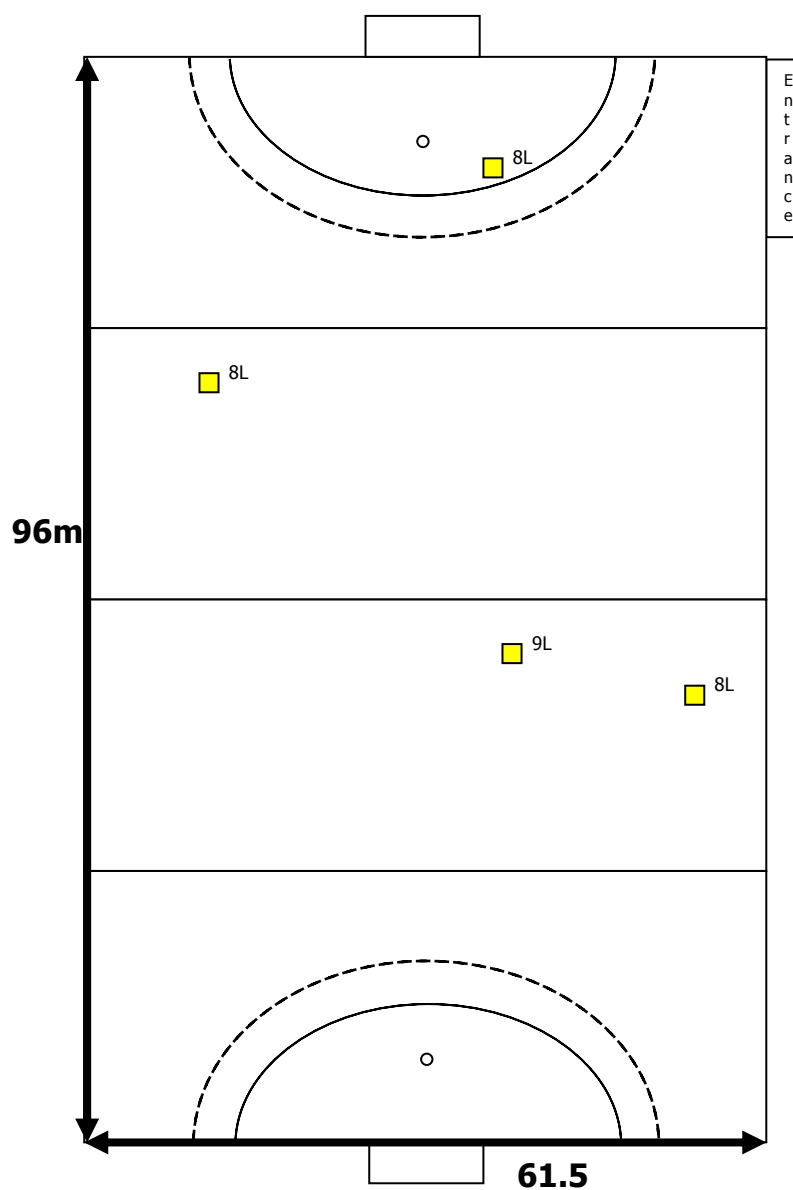
Test	Requirements	Location					Pass / Fail
		1	2	3	4	5	
Rotational Resistance	25Nm to 50Nm	27	27	26	27	27	Pass
Shock Absorption	40-70%	53	49	51	46	44	Pass
Vertical Deformation	3.0 – 10.0mm	6.8	6.0	6.0	5.7	5.3	Pass
Water Permeability	≥180mm/h	3509	3373	3247	3581	3340	Pass
Surface Regularity	No deviations >6mm	4					Fail



3.1 SURFACE REGULARITY AND DIMENSIONS

Plan showing surface irregularities exceeding maximum requirement of 6mm under a 3m straight edge.

In the surface measured there were 4 deviations found in excess of this requirement, as shown in the diagram below.





4.0 DISCUSSION/COMMENTS / VISUAL ASSESSMENT

4.1 The results obtained from the testing exercise showed the surface did not comply with the specification limits as set out in BS EN 15330-1:2013 (Hockey & Football [Short pile]) for the parameters examined. Specifically the surface failed to meet the requirements of surface regularity.

4.2 This surface requires a proper maintenance regime. Maintenance of the surface is important to its continued performance and longevity.

4.3 Fencing: - Lower Rebound boards: The Rebound boards are generally in good condition some boards are starting to loosen and should be checked and tightened accordingly. Rubber matting behind the goals has become loose and should be reattached to the boards.

Fencing: - Upper Weld Mesh: The weld Mesh fencing is in the main in good condition however some areas are poor especially at the ends of the court around the goals. On several panels the welds have broken and have left wire fencing protruding. These have resulted in hand and finger traps and also wires exposed at eye level. These pose a significant risk to the end user.

4.4 Goals: - The Football goal frames and nets were in good condition. The goals should be inspected and tested in accordance with the BS EN 748 and BS EN 8462 if this has not been undertaken in the past two years. This will ensure that the goals conform to the minimum safety standards for goals.

Goals: - The Hockey goal frames and nets were in good condition.

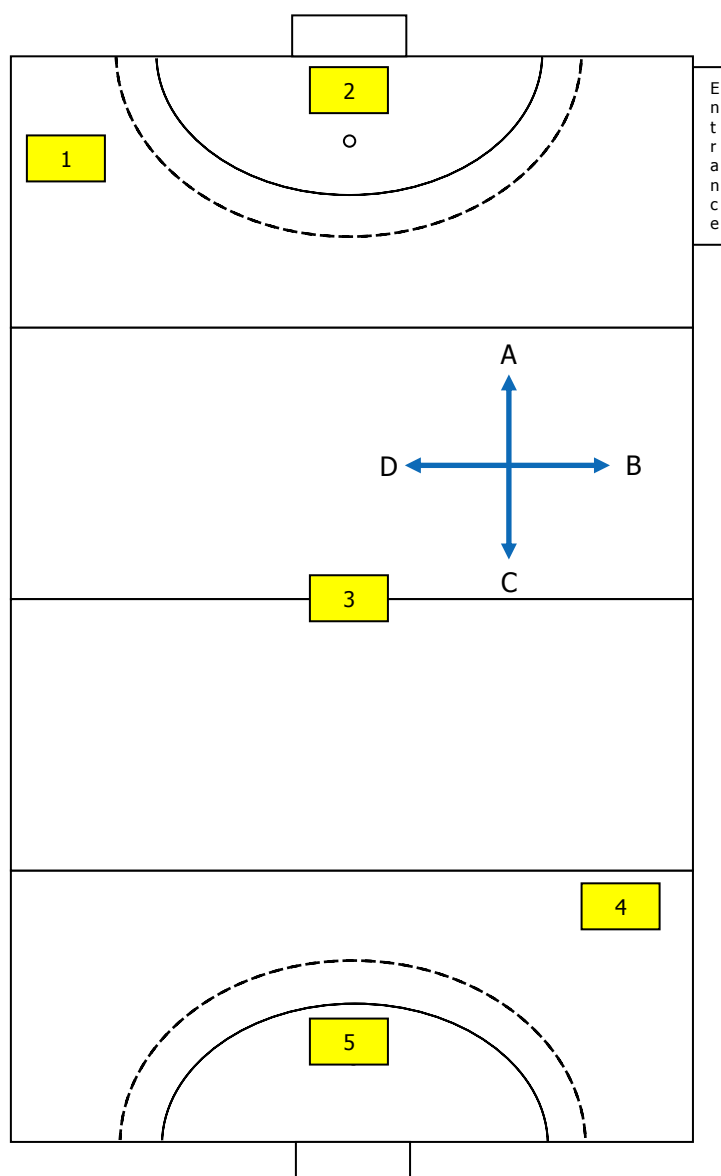


APPENDIX A

TEST LOCATION PLAN



TEST LOCATIONS





APPENDIX B

SITE PHOTOGRAPHS



SITE OVERVIEW

	
OVERVIEW	HALFWAY
	
END 1	END 2



DEFECTS



DEVIATIONS

DEVIATIONS



DEVIATIONS

DEVIATIONS



VISUALS

	
<p>Damage to Mesh fencing</p>	<p>Damage to Mesh fencing</p>
	
<p>Damage to Mesh fencing</p>	<p>Rubber matting loose on boards.</p>

End of Report

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SPORT ENGLAND TYPE 1 MUGA TEST REPORT

Facility Reference	West Linton Primary School
Facility Address:	Deanfoot Road West Linton Peeblesshire EH46 7EX
Report Number:	17092 / 2619s
Report Status:	FINAL
Issue Date:	17/05/2016
Client:	Scottish Borders Council Council Headquarters Newtown St Boswells TD6 0SA

Sport England Type 1 MUGA Test Report


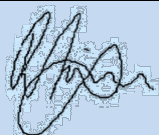


Laboratory Details



Name	Sports Labs Ltd
Address	12 Nasmyth Court, Livingston, Scotland
Phone	0845 602 6354
Email	info@sportslabs.co.uk

Laboratory Director	Richard Nixon
Field Testing Manager	Keith Macpherson
Engineer on site	Neale Lees
Additional Engineers (if any)	N/A

Prepared by		
Field Testing Manager	Signed	
	Date	17/05/2016
Checked By		
Laboratory Director	Signed	
	Date	17/05/2016

Sport England Type 1 MUGA Test Report



Test Programme

Player/Surface Interaction	Slip Resistance	ITF CS/02/01: 1997
Construction Requirements	Surface Regularity	BS EN 13036-7: 2003
	Permeability	BS EN 12616: 2013
	Slope*	Using Surveyors Level
	Dimensions*	Laser Distancemeter

*Not all tests carried out are within our scope of ISO 17025 Accreditation.

Test Summary

Summary of testing	Pass/Fail	PASS
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Sport England Type 1 MUGA Test Report



Test Conditions

Substrate Type:	Engineered Base	
Surface Type:	MUGA	
Surface Name	Tarmac	
Weather Conditions:	Sunny	
Surface Condition	Dry	
	AM	PM
Ambient Temperature (°C)	10	N/A
	AM	PM
Surface Temperature (°C)	8	N/A
	AM	PM
Humidity (% RH)	51	N/A
	AM	PM
Wind Speed (m/s)	0.8	N/A



Sport England Type 1 MUGA Test Report



Test Results

			Positions						
Player/Surface Interaction	Dry Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
			93	106	97	92	100		
	Wet Slip Resistance (PTV)	≥60 PTV	1	2	3	White	Yellow	Red	None
			83	89	88	60	66		
			Deviatons ≥ ± 8mm						
Construction Requirements	Surface Regularity- Total Playing Area (See diagram Page 7)	8 Permitted	0						
	Surface Regularity- Principal Playing Area (See diagram Page 7)	4 Permitted	1						
			Positions						
			1	2				3	
	Permeability (mm/hr)	>100mm/hr	924	929				926	
	Dimensions (m)		Parameter					Distance (m)	
Length					38.4				
Width					18.5				
Values in RED denote failure of client's specified limits									

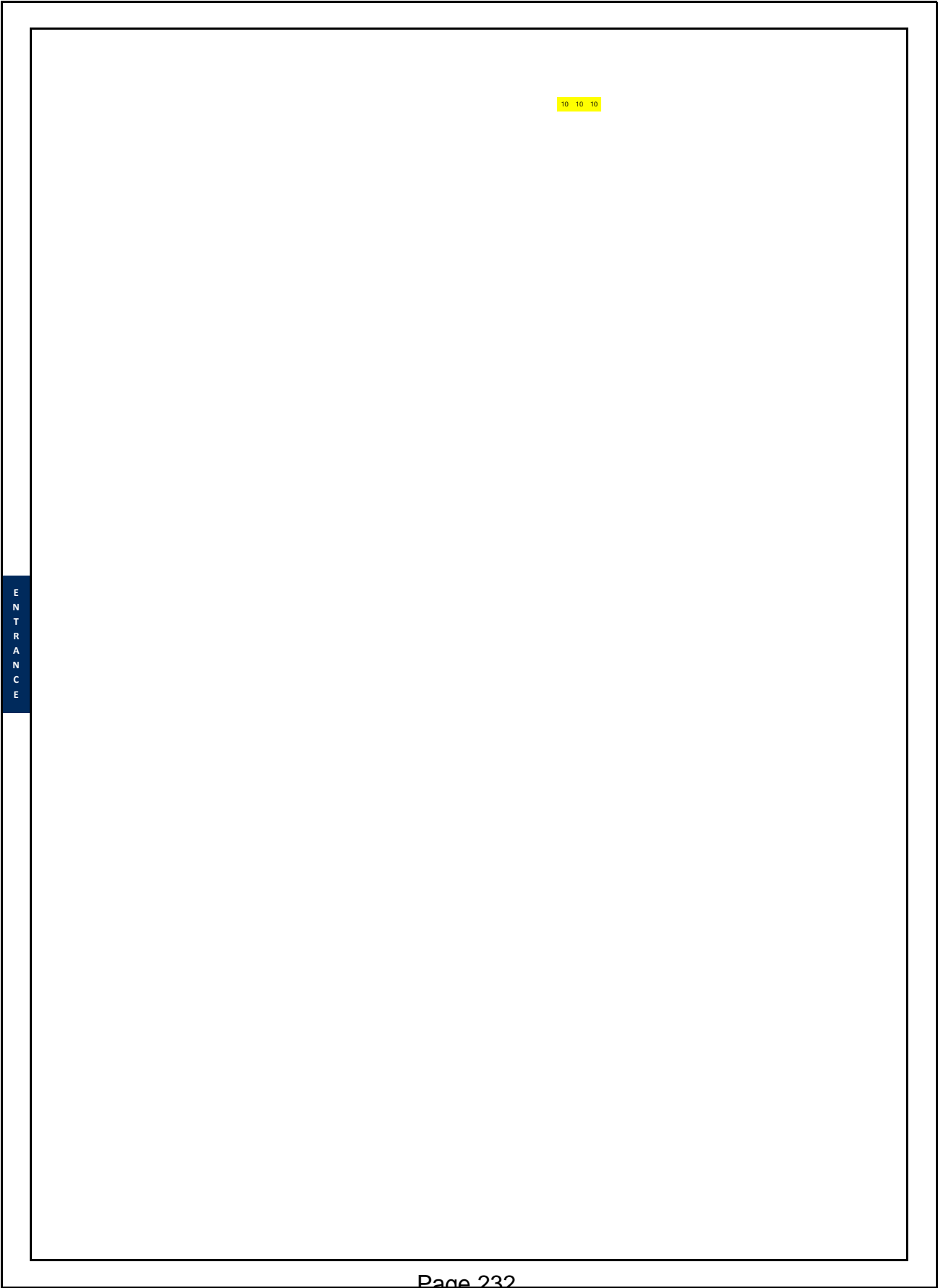


Sport England Type 1 MUGA Test Report



Plan showing surface irregularites > ± 8mm

- Irregularites ≥15mm
- Irregularites ≥12 - ≤14mm
- Irregularites ≥9 - ≤11mm



Sport England Type 1 MUGA Test Report



Visual Inspection

		Property	Condition
Visual Inspection	Aesthetics	Damage	Joints between macadam tarmac on surface visible (within tolerance)
		Colour	None present
		Line Markings	Lines starting to fade.
		Fencing	In good condition
		Goals, Equipment	Equipment in good condition. Goals in good condition and no damage visible.
		Housekeeping (Litter etc)	Mostly free from litter - some litter/debris around perimeters. Organic detritus around fence line .

Sport England Type 1 MUGA Test Report



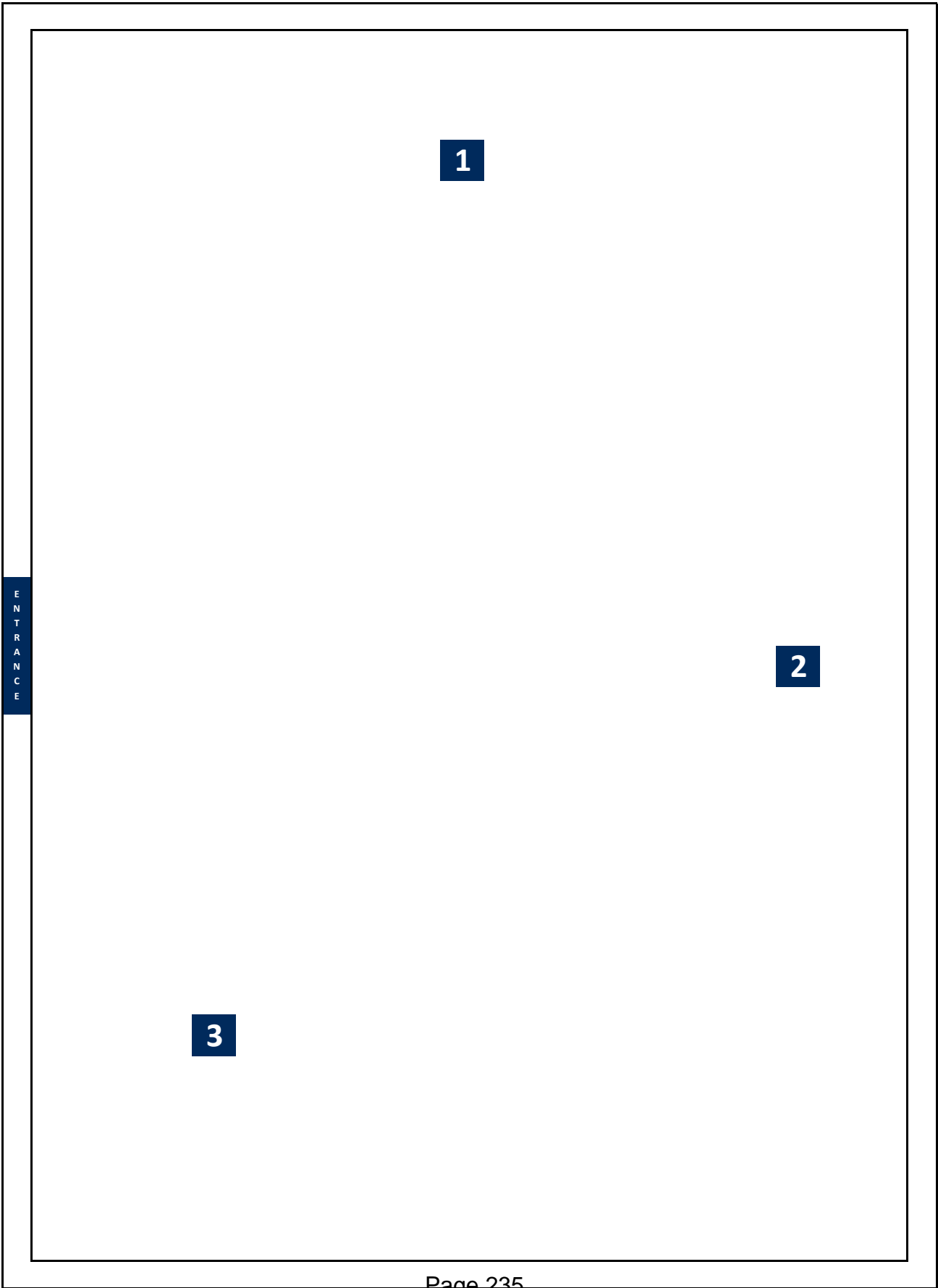
Line Markings

	Sport	Line Colour	Number Present
Line Markings	Basketball	Other	1
	Netball	White	1
	Badminton	Not Present	Not Present
	Tennis	Not Present	Not Present
	5-a -Side Football	Yellow	1
	Hockey	Not Present	Not Present
	Other	Not Present	Not Present

Sport England Type 1 MUGA Test Report



Plan showing Test Locations



Sport England Type 1 MUGA Test Report



Site Photographs - Overview



Sport England Type 1 MUGA Test Report



Site Photographs - Example Defects (If Any)

	
Deviation	Deviaton
None Found	None Found



Sport England Type 1 MUGA Test Report



Discussion And Conclusions

The results obtained from testing showed that the surface was found to comply with the contract specification.

This surface will require a proper maintenance regime. Maintenance of the surface combined with management of the users is vitally important to the surface longevity and continued performance. A robust maintenance schedule should be put in place in accordance with the surface manufacturers recommendations and taking into account the hours of use on the surface.

In order to ensure the surface continues to meet the specification the surface requires to be tested biennially from the date of issue of this report.

END OF REPORT
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Sports
Surface
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Project
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FIELD PERFORMANCE REPORT

In accordance with

BS EN 15330-1:2013 – Hockey & Football [Short Pile]

Field Reference: St Ronans Primary School

Field Address: Innerleithen
EH44 6PB

Report Number: 17092/2617s

Report Status: FINAL

Issue Date: 12/05/2016

Client: Scottish Borders Council
Council Headquarters
Newtown St Boswells
TD6 0SA

FOREWORD

1. This report has been prepared by Sports Labs limited with all reasonable skill, care and diligence within the terms of the contract with the Client and within the limitations of the resources devoted to it.
2. This report is confidential to the Client and Sports Labs Limited accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.
3. This report shall not be used for engineering or contractual purposes unless signed by the Author and the Checker and unless the report status is "Final."
4. *Not all tests carried out are within our scope of ISO 17025 Accreditation.
5. Comments and opinions are outwith the scope of our ISO 17025 accreditation.

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REGIONAL LOCATIONS

Johannesburg
Ghent
Ankara
Boston
Seattle

Registered in
Scotland No. 186755



1.0 INTRODUCTION

- 1.1 Sports Labs were requested by Scottish Borders Council to carry out performance testing on the synthetic pitch at St Ronans Primary School. Testing was carried out in accordance with BS EN 15330-1:2013 (Hockey & Football [Short Pile]) Regulations for the parameters examined.
- 1.2 Testing was carried out on 11/05/2016 in sunny and dry conditions.
- 1.3 The pitch is constructed on an Engineered base. The synthetic layers comprise of: Short pile, polyethylene fibre carpet, infilled with rubber and sand.

Substrate Type:	Engineered		Infill Type:	Sand
Carpet Name:	Unknown		Shockpad:	N/A
Air Temperature during testing (°C):	AM	PM	Weather Conditions:	Sunny, Dry
	N/A	--		
Surface Temperature during testing (°C):	AM	PM	Wind Speed during testing (m/s):	0.5
	N/A	--		
Humidity (%):	AM	PM	Operator:	NL
	N/A	--		

**PREPARED
BY**

**Keith Macpherson
Field Testing Manager**

**CHECKED
BY**

**Richard Nixon
Director**



2.0 TEST PROGRAMME

- 2.1 Testing was carried out at 3 locations across the pitch, as show in Appendix A.
- 2.2 The suit of testing was carried out in accordance with the requirements of BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined as follows:
 - 2.2.1 Rotational Resistance – EN 15301-1:2007
 - 2.2.2 Shock Absorption – EN 14808:2005
 - 2.2.3 Vertical Deformation – EN 14809:2005
 - 2.2.4 Porosity – EN 12616:2013
 - 2.2.5 *Surface Regularity and Dimensions – EN 13036-7:2003

*Not all tests carried out are within our scope of ISO 17025 Accreditation.



3.0 TEST RESULTS

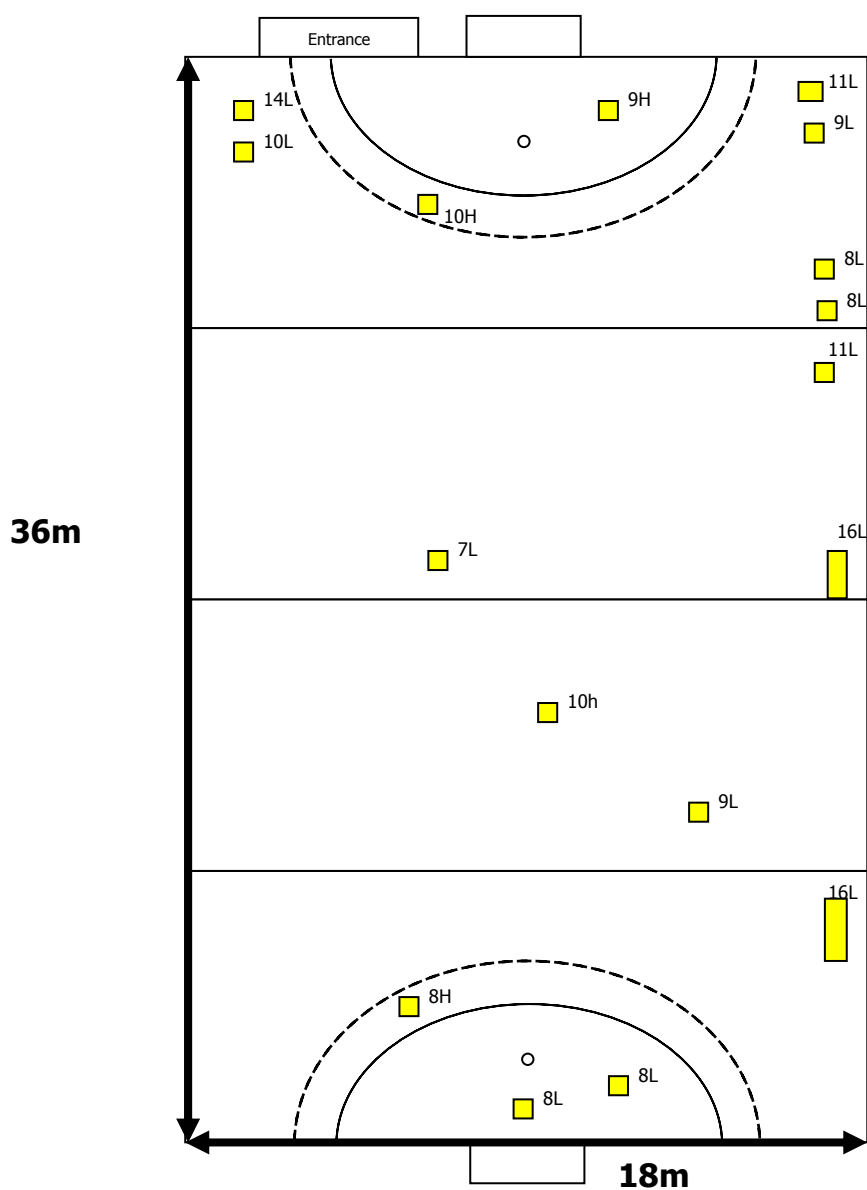
Test	Requirements	Location			Pass / Fail
		1	2	3	
Rotational Resistance	25Nm to 50Nm	18	17	17	Fail
Shock Absorption	40-70%	14	13	14	Fail
Vertical Deformation	3.0 – 10.0mm	1.4	1.4	1.3	Fail
Water Permeability	≥180mm/h	1050	1178	1031	Pass
Surface Regularity	No deviations >6mm	17			Fail



3.1 SURFACE REGULARITY AND DIMENSIONS

Plan showing surface irregularities exceeding maximum requirement of 6mm under a 3m straight edge.

In the surface measured there were 17 deviations found in excess of this requirement, as shown in the diagram below.





4.0 DISCUSSION/COMMENTS / VISUAL ASSESSMENT

- 4.1 The results obtained from the testing exercise showed the surface did not comply with the specification limits as set out in BS EN 15330-1:2013 (Hockey & Football [Short Pile]) for the parameters examined. Specifically the surface failed the requirements for rotational resistance, shock absorption, vertical deformation and surface regularity.
- 4.2 This surface requires a proper maintenance regime. Maintenance of the surface is important to its continued performance and longevity.
- 4.3 Fencing: - Lower Rebound boards: The Rebound boards are generally in good condition some boards are starting to loosen and should be checked and tightened accordingly. Boards have previously been painted and could be with repainting, however this is purely aesthetical.
- Fencing: - Upper Weld Mesh: The weld Mesh fencing is in poor condition especially at the ends of the court around the goals. On several panels the welds have broken and have left wire fencing protruding. These have resulted in hand and finger traps and also wires exposed at eye level. These pose a significant risk to the end user.
- 4.4 Goals: - The Football goal frames and nets were in good condition. The goals were not anchored at the time of the visit or self weighted, this should be rectified to avoid the possibility of goals tipping over . The goals should be inspected and tested in accordance with the BS EN 748 and BS EN 8462 if this has not been undertaken in the past two years. This will ensure that the goals conform with the minimum safety standards for goals.

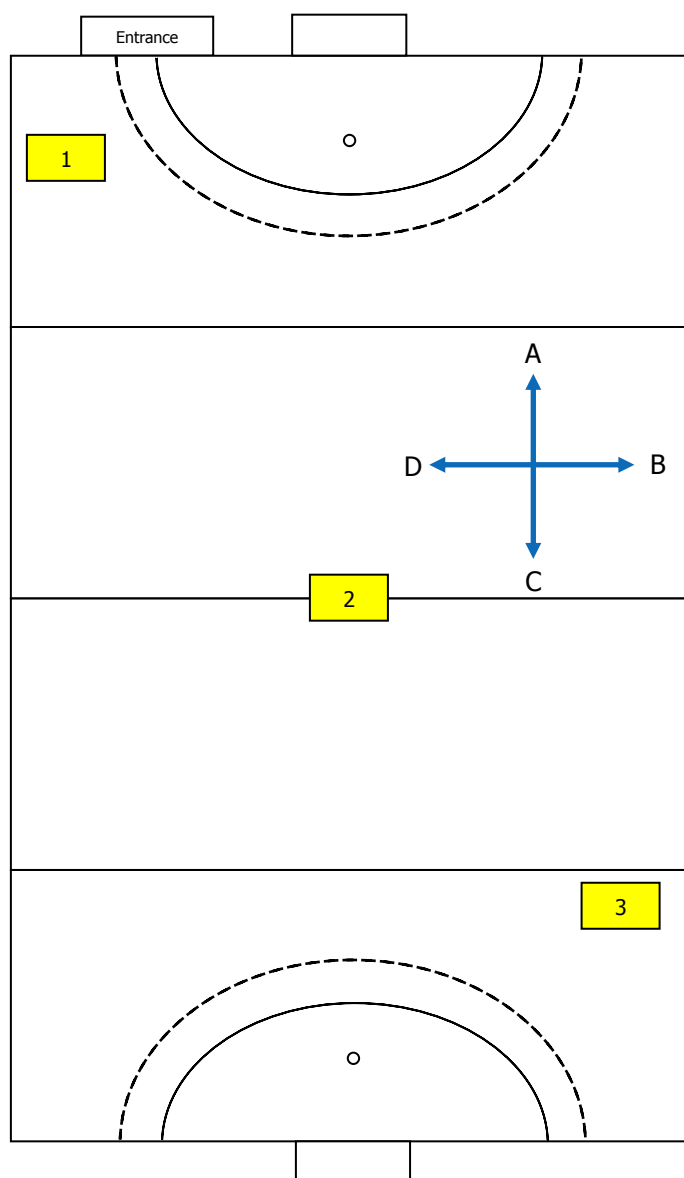


APPENDIX A

TEST LOCATION PLAN



TEST LOCATIONS





APPENDIX B

SITE PHOTOGRAPHS



SITE OVERVIEW



OVERVIEW

HALFWAY 2

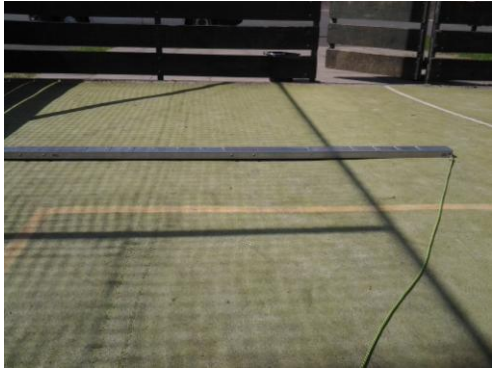


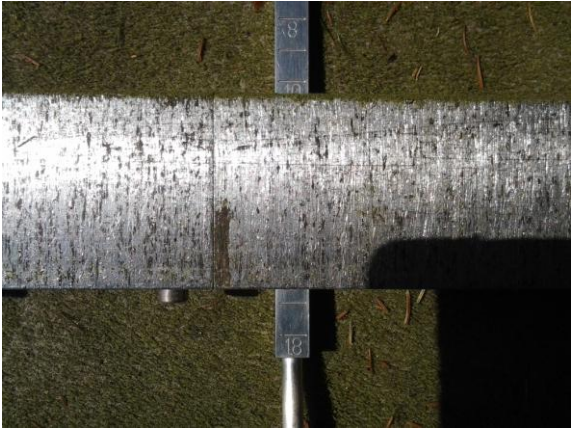


END 1

END 2



DEFECTS

	
DEVIATIONS	DEVIATIONS
	
DEVIATIONS	DEVAITIONS



VISUALS



Goals not anchored



Goals not anchored



Damage to Mesh fencing



Damage to Mesh fencing

End of Report

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APPRENTICESHIP LEVY

Report by Service Director Regulatory Services

EXECUTIVE COMMITTEE

6 September 2016

1 PURPOSE AND SUMMARY

- 1.1 This report is to inform members of the Apprenticeship Levy and its potential impact on Scottish Borders Council and to seek approval of the Scottish Borders Council's recommended response to the associated Scottish Government consultation.**
- 1.2 The Levy will, in principle, apply to all UK employers, across all sectors, regardless of whether they already employ apprentices or not and will be set at 0.5% of an employer's "pay bill" for employers who have an annual pay bill of £3m or more. The Levy will be payable through the PAYE system, alongside income tax and NIC. Scottish Borders Council has an annual salary bill of around £150m and the council's contribution to the levy would be around £750,000 each year.
- 1.3 The mechanism to access this funding in Scotland is not yet known. Funding can only be accessed in England and Wales to pay for the costs of training programmes. The fund does not meet the costs of employing modern apprentices.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Executive Committee:-**
 - (a) Notes that the introduction of the levy in April 2017 will cost Scottish Borders Council an initial estimated £750,000 per year based on 0.5% of payroll.**
 - (b) Notes that the extent of the actual impact is unknown until Scottish Government makes a decision on how the funds will be used in Scotland.**
 - (c) Agrees to the submission of the proposed response to the Scottish Government consultation.**

3 THE APPRENTICESHIP LEVY

- 3.1 The Chancellor first announced plans for a new Apprenticeship Levy in the 2015 Budget and, subsequently, the Department for Business Innovation & Skills held a public consultation to consider the views of employers and other interested parties. Following the 2015 Autumn Statement, the results of the consultation were published and the Chancellor confirmed his intention to implement the Levy from April 2017.
- 3.2 The introduction of the Levy is a significant change to the way apprenticeships are funded, and the Government estimates that it will raise £3 billion annually over the first five years following its introduction. The Government believes the changes to the existing funding arrangements will increase the number of skilled workers in the UK by placing the control and responsibility of employee skills in the hands of the employer.
- 3.3 The Levy will, in principle, apply to all UK employers, across all sectors, regardless of whether they already employ apprentices or not and will be set at 0.5% of an employer's "pay bill" for employers who have an annual pay bill of £3m or more. The Levy will be payable through the PAYE system, alongside income tax and NIC. Scottish Borders Council has an annual salary bill of around £150m and the council's contribution to the levy would be around £750,000 each year.
- 3.4 The Levy will be paid into a central Treasury fund. All employers in England, regardless of whether they have contributed or not, will be able to access funds via a digital account to pay for qualifying apprenticeship training programs. **As skills training is a devolved policy area in Northern Ireland, Scotland and Wales, the Government will be carrying out further work with the devolved administrations to ensure that the Levy works in conjunction with their respective skills policies.**
- 3.5 Current arrangements in Scotland are that apprenticeship training is funded by Skills Development Scotland (SDS) with the employer remaining responsible for funding the salaries of the apprentices. Training costs are paid directly to training providers who enter into contracts with SDS on an annual basis.
- 3.6 Scottish Borders Council has employed 46 apprentices (26 in year 1 and 20 in year 2) over the past two years which have attracted training provider training costs of around £160,000 (90k in year 1 and 70k in year 2) , which were paid to various training providers who provide the SVQ element of the modern apprenticeship. The salary costs for these apprentices were around £690,000 over the two years (390k in year 1 and 300k in year2) and these costs are the responsibility of Scottish Borders Council.
- 3.7 The Scottish Government is currently running a consultation on the best use of the apprenticeship levy in Scotland. The consultation seeks to gather views from businesses, industry and stakeholders. The consultation process closed on 26 August 2016. The consultation document is attached to this report along with the proposed officer's response which was submitted as a draft response on the due date with agreement that Officers would confirm the final response following approval by members.

3.8 The main points made in the response are:-

- The Scottish Government's target of 30,000 Modern Apprenticeships per year should not be increased until there is sufficient employer demand.
- The levy should be used to support Graduate Level Apprenticeships, but not at the expense of other levels of apprenticeships.
- The levy should be used to support wider workforce development where appropriate.
- The Apprenticeship Levy funding should not be used to support the expansion of Foundation apprenticeships. The senior phase curriculum, under DYW, to develop young people with the skills for life and work should be embedded as a mainstream approach financed from existing education resources within schools and/or colleges.
- The Apprenticeship Levy funding should be used flexibly to help unemployed people move into employment and to support local employers and job seekers.
- Consideration could be given to using the Levy to fund an employer recruitment incentive scheme which could be targeted at young people as well as disabled people and people with long term health conditions. The level of incentive would require discussion but should be targeted at covering as much of the apprenticeship salary as possible i.e. 100%.

3.9 The Council would wish to see a minimum negative financial impact arising from the introduction of the new arrangements. The ability to access funding as part of a tailored Scottish Solution that meets the costs of employing, as well as training modern apprentices, would clearly be desirable in this regard. Further details on the Levy are expected to be published by the Scottish Government in the autumn of 2016.

4 IMPLICATIONS

4.1 Financial

At this time, the only clear financial implication is that the Levy will result in a cost to the Council of around £750,000 per annum. Discussions on the exact implications are ongoing at a national level, and the consultation on the Apprenticeship Levy closes on the 26th August. After this time ministers will be able to develop proposals on how receipts from the levy will be allocated and if employers will be able to recoup any of this outlay. When further detail is available on how the levy funding will be used Officers will bring back a report for consideration by the Executive Committee.

4.2 Risk and Mitigations

- (a) There is a risk to the Scottish Borders Council that the added burden of paying the levy will reduce the council's ability to employ apprentices. The level of risk will be dependent on the approach the

Scottish Government take in how they use the funds.

- (b) Scottish Borders Council has strongly suggested in the consultation that the Scottish approach should ensure that any monies deducted from public bodies via a levy on PAYE be returned to these bodies in the form of grant to employ apprentices.

4.3 **Equalities**

A Full Equalities Impact Assessment will be carried out when the Scottish Government proposals are finalised and the extent of implications known. The EIAs would identify any potential adverse impact of any future proposals.

4.4 **Acting Sustainably**

At this time there are no economic, social or environmental effects associated with this report

4.5 **Carbon Management**

At this time there are no effects on carbon emissions.

4.6 **Rural Proofing**

Rural Proofing is not applicable at this time

4.7 **Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to be made to the Scheme of Administration or Scheme of Delegation at this time.

5 **CONSULTATION**

- 5.1 The Chief Financial Officer, Monitoring Officer, Chief Legal Officer, Chief Officer Audit & Risk, Chief Officer Human Resources and Clerk to the Council are being consulted and their comments will be incorporated in the report.

APPENDICES

Consultation Document on the Scottish Government
Response to the UK Apprenticeship Levy

Scottish Borders Council Consultation Response

Approved by

Brian Frater

Service Director Regulatory Services Signature

Author(s)

Name	Designation and Contact Number
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Background Papers: Nil

Previous Minute Reference: Nil

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

Contact us at Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 01835 824000 ext 5431, email jwhitelaw@scotborders.gov.uk.

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Consultation on the Scottish Government Response to the UK Apprenticeship Levy

Foreword by Jamie Hepburn MSP, Minister for Employability & Training



Modern Apprenticeships play an increasingly important part in Scotland's approach to workforce development and youth employment. In partnership with employers and training providers, the Scottish Government has increased the number of Modern Apprenticeship opportunities to 26,000 in 2016/17. As part of Scotland's Youth Employment Strategy *Developing the Young Workforce* we are committed to growing the number of opportunities to 30,000 a year by 2020.

The introduction of the UK wide Apprenticeship Levy was announced by the UK Government. This was done without any prior consultation with the Scottish Government and the other Devolved Administrations, despite apprenticeship policy being a fully devolved matter.

The Scottish Government is committed to working with employers to shape our response to the introduction of the Apprenticeship Levy. We want to take full account of employers' views on how Levy funding coming to Scotland can be used to benefit employers, individuals and our economy as a whole.

From our early discussions with employers there is a strong commitment to protecting our distinctive Scottish approach to providing high quality apprenticeship opportunities which respond to the current and future needs of the Scottish economy.

However the employers we have spoken to have suggested a more flexible approach which sees Levy funding to support workforce development more widely while protecting the development of the apprenticeship programme.

While ultimately decisions on the use of Levy funding will have to be taken against the backdrop of ongoing austerity imposed by the UK Government, the input of employers and other interested parties through this consultation will contribute significantly to the Government's response. I encourage you to respond to this consultation to aid that work.

Jamie Hepburn

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CONSULTATION ON SCOTTISH GOVERNMENT RESPONSE TO THE INTRODUCTION OF THE UK APPRENTICESHIP LEVY

INTRODUCTION

Purpose of this consultation

1. This consultation asks for views on options for the use of Apprenticeship Levy funding being transferred to the Scottish Government.
2. The questions in this consultation paper are deliberately framed in a way that allows employers and other interested parties to express their views on options for the use of Apprenticeship Levy funding. The Government will consider this as part of the forthcoming budget process.

CONSULTATION QUESTIONS

- Q1. Should the Government's commitment to 30,000 Modern Apprenticeships starts a year by 2020 a) be maintained or b) be increased?
- Q2. Should Apprenticeship Levy funding support growth in the number of Graduate Level Apprenticeships in Scotland?
- Q3. Should Apprenticeship Levy funding be used to establish a flexible skills fund to support wider workforce development?
- Q4. Should Apprenticeship Levy funding be used to support the expansion of Foundation Apprenticeships?
- Q5. Should Apprenticeship Levy funding be used to help unemployed people move into employment, and to help meet the workforce needs of employers?

Q6. Are there any additional suggestions on how Apprenticeship Levy funding might be used?

RESPONDING TO THIS CONSULTATION

3. Responses should reach us by 26 August 2016. We would welcome earlier responses.

4. Please complete your response using the online system at <http://consult.scotland.gov.uk/employability-and-training/apprenticeship-levy/> or send your response with the completed Respondent Information Form included at the end of this paper (see 'Handling your response' below) to: apprenticeshiplevy@gov.scot

or:

Apprenticeship and Employer Incentives Team
Scottish Government
6th floor
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU

5. If you have any questions please send an email to apprenticeshiplevy@gov.scot

6. This consultation, and all other Scottish Government consultation exercises, can be viewed online on the consultation pages of the Scottish Government website at <https://consult.scotland.gov.uk/>

7. The Scottish Government has an email alert system for consultations <http://register.scotland.gov.uk/Subscribe/Step1>. This system allows stakeholders, individuals and organisations to register and receive a weekly email containing details of all new consultations.

Handling your response

8. We need to know how you wish your response to be handled and, in particular, whether you are happy for your response to be made public.

9. Please complete the consultation online at <http://consult.scotland.gov.uk/employability-and-training/apprenticeship-levy/> or complete and return the Respondent Information Form (included at the end of this paper) as this will ensure that we treat your response appropriately. If you ask for your response not to be published we will regard it as confidential, and we will treat it accordingly.

10. All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

The consultation process

11. As well as publishing this consultation paper, the Scottish Government will be discussing these issues with a range of organisations, including organisations that represent employers' interests.

Next steps in the process

12. Where respondents have given permission for their response to be made public and after we have checked that they contain no potentially defamatory material, responses will be made available to the public in the Scottish Government Library and on the Scottish Government consultation web pages by 15 September 2016.

13. You can make arrangements to view responses by contacting the SG Library on 0131 244 4552. Responses can be copied and sent to you, but a charge may be made for this service.

What happens after the consultation?

14. We will analyse responses to the consultation and information gathered from any workshops, group discussions and meetings carried out during the consultation period. Scottish Ministers will then consider the responses as part of the forthcoming budget process.

Comments and complaints

15. If you have any comments about how this consultation exercise has been conducted, please send them to the contact details above.

THE APPRENTICESHIP LEVY

16. In July 2015 the UK Government announced its plans to introduce a UK wide Apprenticeship Levy from April 2017. Employers will pay 0.5% of their annual pay bill in excess of £3m through the PAYE system. Those with an annual paybill of £3m or less will be exempt. The Levy will apply to employers in the public, private and third sectors.

17. The UK Government will use the funding generated through the Levy to support its commitment to deliver its ambitions for apprenticeships in England during the lifetime of the current UK Parliament and to allocate a share to each of the Devolved Administrations through existing Barnett arrangements.

18. Training levies and their collection are a matter reserved to the UK Government. However skills policy including responsibility for apprenticeships is a fully devolved matter.

19. Since the announcement the Scottish Government has been involved in discussions with HM Treasury on Scotland's share of the funding. Discussions on the exact implications for the Scottish budget are ongoing. Once this is finalised it will be for Scottish Ministers to develop proposals on how Scotland share of the levy will be allocated when setting future Scottish Budgets.

20. The introduction of the Apprenticeship Levy comes at a time when the Scottish Government policy on Modern Apprenticeships has been set as part of the 7 year implementation of the Youth Employment Strategy Developing the Young Workforce.

21. Alongside the introduction of the Levy the UK Government is also overhauling the development and delivery of apprenticeships in England. While this is very much the responsibility of the UK Government, the Scottish Government has been engaging with the Department for Business, Innovation & Skills to understand the planned changes and to ensure that cross UK issues are fully considered.

22. This work will continue in relation to issues which will have an impact across the UK including the future of existing levies, such as that which funds the Construction Industry Training Board, and the infrastructure which supports the development of apprenticeship frameworks.

23. The Scottish Government is keen to work with employers to shape our response to the introduction of the Levy Ministers to support employers to recruit more apprentices and support wider workforce skills development. Officials have already been involved in discussions with a range of employers and other stakeholders. That engagement has helped shape early thinking on how Levy funding might be used to support our Modern Apprenticeship and wider skills ambitions.

24. This consultation is designed to test more widely the ideas developed to date with employers.

Scottish Government Modern Apprenticeship Policy

25. While the Scottish Government is committed to growing, widening and enhancing Scotland's Modern Apprenticeship programme, we do not believe there is the need for a fundamental shift at this stage in the mechanisms for apprenticeship delivery in Scotland. This allows a flexible approach to delivery by private and third sector training providers; colleges; industry groups and employers.

26. The success of the Modern Apprenticeship programme can be seen in the ongoing commitment from employers. This reflects the benefits of the programme to employers in supporting the skills development of their workforce and in bringing new talent into that workforce. In 2015/16, 25,818 new Modern Apprentices commenced their training across a wide range of sectors of the Scottish labour market.

27. In line with the recommendations of the Commission for Developing Scotland's Young Workforce and the Youth Employment

Strategy, the Scottish Government has committed to ambitious significant further development of the Modern Apprenticeship programme. The Youth Employment Strategy is focussed on providing a wider range of vocational education opportunities starting in school with enhanced employer involvement. The overall aim of the programme is to see a 40 per cent reduction in youth unemployment by 2021.

28. Modern Apprenticeships are a central part of the Strategy. The Government is committed to increase the number of new Modern Apprenticeship opportunities to 30,000 a year by 2020, with growth focussed on higher level apprenticeships, particularly in Science Technology Engineering & Mathematics frameworks, and an on-going focus on opportunities for young people.

29. The strategy sets out how we will seek to widen the programme by addressing under representation among young disabled people, young people from minority ethnic backgrounds and care leavers as well as addressing gender segregation within the programme. This focus on inclusion is designed to widen the talent pool at the disposal of employers, supporting them to harness all of the talents available to them. There is also a commitment to support more small businesses to offer Modern Apprenticeships.

30. The strategy also sets out how we plan to enhance the programme by offering earlier opportunities for pupils in the senior phase to begin apprenticeship training while still at school through the introduction of Foundation Apprenticeships and to introduce Graduate Level Apprenticeships in partnership with employers and universities. (An explanation of both Foundation and Graduate level apprenticeships is set out later in the document.)

31. The development of the programme will be informed by senior and wide ranging employer leadership through the recently established Scottish Apprenticeship Advisory Board and employer input from the

Developing the Young Workforce (DYW) programme through the DYW Programme Board and the emerging network of DYW Regional Groups.

32. Originating from the recommendations of the Commission for Developing Scotland's Young Workforce, the Scottish Apprenticeship Advisory Board provides employer leadership and contributes to the development of apprenticeships in Scotland; ensuring they are aligned with industry and economic need, fair work and job opportunities. It is responsible for providing advice and guidance and making recommendations on the guiding principles, operational policy, systems and structures supporting apprenticeships in Scotland.

33. The Scottish Apprenticeship Advisory Board structure includes an Employer Engagement Group, of which employer and business organisations are members. This group has a specific role to listen, engage, communicate and distil information from employers on matters affecting apprenticeships in Scotland and will therefore play an important role in supporting the consultation process.

34. Parallel to the establishment of the Scottish Apprenticeship Advisory Board is the emergence of the network of industry led DYW Regional Groups. These bring together employers and the region's education community to encourage and support more employers to engage with schools and colleges and to recruit more young people including Modern Apprentices.

OPTIONS FOR THE FUTURE

35. From engagement with employers to date it is apparent that while they see great value in Modern Apprenticeships, they do not see them as the only way to meet their skills needs. Nor is there evidence that Levy paying employers will be able to absorb the numbers of apprentices into their businesses required to recover their full Levy contribution.

36. The Scottish Government is therefore keen to explore a wider set of options to use Levy funding to benefit employers and support our economic ambitions while supporting the delivery and quality of the Modern Apprenticeship programme for the benefit of Levy paying employers and of smaller employers. The approach outlined in this consultation document covers four distinct elements which you are invited to share your views.

Element 1 - Maintain the current Modern Apprenticeship growth ambition and commit to industry that we would fund further expansion should there be demand.

37. The Scottish Government remains committed to delivering at least 30,000 Modern Apprenticeship starts each year from 2020. We believe that this remains the appropriate level of expansion to protect the quality of the apprenticeships on offer, both for Modern Apprentices and for employers.

38. Discussions with employers to date have indicated that there is a general view that while the introduction of the Apprenticeship Levy will potentially increase interest in the recruitment of Modern Apprenticeships among Levy paying employers, they will generally not be in a position to offer a sufficient number of Modern Apprenticeships to recover their full Levy contribution.

39. Levy paying employers comprise no more than 2 per cent of all employers in Scotland. The majority of employers who currently recruit apprentices fall below the Levy threshold. Many of these employers are part of the supply chain for Levy paying employers.

40. There was an acceptance among the employers we have spoken to that investment of Levy funding in Modern Apprenticeships directed toward smaller employers will benefit Levy paying employers in terms of developing skills among their supply chain and more generally within the economy. The Scottish Government therefore remains committed to

supporting both Levy paying employers and smaller employers able to offer Modern Apprenticeship opportunities.

41. The introduction of the Apprenticeship Levy will potentially encourage employers to recruit more Modern Apprentices. In recognition of this, we think it is appropriate to offer employers the opportunity to provide more than the 30,000 opportunities that we have already committed to if there is sufficient industry demand. The overall level of this would need to be agreed, with the quality of Modern Apprenticeships at the heart of any further expansion.

Q1.
Should the Government's commitment to 30,000 Modern Apprenticeships starts a year by 2020;

- a) be maintained
- or
- b) be increased?

Element 2 – Graduate Level Apprenticeships

42. Within the overall plans to grow the Modern Apprenticeship programme is a commitment to develop Graduate Level Apprenticeships. These would provide work-based learning opportunities up to Masters degree level for employees. They are being created in partnership with industry and the further and higher education sector. These apprenticeships combine academic knowledge with workplace focussed skills development to enable participants to become more effective and productive in the workplace at an earlier stage.

43. Graduate Level Apprenticeships provide an opportunity to develop a new way into degree-level study for individuals who are currently employed, or who want to go straight into work. Apprentices can

progress to the highest level of professional qualifications with a range of entry and exit points from a Higher National Diploma (Scottish Credit and Qualifications Framework level 8) to a Master's degree (Scottish Credit and Qualifications Framework level 11).

44. By investing in staff through Graduate Level Apprenticeships, employers can enhance the higher level skills of their workforce and support their staff to develop their skills to industry and professional standards. Graduate Level Apprenticeship designed around the needs of industry will provide employers with confidence that the learning at college or university will directly contribute to the success of the business.

45. The first Graduate Level Apprenticeships will begin in 2016 with an initial focus on ICT/Digital, Civil Engineering and Engineering. As they develop it is expected that the programme to extend to a range of additional industry sectors.

Q2. Should Apprenticeship Levy funding support growth in the number of Graduate Level Apprenticeships in Scotland?

a) Yes

b) No

Element 3 –Development of a flexible skills fund for wider workforce development

46. Employers have indicated that they would welcome a wider use of Levy funding for workforce development training opportunities beyond apprenticeships. This was something which was a particular focus in relation to addressing skills gaps and meeting the skills needs of older employees for whom a full apprenticeship would not be appropriate. While the Modern Apprenticeship programme allows some scope for those aged 25 and over to participate in the programme, the focus of the planned expansion is on those aged under 25.

47. Our discussions with employers have indicated that using Levy funding to support a new flexible skills fund for employers to train existing employees would be welcomed. Quality and positive impact on productivity would be central to the fund, with training restricted to qualifications benchmarked against appropriate levels of the Scottish Credit and Qualifications Framework (potentially level 6 and above).

48. The Scottish Government is interested in the idea of a new flexible skills funding stream to support wider workforce development. Aligning this with areas of known current and future skills shortage such as ICT and digital, logistics and distribution, the future demands of the transition to the green economy and areas of construction will be important. This would be developed in partnership with industry and would be aligned with economic growth and fair work ambitions.

49. Such a proposal would need further work within the Government's forthcoming budget process but we would welcome feedback from employers on the value of this approach.

Q3. Should Apprenticeship Levy funding be used to establish a flexible skills fund to support wider workforce development?

a) Yes

b) No

Element 4 – Pre-Employment Support

50. As part of Developing the Young Workforce Programme Skills Development Scotland, colleges and schools are working together to offer opportunities to young people to participate in Foundation Apprenticeship opportunities within the senior phase of school. These are designed to help young people gain valuable, real-world work

experience and access work-based learning while they're still at school. By giving young people earlier exposure to the world of work, they have the opportunity to develop the skills, experience and knowledge they'll need when they leave school including preparation for a full Modern Apprenticeship.

51. For young people Foundation Apprenticeships provide the chance to get a head start on their careers by gaining an industry-recognised qualification, work on real projects and broaden their career options when they leave school. They also provide much better practical understanding of the Modern Apprenticeship pathway open to young people after they leave school.

52. For employers, the emergence of Foundation Apprenticeships provide an opportunity to attract highly motivated and committed young people who are willing to learn, identify young people who are right for their business and contribute to ensuring their organisation has people with the skills they need.

53. Funding is in place to support the development and expansion of Foundation Apprenticeships until 2018. In the longer term there is an opportunity to consider whether or not Foundation Apprenticeships should be supported by Levy contributions.

Q4. Should Apprenticeship Levy funding be used to support the expansion of Foundation Apprenticeships?

a) Yes

b) No

54. From 1st April 2017, employment support services in Scotland will change. New powers to provide employment support for disabled people and those at risk of long term unemployment will be devolved to Scotland.

55. The Scottish Government aims to use these powers to better align employability support in Scotland, helping unemployed Scots find sustainable and fair work, and focusing on those who need most help to reduce inequality. This is also an opportunity to deliver the support unemployed people need to find – and to stay in - work and helping employers to find, employ, and retain the people they need to help them compete successfully and grow their business.

56. The devolution of contracted employment support will build on existing SG services, not only to help people find and stay in work, but to develop the skills of our workforce to ensure that employability support is firmly aligned with the needs of the Scottish labour market. In this way, we can ensure that individuals are supported in finding employment opportunities, but also that businesses can find the employees they need to grow and to succeed.

57. Meeting the recruitment needs of Scotland's employers means doing all we can to help unemployed Scots into work. It means working to remove barriers for groups who face particular challenges finding jobs, and enabling people to participate fully in the labour market. To deliver this, in the first delivery stage, Scottish Ministers have agreed to allocate up to an additional £20m in 2017-18 over and above the initial £7m funding being transferred to the Scottish Government for the delivery of newly devolved employment services.

58. To match employer needs to with support for people seeking work, funding from the Apprenticeship Levy would provide an opportunity to enhance the support on offer, and align with employer needs. The aim is to create employability services in Scotland that reflects the workforce, that meets industry and sector needs that helps grow national and local economies and that builds on the existing delivery landscape.

59. Devolved powers are a springboard for greater efficiency, alignment and integration of employability support. Devolved powers are also an opportunity to build the employability skills of unemployed

people, and to match the employment needs of employers in Scotland, with those seeking employment.

Q5. Should Apprenticeship Levy funding be used to help unemployed people move into employment, and to help meet the workforce development needs of employers?

a) Yes

b) No

Additional Suggestions

60. The Scottish Government would welcome your views on additional suggestions on how Levy funding might be used to develop skills.

Q6. Are there any additional suggestions on how Apprenticeship Levy funding might be used?

Consultation on Scottish Government Response to the Apprenticeship Levy



RESPONDENT INFORMATION FORM

Please Note this form **must** be returned with your response.

Are you responding as an individual or an organisation?

☐ Individual

☐ Organisation likely to pay the Levy ☐ Organisation unlikely to pay the Levy

Full name or organisation's name

Phone number

Address

Postcode

Email

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

☐ Publish response with name

☐ Publish response only (anonymous)

☐ Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for the Scottish Government to contact you again in relation to this consultation exercise?

☐ Yes

☐ No



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Consultation on the Scottish Government Response to the UK Apprenticeship Levy

INTRODUCTION

Scottish Borders Council welcomes the opportunity to provide its views on this consultation regarding options for the use of Apprenticeship Levy funding that is being transferred to the Scottish Government which the Government will consider as part of its forthcoming budget process. This is a draft Officer Response and we will seek Member endorsement on the 6th September 2016, following approval we will confirm our response as final and/or submit any amendments.

CONSULTATION QUESTIONS

Q1. Should the Government's commitment to 30,000 Modern Apprenticeships starts a year by 2020 a) be maintained or b) be increased?

The Government's commitment to 30,000 Modern Apprenticeships starts a year by 2020 should be maintained as there is some doubt as to whether there is the demand for more apprentices than the Government's currently committed to, and this will remain unanswered until we are actually delivering 30,000 per year. There is also a question regarding job availability for apprentices who have achieved their qualification and seek appropriate work to earn their living. Consideration should also be given to an appropriate incentive for employers to increase their apprentice recruitment. Currently in England and Wales, only the training for apprentices is paid and greater financial assistance may assist in encouraging employers to offer more opportunities for young people. Any funding removed from public bodies via the levy simply reduces the level of resources available to Councils and other public bodies. As such the council calls for a different Scottish solution which ensures that any monies deducted from public bodies via PAYE is made available to fund the costs of apprentices and is returned to these bodies in the form of grant to employ apprentices.

Q2. Should Apprenticeship Levy funding support growth in the number of Graduate Level Apprenticeships in Scotland?

Graduate level apprenticeships, which take place over a longer period of time, and are SCQF level 6 or 7 should be supported by the levy as they encourage young people into better paying vocations. It is important that the levy is used to pay the costs of employing

graduate apprentices, not simply to meet the costs of their training. This should not be undertaken at the expense of lower level/more commonly found apprenticeships.

Q3. Should Apprenticeship Levy funding be used to establish a flexible skills fund to support wider workforce development?

Wider workforce development is the responsibility of the employer as is the levy therefore there is no reason why this should not be implemented to allow employers to upskill their workforce according to the needs of the business.

Q4. Should Apprenticeship Levy funding be used to support the expansion of Foundation Apprenticeships?

The Apprenticeship Levy funding should not be used to support the expansion of Foundation Funding. The senior phase curriculum, under DYW, to develop young people with the skills for life and work should be embedded as a mainstream approach financed from existing education resources within schools and/or colleges.

We would like the Scottish Government to consider whether there is a policy disconnect between the policy around using £100m nationally from Council Tax reform to be redistributed directly to schools and this policy around the Apprenticeship Levy. Could there be a piece of work undertaken to explore whether part of this funding could be used to support Modern Apprentices in funding employment opportunities for school leavers who may not want to go on to further education?

It is important that the levy is used to pay the costs of employing foundation apprentices thereby providing a meaningful pathway to employment, not simply to meet the costs of training.

Q5. Should Apprenticeship Levy funding be used to help unemployed people move into employment, and to help meet the workforce needs of employers?

Scotland's new devolved Employment Services aspirations have been delayed due the funding issues associated with this and the apprenticeship levy would be an obvious solution to this dilemma. If Skills Development Scotland can be funded to continue supporting the training element of apprenticeships, the levy monies could be utilised to support this critical piece of work so that Scotland has a service of high quality to support marginalised and disabled groups into employment. It should be recognised that paradoxically the added burden of the Apprenticeship Levy costs could lead to less opportunities for this group of people to access within large organisations.

Q6. Are there any additional suggestions on how Apprenticeship Levy funding might be used?

Consideration could be given to using the Levy to fund an employer recruitment incentive scheme which could be targeted at young people and as well as disabled people and people

with long term health conditions. Feedback from employers is very positive about recruitment incentives and, in the main the results are good for the employees sustaining their jobs. The level of incentive would require discussion but should be targeted at covering as much of the apprenticeship salary as possible i.e. 100%. This would maximise the number and type of opportunities on offer and encourage growth within businesses. Robust succession planning should be part of the application process to ensure, where possible, sustainable jobs for the young people post apprenticeship. Scottish Borders Council again reiterates the need for a different Scottish solution which ensures that any monies deducted from public bodies via a levy on PAYE be returned to these bodies in the form of grant to employ apprentices.

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ANNUAL TAXI FARES REVIEW 2016-17

Report by Service Director Regulatory Services

EXECUTIVE COMMITTEE**6 SEPTEMBER 2016**

1 PURPOSE AND SUMMARY

- 1.1 **This report advises Members of the recent consultations undertaken in connection with the statutory review of the current scale of charges for taxi fares and recommends that fares remain unchanged for 2016/17.**
- 1.2 The Council as licensing authority is required in terms of Section 17 of the Civic Government (Scotland) Act 1982 ("the Act") to review the scales for fares and other charges in connection with the hire of a taxi at intervals not exceeding 18 months of the last review. Consultation took place in October 2014 and following an appeal to the Traffic Commissioner made by the Taxi trade the revised taxi rates for 2014/15 came into effect on 10 April 2015.
- 1.3 For 2016/17 the formula which the Council uses to review taxi rates delivered a variation percentage of -0.36% (minus 0.36%) on the usual indicators over the previous 12 months.
- Paragraph 3.3 of this report explains the Council's current formula
- 1.4 If the proposal to fix the scale for taxi fares for 2016/17 is agreed by Members, then officers will write to all taxi operators and others consulted to inform them of that decision. Those parties have a 14 day period in which to appeal against this fare scale to the Traffic Commissioner who may determine to hold a Hearing. If this process is undertaken, the implementation date for the reviewed fare is delayed.
- 1.5 If there is no appeal it is proposed that the 2016/17 scale of charges come into effect from 10 October 2016.

2 RECOMMENDATIONS

- 2.1 **I recommend that the Executive Committee agrees that:**
- (a) **Taxi fares remain unchanged for 2016/17**
- The 2016/17 scale takes effect from 10 October 2016.**
- (b) **No changes are made to other charges on the tariff sheet:**
- **Waiting time**
 - **Unsocial hours criteria**
 - **Valeting charge**

- (c) A further review of the taxi fare settings is undertaken and implemented within 18 months of this review.**

3 BACKGROUND

- 3.1 Scottish Borders Council, as Licensing Authority is required under Section 17 of the Act to review and then fix scales for fares and other charges at intervals of not exceeding 18 months from the date the last scales came into effect. The current scales came into effect on 10 April 2015.
- 3.2 Any fares set by the Council are the MAXIMUM that may be charged. For every journey undertaken the taxi meter must be working and switched on and the metered fare clearly displayed. Operators may choose to discount fares if they wish.

A guide to fares/mileage is attached as APPENDIX 1 for information.

- 3.3 Since 2009 the Council has used the same formula to calculate the annual revision of taxi fares. This formula which was agreed by the Executive on 27 January 2009 comprises 45% vehicle related costs (fuel prices, insurance charges, purchase and maintenance of vehicles) + 55% local wage levels. The formula was devised by the Council's Business Information Unit in accordance with guidelines advised by the Traffic Commissioner. All of the figures used in the formula are sourced from the Office of National Statistics.
- 3.4 In previous years the use of the formula has resulted in fare revisions of
- 3.81% in 2010/11- applied
 - 5.0 % in 2011/12 - applied
 - 2.51% in 2012/13 - applied
 - 0.01% in 2013/14 - no increase applied
 - 7.04% in 2014/15 – later amended to 4% applied to flag and distance by the Traffic Commissioner and implemented April 2015.

4 TAXI FARES REVIEW PROCESS AND OUTCOME OF CONSULTATION WITH OPERATORS

- 4.1 For 2016 the formula delivered a variation percentage of -0.36% on the usual indicators over the previous 12 months. This effectively meant that taxi fares would remain unaltered for 2016/17. As part of the review the Council is obliged to consult with taxi operators in the Scottish Borders area or their representative body. After the consultation exercise the proposed scales, their effect, and the date upon which it is proposed they come into effect must be published in a newspaper and representations invited from the public.
- 4.2 Each of the circa 125 currently licensed taxi operators was sent the result of the formula in a letter dated 10 June 2016. This letter also included details of how the consultation was to be carried out and which venues, dates and times would be used. This letter also included several options for how the trade could give their views on the proposal either at one of the arranged meetings, by e-mail, letter or phone call. A list of venues and dates can be seen in APPENDIX 2.
- 4.3 The Council completed the consultation with taxi operators on 8 July 2016.

4.4 The trade participation at this year's consultation meetings was again very low. Only Six operators met with Council officers and two operators responded by email. Figures for the individual venues are as follows:

- Innerleithen 0
- Galashiels 4
- Kelso 2
- Coldstream 0

- For reference nine operators attended the 2015 taxi fare review consultation meetings.

4.5 Of the eight operators who consulted with the Council seven were in favour of the proposal that taxi fares remain unaltered and one operator offered an alternative to the current formula and proposed a new tariff. The Council's Officers informed this operator that whilst these views would be recorded they could not be considered as part of the current consultation because the formula used by the Council was not currently under review. This was accepted by the Operator.

4.6 No-one who attended the consultation stated they were members of a taxi association. As far as Officers are aware, there have been no moves made by the trade to form a new taxi operators' association since this was first raised by them in 2011

4.7 In addition to the consultation with operators, a Public Notice was placed in newspapers circulating in the area - the Berwickshire News, the Border Telegraph, the Hawick News, the Peeblesshire News, the Selkirk Weekend Advertiser and the Southern Reporter The terms of the Notice are reproduced in APPENDIX 3. The public consultation closed in 22 August 2016 being the statutory time period of one month after the date of the publication. No responses were received.

4.8 If Members agree the recommendation that taxi fares remain unchanged for 2016/17, Officers will write as required to give notice of that decision to all persons with whom they have consulted and inform them of the decision. In terms of section 18 of the Act, there is then a 14 day period in which parties may lodge an appeal with the Traffic Commissioner. If the Commissioner so decides a Hearing into the review process may be held and they may confirm or alter the scales or decline to hear the appeal if they consider it is not representative of a substantial proportion of the trade.

4.9 The next taxi fares review will take place within 18 months.

5 IMPLICATIONS

5.1 Financial

There are no costs to the Council attached to any of the recommendations contained in this report. If there is an appeal the Council are required to meet the Traffic Commissioner's costs of this Hearing. Any such costs will be met within the relevant budget

5.2 Risk and Mitigations

There are no risk elements as such involved in this review, however, the Council does have a statutory duty to consider reviewing taxi fares within

18 months of the previous review and therefore may risk a legal challenge if it does not comply with this requirement.

5.3 **Equalities**

An Equality Impact Assessment has been conducted and no negative impacts have become apparent. Indeed maintaining the licence fee will lead to a positive impact for the whole community as access should remain status quo. There will also be a positive impact for License holders as no increase in fees should facilitate continued employment.

5.4 **Acting Sustainably**

The Council has a statutory responsibility to review taxi fares within 18 months of the previous review.

5.5 **Carbon Management**

Taxis are a carbon consuming service. However this fact must be balanced against the level of provision particularly in rural areas where mainstream local bus services cannot or do not operate.

5.6 **Rural Proofing**

Not applicable as this is not a new policy.

5.7 **Changes to Scheme of Administration or Scheme of Delegation**

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

6 CONSULTATION

- 6.1 The Chief Financial Officer, 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.

Approved by

Service Director Regulatory Services Signature

Author(s)

Name	Designation and Contact Number
Timothy Stephenson	Strategic Transport Services Manager – 01835 825182

Background Papers: None

Previous Minute Reference: Executive Committee 11th November 2014

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

Contact Jacqueline Whitelaw, Place, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 01835 825253, Fax 01835 825071, email JWhitelaw@scotborders.gov.uk.

APPENDIX 1

Taxi Fares by Mile (Estimated)

1-4 PASSENGERS				5-8 PASSENGERS			
<u>Miles</u>	<u>2014/5 Charge</u>	<u>2015/6 Charge</u>	<u>2016/7 Charge</u>	<u>Miles</u>	<u>2014/5 Charge</u>	<u>2015/16 Charge</u>	<u>2016/7 Charge</u>
1	3.83	3.98	3.98	1	5.77	6.00	6.00
2	5.49	5.71	5.71	2	8.27	8.60	8.60
3	7.17	7.46	7.46	3	10.78	11.21	11.21
4	8.83	9.18	9.18	4	13.3	13.83	13.83
5	10.49	10.91	10.91	5	15.79	16.42	16.42
6	12.17	12.66	12.66	6	18.29	19.02	19.02
7	13.84	14.39	14.39	7	20.79	21.62	21.62
8	15.51	16.13	16.13	8	23.29	24.22	24.22
9	17.17	17.86	17.86	9	25.79	26.82	26.82
10	18.84	19.59	19.59	10	28.29	29.42	29.42
1-4 PASSENGERS				5-8 PASSENGERS			
<u>Miles</u>	<u>2014/5 Unsocial hours charge (+25%)</u>	<u>2015/6 Unsocial hours charge (+25%)</u>	<u>2016/7 Unsocial hours charge (+25%)</u>	<u>Miles</u>	<u>2014/5 Unsocial hours charge (+25%)</u>	<u>2015/6Unsocial hours charge (+25%)</u>	<u>2016/7 Unsocial hours charge (+25%)</u>
1	4.79	4.98	4.98	1	7.21	7.50	7.50
2	6.86	7.13	7.13	2	10.34	10.75	10.75
3	8.97	9.33	9.33	3	13.48	14.02	14.02
4	11.04	11.48	11.48	4	16.62	17.28	17.28
5	13.12	13.64	13.64	5	19.73	20.52	20.52
6	15.21	15.82	15.82	6	22.86	23.77	23.77
7	17.3	17.99	17.99	7	25.99	27.03	27.03
8	19.39	20.17	20.17	8	29.11	30.27	30.27
9	21.46	22.32	22.32	9	32.24	33.53	33.53
10	23.55	24.49	24.49	10	35.37	36.78	36.78

Even though fares remain unchanged for 2016/7 this still has to be shown for comparison to previous reviews.

APPENDIX 2

TRADE CONSULTATION MEETING PROGRAMME 2016-7

Venue	Date and Time
The Memorial Hall Leithen Road Innerleithen EH44 6HZ	Thursday 7 th July 2016 at 10.00am
Old Gala House Scott Crescent Galashiels TD1 3JS	Thursday at 7 th July 2016 12.00 noon
The Town Hall High Street Coldstream TD12 4DH	Friday at 8 th July 2016 10.00am
The Tait Hall Edenside Road Kelso TD5 7BS	Friday 8 th July 2016 12.00 noon

WRITTEN SUBMISSIONS

Any operator who is unable to attend a meeting may submit a written response to this consultation by Noon on Friday 8th July 2016 to:

Timothy Stephenson or Timothy.Stephenson@Scotborders.gov.uk
Passenger Transport
Scottish Borders Council
Council Headquarters
Newtown St Boswells
Melrose
TD6 0SA

APPENDIX 3

PUBLIC NOTICE OF THE PROPOSED SCALE OF CHARGES

CIVIC GOVERNMENT (SCOTLAND) ACT 1982, SECTION 17 REVIEW OF TAXI FARES AND RELATED CHARGES FOR SCOTTISH BORDERS

Scottish Borders Council, as Licensing Authority under the above Act are required to fix scales for fares and other charges and review and implement these at intervals of not exceeding 18 months from the date the last review came into effect. The last review of fares in the Scottish Borders was brought into effect on 10 April 2015.

Accordingly notice is hereby given that it is proposed the fare scale continues to be effective from 10 October 2016 as follows:

MAXIMUM FARE LEVELS

<u>SOCIAL HOURS</u>	<u>No. of PASSENGERS</u>	
	1 to 4	5 to 8

Initial Hire	£2.25	£3.40
Each 100.5 yards (approx. 93.60 metres) or part thereof	£0.10	£0.15

Waiting Time

After 60 seconds each 35 seconds	£0.10	£0.15
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Valeting/Customer Misuse

Car valeting charge for customer misuse:	£70.00
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UNSOCIAL HOURS

(a) In addition to social hours from 10.00pm to 6.00am	+25%	+25%
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(b) Festive Season:-

Between 6.00pm on 24 December until 6.00am on 27 December
and between 6.00pm on 31 December until 6.00am on 3 January

Initial Hire	£3.35	£4.95
Each 100.5 yards (approx. 93.60 metres) or part thereof	£0.15	£0.25

Waiting Time

After 60 seconds each 35 seconds	£0.15	£0.25
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Any person may lodge representations in writing with respect to the proposals by **22 August 2016** to

B. FRATER
Service Director Regulatory Services
Scottish Borders Council
Newtown St Boswells
Melrose
TD6 0SA

July 2016

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