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SCOTTISH BORDERS COUNCIL TUESDAY, 27 JUNE, 2017

A MEETING of the SCOTTISH BORDERS COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST. BOSWELLS on TUESDAY, 27 JUNE, 2017 at 10.00 AM

J. J. WILKINSON,
Clerk to the Council,
22 June 2017

BUSINESS																		
1.	Convener's Remarks.																	
2.	Apologies for Absence.																	
3.	Order of Business.																	
4.	Declarations of Interest.																	
5.	<p>Minutes (Pages 1 - 100)</p> <p>Consider the following Minutes of Scottish Borders Council for approval and signing by the Convener:-</p> <p>(a) 30 March 2017</p> <p>(b) 18 May 2017</p> <p>(c) 25 March 2017</p> <p>(Copies attached.)</p>	5 mins																
6.	<p>Committee Minutes</p> <p>Consider Minutes of the following Committees:-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">(a) Civic Government Licensing</td> <td style="width: 40%;">17 March 2017</td> </tr> <tr> <td>(b) Local Review Body</td> <td>20 March 2017</td> </tr> <tr> <td>(c) Teviot & Liddesdale Area Forum</td> <td>21 March 2017</td> </tr> <tr> <td>(d) Scrutiny</td> <td>23 March 2017</td> </tr> <tr> <td>(e) Planning & Building Standards</td> <td>27 March 2017</td> </tr> <tr> <td>(f) Local Review Body</td> <td>17 April 2017</td> </tr> <tr> <td>(g) Civic Government Licensing</td> <td>21 April 2017</td> </tr> <tr> <td>(h) Planning & Building Standards</td> <td>24 April 2017</td> </tr> </table> <p>(Please see separate Supplement containing the public Committee Minutes.)</p>	(a) Civic Government Licensing	17 March 2017	(b) Local Review Body	20 March 2017	(c) Teviot & Liddesdale Area Forum	21 March 2017	(d) Scrutiny	23 March 2017	(e) Planning & Building Standards	27 March 2017	(f) Local Review Body	17 April 2017	(g) Civic Government Licensing	21 April 2017	(h) Planning & Building Standards	24 April 2017	5 mins
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7.	Open Questions	15 mins
8.	Child Protection Committee Annual Report 2015-16 (Pages 101 - 126) Consider report by Chief Social Work Officer. (Copy attached.)	10 mins
9.	Adult Protection Committee Annual Report 2015-2016 (Pages 127 - 164) Consider report by Chief Social Work Officer. (Copy attached.)	10 mins
10.	Proposed Model for Piloting the Localities Bid Fund in Scottish Borders for 2017-2018 (Pages 165 - 176) Consider report by Service Director Customer & Community Services. (Copy attached.)	15 mins
11.	Motion by Councillor Laing Consider Motion by Councillor Laing in the following terms:- “We the elected members of Scottish Borders Council support the proposals of John Finnie MSP that the smacking of children should be banned. It is our position that the “justifiable assault” of children contravenes the UN Convention on the Rights of the Child, is not in step with the Scottish Government’s overarching approach to child well-being GIRFEC and that children should have the same protection under the law as adults.”	5 mins
12.	Committee Membership Consider appointment of Councillor Fullarton in place of Councillor Small on the Audit and Scrutiny Committee.	5 mins
13.	Any Other Items Previously Circulated	
14.	Any Other Items Which the Convener Decides Are Urgent	
15.	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.”	
16.	Minute (Pages 177 - 178) Consider private Section of Minute of Scottish Borders Council held on 30 March 2017. (Copy attached.)	1 mins
17.	Committee Minutes Consider private Sections of the Minutes of the following Committees:- (a) Civic Government Licensing 17 March 2017 (b) Planning & Building Standards 27 March 2017 (c) Civic Government Licensing 21 April 2017 (d) Planning & Building Standards 24 April 2017	

	(Please see separate Supplement containing private Committee Minutes.)	
18.	Delivery of the Jedburgh Intergenerational Learning Campus (Pages 179 - 194) Consider report by Service Director Assets & Infrastructure. (Copy attached.)	15 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.**

Please direct any enquiries to Louise McGeoch Tel 01835 825005
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SCOTTISH BORDERS COUNCIL

MINUTE of MEETING of the SCOTTISH BORDERS COUNCIL held in Council Headquarters, Newtown St. Boswells on 30 March 2017 at 10.00 a.m.

- Present:- Councillors G. Garvie (Convener), S. Aitchison, W. Archibald, M. Ballantyne, C. Bhatia, J. Brown, J. Campbell, M. Cook, A. Cranston, G. Edgar, V. Davidson, J. Fullarton, I. Gillespie, J. Greenwell, B. Herd, G. Logan, J. Mitchell, D. Moffat, S. Mountford, A. Nicol, D. Parker, D. Paterson, F. Renton, S. Scott, R. Smith, G. Turnbull, T. Weatherston, B. White.
- Apologies:- Councillors S. Bell, K. Cockburn, W. McAteer, S. Marshall, R. Stewart, J. Torrance.
- In Attendance:- Chief Executive, Depute Chief Executive (Place), Corporate Transformation and Services Director, Service Director Assets and Infrastructure, Service Director Regulatory Services, Chief Legal Officer, Chief Officer HR, Clerk to the Council.
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1. CONVENER'S REMARKS

- 1.1 The Convener congratulated Mark Smith from Community Learning and Development, Douglas Ormiston from TD1 Youth Hub, and Scott Forbes from Scottish Fire and Rescue, whose work was recognised at national level when they were awarded the Youth Worker of the Year – Partnership Category at the recent awards in Glasgow. A number of the young people were also in attendance. The project had delivered a range of innovative learning experiences for young people and had helped them gain a Youth Achievement Award. One young person took part in a mentoring programme at Galashiels Fire Station which had the potential to lead to employment with the Scottish Fire and Rescue Service when he turned 18.
- 1.2 The Convener congratulated the Democratic Services Team comprising Jenny Wilkinson, Louise McGeoch, Pauline Bolson, Fiona Henderson, Kathleen Mason, Judith Turnbull, Fiona Walling, Karen Farquhar, Margaret Blacklock and Alison Wallace on receiving the inaugural Team of the Year Award from SOLAR in recognition of their work over a wide number of fields supporting Members, Community Councils, Lord-Lieutenants and administering elections.

**DECISION
NOTED.**

2. MINUTE

The Minute of the Meeting held on 2 March 2017 was considered.

**DECISION
AGREED that the Minute be approved and signed by the Convener.**

3. COMMITTEE MINUTES

- 3.1 The Minutes of the following Committees had been circulated:-

Audit & Risk	16 January 2017
Cheviot Area Forum	1 February 2017
Planning & Building Standards	6 February 2017
LLP Strategic Governance Group	7 February 2017
Police, Fire & Rescue and Safer Communities Board	10 February 2017
Executive	14 February 2017
Selkirk Common Good Fund	15 February 2017

Scrutiny	16 February 2017
Civic Government Licensing	17 February 2017
Lauder Common Good Fund	21 February 2017
Hawick Common Good Fund	21 February 2017
Teviot & Liddesdale Area Forum	21 February 2017
Peebles Common Good Fund	1 March 2017
Tweeddale Area Forum	1 March 2017
Berwickshire Area Forum	2 March 2017
Planning & Building Standards	6 March 2017
Jedburgh Common Good Fund	7 March 2017
Executive	7 March 2017
Community Planning Strategic Board	9 March 2017
Galashiels Common Good Fund	9 March 2017
Eildon Area Forum	9 March 2017
Pension Fund	16 March 2017
Executive	21 March 2017

- 3.2 Councillor Davidson referred to paragraph 5 of the Minute of the Hawick Common Good Fund Sub-Committee held on 21 February 2017 and sought reassurance that items in the possession of the Hawick Common Good Fund would still be available for display outwith the town. Councillor Turnbull, Chairman of the Sub-Committee, assured Councillor Davidson that no restrictions had been introduced which would prevent items being temporarily displayed out-with Hawick, and any application for loan would be looked on favourably.

DECISION

APPROVED the Minutes listed above subject to paragraph 4 below.

4. COMMITTEE RECOMMENDATIONS – EXECUTIVE COMMITTEE

With reference to paragraph 5 of the Minute of the Executive Committee held on 30 March 2017, the Council was asked to approve a recommendation to disband the Social Work Complaints Review Committee once the process for all social work complaints raised before 1 April 2017 had been completed.

DECISION

AGREED to approve the recommendation as detailed above and that the Scheme of Administration be amended accordingly.

5. OPEN QUESTIONS

The questions submitted by Councillors Mountford and White were answered.

DECISION

NOTED the replies as detailed in Appendix I to this Minute.

6. "PLACES, PEOPLE & PLANNING" A CONSULTATION ON THE FUTURE OF THE SCOTTISH PLANNING SYSTEM

There had been circulated copies of a report by the Service Director Regulatory Services seeking approval of the response prepared by the Chief Planning Officer on behalf of Scottish Borders Council in respect of the Scottish Government consultation "Places, People and Planning" that set out the options for the future of the planning system in Scotland. The report explained that the consultation contained proposals to make significant changes to the existing planning system in Scotland. The key thrust of the changes was to have a planning system that helped growth to happen and unlocked the potential of our people and places. The proposals identified four key areas of change:

- Making plans for the future
- People make the system work
- Building more homes and delivering infrastructure
- Stronger leadership and smarter resourcing

The consultation sought views on 20 proposals for improving the planning system set out within these four key areas. There was also a series of technical questions for each of these proposals. Appendix A to the report set out the proposed response of the Chief Planning Officer to these proposals and questions. The proposals sought to refocus the planning system on delivering outcomes, facilitating economic development and Placemaking, whilst enhancing community engagement and reducing and simplifying processes and procedures. Members discussed the response. Councillor Cook noted that the response made no mention of the environment or wildlife and moved that the response be amended to include this. Members unanimously supported this amendment.

DECISION

AGREED to approve the consultation response set out in Appendix A as the Scottish Borders Council's formal response to the Scottish Government consultation "Places, People and Planning", subject to the addition of a supplement dealing with the environment and wildlife concerns.

7. SESTRAN - MOVE TOWARDS A MODEL 3 TRANSPORT PARTNERSHIP

There had been circulated copies of a report by the Service Director Regulatory Services on a consultation exercise being undertaken by SEStran in relation to a potential transfer of functions to the regional transport partnership. The report explained that the South East of Scotland Transport Partnership (SEStran) was a statutory partnership consisting of eight local authorities, namely: City of Edinburgh, Fife, East Lothian, Midlothian, West Lothian, Falkirk, Clackmannanshire and Scottish Borders. SEStran was currently classed as a "Model 1" Regional Transport Partnership (RTP) which meant that the primary function of the partnership was the production of a Regional Transport Strategy. At a meeting on 2 December 2016, the SEStran Board agreed to undertake a consultation with all constituent local authorities with a view to moving towards a "Model 3" Regional Transport Partnership. A Model 3 Regional Transport Partnership had additional powers, specifically in relation to public transport, but also could be utilised in terms of potentially managing other services such as ferry services, tolled bridges road pricing, road maintenance and road safety. While there had been discussions on the inclusion of a "Model 3" Regional Transport Authority proposal within the City Deal process, this suggestion was not being actively pursued as part of the City Deal at this particular time. SEStran initially required a response from all constituent Local Authorities which could be discussed at the next SEStran Board Meeting on 3 March 2017. However, SEStran had now decided to delay formal consideration of the proposal. Councillor Edgar advised that he considered that the recommendation in the report did not go far enough and the proposal should be rejected. Councillor Ballantyne, while having sympathy for Councillor Edgar's position, felt that the opportunity to be involved in future consultation should not be lost.

Vote

Councillor Ballantyne, seconded by Councillor Fullarton, moved that the recommendations contained in the report should be approved.

Councillor Edgar, seconded by Councillor Aitchison, moved as an amendment that recommendation (a) be reworded to read "Scottish Borders Council rejects the proposal that they be part of a SEStran Model 3 Regional Transport Authority."

On a show of hands Members voted as follows:-

Motion - 8 votes

Amendment - 18 votes

The Amendment was accordingly carried.

DECISION

DECIDED:-

- (a) that Scottish Borders Council rejects the proposal that they be part of a SEStran Model 3 Regional Transport Authority; and**

(b) to authorise the Service Director Regulatory Services to respond to SEStran to that effect.

8. EQUALITY MAINSTREAMING REPORT AND EQUALITY OUTCOMES 2017 -2021

There had been circulated copies of a report by the Chief Executive seeking approval of the Equality Mainstreaming Report 2017 -2021 in order that it be published to meet the legal deadline of 30 April 2017. The report explained that the Equality Mainstreaming Report was required every four years, with an update in the two year period in between. Scottish Borders Council's first Equality Mainstreaming Report was published in 2013 and covered the period 2013 – 2017. An Equality Mainstreaming Update Report was published in 2015 covering the period 2013-2015. The Council was therefore required to publish - no later than 30 April 2017 - an updated Equality Mainstreaming report for the period 2017-2021, a copy of which was appended to the report. The development of the Equality Mainstreaming Report had taken account of the work that the Council had undertaken on equalities over the past four years and the legislative, economic and social changes, both locally and nationally, that had impacted on equality matters. This had involved looking at progress in taking forward the eight equality outcomes contained within the initial Equality Mainstreaming Report; and embedding equalities in the Council's policies, processes and work practices, details of which were contained in Appendix 2 to the report. The Equality Mainstreaming Report concluded that these equality outcomes were still relevant and should be maintained. A set of high level actions was produced to facilitate further progress in embedding equalities within the Council for the period 2017 -2021. The Equality Mainstreaming Report provided details on the Council's Employee Data analysed by the protected characteristics and operational aspects. It also included in Appendix 3 information on Equal Pay and the Gender Pay Gap. Councillor Greenwell as Equalities Champion asked Members to support the report. Councillor Parker paid tribute to Councillor Greenwell's hard work as Equalities Champion.

DECISION

AGREED to approve the Equality Mainstreaming Report as set out in Appendix 1 and the supplementary Appendices 2 and 3 to the report

9. CHARITY REORGANISATION UPDATE

With reference to paragraph 11 of the Minute of 21 May 2015, there had been circulated copies of a report by the Chief Financial Officer providing an update on the progress of the ongoing reorganisation of the Council's registered and unregistered Trust Funds and Charities and proposing a timetable and approach for the next phase. The report detailed the proposals for the Thomas Howden Wildlife Trust, the SBC Charitable Trust and the 177 Trusts which were currently unregistered. The report contained a detailed timetable to carry out the required consultations on the future of the 177 unregistered Trusts, provide a further report to Council to approve any amalgamations and submissions to OSCR with a view to having all work completed by March 2018. Members welcomed the proposals and hoped that this would allow access to funds, particularly in rural areas without the benefit of Common Good Funds.

DECISION

AGREED:-

- (a) that an application be submitted to OSCR to amalgamate the Thomas Howden Wildlife Trust into a restricted fund applicable to Peebles within the SBC Educational Trust;**
- (b) to disburse the funds held for the ten Trusts detailed in Appendix 3 to the report to the organisations noted; and**
- (c) the next steps and timetable for the amalgamation of the remaining 167 Trusts, where possible, into the existing Welfare, Educational and Community Enhancement trusts.**

10. **HAWICK ACTION PLAN**

With reference to paragraph 15 of the Private Appendix to the Minute of 2 March 2017, there had been circulated copies of a report by the Corporate Transformation and Services Director providing a progress report on key activities within the Hawick Action Plan following previous updates in November 2016 and an update in a private report in March 2017. The report also highlighted the opportunity to present some of these potential project opportunities as economic development priorities for the proposed South of Scotland Enterprise and Skills Vehicle. The report explained that since November 2016 there had been significant progress within some of the themes, in particular 'Creating an Environment to Encourage Economic Growth'. The priority actions identified and areas of progress were set out in Appendix 1 to the report and a number of key areas of progress were highlighted. Two major projects to note include the Business Growth / Property Development proposal with an application for Scottish Government funding; and the Hawick Flood Protection Scheme. The Business Growth / Property Development Proposal is aimed at helping to deliver a variety of business infrastructure projects to help drive the local economy and to encourage business growth and new investment in the town. The proposal also included a second phase, which would commission and deliver feasibility studies on individual sites. It was proposed that these sites were presented as priorities for the new South of Scotland Enterprise and Skills Vehicle. The Hawick Flood Protection Scheme would now progress to a formal consultation period for the outline design. The project was currently scheduled to have final approval of the design in September 2017 with potential site completion in March 2022. The Flood Protection Scheme would enable further regeneration and development opportunities for the town by safeguarding areas of land currently deemed at risk to flooding. It was noted that Business Gateway would move to Hawick on Monday 3 April 2017. Members welcomed the progress to date.

DECISION

AGREED:-

- (a) **to note the progress taking forward key actions within the Hawick Action Plan since November 2016, as set out in Appendix 1 to the report;**
- (b) **the Council should support further work with businesses and stakeholders in Hawick in 2017/18 as outlined in Appendix 1 to the report; and**
- (c) **that the Corporate Transformation and Services Director present a further progress report on the Action Plan to the Council before the end of 2017.**

11. **CONSULTATION ON POSSIBLE AMENDMENT TO COUNCILLORS CODE OF CONDUCT**

There had been circulated copies of a report by the Service Director Regulatory Services seeking the Council's views on proposed amendments to the Councillors' Code of Conduct. The report explained that the Scottish Government had published a consultation on possible amendments to the Councillors' Code of Conduct to allow Councillors to continue to participate in quasi-judicial decisions without there being a conflict of interest in instances where they represented the Council on the board of an external organisation. At present the Code precluded Members from participating in such decisions except in a number of specified cases. The existing terms of the Code had not presented significant difficulties for the Council or for any of the outside bodies to which members have been appointed or nominated. On that basis it was proposed that the Code be retained in its current form. In response to a question from Councillor Logan, Mr Frater advised that he would raise the matter of the Code of Conduct for Community Councils at the next annual meeting of Monitoring Officers.

DECISION

AGREED:-

- (a) **to respond advising that on balance the Council was minded to support the retention of the Code in its current form; and**

- (b) **to recommend that if the Scottish Government was minded to amend the Code that this should be based on a case by case consideration of individual requests and addition of individual named bodies to Section 5.18 (2) of the Code rather than a general exclusion for all outside bodies.**

12. **EARLY RETIREMENT/VOLUNTARY SEVERANCE**

There had been circulated copies of a report by the Chief Executive seeking approval for 12 applications for staff who had requested to leave Live Borders through the early retirement/voluntary severance programme. The report explained that Live Borders was allocated management fee savings as part of the Council's 2017/18 Financial planning process, reflecting the local government settlement. To enable that level of saving to be achieved in the 2017/18 financial year, Live Borders sought support from the Council to open the ER/VS programme for a limited period of time with any one-off costs being funded by the Council. Live Borders opened the ER/VS scheme to their employees, at the same time as undertaking a review of their management structure and methods of delivery. In January 2017, 32 applications were received of which 12 were supported by the Council's Corporate Management Team. If all 12 applications were agreed, total one-off costs of £ 338,670 would be incurred and total direct recurring employee cost savings of £320,334 would be delivered each full year, providing an overall payback period of 1.06 years. Savings from the 12 applications were considered necessary to allow Live Borders to meet its savings target for 2017-18. Ewan Jackson, Chief Executive of Live Borders, was present and gave Members a presentation on the future operation of the organisation and the proposed future structure. He also assured Members that the services provided by the staff who were leaving the organisation would still continue. In response to a query from Councillor Ballantyne on whether these requests had already been approved by the Live Borders Board of Trustees the Chief Executive proposed an amended wording for the recommendation to reflect this approval which was unanimously accepted.

DECISION

- (a) **NOTED that the 12 applications for ERVS had been approved by the Live Borders Finance Committee and subsequently ratified by the Live Borders Board of Trustees.**
- (b) **AGREED to approve the associated costs being met from the Council's ER/VS budget for 2016/17 of £ 338,670.**

13. **URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Convener was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to keep Members informed.

14. **AUDIT AND RISK COMMITTEE ANNUAL REPORT 2016/17**

There had been circulated copies of the Audit and Risk Committee Annual Report for 2016/17 following consideration by that Committee on Tuesday 28 March 2017. Councillor Ballantyne, Chairman of the Committee, commented on the work of the Committee and thanked the Members and officers for their contribution. Despite the fact that two of the external members had stood down due to personal circumstances she recommended that there continue to be three external members with appropriate skills in future. The Convener thanked Councillor Ballantyne for her service as chairman.

DECISION

NOTED 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 Appendix II to this Minute on the grounds that it involved the likely disclosure of

exempt information as defined in Paragraphs 1, 6, 8 and 9 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

16. **Minute**
The private section of the Council Minute of 2 March 2017 was approved.
17. **Committee Minutes**
The private sections of the Committee Minutes as detailed in paragraph 3 of this Minute were approved.
18. **Committee Recommendation**
A recommendation of the Pension Fund Committee of 16 March 2017 relating to investments was approved.

The meeting concluded at 1.15 p.m.

SCOTTISH BORDERS COUNCIL
30 MARCH 2017
APPENDIX I

Question from Councillor Mountford

To the Depute Leader (Finance)

How much extra revenue has been generated by the Empty Homes Premium since it was introduced?

Reply from Councillor Mitchell

This Council took the decision to increase Council Tax for long term empty properties, to the maximum 200% charge, from 1st April 2016. To date, an additional £475k in revenue has already been received and we estimate that the ultimate collection level for 2016/17 will be in the region of £525k. This slightly exceeds the projected income figure of £500k within the financial plan.

Supplementary

Councillor Mountford asked what evidence was there to show that this policy was bringing empty homes back into use. Councillor Mitchell undertook to ask officers to provide this information.

Question from Councillor White

To Depute Leader (Finance)

How many freedom of information requests FOI have we had in the last year and how much has this cost the council?

Reply from Councillor Mitchell

A total of 1241 Freedom of Information requests were received in 2016.

The Council does not currently record the full cost of handling FOI requests. FOI responses are coordinated by two officers within the Information Management Team who each spend approximately 75% of their time dealing with FOI enquiries. The annual cost of these two posts is £43,468. This does not however reflect the full cost of responding to FOIs as extracting the requested information, obtaining legal advice and/or responding to requests for reviews also involves staff within other service departments.

Supplementary

Councillor White requested that while he did not want to increase the burden on officers could they sample the cost of some FOI requests. Councillor Mitchell advised that he would discuss the feasibility of this with officers.

SCOTTISH BORDERS COUNCIL

MINUTE of the STATUTORY MEETING of the
SCOTTISH BORDERS COUNCIL held in the
Council Headquarters, Newtown St. Boswells
on 18 May 2017 at 10.00 a.m.

Present:- Councillors S. Aitchison, A. Anderson, H. Anderson, M. Ballantyne, S. Bell, J. Brown, K. Chapman, K. Drum, G. Edgar, J. Fullarton, C. Hamilton, S. Hamilton, S. Haslam, E. Jardine, H. Laing, S. Marshall, W. McAteer, T. Miers, D. Moffat, S. Mountford, D. Parker, D. Paterson (from paragraph 4.3), C. Ramage, N. Richards, M. Rowley, H. Scott, E. Small, R. Tatler, E. Thornton-Nicol, G. Turnbull, T. Weatherston.

Apologies:- Councillors J. Greenwell, E. Robson, S. Scott.

In Attendance:- Chief Executive, Depute Chief Executive – Place, Corporate Transformation and Services Director, Director of Public Health, Chief Financial Officer, Service Director Assets & Infrastructure, Service Director Children & Young People, Service Director Regulatory Services, Chief Legal Officer, Chief Roads Officer, Clerk to the Council.

1. MEMBERSHIP OF COUNCIL

There had been circulated copies of a report by the Returning Officer at the Elections held on 4 May 2017. The report detailed those persons elected to serve as Members of Scottish Borders Council, and highlighted a number of other issues related to the election including resources and media coverage.

DECISION

NOTED the list of Members elected to the Council, a copy of which forms the Appendix to this Minute.

2. ELECTION OF CONVENER

The Council considered the appointment of the Convener. Councillor Mountford, seconded by Councillor Weatherston, moved that Councillor Parker be elected as Convener and this was unanimously approved. Councillor Bell spoke in support of Councillor Parker's appointment. Councillor Parker thanked Members for his appointment and advised how he intended

DECISION

AGREED that Councillor Parker be appointed as Convener of the Scottish Borders Council.

3. ELECTION OF LEADER

Councillor Ballantyne, seconded by Councillor Aitchison, moved that Councillor Haslam be appointed as Leader of the Council and this was unanimously agreed.

DECISION

AGREED that Councillor Haslam be appointed as Leader of the Council.

MEMBER

Councillor Paterson joined the meeting during consideration of the following item of business.

4. MOTION

- 4.1 Councillor Ballantyne, seconded by Councillor Aitchison, moved an amended version of the Motion circulated with the agenda, a copy of which was tabled at the meeting in the following terms:-

“That Scottish Borders Council approves the following:

- (a) Changes to Senior Councillor Roles (in compliance with the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007) and appointments:

Ref	Position	Name
1.	Depute Convener & Executive Member for Adult Social Care	Cllr Weatherston
2.	Executive Member for Children & Young People	Cllr C Hamilton
3.	Executive Member for Finance	Cllr Turnbull
4.	Executive Member for Business & Economic Development	Cllr Rowley
5.	Executive Member for Transformation & HR and Locality Committee Chair: Cheviot	Cllr Mountford
6.	Executive Member for Roads & Infrastructure and Locality Committee Chair: Eildon	Cllr Edgar
7.	Executive Member for Culture & Sport	Cllr Jardine
8.	Executive Member for Planning & Environment	Cllr Miers
9.	Executive Member for Neighbourhoods & Locality Services	Cllr Aitchison
10.	Locality Committee Chair: Teviot & Liddesdale	Cllr Marshall
11.	Locality Committee Chair: Berwickshire	Cllr Fullarton
12.	Locality Committee Chair: Tweeddale	Cllr Tatler
13.	Police, Fire & Rescue & Safer Communities Board Chair	Cllr McAteer
14.	Chair of Audit & Scrutiny	Cllr Bell

- (b) that the Council continues to adopt an Executive/Scrutiny model of decision making, and that Area Forums are replaced by newly focused Locality Committees with greater powers to make relevant local decisions;
- (c) that the following amendments are made to the Scheme of Administration:
- (i) the existing constitution of the Executive Committee is changed to reflect the Executive Member roles 1 to 9 above along with the Council Leader (noting that Opposition Councillors will no longer be Members of the Executive);
 - (ii) the Scrutiny Committee is removed and a revised Scrutiny function is added to the functions of the Audit & Risk Committee, with an ad-hoc Scrutiny Sub-Committee appointed as required by the Audit & Risk Committee for particular reviews.
- (d) that the Clerk to the Council, in consultation with the Chief Executive, brings forward an Interim Scheme of Administration for consideration by Council on 25 May 2017, reflecting proposals a) to c) above, on the understanding that a final Scheme of Administration will be considered by Council no later than 30 September 2017.”

4.2 Councillor Ballantyne spoke in support of her Motion. Councillor Bell, seconded by Councillor Anderson, proposed an amendment to the Motion as follows:-

- “(a) at paragraph (c) (i) above put a full stop after “...Council Leader”, then delete all of the text in brackets; and
- (b) at paragraph (c)(ii) above delete all after “...Audit & Risk Committee,” and replace with “to become a combined Audit & Scrutiny Committee.”

4.3 Following a discussion on the various proposals it was unanimously agreed that amendment 4.2(b) above be accepted. A vote by show of hands was then taken as follows:-

Motion as amended - 19 Votes
 Amendment 4.2(a) - 10 Votes

The Motion as amended was accordingly carried.

DECISION

DECIDED:

(a) **Changes to Senior Councillor Roles (in compliance with the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007) and appointments:**

Ref	Position	Name
1.	Depute Convener & Executive Member for Adult Social Care	Cllr Weatherston
2.	Executive Member for Children & Young People	Cllr C Hamilton
3.	Executive Member for Finance	Cllr Turnbull
4.	Executive Member for Business & Economic Development	Cllr Rowley
5.	Executive Member for Transformation & HR and Locality Committee Chair: Cheviot	Cllr Mountford
6.	Executive Member for Roads & Infrastructure and Locality Committee Chair: Eildon	Cllr Edgar
7.	Executive Member for Culture & Sport	Cllr Jardine
8.	Executive Member for Planning & Environment	Cllr Miers
9.	Executive Member for Neighbourhoods & Locality Services	Cllr Aitchison
10.	Locality Committee Chair: Teviot & Liddesdale	Cllr Marshall
11.	Locality Committee Chair: Berwickshire	Cllr Fullarton
12.	Locality Committee Chair: Tweeddale	Cllr Tatler
13.	Police, Fire & Rescue & Safer Communities Board Chair	Cllr McAteer
14.	Chair of Audit & Scrutiny	Cllr Bell

(b) that the Council continue to adopt an Executive/Scrutiny model of decision making, and that Area Forums were replaced by newly focused Locality Committees with greater powers to make relevant local decisions;

(c) that the following amendments be made to the Scheme of Administration:

- (i) the existing constitution of the Executive Committee be changed to reflect the Executive Member roles 1 to 9 above along with the Council Leader (noting that Opposition Councillors would no longer be Members of the Executive); and
- (ii) the Scrutiny Committee be removed and a revised Scrutiny function was added to the functions of the Audit & Risk Committee to become a combined Audit & Scrutiny Committee; and

(d) that the Clerk to the Council, in consultation with the Chief Executive, bring forward an Interim Scheme of Administration for consideration by Council on 25 May 2017, reflecting proposals (a) to (c) above, on the understanding that a final

Scheme of Administration would be considered by Council no later than 30 September 2017.

5. **AMENDED CALENDAR OF MEETINGS**

There had been circulated copies of an amended Calendar of Meetings for the month of June to take account of the forthcoming General Election and Scottish Parliament By-election.

DECISION

APPROVED the amended Calendar of Meetings which forms Appendix II to the Minute.

6. **URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Convener was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision.

7. **REPRESENTATIVES ON OUTSIDE BODIES – SESTRAN**

It was noted that under the terms of the Partnership Agreement that the Council were required to appoint representatives to SESTRAN at their first meeting following the Council elections. Councillor Haslam, seconded by Councillor Aitchison, moved that Councillors Edgar and Fullarton be appointed and this was unanimously approved.

DECISION

AGREED that Councillors Edgar and Fullarton be appointed as the Council's representatives on SESTRAN.

The meeting concluded at 10.50 a.m.

APPENDIX I
SCOTTISH BORDERS COUNCIL
18 MAY 2017

MEMBERS ELECTED ON 5 MAY 2017

Ward 1 – Tweeddale West

- Heather Anderson (Scottish National Party)
- Kris Chapman (Scottish Liberal Democrats)
- Eric Small (Scottish Conservative and Unionist Party)

Ward 2 – Tweeddale East

- Shona Haslam (Scottish Conservative and Unionist Party)
- Stuart Bell (Scottish National Party)
- Robin Tatler (Independent)

Ward 3 – Galashiels and District

- Andy Anderson (Scottish National Party)
- Euan Jardine (Scottish Conservative and Unionist Party)
- Sandy Aitchison (Independent)
- Harry Scott (Independent)

Ward 4 – Selkirkshire

- Michelle Ballantyne (Scottish Conservative and Unionist)
- Elaine Thornton-Nicol (Scottish National Party)
- Gordon Edgar (Independent)

Ward 5 – Leaderdale and Melrose

- David Parker (Independent)
- Tom Miers (Scottish Conservative and Unionist)
- Kevin Drum (Scottish National Party)

Ward 6 – Mid Berwickshire

- John Greenwell (Scottish Conservative and Unionist)
- Mark Rowley (Scottish Conservative and Unionist)
- Donald Moffat (Scottish National Party)

Ward 7 – East Berwickshire

- Jim Fullarton (Scottish Conservative and Unionist)
- Carol Hamilton (Scottish Conservative and Unionist)
- Helen Laing (Scottish National Party)

Ward 8 – Kelso and District

- Simon Mountford (Scottish Conservative and Unionist)
- Tom Weatherston (Scottish Conservative and Unionist)
- Euan Robson (Scottish Liberal Democrats)

Ward 9 – Jedburgh and District

- Scott Hamilton (Scottish Conservative and Unionist)
- Sandy Scott (Scottish Conservative and Unionist)
- Jim Brown (Scottish National Party)

Ward 10 – Hawick and Denholm

- Stuart Marshall (Independent)
- Neil Richards (Scottish Conservative and Unionist)
- Clair Ramage (Scottish National Party)

Ward 11 – Hawick and Hermitage

- Watson McAteer (Independent)
- George Turnbull (Scottish Conservative and Unionist)
- Davie Paterson (Independent)

APPENDIX II
SCOTTISH BORDERS COUNCIL
18 MAY 2017

DAY	DATE	MONTH	COMMITTEE	TIME
MON	15	MAY		
TUES	16	MAY		
WED	17	MAY		
THUR	18	MAY	SCOTTISH BORDERS COUNCIL (SPECIAL)	10.00 a.m.
FRI	19	MAY		
SAT	20	MAY		
SUN	21	MAY		
MON	22	MAY		
TUES	23	MAY		
WED	24	MAY		
THUR	25	MAY	SCOTTISH BORDERS COUNCIL	10.00 a.m.
FRI	26	MAY		
SAT	27	MAY		
SUN	28	MAY		
MON	29	MAY		
TUES	30	MAY		
WED	31	MAY		
Jun-17				
THUR	1	JUN	PLANNING AND BUILDING STANDARDS	10.00 a.m.
FRI	2	JUN		
SAT	3	JUN		
SUN	4	JUN		
MON	5	JUN		
TUES	6	JUN		
WED	7	JUN		
THUR	8	JUN	UK PARLIAMENTARY ELECTION/SCOTTISH PARLIAMENT BY- ELECTION	
FRI	9	JUN		
SAT	10	JUN		
SUN	11	JUN		
MON	12	JUN	-	-
TUES	13	JUN	-	-
WED	14	JUN	PEEBLES COMMON GOOD FUND SUB- COMMITTEE	5.00 p.m.
WED	14	JUN	TWEEDDALE AREA FORUM	6.30 p.m.
THUR	15	JUN	BERWICKSHIRE AREA FORUM	6.30 p.m.
FRI	16	JUN	LICENSING BOARD	10.00 a.m.
FRI	16	JUN	CIVIC GOVERNMENT LICENSING COMMITTEE	11.00 a.m.
SAT	17	JUN		
SUN	18	JUN		
MON	19	JUN	LOCAL REVIEW BODY	10.00 a.m.
TUES	20	JUN	EXECUTIVE COMMITTEE	10.00 a.m.

TUES	20	JUN	LIMITED LIABILITY PARTNERSHIP STRATEGIC GOVERNANCE GROUP	2.00 p.m.
TUES	20	JUN	LAUDER CGF SUB-COMMITTEE	2.00 p.m.
TUES	20	JUN	HAWICK COMMON GOOD FUND SUB-COMMITTEE	4.00 p.m.
TUES	20	JUN	LOCAL LICENSING FORUM	4.00 p.m.
TUES	20	JUN	TEVIOT & LIDDESDALE AREA FORUM	6.30 p.m.
WED	21	JUN	JCG: STAFF	10.00 a.m.
WED	21	JUN	JCG: TEACHERS	2.00 p.m.
WED	21	JUN	SELKIRK CGF SUB-COMMITTEE	3.00 p.m.
WED	21	JUN	JEDBURGH CGF SUB-COMMITTEE	4.30 p.m.
WED	21	JUN	KELSO CGF SUB-COMMITTEE	5.30 p.m.
WED	21	JUN	CHEVIOT AREA FORUM	6.30 p.m.
THUR	22	JUN	PETITIONS & DEPUTATIONS COMMITTEE	9.30 a.m.
THUR	22	JUN	PENSION FUND COMMITTEE/PENSION BOARD	10.00 a.m.
THUR	22	JUN	COMMUNITY PLANNING STRATEGIC BOARD	11.00 a.m.
THUR	22	JUN	EMPLOYEE COUNCIL	3.00 p.m.
THUR	22	JUN	GALASHIELS CGF SUB-COMMITTEE	4.30 p.m.
THUR	22	JUN	EILDON AREA FORUM	6.30 p.m.
FRI	23	JUN		
SAT	24	JUN		
SUN	25	JUN		
MON	26	JUN	PLANNING AND BUILDING STANDARDS	10.00 a.m.
TUES	27	JUN	SCOTTISH BORDERS COUNCIL	10.00 a.m.
WED	28	JUN	AUDIT & RISK COMMITTEE	10.15 a.m.
THUR(SH)	29	JUN		
FRI (SH)	30	JUN		

SCOTTISH BORDERS COUNCIL

MINUTE of MEETING of the SCOTTISH BORDERS COUNCIL held in the Council Headquarters, Newtown St. Boswells on 25 May 2017 at 10.00 a.m.

Present:- Councillors D. Parker (Convener), S. Aitchison, A. Anderson, H. Anderson, M. Ballantyne, S. Bell, J. Brown, K. Chapman, K. Drum, G. Edgar, J. Fullarton, J. Greenwell, C. Hamilton, S. Hamilton, S. Haslam, E. Jardine, H. Laing, S. Marshall, W. McAteer, T. Miers, D. Moffat, S. Mountford, D. Paterson, N. Richards, E. Robson, M. Rowley, H. Scott, S. Scott, E. Small, R. Tatler, E. Thornton-Nicol, G. Turnbull, T. Weatherston.

Apology:- Councillor C. Ramage.

In Attendance:- Chief Executive, Depute Chief Executive – Place, Corporate Transformation and Services Director, Director of Public Health, Service Director Assets & Infrastructure, Service Director Children & Young People, Service Director Neighbourhood Services, Service Director Regulatory Services, Chief Legal Officer, Chief Officer Audit & Risk, Financial Services Manager, Clerk to the Council

1. SCHEME OF REMUNERATION

There had been circulated copies of a report by the Chief Executive seeking approval for amendments to the Scheme of Member Remuneration and an amendment to the Scheme of Administration. The report explained that at its meeting held on 18 May 2017, Council decided the number of "Senior Councillors" and made appointments to these posts; the total allowed budget for this was limited by the Regulations to £296,240. Following consideration of the responsibilities to be borne by the Senior Councillors, as indicated by the Administration, a Scheme of Remuneration had been drawn up that sought to recognise the differing significance of what was involved in each role. Details of the Scheme were contained in the Appendix to the report. At the Council meeting on 18 May 2017, amendments were made to the membership of the Executive Committee. Councillor McAteer was appointed as Chair of the Police, Fire & Rescue, and Safer Communities Board and it was now proposed that Councillor McAteer be appointed as Executive Member for Community Safety and become a member of the Executive Committee, and the Scheme of Administration amended accordingly.

DECISION

AGREED that:-

- (a) the Scheme of Member Remuneration be amended so that the 14 posts (excluding the Leader and Convener) detailed in Appendix I to this Minute be designated as Senior Councillors, with their remuneration set at the levels shown; and**
- (b) the Executive Member for Community Safety be added to the membership of the Executive Committee in the Scheme of Administration.**

2. INTERIM SCHEME OF ADMINISTRATION

There had been circulated copies of an interim Scheme of Administration which had been amended to take account of the structure proposed by the Council's Administration. Some further amendments were tabled at the meeting. The Clerk to the Council outlined the changes which had been made. Councillor Haslam, seconded by Councillor Bell, moved approval of the Scheme and this was unanimously approved.

DECISION

AGREED the interim Scheme of Administration, as contained in Appendix II to this Minute.

3. MEMBERSHIP OF COMMITTEES

The Council considered the appointment of Members to various Committees, Sub-Committees etc. in accordance with the interim Scheme of Administration, approved at paragraph 2 above. Councillor Haslam, seconded by Councillor Chapman, moved approval or noting of the Councillors who had been nominated to take up these appointments and this was unanimously approved.

DECISION

AGREED to approve the appointments as detailed in Appendix III to this Minute.

4. REPRESENTATIVES ON OUTSIDE BODIES

There had been circulated copies of a list detailing the outside bodies to which the Council were required to appoint representatives. Councillor Haslam, seconded by Councillor Chapman, moved approval of the Councillors who had been nominated to take up these appointments. Councillor Bell proposed that the Council should write to the A7 Action Group and ask that the Council be granted a further place given that the A7 passed through a number of Wards. He further proposed that if this was granted that Councillor Ramage take up the extra place and this was unanimously accepted

DECISION

AGREED:-

- (a) to approve the list of appointments as contained in Appendix IV to this Minute; and
- (b) that the A7 Action Group be requested to grant the Council a further place on their Group and if this was accepted that Councillor Ramage be appointed..

5. SCHEME OF MEMBERS ALLOWANCES

There had been circulated copies of a report by the Chief Executive detailing the allowances paid to Members during 2016/17, which the Council required to publish in terms of Regulation 6(5) of the Local Government (Allowances and Expenses) (Scotland) Regulations 2007. Appendix 1 to the report detailed the allowances paid to Councillors in 2016/17 and Appendix 2 detailed attendance at training events and conferences. Overall these payments totalled £772,974.98.

DECISION

AGREED that the information in the Appendices to the report be published on the Council's website, in order to meet the publicity requirements of the Local Government (Allowances and Expenses)(Scotland) Regulations 2007.

6. KIRKING OF THE COUNCIL

The Council considered the arrangements for the Kirking of the Council. The Convener proposed that a date in August/September be selected and that a multi-faith service be held in Melrose.

DECISION

NOTED that the Convener would select a suitable date in August/September and Members would be issued further details in due course.

The meeting concluded at 10.30 a.m.

SCOTTISH BORDERS COUNCIL
25 MAY 2017
APPENDIX I

Scheme of Payment for Senior Councillors

1. Application of The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007

The Regulations allow the Council to appoint a Leader, a Convener and 14 other Senior remunerated posts i.e. 16 in total.

The Leader's remuneration is fixed by regulation.

The Convener's remuneration can be up to 75% of the Leader's remuneration.

The remuneration for Senior Councillors is inclusive of the basic Councillor remuneration.

The descriptions below are not intended to be an exhaustive list of duties.

2. Council's Executive

	ROLE	DESCRIPTION	COUNCILLOR
1.	Leader	<ul style="list-style-type: none"> • Represents Council as political leader • Leader of the Administration • Political strategy • Strategic direction of Council • Chairs Executive Committee 	Councillor Shona Haslam
2.	Executive Member for Adult Social Care	<ul style="list-style-type: none"> • Adult Social Work • Adult protection • Adult mental health • Health & Social Care Integration • Poverty strategy • Criminal justice • Statutory quality, standards and inspections 	Councillor Tom Weatherston
3.	Executive Member for Children & Young People	<ul style="list-style-type: none"> • Early years/nursery provision • Primary and secondary education • Links with Further and Higher education • Child Social Work • Child protection • Child mental health • Statutory quality, standards and inspections 	Councillor Carol Hamilton
4.	Executive Member for Finance	<ul style="list-style-type: none"> • All Financial functions 	Councillor George Turnbull
5.	Executive Member for Business & Economic Development	<ul style="list-style-type: none"> • Economic development • Business support • Regeneration • Tourism • Inward investment • Housing 	Councillor Mark Rowley
6.	Executive Member for Transformation & HR	<ul style="list-style-type: none"> • HR • Corporate communications & marketing • Equality and diversity • Corporate transformation 	Councillor Simon Mountford

		<ul style="list-style-type: none"> • Performance improvement • Emergency planning 	
7.	Executive Member for Roads & Infrastructure	<ul style="list-style-type: none"> • Roads network management • Passenger transport • Asset management – roads, bridges, parks, street lighting, property, etc. • Major projects including flooding, schools, etc. • Waste management • SB Contracts • Fleet management 	Councillor Gordon Edgar
8.	Executive Member for Culture & Sport	<ul style="list-style-type: none"> • Culture strategy • Sports strategy • Sports development • Liaison with Live Borders and other Sport and Culture Trusts 	Councillor Euan Jardine
9.	Executive Member for Planning & Environment	<ul style="list-style-type: none"> • Development Plan and Transport Strategy • Building standards • Built Environment and Natural Heritage • Regulatory Services including Environmental Health and Trading Standards 	Councillor Tom Miers
10.	Executive Member for Neighbourhoods & Locality Services	<ul style="list-style-type: none"> • Neighbourhood services strategy • Community planning lead • Locality strategy and policy • Bereavement services strategy 	Councillor Sandy Aitchison
11.	Executive Member for Community Safety	<ul style="list-style-type: none"> • Chairs Police, Fire & Rescue and Safer Communities Board • Police • Fire & Rescue 	Councillor Watson McAteer

3. Roles Out-with the Executive

	ROLE	DESCRIPTION	COUNCILLOR
12.	Convener	<ul style="list-style-type: none"> • Civic Head of Council • Hosts and attends events • Chairs Council Meetings • Represents the Council on behalf of the people of the Borders 	Councillor David Parker
13.	Chair of Audit and Scrutiny	<ul style="list-style-type: none"> • Audit • Scrutiny 	Councillor Stuart Bell
14.	Chair of Berwickshire Locality Committee	<ul style="list-style-type: none"> • Lead local engagement and governance • Provide local leadership in locality planning and service delivery 	Councillor Jim Fullarton
15.	Chair of Teviot & Liddesdale Locality	<ul style="list-style-type: none"> • Lead local engagement and governance 	Councillor Stuart Marshall

	Committee	<ul style="list-style-type: none"> • Provide local leadership in locality planning and service delivery 	
16.	Chair of Tweeddale Locality Committee	<ul style="list-style-type: none"> • Lead local engagement and governance • Provide local leadership in locality planning and service delivery 	Councillor Robin Tatler
*	Vice Convener	<ul style="list-style-type: none"> • Assists the Convener • Deputises for Convener 	Councillor Tom Weatherston
*	Chair of Cheviot Locality Committee	<ul style="list-style-type: none"> • Lead local engagement and governance • Provide local leadership in locality planning and service delivery 	Councillor Simon Mountford
*	Chair of Eildon Locality Committee	<ul style="list-style-type: none"> • Lead local engagement and governance • Provide local leadership in locality planning and service delivery 	Councillor Gordon Edgar

* no additional payment

4. Pay Structure

In order to appropriately reward Senior Councillors, two pay levels were created to reflect the varying size, complexity and impact of roles. These would be defined as:

Level "A" – a Senior Councillor with a complex, Council-wide, cross service responsibility, with high potential impact.

Level "B" – a Senior Councillor with responsibility for a smaller, specific service area of sub-section of a larger, more complex function.

In order to achieve this structure within the available budget, the following pay rates are defined:

Level "A" - £22,240 per annum (Executive Member roles, excluding the Leader)

Level "B" - £18,450 per annum (roles out-with the Executive, excluding the Convener)

Scottish Borders Code of Governance

Interim Scheme of

Administration

Openness

Accountability

Responsiveness

Democracy

Scottish Borders Council
25 May 2017

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SECTION I

GENERAL Purpose

1. This Scheme of Administration:-
 - (a) regulates the constitution and membership of the Committees of the Council;
 - (b) the allocation of the functions of the Committees of the Council; and
 - (c) the delegation to Committees of authority to exercise the functions of the Council.

Amendment

2. **This Scheme may be amended at any time by the Council by decision of a simple majority, or, for more minor changes arising from a decision of the Council or the Executive, by the Clerk to the Council in accordance with the Scheme of Delegation.**

Interpretation

3. In this Scheme the following expressions have the following meanings assigned to them:
 - "Act" in relation to the functions of the Council means an Act of Parliament or any amendment or variation of such, including Regulations made under an Act.
 - "The Local Government Acts" means the Local Government (Scotland) Act 1973, the Local Government etc (Scotland) Act 1994, and any other relevant statute relating to committees
 - "Area" in relation to the geographical area of jurisdiction of the Council shall be the Scottish Borders as defined in column 1 of Part 1 of Schedule 1 to the Local Government etc. (Scotland) Act 1994.
 - "Council" means the Scottish Borders Council.
 - "Committee", also relates to Boards, and where the context permits, includes any Sub-Committee of that Committee.
 - "Convener" means the Civic Head of the Council appointed by the Council.
 - "Vice-Convener" means the Depute Civic Head of the Council appointed by the Council.
 - "Co-opted Member" means any member of a Committee who is not an Elected Member.
 - "Chief Executive" means the Chief Executive appointed by the Council.
 - "Assessor" means the Assessor appointed by the Council as valuation authority under Section 27(2) of the Local Government etc. (Scotland) Act 1994, except in Section XV (Local Review Body) where its meaning is taken from the Planning etc. (Scotland) Act 2006.
 - "Elected Member" or "Member" means a Councillor elected to the Council in terms of Chapter 1 of Part 1 of the Local Government etc (Scotland) Act 1994, as amended.
 - "Leader" means the Leader for the time being of the Council.

“Administration” in relation to the membership of the Council and Committees means the ruling group formed by an alliance of the majority of Members on the Council.

“Opposition” in relation to the membership of the Council and Committees means the registered group formed by an alliance of Members out-with the ruling group on the Council.

Committees, etc.

4. Subject to the provisions of the Local Government etc. (Scotland) Act 1994 and any other relevant statutes, the Council shall appoint and maintain the following Committees, and Sub-Committees:

Council Sub-Committees

Duns Common Good Fund
Galashiels Common Good Fund
Hawick Common Good Fund
Jedburgh Common Good Fund
Kelso Common Good Fund
Lauder Common Good Fund
Peebles Common Good Fund
Selkirk Common Good Fund
William Hill Trust
Charitable Trusts -
 Berwickshire
 Cheviot
 Eildon
 Teviot & Liddesdale
 Tweeddale
LLP Strategic Governance Group

Executive Committee

Trading Operations Sub-Committee
Education Performance Sub-Committee

Scrutiny Committee

Audit and Scrutiny Committee

Civic Government Licensing Committee

Pension Fund Committee

Pension Fund Investment and Performance Sub-Committee

Planning and Building Standards Committee

Local Review Body

Petitions and Deputations Committee

Joint Consultative Group – Staff

Joint Consultative Group – Teachers

Employee Council

Appointment Committee

Standards Committee

Staffing Appeals Committee

Education Appeals Committee

Members Sounding Board: Political Management Arrangements

Ward Project Advisory Groups

Police, Fire & Rescue, and Safer Communities Board

Community Planning Strategic Board

Locality Committees

Berwickshire Locality Committee
Cheviot Locality Committee
Eildon Locality Committee

Teviot & Liddesdale Locality Committee
Tweeddale Locality Committee

5. Under The Licensing (Scotland) Act 2005, the Council shall also appoint a **Scottish Borders Licensing Board**.
6. Under the Public Bodies (Joint Working)(Scotland) Act 2014, the Council shall also appoint members to the Scottish Borders Health & Social Care Integration Joint Board.
7. The respective Committees, etc., of the Council shall have the Constitution, Quorum, Terms of Reference and Delegated Powers, as detailed in the appropriate Section of this Scheme.
8. The Council may from time to time appoint such other Committees, Sub-Committees, etc., and/or Working Parties with such Constitution, Quorum, Terms of Reference and Delegated Powers as the Council may decide.
9. The Minutes of a meeting of a Sub-Committee will be submitted for approval as a correct record and signed by the person chairing the next meeting of the Sub-Committee and will be circulated to the next meeting of the parent Committee for approval of any recommendations.
10. The Minutes of parent Committees will be submitted for approval as a correct record and signed by the person chairing the next meeting of the Committee and will be circulated to the next meeting of the Council for approval of any recommendations.

Call-In Procedure

11. Any report being considered by the Executive Committee will include a statement from the Clerk to the Council if it is to be exempt from the Call-In procedure, giving the reasons for the exemption. This exemption is subject to the Executive Committee approving the recommendations as detailed in the report. Should the Executive Committee amend the recommendations contained in any report then the Clerk to the Council will require to review the exemption or non-exemption status of the report accordingly.
11. A decision of the Executive Committee can be called-in for review by the Audit and Scrutiny Committee in the following way subject to the terms detailed in (a) to (f) below:
 - (i) the Clerk to the Council must be informed, in writing, of the request;
 - (ii) the request must be made before 5 p.m. on the fourth working day following the Executive meeting, whether the Minute of that meeting has been issued or not; and
 - (iii) at least five named members of the Council must subscribe to the request.

(a) Decisions Not Subject to Call-in

Certain types of decision are exempted from Call-in and these are:

- (i) matters which require formal ratification by the full Council, such as the setting of the level of Council Tax;

- (ii) decisions taken under emergency powers;
- (iii) decisions where a delay would prejudice the best interests of the Council – for example if:
 - (1) the decision is a formal response by the Council which has to be given within a prescribed deadline;
 - (2) immediate action is needed in order to avoid possible legal proceedings against the Council; or where a delay would involve a breach of law (such as where a statutory or contractual timescale would be infringed by a delay);
 - (3) deferral of an immediate implementation of the decision could result in financial detriment to the Council. If financial detriment is cited as a reason for refusal, then details of the actual costs and their composition will be included in the explanation.

(b) Terms for Calling-in Items

- (i) Requests for a call-in must contain a clear and specific reason for wishing the decision to be reviewed.
- (ii) It is acceptable for requests to be submitted to the Clerk to the Council by e-mail provided that an individual e-mail is received from each of the members identified as subscribing to the request giving their own individual endorsement to this.
- (iii) One of the five signatories to the request must be identified as the “lead member” for the purpose of processing the matter. The request will therefore need to stipulate which of the five wishes to be the designated “lead member”.

(c) Timescale for Reviewing Decisions Called-in

It is important to ensure that Scrutiny has sufficient time to review a decision, whilst at the same time avoiding undue delay to the decision-making process of the Council. To this end, the Audit and Scrutiny Committee will review a decision called-in at the first available meeting or at a specially convened meeting after the due notice of call-in has been received by the Clerk to the Council and will provide a report for the meeting of the Executive immediately following. Where the Audit and Scrutiny Committee is, for some reason, unable to provide a response within this timescale, it will notify the Executive Committee accordingly, together with the reason why it has been unable to complete its review, and advise of the expected completion date. Should any such delay lead to the best interests of the Council being prejudiced then the call-in will fall.

(d) Procedure for Reviewing Items Called-in

In order to carry out a review of decisions called-in, the Audit and Scrutiny Committee will require to interview Executive Committee members and/or officials. Where this is the case, and in order to ensure that all such interviews are fair and productive, it is suggested that to help provide information relating to the matter under review, the person or persons who are to be asked to attend the meeting will:

- (i) be given prior notice of this; and
- (ii) be provided with an indication of the nature of the issue under consideration or of the questions likely to be asked.

In terms of officials asked to attend, the procedure for the Audit and Scrutiny Committee will be to ask the relevant Director who will either attend in person or will nominate an appropriate representative. The designated "lead member" for the request (if he/she is not already a member of the Audit and Scrutiny Committee) will be extended the opportunity of attending the meeting of the Audit and Scrutiny Committee where the matter is to be discussed in order to explain in more detail the reasons for calling-in the decision.

(e) Procedure for Audit and Scrutiny Committee Recommendations being considered by the Executive Committee

Once the Audit and Scrutiny Committee has considered a Call-in and come to a conclusion, the Chairman of the Audit and Scrutiny Committee (or his representative) and the Lead Member of the Call-in, are required to attend the Executive Committee meeting where any Audit and Scrutiny Committee recommendations are being considered, to introduce the findings/recommendations of the Audit and Scrutiny Committee.

(f) Procedure in the Event of Continuing Differences between the Executive and Audit and Scrutiny Committees

If agreement cannot be reached between the Executive Committee and the Audit and Scrutiny Committee on the matter called in, then the matter will be referred to the full Council for a final resolution of the matter.

SECTION II

PROVISIONS APPLICABLE TO ALL COMMITTEES

Referred Functions

1. Subject to the provisions of the Local Government (Scotland) Act 1973 and the Local Government etc. (Scotland) Act 1994 and any other relevant statutes, and subject also to the provisions of the Council's Standing Orders, where any function of the Council is referred to a Committee, the Committee shall not have the power to exercise the function in like manner as the Council, but the Committee shall consider any matter relating to that function and report to the Council or Committee as the case may be and any recommendation by the Committee on any such matter shall be subject to the approval of the Council, or of any Committee to which that function may have been delegated.
2. There shall be excluded from reference to any Committee the following:
 - (a) any matter specifically referred to another Committee;
 - (b) any matter which the Council may decide is specifically excluded from reference to the Committee.
3. Notwithstanding the reference to one Committee of any class of functions, the Council shall have power to refer any one of those functions on any particular occasion specifically to another Committee when by reason of the nature of the matter and in the opinion of the Council, it should be so referred.
4. Where any question arises out of or in connection with the functions referred to two or more Committees, these Committees shall confer together and give all necessary assistance before reporting to the Council either jointly or separately.
5. In the event of any difference arising between two or more Committees, the matter shall be determined by the Council after receiving reports on the matter from each Committee concerned.

Delegated Functions

6. Subject to the provisions of the Local Government Acts and any other relevant statutes and subject also to the provisions of the Council's Standing Orders, where any function of the Council is delegated to a Committee (or Sub-Committee), that body shall have the power to exercise the function in like manner in all respects as the Council could have exercised it had there been no delegation; provided, however, that it shall be competent for such Committee (or Sub-Committee) in relation to any delegated matter, instead of taking a decision on the matter, to make a recommendation on the matter to the Council or Committee as the case may be, in which event the matter shall be decided by the Council or Committee as the case may be after consideration of that recommendation. Any recommendation which requires a final decision by full Council shall be identified in the Minute of the Committee marking the recommendation with an asterisk*, and any recommendation which requires a final decision by the Executive Committee shall be identified in the Minute of the Committee marking the recommendation with a hash#.

General

7. Subject to the provisions of the Local Government Acts and any other relevant statutes:
- (a) Each Committee shall give effect to any instruction of the Council.
 - (b) The Council may at any time if they so determine deal with any matter included in the reference or delegation to a Committee although no report from such Committee is before them.
 - (c) The Council may, at any time, by decision recorded in the Minutes of the Council, vary, add to or restrict any reference or delegation to any Committee or Working Group.
 - (d) A Committee may at any time if they so determine deal with any matter included in the reference or delegation to a Working Group of that Committee although no report from such Working Group is before it.
8. The Council shall appoint all members of Committees and Sub-Committees unless otherwise provided in this Scheme. The appropriate Committee shall appoint all members of its Working Groups unless otherwise provided in this Scheme. The term of office of members of Committees shall be as decided by the Council. The Leader of the Council shall be entitled, in addition to their membership of the Executive Committee, to attend and speak at any Committee, Sub-Committee or Working Group of the Council – except Planning and Building Standards Committee, Licensing Board, and Civic Government Licensing Committee - but shall not be entitled to vote at these bodies unless as a duly appointed member of that body.
9. For the purpose of awarding Members' Allowances, including payments to Senior Councillors, and for the purpose of appointment of Members to Committees, the Council will apply the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007, the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 and the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007, and any subsequent variation or amendment thereto. The Council shall only recognise a political group, its Leader, Depute Leader (where specified by any political group), and the membership of any political group, where appropriate notice is delivered to the Council's Chief Executive or Proper Officer.
- Furthermore, the Council shall take account of the preferred nominations submitted by the various groups, by notice signed by the Leader or Depute Leader of the group concerned and delivered to the Chief Executive or other authorised officer, in the selection of persons to be appointed as members of Committees, always however within the overall number of members of each group entitled by the Council to have membership of each Committee. The Council will also take account of any subsequent variation in the preferred nomination or nominations submitted by any group, by notice signed and delivered as aforesaid, in relation to the membership of any Committee, always subject to the same consideration as immediately before specified.
10. Casual vacancies in the membership of any Committee, however arising, shall be filled as soon as reasonably possible, taking account of Clause 10 of Section II of this Scheme, and the term of office of members so appointed to fill casual vacancies shall be as decided by the Council; provided that in the event of a casual vacancy arising within the period of three months immediately preceding the next ordinary statutory election of councillors, the Council in the case of a vacancy in the membership of a Committee may decide that the vacancy shall remain unfilled for the remainder of that period.

11. The Council shall appoint the Chairman and Vice-Chairman (if required) of each Committee (other than the Licensing Board), and unless otherwise specified in this Scheme, the persons appointed shall be Elected Members. Each Committee shall appoint the Chairman of any Working Group of that Committee and the person appointed shall already be a member of that Committee.
12. A Committee may delegate to an Officer of the Council, or to an Officer or Officers in consultation with an Elected Member or Members as appropriate, authority to undertake or discharge any function which is delegated to that Committee or Sub-Committee. Authority may not be delegated to an individual Councillor or Councillors unless as members of a particular Committee or Sub-Committee meeting formally.
13. An Elected Member may take part in the proceedings of, speak and vote (if appointed as a voting member) at any Committee (or Working Group) of which he or she is a member. An Elected Member may attend the proceedings of a Committee of which he or she is not a member but may not take part or vote and may only speak if, following a prior request to the Chairman, he or she is invited to address the Committee on the matter under consideration. Such a request may be granted where a specific Ward issue is involved, or otherwise in exceptional circumstances, at the Chairman's discretion.

A Co-opted Member may only attend, take part in, speak (and vote if the appointment is as a voting-member) at a meeting of a Committee of which he or she is a member.

14. Committee meetings are open for members of the public to attend except to the extent that they are excluded under Section 50(A)(2) and (4) of the Local Government (Scotland) Act 1973. Members of the public may not take part in Committee meetings and may only speak if, following a prior request to the Chairman, he or she is invited to address the Committee on the matter under consideration. The Chairman shall have sole discretion on whether to invite members of the public to address the Committee. No such right to speak will be granted where Committees are considering planning or licensing applications, other than under the public speaking protocols covering Planning and Building Standards Committee and Local Review Body or when a Licensing Hearing has been convened.

Items for Agendas and Reports to Committees

15. Only those reports which require a decision to be taken by a Committee of the Council, or are necessary to enable the Committee to discharge its business or exercise its statutory or monitoring role, will normally be included on the agenda of any Committee. It shall be delegated to the Chief Executive or the Clerk to the Council to make the final determination, in consultation with the Convener or appropriate Chairman, on whether or not an item of business should be included on an agenda. Any reports or other documents which are for information only will be included in an Information Bulletin prepared by the Clerk to the Council for issue to all Members of the Council on a regular basis.

SECTION III SCOTTISH BORDERS COUNCIL

Constitution

All 34 Elected Members.

Chairman

The Convener shall be Chairman of the Council and the Vice-Convener Vice-Chairman.

Quorum

- (a) The complete number of Council members is thirty four. Subject to Standing Order No. 18, no business shall be transacted at a meeting of the Council unless at least one-fourth (i.e. nine members) of the complete number of Council members are present.
- (b) Where there are vacancies of more than one-third of the Council members (i.e. more than 12 members), then the quorum of the Council is determined as follows:-
- Until the number of members in office is increased to not less than two-thirds (i.e. 24 members) of the complete number of Council members, the quorum of the Council shall be determined by the actual number of Council members, instead of the complete number of Council members. The quorum, however, shall never be less than one-eighth (i.e. five members) of the complete number of members of the Council.

Decisions Excluded from Delegation to any Committee by Statute

1. The raising of money by Rates, Council Tax or borrowing.
2. The approval annually of the Revenue Financial Plan and the setting of the level of Council Tax for any year.
3. The approval annually of the Capital Financial Plan.
4. The approval annually of the Council's and Pension Fund's statutory accounts.
5. The approval annually of the Council's treasury management policy and strategy.
6. The approval of any new policies and strategies.
7. Approve the Community Plan.
8. Except as provided for in this Scheme of Administration, Financial Regulations, Scheme of Delegation and Standing Orders approved by the Council, in respect of the matters referred to the Committee:
 - (i) the incurring of any net new expenditure not provided for in the estimates of Capital or Revenue expenditure unless and until such expenditure is reported to and approved by the Council;
 - (ii) the amendment of the Financial Regulations for regulating the Council's financial procedures;
 - (iii) the amendment of this Scheme of Administration regulating the constitution, membership, functions and powers of Committees of the Council;
 - (iv) the preparation, review and amendment of the Standing Orders for regulating the proceedings and business of the Council and Committees

- (v) the preparation, review and amendment of the Scheme of Delegation detailing those functions delegated by the Council to its officers.
- 9. The making of an order for the compulsory acquisition of any land or buildings.
- 10. Other than to a Committee specially appointed for the purpose, the appointment of the Chief Executive and the dismissal of the Chief Executive, the Assessor or any Director.
- 11. All matters relating to elections of Councillors.
- 12. Matters relating to any alteration in the boundaries of the area or electoral wards and the number of Councillors.
- 13. The appointment of representatives of the Council on outside bodies.
- 14. The decision to co-operate or combine with other local authorities in the provision of services, other than decisions relating to any arrangements under which the Council's Trading Organisations may co-operate or combine with other contracting units in the provision of services.
- 15. The preparation and review of the Scheme for Community Councils and carrying out those powers and duties relative to facilitating and co-ordinating the Council's relationship with Community Councils.
- 16. Consideration of Provisional Orders or Private Bills affecting the interests of the Council and approval of the terms of any Provisional Order or Private Bill to be promoted by the Council.
- 17. Approval of the Strategic and Local Development Plans.
- 18. The consideration of planning applications in respect of National Developments and Major developments which are significantly contrary to the local development plan as defined within Section 38A(1) of the Town and Country Planning Act (Scotland) Act 1997.
- 19. The conducting of Pre-determination Hearings to consider representations from applicants and other interested parties in respect of National Developments and Major developments which are significantly contrary to the local development plan as defined within Section 38A(1) of the Town and Country Planning Act (Scotland) Act 1997.

Other Functions

- 20. Approve items of expenditure for any Common Good Fund of a value greater than £20,000.
- 21. Determine any matters affecting Common Good Funds, other than those delegated to Common Good Fund Sub-Committees.
- 22. Review the annual performance of investments and monitor the Charitable Trusts.
- 23. Ensure appropriate investment Management arrangements are in place for the monies invested by the Charitable Trust Funds.

24. Review the Common Good and Trust Fund Investment Strategy and ensure that it continues to meet the needs of the Charitable Trusts.
25. Approve items of expenditure for any Charitable Trust of a value greater than the delegated limit to the Charitable Trusts Sub-Committees.
26. Consult such other parties as the Council considers appropriate prior to decision making, including Community Councils.
27. Determine any matters affecting the Charitable Trusts, other than those delegated to Charitable Trusts Sub-Committees.
28. Determine, if required, any matter referred or delegated to any other Committee.
29. Approve the change of status, or closure, of any school. [*Note: Where a recommendation has not been received from the Executive Committee, the religious/teacher/parent council representatives on the Executive Committee shall be given the opportunity to contribute to the debate.*]

(COUNCIL SUB-COMMITTEES)

COMMON GOOD FUND SUB-COMMITTEES

Constitution

- (a) For each Common Good Fund Sub-Committee, the elected Scottish Borders Councillors representing the Ward(s) of:
For **Duns** - Mid Berwickshire
For **Galashiels** – Galashiels and District
For **Hawick** – Hawick and Denholm; Hawick and Hermitage
For **Innerleithen** – Tweeddale East
For **Jedburgh** – Jedburgh and District
For **Kelso** – Kelso and District
For **Lauder** – Leaderdale and Melrose
For **Peebles** – Tweeddale East; Tweeddale West
For **Selkirk** - Selkirkshire
- (b) For each of the Common Good Fund Sub-Committee, a member of the following local Community Council(s) as a non-voting member:
For **Duns** – Duns Community Council
For **Galashiels** – Galashiels Community Council
For **Hawick** – Burnfoot Community Council; Hawick Community Council
For **Jedburgh** – Jedburgh Community Council
For **Kelso** – Kelso Community Council
For **Lauder** – Lauderdale Community Council
For **Peebles** – Peebles Community Council
For **Selkirk** – Selkirk Community Council

Quorum

- (a) Two Scottish Borders Councillors, in relation to the Common Good Fund Sub-Committees of **Duns, Galashiels, Innerleithen, Jedburgh, Kelso, Lauder** and **Selkirk**.
- (b) Three Scottish Borders Councillors, with at least one from each Ward, in relation to the Common Good Fund Sub-Committees of **Hawick** and **Peebles**.

Chairman of each Sub-Committee

The Chairman of each Sub-Committee shall be a Scottish Borders Councillor.

Functions Referred

The following functions of the Council shall stand referred to each Sub-Committee:

1. The routine administration of the Common Good Fund.
2. Award of grants or loans of up to £20,000.
- *3. Make recommendations to Council in respect of grants or loans or major items of expenditure above £20,000.
4. Approve terms for hires, wayleaves, leases etc., and the sale or purchase of land and property up to a value of £20,000.
- *5. Make recommendations to Council in relation to the sale or lease or purchase of Common Good land or property of a value greater than £20,000.

6. Hold an annual meeting to consider:

- (i) a budget for the year ahead;
- (ii) a report reviewing the performance of investments and approval for the amount of funds to be invested, as per the Corporate Investment Policy;
- (iii) a report on the factorage of property, as appropriate;

and otherwise to hold meetings on an ad hoc basis to deal with business as it arises.

- 7. Approve the amount of funds to be invested each year, as per the Corporate Investment Policy.
- 8. Consult such other parties as the Sub-Committee considers appropriate prior to decision making.
- 9. Ensure the implementation of decisions affecting the Common Good Fund and monitor their impact on the Common Good Fund.
- 10. Grant and confer Burgess Tickets (Lauder Common Good Fund only).

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Sub-Committee for consideration and recommendation only and must receive approval of Council.

(COUNCIL SUB-COMMITTEES)

WILLIAM HILL TRUST SUB-COMMITTEE

Constitution

- (a) The three elected Scottish Borders Councillors representing the Ward of Leaderdale and Melrose.
- (b) A member of Melrose Community Council as a non-voting member.

Chairman

The Chairman shall be a Scottish Borders Councillor.

Quorum

Two Scottish Borders Councillors.

Functions Referred

The following functions of the Council shall stand referred to the Sub-Committee:

1. The routine administration of the Trust Fund.
2. Award of grants or loans of up to £20,000 from the Trust Fund.
- *3. Make recommendations to Council in respect of grants or loans or major items of expenditure above £20,000.
4. Approve terms for hires, wayleaves, leases etc., and the sale or purchase of land and property up to a value of £20,000.
- *5. Make recommendations to Council in relation to the sale or lease or purchase of Trust Fund land or property of a value greater than £20,000.
6. Hold an annual meeting to consider a budget and to hear reports reviewing the performance of investments and on the factorage of property and otherwise to hold meetings on an ad hoc basis to deal with business as it arises.
7. Consult such other parties as the Sub-Committee considers appropriate prior to decision making, including Community Councils.
8. Ensure the implementation of decisions affecting the Trust Fund and monitor their impact on the Trust Fund.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Sub-Committee for consideration and recommendation only and must receive approval of Council.

(COUNCIL SUB-COMMITTEES)

CHARITABLE TRUSTS SUB-COMMITTEES

The Charitable Trusts that come under the remit of each Sub-Committee are SBC Welfare Trust, SBC Community Enhancement Trust, SBC Education Trust and the Ormiston Trust.

Constitution

For each Charitable Trusts Sub-Committee, the elected Scottish Borders Councillors representing the Ward(s) of:

For **Berwickshire Area** - Mid and East Berwickshire

For **Cheviot Area** - Jedburgh and District; Kelso and District

For **Eildon Area** - Leaderdale and Melrose, Galashiels and District, Selkirkshire

For **Teviot & Liddesdale Area**- Hawick and Denholm; Hawick and Hermitage

For **Tweeddale Area**- Tweeddale East; Tweeddale West

Quorum

Three of the Scottish Borders Council Members of each Area Charitable Trusts Sub-Committee, including at least one representative from each Ward, shall constitute a quorum, except for the Eildon Area where five shall constitute a Quorum.

Chairman of each Sub-Committee

The Chairman of each Sub-Committee shall be a Scottish Borders Councillor.

Functions Referred

The following functions of the Scottish Borders Council Charitable Trusts shall stand referred to each Sub-Committee:

1. Consider the budget for the year ahead and otherwise hold meetings on an ad hoc basis to deal with business as it arises.
2. Agree the award criteria, within the scope of the charitable and geographical restrictions of the Trust, for awards to individuals or families for the delegated officer to work within.
3. Award grants of up to £500 from one of the Charitable Trusts within the geographical and charitable restrictions that apply in respect of the Area represented by the Sub-Committee.
- *4. Make recommendations to Council in respect of grants or major items of expenditure above £500 within the geographical and charitable restrictions that apply to in respect of the Area represented by the Sub-Committee.
5. Consult such other parties as the Sub-Committee considers appropriate prior to decision making.
6. Ensure the implementation of decisions affecting the Charitable Trusts as it affects the ward(s) covered by the Sub-Committee.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Sub-Committee for consideration and recommendation only and must receive approval of the Scottish Borders Council.

(COUNCIL SUB-COMMITTEES)

LLP STRATEGIC GOVERNANCE GROUP

Constitution

- (a) Five Elected Members of Scottish Borders Council being:-
- (i) the Executive Member for Adult Social Care
 - (ii) the Executive Member for Finance
 - (iii) three other Elected Members.
- (b) One non-Council member of the Health and Social Care Integration Joint Board as a non-voting member.

Chairman

The Chairman shall be the Executive Member for Adult Social Care.

Quorum

Three SBC Elected Members of the Sub-Committee shall constitute a quorum

Functions Referred

The following functions of the Council in relation to the LLP (SB Cares) shall stand referred to the Sub-Committee:-

Decision-Making

1. Approve the Scheme of Financial Governance for the LLP and any changes proposed, including but not limited to, the adoption of a Financial Risk Register, the delegation of financial approvals within set limits to particular officers or staff of the LLP and any approvals in respect of signatures on cheques.
- * 2. Approve all staffing matters affecting the terms and conditions of employees of the LLP, Early Retirement/Voluntary Severance, potential compulsory redundancies, the variation of HR Policies and Procedures, any variation in conditions of employment.
3. Approve the expansion or contraction of the business of the LLP, including the pursuit of, bid for, or provision of any new workstreams or Services, or the relinquishment of any existing workstream or Service.
4. Approve the cessation of any part of the Services provided by the LLP.
- *5. Approve the LLP Business Plan.
6. Approve or amend the LLP's scheme of internal delegation authorising named employees or Officers of the LLP to execute certain deeds on its behalf.
7. Approve amendments to the terms of Service Level Agreements.
8. Approve any significant amendments to the business structure of the LLP.
9. Approve any significant alteration to the nature of the LLP's business.
10. Approve the sale, disposal, assignment or otherwise alienation of any assets of the LLP of individual value of more than £50,000 or any interest in any properties.

11. Approve the acquisition of any assets of individual value of more than £50,000 or any interest in any properties.
12. Approve the issue of any loan capital or entry into any commitment with respect to the issue of any loan capital.
13. Approve the formation of any subsidiary, or acquisition of any shares in a company or participation in any partnership or joint venture.
14. Approve any closing down or the making of any material change to the nature scope or location of any business operation
15. Approve the amalgamation or merger with any other company or undertaking
16. Approve the entry into, variation or termination of any commitment by way of a transaction or series of related transactions (including any leasing transactions) which would involve the LLP in the payment or receipt of consideration and having an aggregate value in excess of £50,000
17. Approve any arrangement, contract or transaction which relates to capital expenditure with a value in excess of £50,000
18. Approve the creation of, or give permission to be created any mortgage, charge, encumbrance with other security interests whatsoever over the whole or part of the business undertakings or assets of the LLP or agree to do so, other than liens arising in the ordinary course of business or any charge arising by the operation or purported operation of title retention clauses and in the ordinary course of business
19. Approve any loan (otherwise and by way of a deposit with a bank or other institution the normal business of which includes acceptance of deposits), or, grant any credit (other than in the normal course of trading), or, give any guarantee (other than in the normal course of trading) or indemnity
20. Approve the appointment of a new bank or bank as the Banker to the LLP.
- *21. Approve any change to the status of the pension fund, pension benefit for employees or employer contributions.

Scrutiny

- *22. Monitor the financial records (including Profit and Loss Accounts, Balance Sheet and cash flow) and financial performance of the LLP. Such financial records shall be reported to the Local Authority annually, in arrears, and within one month of the end of the reporting period.
23. Monitor quarterly budgetary control statements to be submitted within one calendar month of each financial quarter close, and make any recommendations as appropriate to the LLP or to Council.
24. Monitor any Extra-Ordinary expenditure requirement which shall be reported by the LLP within one month of having been identified
25. Request any further information in the possession or control of the LLP regarding financial condition and operations of the LLP as the Local Authority may reasonably request.

26. Monitor any dispute arising between the LLP and any union representing its employees.
27. Monitor on a quarterly basis the performance of the LLP as measured against:
 - (a) the Key Performance Indicators contained within the Service Contract;
 - (b) the business plans of the LLP.
28. Monitor any claim made, or likely to be made, relating to the LLP, its Business or property (including any progress on such claims) and of which the LLP has knowledge which might impact financially or reputationally on the LLP, SB Supports or the Local Authority.
29. Monitor all reports prepared by the Care Inspectorate in respect of any part of the Services provided by the LLP.

NOTE: In terms of the LLP Partnership Agreement, any matters falling within Part 2 of the Schedule in the Agreement (Items 1 to 21 above) which are already detailed in the current approved LLP Business Plan, shall not require further specific approval.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Sub-Committee for consideration and recommendation only and must receive approval of the Council.

SECTION IV

EXECUTIVE

Constitution

- (a) 11 Members of the Council, being:-

Leader of the Council
Executive Members for –
Adult Social Care
Business & Economic Development
Children & Young People
Culture & Sport
Finance
Neighbourhoods & Locality Services
Planning & Environment
Roads & Infrastructure
Transformation & HR
Community Safety

- (b) At that part of an Executive meeting which is considering Education Authority business as a main theme, the Executive will include (for that part of the meeting only) the following additional members as voting members (to be made in accordance with Appendix 1 to this Scheme) – three persons interested in the promotion of religious education appointed in accordance with Section 124 of the Local Government (Scotland) Act 1973 as amended by Section 31 of the Local Government Etc. (Scotland) Act 1994; and the following additional members as non-voting members – two teachers in the employment of the Council appointed as non-voting members by the Council from nominations to be made in accordance with Appendix 2 to this Scheme; two representatives from Parent Councils, one from the Primary Sector, and one from the Secondary Sector; and two pupil representatives.
- (c) At that part of an Executive meeting which is considering Economic Development business as a main theme, the Executive will include (for that part of the meeting only) two additional members appointed from an external source as non-voting members.

Chairman

- (a) The Leader of the Council shall be Chairman of the Executive.
- (b) At that part of an Executive meeting which is considering Education Authority business as a main theme, the Executive will be chaired by the Executive Member for Children & Young People.
- (c) At that part of an Executive meeting which is considering Economic Development business as a main theme, the Executive will be chaired by the Executive Member for Business & Economic Development.

Quorum

Five SBC Elected Members of the Executive shall constitute a Quorum.

Functions Referred

The following functions of the Council shall stand referred to the Committee -

Policy and Performance

1. Review and alter from time to time, as may be considered necessary, any existing policies or strategies not specifically within the remit of any other Council Committee.
- *2. Consider the broad needs of the Council's Area and matters of comprehensive importance, including advising the Council on European Community matters, making recommendations to Council as necessary.
3. Consider regularly Council performance against:-
 - The Single Outcome Agreement
 - Corporate and Improvement Plans including policy objectives and priorities
 - Relevant Business Plan actions and initiatives
 - Statutory Performance Indicators and the Annual Public Performance Report
 - Key performance indicators and other relevant performance indicators
 - Business Transformation
 - Best Value
4. Identify the requirement for any in-depth policy or practice review work arising from the monitoring of performance and refer to the appropriate Committee and/or Director, as necessary.
5. Ensure the enactment of committee decisions and monitor their impact on Council services.

Resources and Services

6. Consider matters relating to the organisation and administration of all Services of the Council, including the business management and financial controls of the Council's significant Trading Operations.
7. Initiate or carry out reviews of strategic or corporate significance and such other reviews as the Executive deem appropriate.

Financial Management

8. Secure the co-ordination, control and proper management of the financial affairs of the Council.
9. Consider regularly the Council's performance against the revenue and capital budgets and associated financial statements.
10. Within the context of the approved Capital Financial Plan, approve proposals for capital expenditure.
11. Within the context of the approved Revenue Financial Plan, except where specifically delegated to another Committee, approve proposals for revenue expenditure, including proposals for virement in terms of Financial Regulation 7.9. For the avoidance of doubt, this means approval of all decisions relating to virements between Services, capital finance from current revenue, policy changes and the carry forward of earmarked balances.
- *12. Consider requests to incur revenue expenditure not provided for in the approved Revenue Financial Plan and make recommendations to Council.

- *13. Consider requests to incur capital expenditure not provided for in the approved Capital Financial Plan and make recommendations to Council.
14. Consider all matters (not delegated directly to Officers) related to:
- (i) Revenue and Capital budgets and funding approved by Council;
 - (ii) banking;
 - (iii) debt management and debt recovery, including the appointment of sheriff officers;
 - (iv) Treasury Management;
 - (v) procurement;
 - (vi) investment;
 - (vii) borrowing;
 - (viii) income collection; and
 - (ix) insurance arrangements of the Council.
15. Consider all matters related to the collection of Council Tax, Rates, (former) Community Charges, Water and Sewerage Charge (on behalf of Scottish Water) and acting as Collecting Authority therefore in terms of Section 79 of the Local Government etc. (Scotland) Act 1994.
16. Approve applications for funding and authorise grants above the level not delegated directly to officers.
17. Determine applications for financial assistance from outside bodies.
18. Establish an ad-hoc Procurement Appeals Committee, consisting of three Members, to consider and determine any appeals by suppliers against the disqualification of their tender by the Council for any reason.
- Property, Land and Accommodation
19. Consider matters relating to land and buildings, including:
- (i) asset management planning for the Council's estate;
 - (ii) the provision, management, furnishing, equipping, maintenance and facilities management of buildings;
 - (iii) negotiations relating to commercial developments and the acquisition and disposal of land and/or buildings; and
 - (iv) energy and carbon management.
- Staffing
20. Consider the training, development and welfare of all staff, including the preparation and review of Council policies on staffing issues and Health and Safety at Work, and the promotion of good human resources management and employment practices.
21. Consider all matters relating to the conditions of service, remuneration, allowances, superannuation and pensions of all employees, including consultation and negotiation with the appropriate Trades Unions as necessary, and the ratification of National Agreements and significant Local Agreements.
22. Employer discretions under the Local Government Pension Scheme, within the terms of the relevant legislation.
- Education
- *23. Consider the broad educational needs of the Council's area, making recommendations to Council as necessary.

24. Oversee the functions of the Council under the Education (Scotland) Acts, the Education (Additional Support for Learning) (Scotland) Act 2004, and all other relevant legislation and regulations.
25. Consider all matters relating to education including pre-school education, primary education, secondary education and community learning and development.
- *26. Make recommendations on the change of status, or closure, of any school.
27. Consider all matters relating to Parent Councils.
28. Establish an ad-hoc Sub-Committee, as required, to deal with any parents who are failing to meet their responsibilities regarding a child's attendance at school, if a parent:-
 - (a) fails to provide a reasonable excuse for the child's absence from school; and/or
 - (b) provides dubious excuses for the child's absence; and/or
 - (c) does not effectively address the matter of the child's absence from school.

Economic Development

29. Provide strategic leadership and vision for Economic Development in the Scottish Borders, developing and overseeing the delivery of economic development plans.
30. Ensure key changes are implemented by the Council to achieve improved services for businesses, encouraging a 'business positive' culture across the Council.
31. Scrutinise and review the effectiveness of Council services, other agencies and organisations in promoting the economic development and well-being of the Scottish Borders.

Miscellaneous

32. Consider new legislation and advise Council accordingly.
33. Initiate or defend civil actions other than those relating to matters standing referred to other Committees.
34. Consider all matters not specifically referred to or delegated to any other Committee.
- *35. Make recommendations to Council regarding responses to statutory and other consultations.

Functions Delegated

All of the functions above NOT marked *. Those functions marked * are referred to the Committee for consideration and recommendation only and must receive approval of the Council.

(EXECUTIVE COMMITTEE)

TRADING OPERATIONS SUB-COMMITTEE

Constitution

Five Members of the Council, being:

- (a) four Members of the Executive
- (b) one Member from the Opposition.

Chairman

One of the Executive Members shall be Chairman of the Sub-Committee.

Quorum

Three members of the Sub-Committee shall constitute a quorum.

Functions Referred

The following functions of the Council in relation to significant Trading Operations shall stand referred to the Sub-Committee:-

1. The consideration of matters relative to business management of trading services including providing an appropriate level of scrutiny on the financial risk arising from trading operations.
2. The monitoring of the trading arrangements and operations in terms of the Local Government (Scotland) Act 2003.
3. The evaluation of financial controls and the detailed monitoring of financial and performance levels for trading services.
4. The evaluation of Financial Plans for delivering required performance levels from trading services.
5. Consideration of the strategic model employed by trading services, and to contribute towards the long-term strategic development process.
6. Consideration of matters relative to tendering for internal and external contract works.
7. The determination of appropriate processes and practices, within overall Council policy, to support the efficient and effective development of trading powers.
8. To understand the trading risk exposure and to evaluate measures to manage the trading risk-reward balance.
9. The consideration of Joint Arrangements with suppliers or other parties to improve the effectiveness and/or efficiency of the trading organisation.

Functions Delegated

All of the functions referred to the Sub-Committee.

(EXECUTIVE COMMITTEE)

EDUCATION PERFORMANCE SUB-COMMITTEE

Constitution

Three Elected Members, being the Executive Member for Children & Young People, together with two other Members of the Executive Committee. The Teacher Representatives, Parent Council and Pupil representatives are excluded from membership of the Sub-Committee.

Chairman

The Chairman shall be the Executive Member for Children & Young People.

Quorum

Two Members of the Sub-Committee shall constitute a quorum.

Functions Referred

The following functions of the Committee shall stand referred to the Sub-Committee:-

1. To consider all published reports, action plans, and follow up reports on:
 - (i) pre-school, primary and secondary school by Her Majesty's Inspectorate of Education (HMIe);
 - (ii) community learning and development (CLAD) and other community services by Her Majesty's Inspectorate of Education (HMIe);
 - (iii) Care Inspectorate (on educational establishments in the Scottish Borders);
and
 - (iv) internal school reviews.
- #2. To request follow-up reports in respect of the implementation of any Action Plans, if required, for any of the above reports, and make recommendations to the Executive Committee, as necessary.

Functions Delegated

All functions above NOT marked #. Those functions marked # are referred to the Sub-Committee for consideration and recommendation only and must receive approval of the Executive Committee.

SECTION V

AUDIT AND SCRUTINY COMMITTEE

Constitution

- (a) Nine members of the Council, not on the Executive Committee;
- (b) At that part of an Audit and Scrutiny Committee meeting which is considering Audit matters, the Audit and Scrutiny Committee will include (for that part of the meeting only) three additional members appointed from an external source as non-voting members.

Chairman

The Chairman shall be a member of the Opposition. The Vice-Chairman shall be a member of the Administration.

Quorum

Four Elected Members of the Council shall constitute a quorum.

Functions Referred

The following Audit functions of the Council shall stand referred to the Committee:-

1. Assess the adequacy and effectiveness of the Council's systems of internal financial control and framework of internal control to provide reasonable assurance of effective and efficient operations, including the review of assessment of fraud risks and the monitoring of the counter fraud strategy, actions and resources.
2. Assess the adequacy and effectiveness of the Council's risk management arrangements.
3. Assess the adequacy and effectiveness of corporate governance arrangements against the good governance framework and consideration of annual governance reports and assurances to ensure that the highest standards of probity and public accountability are demonstrated to underpin the delivery of value for money or best value services.
- *4. Review the Council's audited Statement of Accounts and the Annual Report from the External Auditor to Members and the Controller of Audit, prior to submission to Council.
5. Approve the Terms of Reference for Internal Audit and the strategic and annual internal audit plans.
6. Monitor and review the performance of internal audit.
7. All matters relating to the implementation of recommendations contained within internal audit reports.
8. Review external audit plans and arrangements for effective liaison between external and internal audit.
9. Monitor responses to recommendations contained within external audit reports and the implementation of such recommendations.

10. The scrutiny of treasury management strategy and policies.
11. Assess the adequacy and effectiveness of the Pension Fund's systems of internal financial control, including counter fraud, theft or corruption and framework of internal control to provide reasonable assurance of effective and efficient operations.
- *12. Review the Pension Fund's audited Statement of Accounts and the Annual Report from the External Auditor to members and the Controller of Audit, prior to submission to Council.

The following Scrutiny functions of the Council shall stand referred to the Committee:-

- #13. Monitoring the performance of the Authority towards achieving its policy objectives and priorities in relation to all functions of the Council.
- #14. Reviewing the effectiveness of all the Council's work against agreed standards, targets and budgets for the levels of services provided.
- #15. Acting as a focus for value for money and service quality exercises.
- #16. Management of the "Call in" procedure for the examination of decisions of the Executive Committee.
- *17. Developing an annual programme for approval by Council (likely in April each year) on the basis of the scrutiny functions outlined from 13 to 15 above.
18. Any other matter referred to the Committee for consideration by Council or the Executive Committee.

Functions Delegated

All functions above NOT marked # or *. Those functions marked # are referred to the Committee for consideration and any recommendations must receive approval of the Executive Committee. Those functions marked * are referred to the Committee for consideration and recommendation only and must receive approval of Council.

SECTION VI

CIVIC GOVERNMENT LICENSING COMMITTEE

Constitution

Nine Members of the Council.

Quorum

Five members of the Committee shall constitute a quorum.

Functions Referred

The following functions of the Council shall stand referred to the Committee:-

1. All matters relating to the Council's responsibilities for licensing under the Civic Government (Scotland) Act 1982, except those matters specifically delegated to the Chief Legal Officer.
2. All matters relating to the Council's responsibilities for the granting and revocation of miscellaneous licences, except those matters specifically delegated to the Chief Legal Officer.
3. Decide cases where Officers recommend that a private sector landlord is refused registration, or that a private sector landlord be removed from the Private Landlord Register.

Functions Delegated

All of the functions referred to the Committee.

SECTION VII

PENSION FUND COMMITTEE

Constitution

Seven Members of the Council comprising –

- (a) the Convener
- (b) one member of the Executive
- (c) three other Members of the Administration
- (d) two members from the Opposition

Chairman

The Chairman shall be the Convener.

Quorum

Four members of the Committee shall constitute a Quorum.

Functions Referred

The following functions of the Council shall stand referred to the Committee -

1. All matters relating to the Council's role as the Administering Authority for the Scottish Borders Council Pension Fund, within the terms of all relevant Local Government Pension Scheme legislation and the requirements of the Pension Regulator.

Functions Delegated

All of the functions delegated to the Committee.

Joint Meeting with the Pension Board

While the statutory roles and function of the Pension Fund Committee and Pension Board are separate, the normal practice will be that both bodies will meet at the same time to consider the same agenda, with the Chair of the Pension Fund Committee chairing the concurrent meeting. The aim is to engender a positive and proactive partnership culture where in practice the two bodies act as one.

Dispute Resolution between Pension Board and Pension Fund Committee

Within the regulations there is a prescribed approach to dispute resolution between the Pension Board and the Pension Fund Committee.

1. At the joint meeting referred to above, if the Pension Fund Committee and Pension Board cannot reach joint agreement on any matter the process for resolving any differences between the two bodies is set out in 3) below.
2. Whilst this process is undertaken the decision of the Pension Fund Committee is still competent.
3. In the first instance, if at least half of the members of the Pension Board agree, then the Pension Board can refer back a decision of the Pension Fund Committee for further consideration if any of the following grounds are met:
 - That there is evidence or information which the Pension Board considers needs re-evaluating or new evidence or data which the Pension Fund Committee did not access or ~~Page 52~~ aware of at the point of decision

making and which is considered material to the decision taken;

- That the decision of the Pension Fund Committee could be considered illegal or contrary to regulations;
 - That the decision of the Pension Fund Committee is contrary to a relevant Code of Practice published by the Pensions Regulator; or
 - That the decision is not in the interest of the continued financial viability of the Scottish Borders Council Pension Fund or is against the principles of proper and responsible administration of the Scottish Borders Council Pension Fund.
4. This referral must be communicated to the Clerk to the Council within 10 working days of the joint meeting with the Pension Fund Committee which made the decision being required to be reconsidered.
 5. If there is no agreement after the matter has been referred back to the Pensions Fund Committee, then the difference in view between the Pension Board and the Pension Fund Committee will be published in the form of a joint secretarial report from the Pension Board on the Pension Fund website and included in the Pension Fund's Annual Report.
 6. The Scottish LGPS Scheme Advisory Board may also consider and take a view on the matter and, if considered appropriate, provide advice to Scottish Borders Council as the Scheme Manager or the Pension Board in relation to the matter.

(PENSION FUND COMMITTEE)

PENSION FUND INVESTMENT AND PERFORMANCE SUB-COMMITTEE

Constitution

Nine members, being:

- (a) the seven members of the Pension Fund Committee; and
- (b) two non-voting members nominated by the Pension Board.

Chairman

The Chairman shall be the Chairman of the Pension Fund Committee.

Functions Referred

The following functions of the Committee shall stand referred to the Sub-Committee -

1. Reviewing the Pension Fund's Statement of Investment Principles.
- #2. Where appropriate, recommending changes to the Pension Fund Committee in relation to the Statement of Investment Principles.
3. Ensuring appropriate investment management arrangements are in place for monies of the Pension Fund and to review investment manager performance.
4. Overseeing the contractual review of the fund managers and investment adviser(s) and custodian.
- #5. Where appropriate, making recommendations to the Pension Fund Committee in relation to the appointment or removal of a fund manager, investment adviser or custodian.
- #6. Overseeing the overall approach to investment risk management and where appropriate recommending changes to the Pension Fund's Risk Register.

Functions Delegated

All functions above NOT marked #. Those functions marked # are referred to the Sub-Committee for consideration and recommendation only and must receive approval of the Pension Fund Committee.

SECTION VIII

PLANNING AND BUILDING STANDARDS COMMITTEE

Constitution

Nine Members of the Council.

Quorum

Four members of the Committee shall constitute a quorum.

Chairman

The Chairman of the Committee shall be the Executive Member for Planning & Environment.

Functions Referred

The following functions of the Council shall stand referred to the Committee:-

1. All matters relating to Town and Country Planning except the following:-
 - (a) Strategic Development Plan and Local Development Plan
 - (b) Applications referred under Section 38(A)(1) of the Town and Country Planning (Scotland) Act 1997
 - (c) Applications and other matters delegated to the Service Director Regulatory Services
2. All matters relating to the Council's responsibilities for Building Control except those delegated to the Service Director Regulatory Services.
3. Consideration and determination of appeals against the proposed refusal of applications for Building Warrants and Relaxations of the Building Regulations.
4. Consideration and determination of High Hedge Notices not dealt with under delegated powers by the Service Director Regulatory Services.

Functions Delegated

All of the functions referred to the Committee.

SECTION IX

LOCAL REVIEW BODY

Constitution

Nine Members of the Council, being the members of the Planning and Building Standards Committee.

Chairman

The Chairman of the Local Review Body shall be the Chairman of the Planning and Building Standards Committee or in his absence the Vice-Chairman.

Quorum

Four Members shall constitute a quorum.

Assessor

The Review Body may appoint an Assessor to sit with the Local Review Body at any hearing session it elects to hold to advise on matters arising.

Functions Referred

The following functions of the Council shall stand referred to the Review Body:-

1. Conduct Reviews in accordance with Section 43A of the Town and Country Planning (Scotland) Act 1997 where the appointed person has:-
 - (a) Refused an application for planning permission or for consent, agreement or approval;
 - (b) Granted it subject to conditions; or
 - (c) Not determined it within such period as may be prescribed by regulations or a development order.

Functions Delegated

All functions referred to the Review Body

Note

Where the Local Review Body considers that the review documents before them provide sufficient information to enable them to determine the review, they may determine the review without further procedure. (Regulation 12 of the Town and Country Planning (Schemes of Delegation and Local Review Procedure)(Scotland) Regulations 2008.)

Other than in circumstances where the Local Review Body considers the review documents provide sufficient information to enable them to determine the review without further procedure, the Local Review Body may consider the review:

- (a) by means of written submissions;
- (b) by holding one or more hearing sessions;
- (c) by means of a site inspection; or
- (d) by a combination of procedures.

Functions Delegated

All functions detailed above.

SECTION X

PETITIONS AND DEPUTATIONS COMMITTEE

Constitution

Seven members, being five Members of the Administration and two Members of the Opposition.

Quorum

Three Elected Members of the Council shall constitute a quorum.

Functions Referred

The following functions of the Council shall stand referred to the Committee -

1. Consider petitions submitted to the Council in accordance with the Council's approved petitions procedure and determine the appropriate action to be taken within the terms of the procedure.
2. Consider deputations to the Council in accordance with the Council's approved deputations procedure and determine the appropriate action to be taken within the terms of the procedure.

Functions Delegated

All of the functions delegated to the Committee.

**SECTION XI
CONSULTATIVE GROUPS**

JOINT CONSULTATIVE GROUP FOR STAFF

Constitution

Fourteen members comprising:-

- (a) The Executive Member for Transformation & HR and five other Members of the Council;
- (b) Eight employee Trade Union Representatives, namely:-
 - (i) Three from Unison
 - (ii) Three from Unite
 - (iii) One from General Municipal and Boilermakers Union
 - (iv) One other to be agreed by the Trade Unions
 - (v) One from GMB: MPO (only to attend for items relating to Chief Officials)

Chairman

The Executive Member for Transformation & HR shall be the Chairman of the Group.

Quorum

Three Members of the Council and four Trade Union representatives shall constitute a quorum.

Functions Referred

The following functions of the Council shall stand referred to the Group:-

1. Consultation on matters relating to terms and conditions of employment, health & safety and welfare of all Council employees except Teachers. (The pay grading, efficiency or disciplinary record of any individual employee is not within the scope of the Group)

Functions Delegated

All functions referred to the Consultative Group.

JOINT CONSULTATIVE GROUP FOR TEACHERS

Constitution

Fourteen members comprising:-

- (a) The Executive Member for Children & Young People and five other Members of the Council, being three members from the Administration and two members from the Opposition.
- (b) Eight employee Trade Union Representatives, namely:-
 - (i) Four from E.I.S.
 - (ii) Two from S.S.T.A.
 - (iii) One from P.A.T.
 - (iv) One other to be agreed by the Trade Unions

Chairman

The Executive Member for Children & Young People shall be the Chairman of the Group.

Quorum

Three Members of the Council and four Trade Union representatives shall constitute a quorum.

Functions Referred

The following functions of the Council shall stand referred to the Group:-

1. Consultation on matters relating to terms and conditions of employment, health & safety and welfare of all Teachers employed by the Council. (The pay grading, efficiency or disciplinary record of any individual teacher is not within the scope of the Group.)

Functions Delegated

All functions referred to the Consultative Group.

EMPLOYEE COUNCIL

Constitution

- (a) Five Elected Members of the Council, being the Convener, the Leader, one other Executive Member, the Executive Member for Transformation & HR, and the Leader of the Opposition.
- (b) Any Five members of the Corporate Management Team.
- (c) Employee representatives from across the Council.

Chairman

The Convener shall be Chairman of the Employee Council.

Quorum

Two Elected Members of the Council, two of the Corporate Management Team, and two of the employee representatives shall constitute a quorum.

Functions Referred

The following functions of the Council shall stand referred to the Employee Council –

1. Share information and promote communication between Council management and staff.
2. Be informed and consulted on (but not as a negotiating body) issues affecting employment and the Council's plans, including:
 - Public sector reform and related issues
 - Information on recent or probable developments of the Council's activities, financial and economic situation
 - Organisational design and development
 - Budget development and implementation
 - Information and consultation on developments regarding employment arrangements, particularly where these may cause significant change to employment
 - Employee benefits
 - Council business issues.

Note: The Employee Council shall not affect the rights and responsibilities of Council management to make all business, financial, commercial, operational and technological decisions.

Functions Delegated

All functions referred to the Employee Council.

SECTION XII

AD-HOC COMMITTEES

STANDARDS COMMITTEE

Constitution

Eight Members of the Council, being, five members from the Administration and three members from the Opposition.

Quorum

Three members of the Committee shall constitute a quorum.

Functions Referred

The following functions of the Council shall stand referred to the Committee:-

1. All matters relating to the Ethical Standards in Public Life etc. (Scotland) Act 2000.
2. The adoption and application of the Code of Conduct for Councillors.
3. The consideration, investigation and determination of all complaints made concerning the conduct of Councillors.
- *4. The consideration and revision from time to time of the list of sanctions available to the Council in the event of misconduct on the part of a Councillor.
5. The consideration of reports from the Monitoring Officer on matters relating to the Ethical Framework.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Committee for consideration and recommendation only and must receive approval of Council.

APPOINTMENT COMMITTEE

Constitution

Minimum of Five Members of the Council comprising –

- (a) the Leader
- (b) the Executive Member for Transformation & HR
- (c) the relevant Executive Member(s)
- (d) one other Member of the Administration
- (e) one Member from the Opposition

In this context, “relevant Executive Member(s)” means the Executive Member(s) for the Service(s) within which the appointment is being made.

Chairman

The Executive Member Transformation & HR shall be Chairman of the Committee.

Quorum

Three members of the Committee shall constitute a Quorum.

Functions Referred

The following functions of the Council shall stand referred to the Committee -

1. The recruitment of staff to posts at Service Director and above.

Functions Delegated

All of the functions referred to the Committee.

STAFFING APPEALS COMMITTEE

Constitution

All Members of the Council shall be Members of an Appeals Panel, from which three members of a Staffing Appeals Committee shall be drawn.

Chairman

The Executive Member Transformation & HR shall be the Chairman of the Staffing Appeals Panel or in his absence another of the Executive Members.

Selection of Appeal Committees

Each of the Staffing Appeals Committees shall be selected by the Clerk to the Council or her authorised representative in consultation with the Chairman of the Appeals Panel.

Chairman

The Chairman of the Appeals Panel shall chair the Committee or, in his absence, the Chairman shall be another Executive Member.

Quorum

Two Members of the Committee shall constitute a quorum.

Functions Referred

The following functions shall stand referred to the Committee:-

1. The consideration and determination of appeals by all employees against decisions in respect of discipline.
2. The consideration and determination of grievances by all employees.

Note: Grievances in respect of pay, gradings or conditions of service shall be dealt with through the relevant Council policies and procedures and not through the Staffing Appeals Committee.

Functions Delegated

All of the functions referred to the Committee.

EDUCATION APPEALS COMMITTEE

Constitution

The rules for the formal constitution and membership of the Education Appeal Sub-Committee are laid down in the Education (Scotland) Act 1980.

There may be up to three different categories of membership of the Appeal Sub-Committee as follows:-

- (a) Members of the Council who are not members of the Executive Committee.
- (b) Members of the Executive Committee (including non-elected members).
- (c) Lay members.

The following arrangements apply in respect of the selection of the Panel and individual Appeal Sub-Committees.

Appointment of Panel

A Panel from which members of Appeal Sub-Committees shall be drawn shall comprise 53 persons as follows:-

- (a) The Convener, who shall be Chairman of the Panel.
- (b) The Executive Member for Children & Young People, who shall be Vice-Chairman of the Panel.
[Neither of these persons may chair an Appeal Committee.]
- (c) Ten other Members of the Executive Committee, which excludes the Teacher, Parent Council and Pupil representatives (none of whom may chair the Appeal Committee).
- (d) Twenty three Members of Council who are not members of the Executive Committee.
- (e) Eighteen persons who are not members of the Council or the Executive Committee and who are either parents of children of school age or persons having experience in education or persons acquainted with the educational conditions in the area, and who are members of the nominated Parent Councils – one to be nominated by each Secondary Parent Council and by the Parent Council for the largest primary school in each of the catchment areas for the nine secondary schools. In the event of any such primary or secondary school not having a Parent Council or of any Parent Council declining to provide a nominee, then a nomination will be sought from the Parent Council of the next largest primary school and so on.

Functions Referred

The following functions shall stand referred to the Sub-Committee:-

1. Appeals by parents against decisions of the Council acting as Education Authority as to the schools, excluding nursery schools or classes, which their child or children should attend.
2. Appeals by parents against decisions of the Council acting as Education Authority to exclude their child or children from school.
3. Various appeals by parents in connection with their child or children being recorded as having marked or continuing special education needs.

Functions Delegated

All of the functions referred to the Sub-Committee.

Duration of Appointment

The term of office of members of the Panel shall be:-

- (a) In the case of Members of the Executive Committee or of the Council, from the date of their appointment until the date of the next Council election.
- (b) In the case of persons nominated by Parent Councils, from the date of their appointment until the date when they are due to stand down.

Selection of Appeal Sub-Committees

5. (a) Each Appeal Sub-Committee shall be selected by the Clerk to the Council or his authorised representative in consultation with the Chairman of the Panel, or, in his absence, the Vice-Chairman of the Panel.
- (b) Each Appeal Committee shall comprise 5 persons being:-
- 3 Members of the Executive Committee or of the Council from the Panel.
 - 2 other persons from the Panel.
- (c) In the event of all 5 persons not being in attendance at a hearing of an appeal, the Appeal Sub-Committee shall be reduced to 3 persons including not less than:-
- 1 Member of the Executive Committee or of the Council from the Panel.
 - 1 other person from the Panel.
- (d) The Clerk to the Council or his authorised representative, in consultation with the Chairman or, in his absence, the Vice-Chairman of the Panel, shall appoint the Chairman of the Appeal Committee, who shall not be a Member of the Executive Committee.

Administrative Arrangements

6. The Clerk to the Council or his authorised representative shall act as Clerk to the Appeal Committee and the Service Director Children and Young People or his representative shall present the case for the Council at any Appeal Committee hearing.

MEMBERS SOUNDING BOARD: POLITICAL MANAGEMENT ARRANGEMENTS

Constitution

Six members of the Council: being the Convener, the Leader, and one member from each of the constituted political groups in the membership of the Council.

Chairman

The Chairman of the Board shall be the Leader.

Quorum

Three members of the Board shall constitute a quorum.

Functions Referred

The following functions shall stand referred to the Board:-

- *1. To advise on any review of decision-making and policy development processes and the working practices which support these processes.
- *2. To make recommendations on any changes or actions which will strengthen and enhance the democratic decision-making and policy development procedures.
- *3. To make recommendations on consultations requiring political input.
4. To exercise any delegated functions made by the Council.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Board for consideration and recommendation only and must receive approval of Council.

WARD PROJECT ADVISORY GROUPS

Constitution

An Advisory Group shall be established for each Ward, as required, comprising the elected Members for that particular Ward or, should more than one Ward be involved, the elected Members for those particular Wards.

Chairman

The Chairman of each Advisory Group shall be appointed from within the membership at the meeting.

Quorum

Two members shall constitute a quorum.

Functions Referred

The following functions shall stand referred to each Advisory Group:-

- #1. Consider local major capital project(s) at the early development stages, as required, and make the Executive Committee aware of any particular local issues or insight on the project(s), prior to the Executive Committee taking decisions.

Functions Delegated

No functions are delegated. Those functions marked # are referred to the Advisory Groups for consideration and recommendation only to the Executive Committee.

SECTION XIII

COMMUNITY AND PARTNERSHIP BODIES

General

1. The Council is required, or has agreed, to set up, lead and/or participate in a number of Community and Partnership Bodies. The aim is to work in partnership with other key public, voluntary and private bodies, together with communities and businesses to maintain and improve the quality of life and meet the needs of Borders residents and their communities through the delivery of high quality public services, projects, advocacy and other actions.
2. The principles for going forward are –
 - To provide effective structures for delivery/implementation;
 - To include partner buy-in and Member involvement;
 - To have meaningful community involvement and stakeholder engagement as appropriate;
 - To help prioritise services where most needed;
 - To comply with any statute and regulations governing those public, private and voluntary sector organisations involved.
3. Each of the Community and Partnership Bodies in the following sections shall take cognisance at all times of the following over-arching outcome within the Single Outcome Agreement:-

**Our public services are high quality,
continually improving,
efficient and
responsive to local people's needs.**

4. Decisions at meetings of the Bodies in this Section shall be reached on a consensus basis where possible between the SBC Elected Members and other members of the Body. Should consensus between SBC Elected Members and other members not be reached on a decision, then the matter shall be raised at each individual organisation's governing body, except for Locality Committees, whereby the Elected Members of Scottish Borders Council shall decide the matter by vote.
5. Any delegated budgets shall operate as aligned budgets delegated to the Committee of Scottish Borders Council and the Committees or representatives of other partner organisations respectively, and this will mean that only Members of Scottish Borders Council may expend budgets delegated by Scottish Borders Council, and other organisations' budgets shall be expended in accordance with their own operating rules.

POLICE, FIRE & RESCUE, AND SAFER COMMUNITIES BOARD

Constitution

Eleven members, being six Members of the Council, and five non-voting members appointed from an external source.

The Council Members shall comprise the Executive Member for Community Safety, and five other Members of the Council.

The non-voting members shall comprise a representative from each of NHS Borders, the Scottish Borders Housing Network, Lothian and Borders Community Justice Authority, the voluntary sector, and the business sector.

Chairman

The Chairman and Vice-Chairman of the Board shall be Elected Members of the Council.

Quorum

Three Elected Members of the Council shall constitute a quorum.

Functions Referred

The following functions of the Council shall stand referred to the Board:-

- *1. Assess the adequacy and effectiveness of the Scottish Borders Policing Plan in terms of priorities, community engagement and performance related measures to provide reasonable assurance of effective and efficient implementation and operation; and make recommendations on any aspect of these Plans in terms of issues or improvements.
- *2. Assess the adequacy and effectiveness of the Scottish Borders Fire and Rescue Plan in terms of priorities, community engagement and performance related measures to provide reasonable assurance of effective and efficient implementation and operation; and make recommendations on any aspect of these Plans in terms of issues or improvements.
- *3. Assess the adequacy and effectiveness of the Scottish Borders Safer Communities Plan in terms of priorities, community engagement and performance related measures to provide reasonable assurance of effective and efficient implementation and operation; and make recommendations on any aspect of these Plans in terms of issues or improvements.
4. Contribute to the delivery of the Scottish Borders Single Outcome Agreement (SOA) within the Scottish Borders Community Planning Transformation Plan, and in particular the local outcome indicators and programme in relation to the national outcome "We live our lives safe from crime, disorder and danger".
5. Monitor and keep under review progress and delivery of all Safer Communities projects and initiatives.
6. Consider statistical reports on complaints on policing, fire and rescue, and safer communities in the Scottish Borders.
- *7. Consider and draft responses to any consultation documents pertaining to policing, fire & rescue services, and safer communities.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Board for consideration and recommendation only and must receive approval of the Council.

COMMUNITY PLANNING STRATEGIC BOARD

General

The Community Planning Strategic Board shall comprise Scottish Borders Council Elected Members meeting together with Statutory and other Community Planning Partner representatives.

Constitution

- (a) Any three from the following Elected Members of Scottish Borders Council being:-
- (i) 4 Executive Members;
 - (ii) the Leader of the Opposition
- (b) Representatives from each of the other statutory Community Planning Partners, being:-
- (i) NHS Borders – 2 representatives
 - (ii) Scottish Enterprise – 1 representative
 - (iii) Police Scotland – 1 representative
 - (iv) Scottish Fire and Rescue Service – 1 representative
- (c) Representatives from the following Community Planning Partners:
- (i) Registered Social Landlords – 1 representative;
 - (ii) Borders College – 1 representative;
 - (iii) Third Sector – 1 representative.

Chairman

The Board must be chaired by an Elected Member of the Council.

Quorum

Two Elected Members of the Council and one representative from each of 2 other statutory Community Planning Partners shall constitute a quorum.

Functions Referred

The following functions of the Council, within policy, budget and legislative requirements, and in compliance with any statute and regulations governing these public, private and voluntary sector organisations involved, shall stand referred to the Board -

1. Approve, monitor and evaluate progress on the Local Outcomes Improvement Plan and the individual Locality Plans.
2. Monitor the work of the Joint Delivery Team and Themed Delivery Groups.
3. Find consensus in reaching decisions on those issues that involve competing interests or are controversial or contentious.
- *4. Identify the ideal level of resources necessary to achieve the outcomes of the Plans and advise partners of these.
5. Work together to resolve any problems arising from significant issues.

- *6. Consider and make recommendations to the Community Planning Consultative Partnership and/or partner organisations on any aspects of community planning in terms of issues or improvements.
7. Provide the Community Planning Consultative Partnership with an annual assessment of community planning in the Scottish Borders.
8. Sign off the Annual Report on Community Planning, after consultation with the wider Community Planning Consultative Partnership.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Board for consideration and recommendation only and must receive approval of the Council and other relevant Community Planning partner organisations.

LOCALITY COMMITTEES

Constitution

Berwickshire Locality Committee –

- (a) The six elected Scottish Borders Councillors representing the Wards of East Berwickshire and Mid-Berwickshire;
- (b) The Chairman or a representative from each of the Community Councils in the Berwickshire area;
- (c) A representative from NHS Borders;
- (d) A representative from the Police;
- (e) A representative from any other local body as agreed by the Scottish Borders Councillors.

Cheviot Locality Committee –

- (a) The six elected Scottish Borders Councillors representing the Wards of Kelso & District and Jedburgh and District;
- (b) The Chairman or a representative from each of the Community Councils in the Cheviot area;
- (c) A representative from NHS Borders;
- (d) A representative from the Police;
- (e) A representative from any other local body as agreed by the Scottish Borders Councillors.

Eildon Locality Committee –

- (a) The ten elected Scottish Borders Councillors representing the Wards of Galashiels & District, Leaderdale & Melrose, and Selkirkshire;
- (b) The Chairman or a representative from each of the Community Councils in the Eildon area;
- (c) A representative from NHS Borders;
- (d) A representative from the Police;
- (e) A representative from any other local body as agreed by the Scottish Borders Councillors.

Teviot and Liddesdale Locality Committee -

- (a) The six elected Scottish Borders Councillors representing the Wards of Hawick and Denholm and Hawick and Hermitage;
- (b) The Chairman or a representative from each of the Community Councils in the Teviot and Liddesdale area;
- (c) A representative from NHS Borders;
- (d) A representative from the Police;
- (e) A representative from any other local body as agreed by the Scottish Borders Councillors.

Tweeddale Locality Committee -

- (a) The six elected Scottish Borders Councillors representing the Wards of Tweeddale East and Tweeddale West;
- (b) The Chairman or a representative from each of the Community Councils in the Tweeddale area;
- (c) A representative from NHS Borders;
- (d) A representative from the Police;

- (e) A representative from any other local body as agreed by the Scottish Borders Councillors.

Chairman/Vice Chairman

The Chairman and Vice Chairman of each Locality Committee shall be Members of Scottish Borders Council.

Quorum

Three of the Scottish Borders Council Members of each Locality Committee, including at least one representative from each Ward, shall constitute a quorum, except for the Eildon Locality Committee where five shall constitute a Quorum.

Functions Referred

The following functions of the Council shall stand referred to each Locality Committee, in compliance with any statute and regulations governing those public, private and voluntary sector organisations involved:-

1. Scrutinise the local impact and performance of Council and other services in the area.
2. Scrutinise the local impact and performance of the Community Planning Partnership in the area.
- *3. Make recommendations on the objectives and priorities for the area, including economic development, engaging with local communities and businesses as appropriate.
4. Provide direction for decision-making on those issues that involve competing interests or are controversial or contentious, other than planning applications.
5. Gain a shared understanding of need in the area.
6. Seek to engage and involve the local business community and consider ways to attract commercial enterprise to the area.
7. Act as a consultation body requiring local input, where appropriate.
8. Determine local holiday dates.
- *9. Consider and make recommendations for Local Byelaws and Management Rules.
- *10. Consider and make recommendations if required to the relevant Committee on local community matters, including local economic development plans.
- *11. Identify impediments and barriers which inhibit integrated approaches in local service provision, and make recommendations on how these could be overcome.
12. Approve Small Schemes and Roads Funding Members Priorities, including the use of Pay Parking income (restricted to specific towns only).
13. Approve all matters relating to street naming and numbering, where not delegated to officers.
14. Approve local traffic management schemes.

15. Approve the making of temporary, permanent or experimental orders for the regulation of traffic, including stopping-up orders.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Committee for consideration and recommendation only and must receive approval of the relevant other Council committee.

General

In addition to the functions referred and delegated to the Locality Committees, the Council or other Organisations may from time to time seek the views of Locality Committees on specific matters or applications out-with their normal remit.

**SECTION XIV
OTHER COMMITTEES/BOARDS (NOT COMMITTEES OF COUNCIL)**

Governed by the Licensing (Scotland) Act 2005

LICENSING BOARD

There shall be constituted the Scottish Borders Licensing Board, "the Licensing Board", meeting as required and having the following constitution, quorum and functions.

Constitution

The Licensing Board shall consist of nine Members of the Council.

Convener

The Convener of the Licensing Board shall be appointed at the first meeting of the Licensing Board from among their number.

Quorum

Five Members of the Licensing Board shall constitute a quorum.

Functions Referred

The following functions stand referred to the Licensing Board in terms of the relevant Liquor Licensing and Betting & Gaming Legislation.

1. All matters relating to Liquor Licensing.
2. The approval of disciplinary or enforcement action relating to Licensees.
3. All matters relating to Bookmakers' Permits, Betting Office Licences, Bingo Licences and Amusement with Prizes Permits for Liquor Licensed Premises.

Note: All Members of the Licensing Board must complete satisfactorily the required training before taking any part in Licensing Board proceedings.

Governed by The Public Bodies (Joint Working)(Scotland) Act 2014

SCOTTISH BORDERS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD

Constitution

- (a) Five Elected Members of Scottish Borders Council being:-
 - (i) three members of the Executive
 - (ii) two other Elected Members
- (b) Five Members of NHS Borders
- (c) A number of advisory (non-voting) members as identified by the Integration Joint Board, including:
 - (i) Health and Social Care representatives
 - (ii) Chief Social Work Officer
 - (iii) Chief Financial Officer of the Joint Integration Board
 - (iv) from the staff side
 - (v) from the third sector
 - (vi) from carers
 - (vii) from service users
 - (viii) Chief Officer of the Integration Joint Board

Chairman

The first Chairman of the Board shall be from the body not employing the Integration Board's Chief Officer, with the Vice-Chairman from the body employing the Chief Officer. The Chairman shall not have a casting vote.

Quorum

Three Elected Members from Scottish Borders Council and three members from NHS Borders shall constitute a Quorum

Budgets

Any delegated budgets shall operate as aligned budgets and shall require the final approval of Scottish Borders Council and NHS Borders respectively.

Functions Referred

The following functions of the Council and NHS Board, within policy, budget and legislative requirements, shall stand referred to the Board:

1. All arrangements relating to matters detailed in, and limited to, the Scheme of Integration concerning:
 - (a) Local Governance Arrangements
 - (b) The specific services delegated
 - (c) Local Operational Delivery Arrangements
 - (d) Clinical and Care Governance
 - (e) Chief Officer
 - (f) Workforce
 - (g) Finance
 - (h) Participation and Engagement
 - (i) Information Sharing and Data Handling

- (j) Complaints
- (k) Claims Handling, Liability & Indemnity
- (l) Risk Management
- (m) Dispute Resolution.

Functions Delegated

Where detailed in the Scheme of Integration, functions are referred to the Board for consideration and recommendation only and must receive approval of the Council.

REGULATIONS – RELIGIOUS REPRESENTATIVES

for Nominations of Persons interested in the Promotion of Religious Education to be Appointed to the Executive Committee (for that part of the meeting considering Education Authority matters)

1. The Council shall appoint three persons interested in the promotion of religious education to be members of the Executive Committee (for that part of the meeting considering Education Authority matters) in accordance with Section 124 of the Local Government (Scotland) Act 1973, as amended by Section 31 of the Local Government etc. (Scotland) Act 1994.
2. The appointments shall be made by the Council as soon as possible after the ordinary statutory election of Councillors in the month of May and, subject to Regulation 5(e), the persons will be appointed and hold office until the day of the next ordinary statutory election of Councillors.
3. One person interested in the promotion of religious education shall be nominated by the General Assembly of the Church of Scotland in terms of Section 124 of the Local Government (Scotland) Act 1973 as amended. The Clerk to the Council shall, in a year of an election of Councillors, request the Principal Clerk of the General Assembly of the Church of Scotland to submit to him a nomination of the person not later than the First day of May in that year.
4. One person interested in the promotion of religious education shall be nominated by the Roman Catholic Church, in such manner as may be determined by its Scottish Hierarchy in terms of Section 124 of the Local Government (Scotland) Act 1973 as amended. The Clerk to the Council shall, in a year of an election of Councillors, request the Archbishop of Edinburgh and St. Andrews to submit to him a nomination of the person not later than the First day of May in that year.
5. One other person interested in the promotion of religious education shall be nominated in terms of Section 124 of the Local Government (Scotland) Act 1973, as amended. The nomination shall be made in accordance with the following provisions:-
 - (a) Not later than the Fifteenth day of March in the year of an election of Councillors, the Clerk to the Council, by advertisement in one or more newspapers circulating in the Area, shall give notice that the Churches or denominational bodies (other than the Church of Scotland and the Roman Catholic Church) who claim to have duly constituted charges or other regularly appointed places of worship within the Area and to be entitled to be represented at the meeting for nomination of one person with a view to appointment as a member of the Executive Committee (for that part of the meeting considering Education Authority matters), may obtain copies of these Regulations on application to him; and that each of these Churches or denominational bodies who desire to be represented at the meeting for the nomination of one person with a view to appointment as a member of the Executive Committee (for that part of the meeting considering Education Authority matters) must transmit to him prior to the Thirty first day of March -

- (i) A certified list of the names and situations of the duly constituted charges or other regularly appointed places of worship which such church or other denominational body claims to have within the Area;
- (ii) A certified statement of the number of representatives whom such church or denominational body claims to be entitled to have at the said meeting calculated in accordance with the following scale -

Number of duly constituted charges or other regularly appointed places of worship	Number of representatives at meeting
Not more than three	One
More than three and not more than six	Two
More than six and not more than ten	Three
More than ten and not more than fifteen	Four
More than fifteen and not more than twenty	Five
Each ten in excess of twenty	One additional

- (iii) The full names and postal addresses of the persons appointed to represent such Church or denominational body at the said meeting.

(b) Not later than the Seventh day of April, the Clerk to the Council shall -

- (i) Prepare a list of the Churches or denominational bodies who have claimed to have duly constituted charges or other regularly appointed places of worship within the Area, which list shall, as regards each Church or denominational body included therein, show the total number of duly constituted charges or other regularly appointed places of worship and the number of representatives at the aforesaid meeting which such Church or denominational body has claimed.
- (ii) Transmit a copy of such list to each of the Churches or denominational bodies included therein, and at the same time intimate to such Churches or denominational bodies that they may inspect at his office all the certified lists of the duly constituted charges or other regularly appointed places of worship and all the certified statements of the numbers of representatives claimed at the aforesaid meeting which he has received from Churches or denominational bodies in the Area; and that any Church or denominational body included in the list may, within seven days after the date of such intimation, lodge with him objections to any of the certified lists or certified statements on the ground that such list or statement is inaccurate.

(c) If any objection to any such certified list or certified statement on the ground that it is inaccurate is received by the Clerk to the Council in accordance with the immediately preceding paragraph, he shall, as soon as reasonably may be, fix a time and place for the hearing and determination of such objection and send a copy of each such objection to each Church or denominational body included in the list and intimate the time and place fixed for the hearing and determination of the objections, and each Church or denominational body included in the list may be represented at such hearing and determination by not more than two representatives. The Convener or a person nominated by him shall preside at such hearing and, after such procedure as he may prescribe, shall determine whether the objection is well founded and shall in

accordance with the scale prescribed in paragraph (a)(ii) of this Regulation, fix the number of representatives whom each church or denominational body shall be entitled to have at the meeting for the nomination of a person in terms of this Regulation. The determination of the Convener or the person appointed by him shall be final and not subject to review.

- (d) If no such objections are received or upon the determination of any such objections, the Clerk to the Council shall call a meeting of the representatives appointed by the Churches or denominational bodies for the purpose of nominating a person with a view to such person being appointed a member of the Executive Committee (for that part of the meeting considering Education Authority matters). Such meeting shall be held in the Council's Headquarters, Newtown St. Boswells, not later than the Thirtieth day of April and shall be called by circular addressed and sent by post to each representative not less than six days prior to the date of the meeting. The Convener, or such other person appointed by him, shall preside and conduct and regulate the proceedings at the meeting, but he shall have only a casting vote. Each representative of a Church or denominational body present at the meeting shall have one vote only. The Clerk to the Council shall report the result of such meeting of representatives to the Council as soon as possible after the ordinary statutory election of Councillors.
- (e) In the event of a casual vacancy among the members of the Executive Committee appointed in accordance with this Regulation, the provisions contained in this Regulation shall apply to and govern the constitution and covering of the meeting of representatives of Churches or denominational bodies for the purpose of filling such vacancy. The Clerk to the Council shall determine the dates for taking the action required of him, allowing periods of time between events similar to those specified in the preceding sub-paragraphs.

REGULATIONS - TEACHERS

for Nominations of Teachers to be Appointed to the Executive Committee (for that part of the meeting considering Education Authority matters)

1. The Council shall appoint two Teachers in the employment of the Council as Teachers' Representatives to be members of the Executive Committee, for that part of the meeting considering Education Authority matters.
2. The appointments shall be made by the Council as soon as possible after the ordinary statutory election of Councillors in the month of May and, subject to Regulation 13, the Teachers' Representatives shall be appointed and hold office until the day of the next ordinary statutory election of Councillors.
3. Teachers entitled to nominate and vote for Teachers' Representatives and teachers entitled to be nominated as Teachers' Representatives shall be registered teachers holding full-time permanent appointments with the Council and engaged in Primary or Secondary Education as at the First day of March in the year of election.
4. A teacher shall be entitled to nominate and vote for not more than two Teachers' Representatives.
5. The Convener or a person nominated by him shall be the Supervising Officer to supervise the nominations of Teachers' Representatives and the decisions of the Supervising Officer on all matters relating to the nominations shall be final and not subject to review.
6. Not later than the Fifteenth day of March in the year of an election of Councillors, the Service Director Children and Young People shall send to all teachers entitled to nominate Teachers' Representatives a notice specifying the right of each teacher to nominate not more than two Teachers' Representatives and the arrangements for making nominations of Teachers' Representatives and for voting on the nominations if necessary.
7. Each nomination shall be on a form prescribed by the Service Director Children and Young People and shall be signed by two teachers, one as proposer and one as seconder, and shall be counter-signed by the nominee to signify his or her consent to the nomination.
8. Candidates may provide a personal statement of not more than 250 words, which statement must either accompany the nomination form or be lodged with the Service Director Children and Young People on the Seventh day of April in the year of the election at the latest. The statement will be reproduced and circulated by the Service Director Children and Young People with the ballot papers. Statements must not be defamatory, offensive, obscene, likely to incite racial hatred or political in nature or designed to effect public support for a political party. If any part of the personal statement is not permitted by reason of being defamatory, offensive, obscene, likely to incite racial hatred or political in nature, the circulation of it will be refused by the Supervising Officer unless suitably amended by the candidate or candidates concerned. The candidates remain responsible for their own personal statement

9. Nominations must be lodged with the Service Director Children and Young People at Council Headquarters, Newtown St. Boswells, not later than 4 p.m. on the Thirty first day of March in the year of election.
10. Immediately after the closing date for the receipt of nominations, the Service Director Children and Young People shall issue to each teacher who is validly nominated, a list of the names and addresses of all teachers who are validly nominated. A teacher may withdraw his or her nomination by written intimation to that effect lodged with the Service Director Children and Young People not later than 4 p.m. on the Seventh day of April in the year of election.
11. Where more than two teachers remain validly nominated the Service Director Children and Young People shall, not later than the Fifteenth day of April in the year of election, send ballot papers to all the teachers entitled to vote.
12. Ballot papers, duly completed, shall be lodged in sealed marked envelopes with the Service Director Children and Young People not later than 4 p.m. on the Twenty fifth day of April in the year of election.
13. The Supervising Officer shall make arrangements for the ballot papers to be opened and the votes to be counted not later than the Thirtieth day of April in the year of election and shall forthwith notify the names of the persons duly nominated as Teachers' Representatives to the Chief Executive who shall report the names to the Council as soon as possible after the ordinary statutory election of Councillors.
14. In the event of a casual vacancy among the Teachers' Representatives on the Executive Committee, the provisions contained in these Regulations shall apply to and govern the nomination of a successor Teachers' Representative. The Service Director Children and Young People shall determine the dates for taking the action required of him allowing periods of time between events similar to those specified in the preceding Regulations. The teachers entitled to nominate and vote for the Teachers' Representatives shall be registered teachers holding full-time permanent appointments with the council and engaged in Primary or Secondary Education all as at the Fifteenth day prior to the date fixed by the Service Director Children and Young People for issuing the notice specified in Regulation 6 above.

POLITICAL GROUPS

Constitution of political groups

1. (1) A political group shall be treated as constituted in relation to a local authority when there is delivered to the proper officer of the local authority a notice in writing which -
 - (a) is signed by two or more members of the local authority who wish to be treated as a political group; and
 - (b) complies with the provisions of sub-paragraph (3).
- (2) A political group shall cease to be constituted if the number of persons who are to be treated as members of that group is less than two.
- (3) A notice under sub-paragraph (1) shall state -
 - (a) that the members of the local authority who have signed it wish to be treated as a political group;
 - (b) the name of the group; and
 - (c) the name of one member of the group who has signed the notice and who is to act as its leader.
- (4) A notice under sub-paragraph (1) may specify the name of one or other member of the group who has signed the notice and who is authorised to act in the place of the leader when he is unable to act ("the deputy leader").
- (5) The name of the group or the name of the person who is the leader or deputy leader may be changed by a further notice in writing delivered to the proper officer and signed -
 - (a) in the case of a change in the name of the group or the deputy leader, by the leader of the group or a majority of the members of the group;
 - (b) in the case of a change of the leader of the group, by a majority of the members of the group.

Membership of political groups

2. Subject to paragraph 4, a member of the local authority is to be treated as a member of a political group if -
 - (a) he has signed a notice in accordance with paragraph 1; or
 - (b) he has delivered to the proper officer a notice in writing which is signed by him and by the leader or deputy leader of the group or by a majority of the members of the group, stating that he wishes to join the group.

Cessation of membership

3. A person is to be treated as having ceased to be a member of a political group when -

- (a) he has ceased to be a member of the local authority;
- (b) he has notified the proper officer in writing that he no longer wishes to be treated as a member of the group;
- (c) there is delivered to the proper officer a notice under paragraph 1 or 2(b) signed by the person whereby a new political group is constituted or he joins another political group; or
- (d) there is delivered to the proper officer a notice in writing signed by the majority of the members of the group stating that they no longer wish him to be treated as a member of it.

Restriction on membership

4. No person shall be treated as a member of more than one political group at any given time and, accordingly, if a person changes the political group of which he is a member by a notice under paragraph 1 or 2 he shall from the date of delivery of that notice be treated -
- (a) in the case of a notice under paragraph 1, as a member only of the new political group which is constituted in accordance with that paragraph; and
 - (b) in the case of a notice under paragraph 2(b) as a member only of the group named in the notice.

SCOTTISH BORDERS COUNCIL
25 MAY 2017
APPENDIX III

MEMBERSHIP OF COMMITTEES AS PER INTERIM SCHEME OF ADMINISTRATION

1. Noted the membership of the following Common Good Fund, Trust and Charitable Sub-Committees:

	SUB-COMMITTEE	MEMBERSHIP
1	Duns Common Good Fund	All Mid-Berwickshire Ward Members
2	Galashiels Common Good Fund	All Galashiels & District Ward members
3	Hawick Common Good Fund	All Hawick & Denholm and Hawick & Hermitage Ward Members
4	Innerleithen Common Good Fund	All Tweeddale East Ward Members
5	Jedburgh Common Good Fund	All Jedburgh & District Ward Members
6	Kelso Common Good Fund	All Kelso & District Ward Members
7	Lauder Common Good Fund	All Leaderdale & Melrose Ward Members
8	Peebles Common Good Fund	All Tweeddale West and Tweeddale East Ward Members
9	Selkirk Common Good Fund	All Selkirkshire Ward Members
10	William Hill Trust	All Leaderdale & Melrose Ward Members
11	Berwickshire Area Charitable Trust	All Mid and East Berwickshire Ward Members
12	Cheviot Area Charitable Trust	All Kelso & District and Jedburgh & District Ward Members
13	Eildon Area Charitable Trust	All Galashiels & District, Selkirkshire and Leaderdale & Melrose Ward Members
14	Teviot & Liddesdale Area Charitable Trust	All Hawick & Denholm and Hawick & Hermitage Ward Members
15	Tweeddale Area Charitable Trust	All Tweeddale West and Tweeddale East Ward Members

- 2. (a) Noted the appointment of the Executive Member for Adult Social Care and the Executive Member for Finance to the LLP Strategic Governance Group;**
- (b) Noted the appointment of the Executive Member for Adult Social Care as Chairman of the LLP Strategic Governance Group;**
- (c) Appointed 3 Elected Members to the LLP Strategic Governance Group:**

LLP STRATEGIC GOVERNANCE GROUP (SB Cares)	MEMBERSHIP (5 in total)
Executive Member for Adult Social Care	1. Councillor T Weatherston (Chairman)
Executive Member for Finance	2. Councillor G Turnbull
Three Elected Members	3. Councillor E Robson
	4. Councillor J Greenwell
	5. Councillor E Thornton-Nicol

3. (a) **Noted the following appointments to the Executive Committee;**

(b) **Appointed a Vice-Chairman of the Executive Committee from within the membership:**

EXECUTIVE COMMITTEE	MEMBERSHIP (11 in total)
Leader of the Council (Chairman)	1. Councillor S Haslam
<i>Vice Chairman</i>	<i>Councillor S Aitchison</i>
Executive Member for Adult Social Care	2. Councillor T Weatherston
Executive Member for Business & Economic Development	3. Councillor M Rowley
Executive Member for Children & Young People	4. Councillor C Hamilton
Executive Member for Culture & Sport	5. Councillor E Jardine
Executive Member for Finance	6. Councillor G Turnbull
Executive Member for Neighbourhoods and Locality Services	7. Councillor S Aitchison
Executive Member for Planning & Environment	8. Councillor T Miers
Executive Member for Roads & Infrastructure	9. Councillor G Edgar
Executive Member for Transformation & HR	10. Councillor S Mountford
Executive Member for Community Safety	11. Councillor W McAteer

4. (a) **Appointed 4 Members of the Executive and 1 Member of the Opposition as members of the Trading Operations Sub-Committee;**

(b) **Appointed a Chairman of the Trading Operations Sub-Committee from within the membership:**

TRADING OPERATIONS SUB-COMMITTEE	MEMBERSHIP (5 in total)
<i>Chairman</i>	Councillor G Turnbull

Four Executive Members	1. Councillor Gordon Edgar
	2. Councillor Watson McAteer
	3. Councillor G Turnbull
	4. Councillor J Fullarton
One Opposition Member	5. Councillor Donald Moffat

5. (a) **Noted the appointment of the Executive Member for Children & Young People to the Education Performance Sub-Committee;**
- (b) **Noted the appointment of the Executive Member for Children & Young People as Chairman of the Education Performance Sub-Committee;**
- (c) **Appointed two Members of the Executive to the Education Performance Sub-Committee:**

EDUCATION PERFORMANCE SUB-COMMITTEE	MEMBERSHIP (3 in total)
Executive Member for Children & Young People	1. Councillor C Hamilton (Chairman)
Two Executive Members	2. Councillor E Jardine
	3. Councillor S Haslam

6. (a) **Noted the appointment of Councillor Bell as a member and as Chairman of the Audit and Scrutiny Committee;**
- (b) **Appointed eight Members (not on the Executive Committee) to the Audit and Scrutiny Committee:**
- (c) **Appointed a Vice Chairman of the Audit and Scrutiny Committee from the Administration members on the Committee:**

AUDIT AND SCRUTINY COMMITTEE	MEMBERSHIP (9 in total)
Chairman	1. Councillor S Bell
<i>Vice Chairman</i>	<i>Councillor S Hamilton</i>
Eight members	2. Councillor H Scott
	3. Councillor R Tatler
	4. Councillor E Small
	5. Councillor S Hamilton
	6. Councillor N Richards

	7. Councillor E Thornton-Nicol
	8. Councillor H Anderson
	9. Councillor K Chapman

7. (a) **Appointed 9 members to the Civic Government Licensing Committee;**

(b) **Appointed a Chairman of the Civic Government Licensing Committee from within the membership:**

CIVIC GOVERNMENT LICENSING COMMITTEE	MEMBERSHIP (9 in total)
<i>Chairman</i>	<i>Councillor J Greenwell</i>
Nine Members	1. Councillor R Tatler
	2. Councillor D Paterson
	3. Councillor J Brown
	4. Councillor E Thornton-Nicol
	5. Councillor J Greenwell
	6. Councillor N Richards
	7. Councillor T Weatherston
	8. Councillor G Turnbull
	9. Councillor S Scott

8. (a) **Noted the appointment of the Convener as a member and as Chairman of the Pension Fund Committee;**

(b) **Appointed 1 Member of the Executive, 3 further members of the Administration and 2 members of the Opposition to the Pension Fund Committee:**

PENSION FUND COMMITTEE	MEMBERSHIP (7 in total)
Convener	1. Councillor D Parker (Chairman)
One member of the Executive	2. Councillor G Edgar
Three Administration members	3. Councillor S Mountford
	4. Councillor S Scott
	5. Councillor J Fullarton
Two Opposition members	6. Councillor D Moffat
	7. Councillor J Brown

9. (a) **Noted the appointment of the 7 members of the Pension Fund Committee to the Pension Fund Investment & Performance Sub-Committee;**

(b) **Noted the Sub-Committee also has 2 non-voting members nominated by the Pension Board:**

PENSION FUND INVESTMENT & PERFORMANCE SUB-COMMITTEE	MEMBERSHIP (9 in total to include 2 non-voting members from the Pension Board)
Convener	1. Councillor D Parker (Chairman)
6 Members of the Pension Fund Committee	2. Councillor G Edgar
	3. Councillor D Moffat
	4. Councillor J Brown
	5. Councillor S Mountford
	6. Councillor S Scott
	7. Councillor J Fullarton

10. (a) **Noted the appointment of the Executive Member for Planning and Environment as a member and Chairman of the Planning and Building Standards Committee;**

(b) **Appointed a further 8 Members to the Planning and Building Standards Committee:**

PLANNING AND BUILDING STANDARDS COMMITTEE	MEMBERSHIP (9 in total)
Executive Member for Planning & Environment	1. Councillor T Miers (Chairman)
Eight Members	2. Councillor H Laing
	3. Councillor A Anderson
	4. Councillor S Aitchison
	5. Councillor J Fullarton
	6. Councillor S Mountford
	7. Councillor S Hamilton
	8. Councillor C Ramage
	9. Councillor E Small

11. (a) **Noted the appointment of the 9 members of the Planning and Building Standards Committee as members of the Local Review Body;**

- (b) Noted the appointment of the Executive Member for Planning & Environment as the Chairman of the Local Review Body;**

LOCAL REVIEW BODY	MEMBERSHIP (9 in total)
Executive Member for Planning & Environment	1. Councillor T Miers (Chairman)
Eight members	2. Councillor H Laing
	3. Councillor A Anderson
	4. Councillor S Aitchison
	5. Councillor J Fullarton
	6. Councillor S Mountford
	7. Councillor S Hamilton
	8. Councillor C Ramage
	9. Councillor E Small

- 12. (a) Appointed 5 members of the Administration and 2 members of the Opposition to the Petitions and Deputations Committee;**
- (b) Appointed a Chairman from within the membership of the Committee:**

PETITIONS & DEPUTATIONS COMMITTEE	MEMBERSHIP (7 in total)
<i>Chairman</i>	Councillor T Weatherston
Five Administration members	1. Councillor S Marshall
	2. Councillor W McAteer
	3. Councillor R Tatler
	4. Councillor T Weatherston
	5. Councillor E Small
Two Opposition members	6. Councillor K Drum
	7. Councillor C Ramage

- 13. (a) Noted the appointment of the Executive Member for Transformation & HR as a member and Chairman of the Joint Consultative Group for Staff;**
- (b) Appointed a further 5 Members to the Group:**

JCG: STAFF	MEMBERSHIP (14 in total including 8 Trade Union Representatives)
Executive Member for Transformation & HR	1. Councillor S Mountford (Chairman)
Five members	2. Councillor E Jardine
	3. Councillor S Hamilton
	4. Councillor E Robson
	5. Councillor K Drum
	6. Councillor A Anderson

14. (a) **Noted the appointment of the Executive Member for Children & Young People as a member and Chairman of the Joint Consultative Group for Teachers;**
- (b) **Appointed 3 members of the Administration and 2 members of the Opposition to the Group:**

JCG: TEACHERS	MEMBERSHIP (14 in total including 8 Trade Union Representatives)
Executive Member for Children and Young People	1. Councillor C Hamilton (Chairman)
Three Administration members	2. Councillor N Richards
	3. Councillor J Greenwell
	4. Councillor H Scott
Two Opposition members	5. Councillor K Chapman
	6. Councillor C Ramage

15. (a) **Noted the appointment of the Convener as a member and Chairman of the Employee Council;**
- (b) **Noted the appointment of the Leader, the Executive Member for Transformation and HR, and the Leader of the Opposition as members of the Employee Council;**
- (c) **Appointed 1 member of the Executive to the Employee Council:**

EMPLOYEE COUNCIL	MEMBERSHIP
Convener	1. Councillor D Parker (Chairman)
Leader	2. Councillor S Haslam
Executive Member for Transformation & HR	3. Councillor S Mountford
Leader of the Opposition	4. Councillor S Bell

Member of the Executive	5. Councillor G Edgar
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16. (a) **Appointed 5 members of the Administration and 3 members of the Opposition to the Standards Committee;**

(b) **Appointed a Chairman from within the membership:**

STANDARDS COMMITTEE	MEMBERSHIP (8 in total)
<i>Chairman</i>	Councillor S Aitchison
Five Administration members	1. Councillor S Aitchison
	2. Councillor S Marshall
	3. Councillor E Jardine
	4. Councillor J Greenwell
	5. Councillor S Scott
Three Opposition members	6. Councillor K Drum
	7. Councillor E Robson
	8. Councillor A Anderson

17. (a) **Noted the appointment of the Leader, the Executive Member for Transformation & HR, the relevant Executive member(s), one other Member of the Administration and one member of the Opposition to the Appointment Committee;**

(b) **Noted the appointment of the Executive Member for Transformation & HR as Chairman of the Committee:**

APPOINTMENT COMMITTEE	MEMBERSHIP (a minimum of 5)
Executive Member for Transformation & HR	1. Councillor S Mountford (Chairman)
Leader	2. Councillor S Haslam
Relevant Executive Member(s)	3. <i>As and when</i>
One other member of the Administration	4.
One member of the Opposition	5.

18. (a) **Noted the appointment of the Executive Member for Community Safety as a member and Chairman of the Police, Fire & Rescue and Safer Communities Board;**

(b) Appointed 5 other Members to the Board:

POLICE, FIRE & RESCUE AND SAFER COMMUNITIES BOARD	MEMBERSHIP (11 in total including 5 non-voting members appointed from an external source)
Executive Member for Community Safety	1. Councillor W McAteer (Chairman)
Five other Members	2. Councillor H Scott
	3. Councillor D Moffat
	4. Councillor E Small
	5. Councillor G Turnbull
	6. Councillor E Robson

19. (a) Noted the appointment of the Leader of the Opposition to the Community Planning Strategic Board;

(b) Appointed 4 members of the Executive to the Board;

(c) Appointed the Chairman of the Board from within the Scottish Borders Councillor membership:

COMMUNITY PLANNING STRATEGIC BOARD	MEMBERSHIP (11 in total [any 3 from the 5 SBC Councillors, 5 representatives from the Statutory Partners, and 3 representatives from other CP partners])
<i>Chairman</i>	Councillor M Rowley
Leader of the Opposition	1. Councillor S Bell
Four Executive members	2. Councillor W McAteer
	3. Councillor S Aitchison
	4. Councillor M Rowley
	5. Councillor C Hamilton

20. (a) Noted the membership of each of the Locality Committees;

(b) Noted the appointment of the Chairmen of each Locality Committee:

LOCALITY COMMITTEE	MEMBERSHIP (also includes the chairman or a representative from each of the Community Councils in the area; a representative from NHS Borders; a representative from the Police; a representative

	from any other local body as agreed by the SBC Councillors)
Berwickshire	All East Berwickshire and Mid-Berwickshire Ward Members Councillor J Fullarton (Chairman)
Cheviot	All Kelso & District and Jedburgh & District Ward Members Councillor S Mountford (Chairman)
Eildon	All Galashiels & District, Selkirkshire and Leaderdale & Melrose Ward Members Councillor G Edgar (Chairman)
Teviot & Liddesdale Area	All Hawick & Denholm and Hawick & Hermitage Ward Members Councillor S Marshall (Chairman)
Tweeddale Area	All Tweeddale West and Tweeddale East Ward Members Councillor R Tatler (Chairman)

21. (a) **Appointed 9 members to the Scottish Borders Licensing Board;**

(b) **Noted that the Chairman would be appointed from within the membership at the first meeting of the Licensing Board:**

SCOTTISH BORDERS LICENSING BOARD	MEMBERSHIP (9 in total)
Nine members	1. Councillor R Tatler
	2. Councillor D Paterson
	3. Councillor J Brown
	4. Councillor E Thornton-Nicol
	5. Councillor J Greenwell
	6. Councillor N Richards
	7. Councillor T Weatherston
	8. Councillor G Turnbull
	9. Councillor S Scott

22. **Appointed 3 members of the Executive and 2 other elected Members to the membership of the Health and Social Care Integration Joint Board:**

SCOTTISH BORDERS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD	MEMBERSHIP (5 in total from SBC)
Three Executive members	1. Councillor T Weatherston

	2. Councillor S Haslam
	3. Councillor J Greenwell
Two further elected members	4. Councillor D Parker
	5. Councillor H Laing

SCOTTISH BORDERS COUNCIL
25 MAY 2017
APPENDIX IV
REPRESENTATIVES ON OUTSIDE BODIES

2017-2022

	Outside Body	Retain Yes/No	No. of Reps	Councillors
1	A Working Countryside (within Community Planning Partnership)		One	Mark Rowley
2	A7 Action Group	Yes	One	Gordon Edgar
3	APSE (Association for Public Service Excellence)	Yes	One	Gordon Edgar
4	Berwickshire Association for Voluntary Service	Yes	One	John Greenwell
5	Live Borders		Three	Michelle Ballantyne Helen Laing David Parker
6	BREST	Yes	One	John Greenwell
7	Central Borders Citizens Advice Bureau	Yes	One	Andy Anderson
8	Chambers Institution Trust, Peebles		Six	Heather Anderson Eric Small Stuart Bell Kris Chapman Shona Haslam Robin Tatler
9	Champions Armed Forces and Veterans		One	Harry Scott
10	Children & Young People		One	Scott Hamilton
11	Energy Efficiency		One	Gordon Edgar
12	Equalities		One	John Greenwell
13	Wellbeing & Safety		One	Kevin Drum
14	Learning Disabilities		One	Kris Chapman
15	Older People		One	Elaine Thornton Nichol
16	Voluntary Sector		One	Robin Tatler
17	Clubsport Berwickshire	Yes	Two	Helen Laing John Greenwell
18	Clubsport Ettrick & Lauderdale	Yes	Two	Harry Scott Euan Jardine
19	Clubsport Roxburgh	Yes	Two	Stuart Marshall George Turnbull
20	Clubsport Tweeddale	Yes	Two	Robin Tatler Shona Haslam
21	Coldstream Twinning Committee	No reply		Donald Moffat
22	Community Centres: Live Borders Abbey Row	Yes	One	Tom Weatherston
23	Argus	Yes	One	Gordon Edgar
24	Eyemouth	Yes	One	Helen Laing

25	Focus	Yes	One	Euan Jardine
26	Langlee	Yes	One	Harry Scott
27	Newcastleton No 8 Club	Yes	Two	Watson McAteer Davie Paterson
28	Newtown Community Wing	Yes	One	Michelle Ballantyne
29	Peebles Community Centre	Yes	One	Heather Anderson
30	Southfield	Yes	One	John Greenwell
31	Tweedbank	Yes	One	Kevin Drum
	Community Centres: Linked to the School			
32	Innerleithen	Retain.		Robin Tatler
33	Philiphaugh	No reply	One	Elaine Thornton-Nichol
	Community Centres: Privately Managed			
34	Chirnside	Yes	One	Carol Hamilton
35	COSLA - Convention		Four	Stuart Bell Shona Haslam Simon Mountford David Parker
	COSLA Executive Groups – 1 Member to each group			
36	Health & Well Being		One	Euan Jardine
37	Community Well Being and Safety		One	Watson McAteer
38	Regeneration & Sustainable Development		One	Mark Rowley
39	Strategic Human Resources Management		One	Simon Mountford
40	Education, Children & Young People		One	Carol Hamilton
41	Resources & Capacity		One	George Turnbull
42	COSLA – Sport, Arts & Culture WG			Euan Jardine
43	Disabled Soldiers and Sailors for Peeblesshire	Yes	One	Robin Tatler
44	Drumelzier Hall		Three – all Tweeddale West	Heather Anderson Eric Small Kris Chapman
45	Eastern Borders Development Authority (EBDA)	Yes	Two	Mark Rowley Jim Fullarton
46	Eastgate Theatre and Arts Centre	No reply		Robin Tatler
47	EDF Energy Torness Power Station Liaison Committee	Yes	Two	Harry Scott Michelle Ballantyne
48	Edinburgh Airport Consultative Committee	Yes	One	Harry Scott
49	Eyemouth Museum Trust	Yes	Two	Helen Laing Jim Fullarton
50	Eyemouth Harbour Trust	Yes	One	Jim Fullarton
51	Galashiels Policies and Langlee Woods Management Committee		Four (Gala Members)	Andy Anderson Sandy Aitchison Euan Jardine Harry Scott

52	Galashiels Local Relief Fund Committee		Four (Gala Members)	Andy Anderson Sandy Aitchison Euan Jardine Harry Scott
53	Jim Clark Memorial Trophy Room Trust	Yes	Two	John Greenwell Mark Rowley
54	Lowland Reserve Forces & Cadets Association	Yes	One	Harry Scott
55	Ormiston Institute Management Committee		One - needs review	David Parker Tom Miers Kevin Drum
56	Peebles & District Citizens' Advice Bureau Board	Yes	One	Kris Chapman
57	Peeblesshire Charitable Trust	Yes	Two (One each from Tweeddale East & West)	Robin Tatler Heather Anderson
58	Pension Board		One	Sandy Aitchison
59	Roxburgh & Berwickshire Citizens' Advice Bureau	Yes	One	Clair Ramage
60	Roxburgh Federation of Village Halls	Yes	Two	George Turnbull Tom Weatherston
61	St Abbs & Eyemouth Voluntary Marine Reserve	Yes	One	Carol Hamilton
62	Scotland Excel	Yes	One + sub	Simon Mountford Gordon Edgar (Sub)
63	Scottish Borders Disability Sports Group	Yes	One	John Greenwell
64	Scottish Local Government Forum Against Poverty.	Re-establish due to new legislation due on Child Poverty.	One Important to have a rep to ensure that SBC views are heard	Heather Anderson
65	Scottish Councils Committee on Radioactive Substances (SCCORS)	Yes	One	Harry Scott
66	Selkirk Hill Management Group	Yes	One	Gordon Edgar
67	Selkirk Silver Band	Yes	One	Gordon Edgar
68	SESTRAN (South East of Scotland Transport Partnership)	Appointed 18 May 2017	Two	Gordon Edgar Jim Fullarton Mark Rowley (Sub)
69	SESPLAN Joint Committee		Two	Stuart Bell Tom Miers

70	South East Scotland Area Support Team (Children's Hearings)		One	Tom Weatherston
71	South of Scotland Alliance		Five	Sandy Aitchison Stuart Bell Mark Rowley Tom Miers John Greenwell
72	Southern Upland Partnership	Yes	One	Mark Rowley
73	Stobo Village Hall Trustee	Yes	One	Kris Chapman
74	Teviotdale Indoor Bowling Club	No reply		Stuart Marshall
75	Trimontium Trust & Trimontium Museum Trust	Yes	One	Tom Miers
76	Tweeddale Access Panel	No reply	No limit	Robin Tatler
77	Tweeddale Citizen of the Year Award Selection Committee	Yes	One	Heather Anderson
78	Timber Transport Group	Yes	Four	Gordon Edgar Stuart Bell Stuart Marshall George Turnbull
79	SBC appointment to NHS Board	Yes	One	David Parker

Automatic Appointment or Required by Deed/Constitution
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SCOTTISH BORDERS CHILD PROTECTION COMMITTEE ANNUAL REPORT 2015-2016

Report by Chief Social Work Officer

SCOTTISH BORDERS COUNCIL

27 June 2017

1 PURPOSE AND SUMMARY

- 1.1 **This report informs Members of the activities of the Child Protection Committee during the period 1st August 2015–31st July 2016 aimed at protecting children and young people in the Scottish Borders from abuse and neglect.**
- 1.2 The Annual Report (in Appendix 1) covers the main activities of the multi-agency Child Protection Committee (CPC) and its Sub Committees. The report highlights the continuing work being undertaken in the Scottish Borders to meet the Council's statutory duties to protect children and young people at risk of harm. This includes information on the work of the Child Protection Committee, the statistical information collated and the significant training and development that has been provided in this area.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Council:-**
 - (a) **Endorse the content of the Child Protection Committee Annual Report.**
 - (b) **Agree that the report be published on the Council's website and distributed to interested parties.**

3 BACKGROUND

- 3.1 Scottish Borders Child Protection Committee (SBCPC) is an inter-agency group of senior staff which provides leadership in promoting the continual improvement of services in this area of work. This entails ensuring that there is an efficient and effective multi-agency response to reports of abuse through, for instance, reviewing and revising practice guidelines, providing joint training and reviewing of individual cases – all conducted within a culture of continuous learning. In addition, the Committee has a role to promote the safety of children through raising awareness in communities across the Scottish Borders to support the key role which members of the public play.
- 3.2 The Child Protection Committee reports directly to the Critical Services Oversight Group (CSOG) consisting of Chief Executive (SBC), Chief Executive (NHS Borders) and Divisional Commander Police Scotland (Police).
- 3.3 During the reporting period 1st August 2015 to 31st July 2016, CPC was chaired by Duncan MacAulay, previously an experienced Chief Social Work Officer.
- 3.4 Members of CPC remain committed to the protection of children as the focus of the Committee's work and the group has met regularly during the year. Much has been achieved by CPC and its Sub Groups through its inter-agency agenda and effective partnership work which is detailed in the report.

4 ANNUAL REPORT

- 4.1 The work of the Committee is detailed in the Annual Report and a summary of the key issues are highlighted below.
- 4.2 The Scottish Borders Child Protection Committee (SBCPC) oversees the development of all multi-agency child protection policies and procedures in the Scottish Borders and at the very forefront of this work are the online multi-agency child protection procedures. During this period a number of new sections and protocols were added or updated to ensure best practice and that they are in line with national guidance and legislation.
- 4.3 The Care Inspectorate visited between 18th January and 26th February 2016 to inspect our Services for children and young people. A significant amount of pre-inspection preparation took place from October 2015 including self-evaluation. The Inspection recommended some improvements CPC could make and the Business Plan 2016-2018 reflects this.
- 4.4 The management of child protection performance and practice is overseen by CPC. Performance information and self-evaluation reports continued to be routinely reviewed by CPC and on a single agency basis to identify trends and inform practice as required. The report details that 662 child protection referrals were followed up resulting in 79 children being placed on the Scottish Borders Child Protection Register between 1st August 2015 and 31st July 2016. We protect the rights of the child by ensuring that all child protection conferences record the views of the child and by asking a

member of staff who is known to the child to speak regularly to them about how safe they feel.

- 4.5 Lessons learned for Case Reviews and good practice examples from National and local child protection case reviews were brought to CPC through the Practice Development and Review Sub Committees. Where required, updates were made to the child protection procedures.
- 4.6 CPC continued to maintain and develop strong working links with local and national strategic groups. The CPC Chair, Lead Officer and CPC Training Officer attended a number of National Child protection meetings during the period.
- 4.7 CPC continued its commitment to raising awareness of child protection through the delivery of child protection training events, the CPC website and CPC newsletters. A Child Protection Case Conference leaflet was produced which was specifically designed for children, and opportunities to engage with young people are actively pursued.
- 4.8 Child Protection Training remains a key responsibility of CPC with a range of multi-agency and single agency events being held throughout the year. These are detailed in the report and over 900 people attended training courses.
- 4.9 A mandatory Child Protection e-learning module was introduced and over 3,800 professionals have completed this.
- 4.10 CPC continued its commitment to creating a positive and transparent culture of continuous learning based upon feedback from those who use and experience our services.
- 4.11 Work has continued to promote Child Protection in schools and a working group was established to progress the development of a Child Protection/Child Sexual Exploitation (CSE) strategy for schools. CPC also aims to expand awareness of CSE with the Licensing Department and Public Transport Section.
- 4.12 CPCs priorities for the forthcoming year (2016/2017), which are the basis of the CPC business plan, are included in the annual report.

5 IMPLICATIONS

5.1 Financial

There are no costs attached to any of the recommendations contained in this report.

5.2 Risk and Mitigations

The Annual Report is an important document for monitoring activity and for identifying areas of improvement. The risk of not collating information in this way would be a reduction in the quality of strategic work relating to Child Protection.

5.3 Equalities

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

5.4 Acting Sustainably

There are no significant impacts on the economy, community or environment arising from the proposals contained in this report.

5.5 Carbon Management

There are no significant effects on carbon emissions arising from the proposals contained in this report.

5.6 Rural Proofing

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

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 their comments have been incorporated into the final report.

Approved by

Name Elaine Torrance **Signature**

Title Chief Social Work Officer

Author(s)

Name	Designation and Contact Number
Gillian Nicol	Child Protection Lead Officer – 01835 825080

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. Linsey McGillivray can also give information on other language translations as well as providing additional copies.

Contact Linsey McGillivray, People Department, Scottish Borders Council, Council HQ, Newtown St. Boswells, Melrose, TD6 OSA. Tel: 01835 825080



Scottish Borders Child Protection Committee

Annual Report 2015-2016

Our Vision: All children in the Scottish Borders have the right to grow up safe from abuse

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For copies of this leaflet in large print, electronic or other languages and format please contact 01835 825080

Message from the Chair

I am delighted to present to you the Scottish Borders Child Protection Committee (SBCPC) Annual Report from 1st August 2015 to 31st July 2016 which provides a summary of the key work of the Committee over the year.

From October 2015 the agencies were occupied with preparing for the inspection of the services for children and young people in the Scottish Borders which took place from 18th January to 26th February 2016. During this reporting period I continued to chair the Child Protection Committee (CPC), the Review and Practice Development Sub Groups.

SBCPC key strategic planning for the year continues to focus around its comprehensive Business Plan. Priorities for this reporting period were largely centred on the Inspection Process and the Review of the Child Protection Process. We continue improving self-evaluation processes and outcomes for children. We are working on packages to be used in schools centred on children keeping themselves safe from harm. We continue incorporating the GIRFEC (Getting it Right for Every Child) principles, reviewing the Scottish Borders Child Protection Procedures. The Training and Development team’s updated training programme has been received well with high numbers attending our courses.

I believe effective partnership working and strong leadership are key strengths in the protection of Scottish Borders children and young people. I would like to thank the Chief Officers Group, SBCPC Members and the Sub Group Members for their ongoing contribution and support to the protection of children and young people in the Scottish Borders.

Duncan MacAulay
Independent Chair
Scottish Borders Child Protection Committee



Scottish Borders Child Protection Committee Membership

Child Protection Committees were established across Scotland in 1991. Their role is to provide individual and collective leadership and direction for the management of child protection services across Scotland. They continue to work in partnership with their respective Chief Officers' Groups and the Scottish Government to take forward child protection policy and practice across Scotland.

Members:



Duncan MacAulay
Independent Chair



John Peaston
Vice Chair, DCI Police
Scotland



Elaine Torrance
Chief Social Work
Officer, Council



Donna Manson Service
Director, Children &
Young People, Council



Michelle Strong
Chief Officer for
Schools, Council



Ann Blackie
Chief Officer, Children
& Young People
Support, Council



Cathie Fancy
Housing Sector
Representation, Council



Evelyn Rodger Director of
Nursing and Midwifery,
NHS Borders



Clare Ketteridge
Consultant
Paediatrician, NHS
Borders



Anna O'Reilly
Assistant Director,
Children 1st



Graham Fraser
Procurator Fiscal



Lesley Siewert
Locality Reporter
Manager, Scottish
Children's Reporter

Policies, procedures and protocols

SBCPC oversees the development of all multi-agency child protection policies and procedures in the Scottish Borders and at the very forefront of this work are the online multi-agency child protection procedures. The Scottish Borders online child protection procedures moved to a new web address on the 1st November 2015 and are available at: www.sb-cpc-procedures.org.uk or through the SBCPC Website www.onlineborders.org.uk/community/cpc

During the year a number of updates were made to the child protection procedures which have arisen from Initial Case Reviews (ICRs) and Practice Reviews, as well as changes in legislation, for example:-

- **NEW Guidance on Mothers in Prison** – guidance on responding to such concerns about unborn children or very young children when they emerge in circumstances that include the mother being in prison. It is intended to support local child protection procedures and local GIRFEC processes. It is also intended to clarify roles and responsibilities, organisational processes and set practice standards in these circumstances.
- **NEW Protocol in Bruising in Non Mobile Children**– recent serious case reviews and individual child protection cases across the UK have indicated that clinical staff have sometimes underestimated or ignored the highly predictive value, for child abuse, of the presence of bruising in children who are not independently mobile and includes children not yet crawling, cruising or walking independently. The aim of this protocol is to provide frontline staff with a knowledge base and action strategy for the assessment, management and referral of children who are Not Independently Mobile who present with bruising or otherwise suspicious marks.
- **CHANGE to Reports for Review Case Conference** – following recent Initial Case Reviews (ICRs), in order to encourage all staff to assess risk, it was agreed that individual agencies are now required to provide a report for a Review Child Protection Case Conference. Previously, the Lead Professional (who will usually be a Social Worker), had responsibility for collating information provided by partner/involved agencies.
- **CHANGE to the Removal of a child's name from the Child Protection Register (section 2)** – recent Child Protection meetings and practice reviews have highlighted that on occasions children's names are being removed from the Child Protection Register after 3 months. In most situations this is not considered to be enough time for the Protection Plan to be effective or show that changes can be sustained. To ensure sustained improvements in the agreed outcomes for the child, the Child's Plan will always state that only in exceptional circumstances will deregistration be considered at the first Review Case Conference (3 months) or 6 months for Pre-birth Case Conferences.

Review of the Child Protection Process

The purpose of this review was to report on and provide information about the operation and management of the Child Protection Unit (CPU) including good practice and areas for improvement. It principally looked at Social Work but it did involve feedback from other agencies. The following identified actions have all been completed:

- The role of the Business Meeting held every Monday and Initial Referral Discussion Review Group were reviewed and improvement was made by reverting to the meeting being chaired by either the Social Work Team Leader or the Public Protection Unit (PPU) Detective Sergeant.

- A written clarification was provided on the role of the (Child Protection Reviewing Officer) CPRO and Locality Team Leader in the Initial Referral Discussion (IRD) process providing clarity about whom the responsible manager is and when the responsibility of the CPRO begins and ends.
- The Emergency Duty Team (EDT) Alerts processes were addressed and clarified.
- Communication and support within GP practices with Health and Social Work were reviewed.
- The Protocol for informing 3rd Sector agencies working with young people who do not have Social Work involvement should further risks be identified was reviewed.
- An Audit of referral to Social Work which did not reach IRD was conducted to establish that thresholds were reasonable and equitable across localities.
- The way information from the CPC is disseminated and views are sought by CPC was improved.
- The procedures were reviewed to provide guidance to staff on how to clearly define 'risk' to ensure that when they pass on information to Social Work there is a shared language and understanding around thresholds for Child Protection (CP) referrals.
- An IRD flow chart has been produced to ensure *significant harm* is reflected as the threshold for an IRD.

The Joint Inspection of Children and Young People's Services within the Scottish Borders

The Care Inspectorate visited between 18th January to 26th February 2016 to inspect our Services for children and young people. They reviewed a wide range of documents. They spoke to staff with leadership and management responsibilities. They carried out a survey of named persons and lead professionals and talked to large numbers of staff who work directly with children, young people and families and observed some meetings. Practice was reviewed through reading records held by services for a sample of 90 of the most vulnerable children and young people. 98 children and young people and 62 parents and carers were interviewed in order to hear from them about their experiences of services. The Inspectorate and Managers are very grateful to everyone who talked to them as part of this inspection.

- **Preparation for the inspection** – this was carried out by the Inspection Co-ordination Group from October 2015 and a significant part of pre-inspection preparation was to undertake an extensive self-evaluation exercise from which a self-evaluation report was produced and presented to the Inspection Team on the first day of the inspection.
- **Case file audits** - the Inspection Team conducted an audit of a significant number of inter-agency case files to evaluate the services provided by health, police, social work, the Children's Reporter and the voluntary / independent organisations.

- **Meetings** - following the case file reading the Inspection Team undertook a range of meetings with parents, carers and children to hear their views on the services they had received plus meetings with practitioners, senior managers and Chief Executives.
- **Inspection findings** – the Care Inspectorate Report (“Services for children and young people in Scottish Borders”) was published at 10am on Tuesday 28th June 2016 and is available on the Care Inspectorate website: Click [Here for the full report](#).
- **Staff Participation** - A large number of staff participated in the process which ranged from completing the staff questionnaire through to being involved in a focus group with the Inspection Team. Below is a brief overview of the highlights and key strengths which would not have been made possible without the hard work of teams across services.

‘It has been recognised that the Scottish Borders Community Planning Partnership is committed to improving the wellbeing of all children and young people.’

Key Strengths:

- Improving trends for children and young people in terms of health, educational attainment and achievement with positive destinations and outcomes for most children and young people steadily improving across the area.
- Universal services are working well together with a positive impact for children, young people and their families.
- Help and support is provided at an early stage and there is an immediate response to child protection concerns. Families welcomed the support they received to overcome adversity.
- There is strong partnership working across services and through collaboration with third sector services and there is a culture of meaningful engagement across services with children and families and with other stakeholders.
- Leadership were committed to the implementation of GIRFEC and Corporate Parenting and were proactively striving to drive the pace of change, enabling improvement in some key areas.

Areas for Improvement:

As with any inspection there are areas where we can learn and develop our key services. The Children and Young People’s Leadership group have identified a number of priority areas; developing a quality assurance framework, reviewing some child protection processes, further developing our performance management information and progressing Self-directed Support. The findings have been reviewed and an action plan has been developed and is being progressed.

Performance Management

The multi-agency child protection performance / self-evaluation framework, which provides a clear and measurable data set, is used to understand the activity and outcomes of the current child protection practices. This highlights questions that need to be asked and answered about the effectiveness of that practice. There are a range of auditing tools and processes which are utilised to gather information (data set) on different areas of child protection practice.

A performance management report is reviewed by SBCPC on a regular basis.



Promoting Good Practice

SBCPC continued to promote the principles and implementation of the GIRFEC approach which ensures the child or young person is always at the centre of every process and decision. All child protection training now includes sign posting to GIRFEC.

Communication and planning



Effective links are in place between SBCPC and wider partnership planning groups such as Children and Families Social Work Team, Children and Young People Planning Partnership and Violence Against Women. There are also strong links with Adult Protection, the alcohol and drugs partnerships and community safety groups.

The SBCPC Chair and the Child Protection Lead Officer attend the National CPC Chairs, Child Protection Lead Officers and Scottish Government meetings. They also attend a variety of seminars and conferences on behalf of the SBCPC.

The SBCPC Training and Development Officers participate in the National Trainers Group.

Engaging with Young People

Schools Strategy for Child Protection (CP)/ Child Sexual Exploitation (CSE) input for Pupils

A short-life educational working group has been established to progress the development of a CP/CSE strategy for schools. This is being led by the Senior Lead Officer for Education and the CPC Training and Development Officer. The working group includes representatives from an Early Years setting as well as teachers from Primary and Secondary schools.

This strategy aims to produce a comprehensive plan that will stipulate the minimum expectation of delivery of CP/CSE input for nursery aged children through to sixth year pupils. Additional resources and materials will also be included that can be used at the discretion of the teaching staff.

This will ensure a well-co-ordinated, equitable and accessible delivery of CP/CSE messages to all children within mainstream schooling in an age appropriate manner.

It is expected that the working group will progress this work over the coming months.

Learning and Staff Development

During 2016 some new training pathways have been developed and multi-agency courses have been reviewed, updated and held up to scrutiny against a National benchmarking tool. Opportunity to complete our updated Child Protection E-Learning module is now available to our colleagues in the 3rd Sector courtesy of the Improvement Service hosting the module on their national learning platform Access2Learning (A2L).

The Scottish Borders Child Protection Committee Training Strategy 2016 – 2017 has been developed, alongside an action plan, to provide clear direction for training opportunities over the coming year.

The training calendar continues to be produced twice a year to advise workers on multi-agency Child Protection Training and learning opportunities. Specific training matrices have been developed for NHS, Social Work, Education, Early Years and Community Learning and Development (CLD) staff.

Courses are advertised through various means of communication including via CPC and Sub-Group members, newsletters, flyers and social media. We have also had a good response when using the SBC Facebook page and Twitter account.

As of August 2016 teaching and non-teaching staff as well as Early Years practitioners and CLD workers are attending an annual Child Protection update instead of them attending the Essential Issues in Child Protection practice every three years. The rationale is that child protection will be kept at their forefront, and that this arrangement is more conducive to their working practices. Promoted staff and senior management continue to attend the other multi-agency Child Protection courses.

Training is currently delivered by the Learning and Development officers as well as Child Protection professionals from Social Work, Health and Police whose primary roles are in Public Protection. Delegates benefit from having credible input from a range of professionals who are actively involved in child protection. We also use the skills of external training providers as required.

Current Workforce Child Protection Training (multi-agency) courses include:

- E-Learning Introduction (General Workforce - 40 minutes)
- Essential Issues in Child Protection Practice (General Workforce - 3 hours)
- Roles and Responsibilities in Child Protection (Specific Workforce - 2½ hours)

Available Training Statistics for this period August 2015 - July 2016: full day)

- Child Sexual Exploitation (Optional 3 hours)

E-Learning (Mandatory for NHS Borders and Scottish Borders Council staff) full day)

- 64% (3813) completion by SBC staff (August 2016)

Future collaborative training developments include:

• Essential Issues in Child Protection Practice (Numbers will now reduce because of the new training pathway for Education, Early Years and Community, Learning and Development workers)

- Chairing Meetings training
- 25 sessions 843 attended

• Roles and Responsibilities in Child Protection (Revised to have focus on risk process and risk assessment tools)

- 3 sessions 47 attended

• A Child's Journey through Child Protection

- 2 sessions 33 attended

• Child Sexual Exploitation (CSE) Training (Initial uptake in 2015 was high, numbers have now started to reduce. Links now established with the Licensing Department and Public Transport Section to raise awareness of CSE)

- 2 sessions 38 attended

Working with Difficult, Dangerous and Evasive Families (Currently exploring demand and the option of developing this course in-house)

- 2 full day training sessions delivered by an external trainer, 45 attended

Joint Investigative Interview Training (JIIT)/Video Recording Interviewing (VRI):

- 4 trained to monitor for quality assurance/consistency purposes
- 16 trained in giving Joint Investigative Interviews/VRI evidence in court

Bespoke Child Protection Training which is continually being offered:

1. Scottish Ambulance Service - refresher programme scheduled for early 2017
2. Drivers - 4 sessions 28 attended
3. Housing and Housing Associations - 2 sessions 16 attended
4. Live Borders - 6 sessions 95 attended
5. Borders College – 1 session 36 attended

Public Protection Training

(2 hour overview of Child Protection, Adult Protection, Children Affected by Parental Substance Abuse, Gender Based Violence and Violence Against Women, and the Multi Agency Public Protection Arrangements)

1. NHS volunteers – 3 sessions 30 attended
2. Citizens Advice Bureau – 3 sessions
3. Community Councils – 3 sessions, uptake has been very low

Child and Adult Protection inputs

A short input on child protection continues to form part of all Adult Support and Protection Training events and vice versa for Child Protection. Joint child and adult protection briefings continue to be made available.

NHS Borders Staff Training

The NHS Borders Child Protection Training Strategy provides information about the levels and provision of child protection training for staff. 'Child Protection Basic Knowledge and Understanding' training is available to all staff at induction and an e-learning module is mandatory for all staff to complete every 2 years. Staff who work with children and young people are encouraged to attend the whole range of public protection training provided on a multi-agency basis based on their personal development plan and identified learning need.

Police Scotland Training

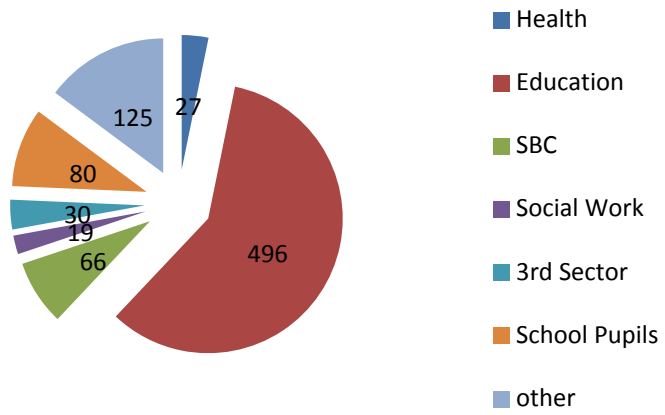
All probationary officers within Police Scotland complete an 11-week course at the Scottish Police College, which includes various modules relating to child protection and public vulnerability. On returning to Police Scotland, irrespective of divisional postings, all probationer officers receive further child protection input during their operational service. Officers out with their probation receive updated inputs in respect of legislative change and operating procedure. Officers with supervisory responsibility are provided with further training in respect of child protection, domestic abuse and vulnerability, which includes the IRD process.

CAPSM (Children affected by Parental Substance Misuse)

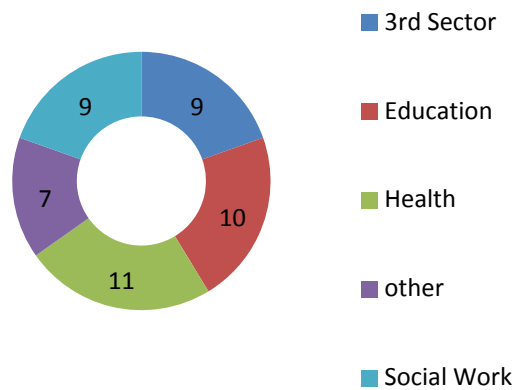
Along with Addaction and Action for Children our Training and Development officer is involved in the delivery of the joint briefing sessions arranged by the CAPSM team.

Who attended Child Protection Training?

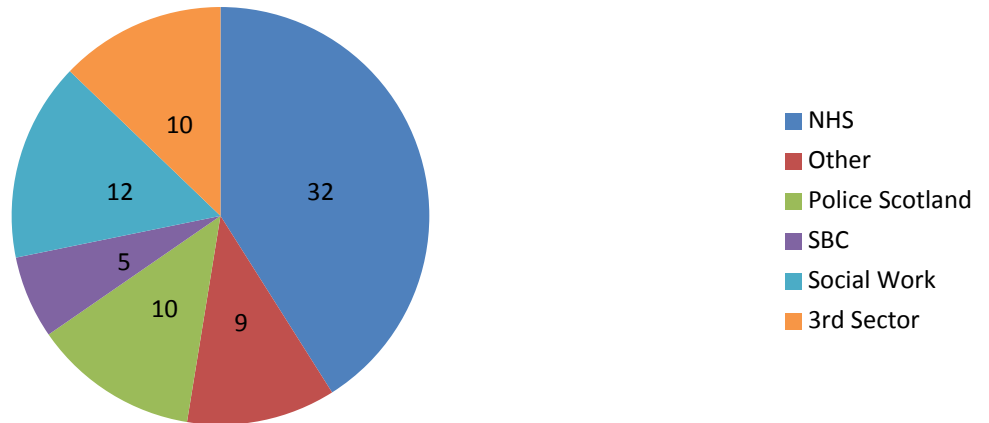
Essential Issues in Child Protection Practice



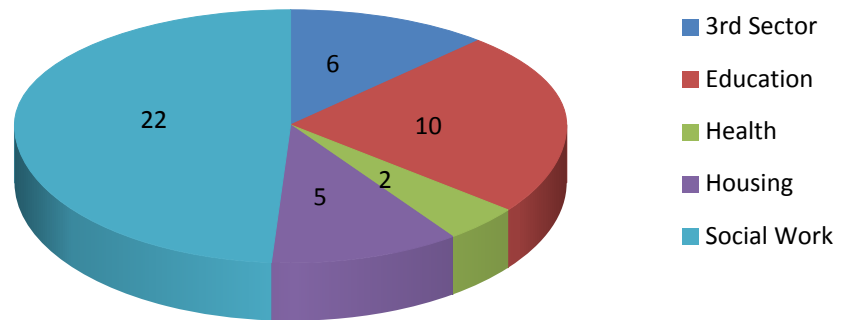
Roles and Responsibilities in Child Protection



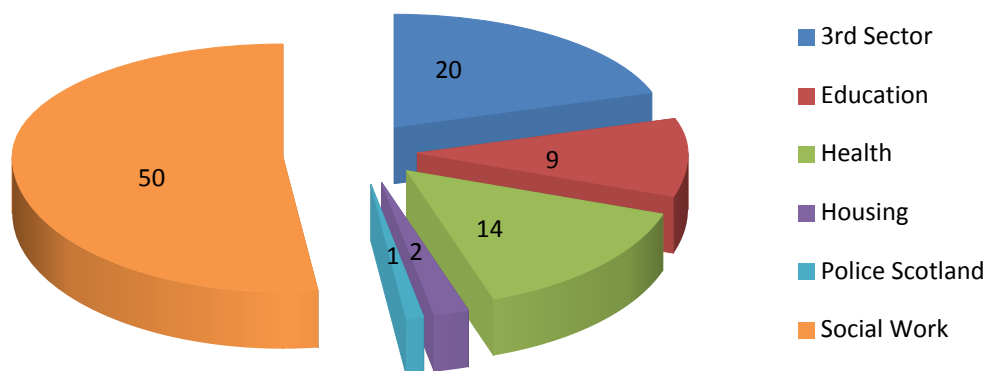
A Child's Journey Through Child Protection



Working with Difficult, Dangerous and Evasive Families



Child Sexual Exploitation



Self-Evaluation

SBCPC recognises the responsibility of all partner agencies who work with children and their families, to offer services which meet national standards for child protection, and where possible, to exceed them.

SBCPC are committed to creating a positive and transparent culture of continuous learning based upon feedback from those who use and experience our services – children and young people, their families, local communities, staff and volunteers from front line practitioners to senior strategic managers. Some results were discussed earlier.



Promoting the rights of Children and Young People

The CP team actively encourage children to attend Child Protection Case Conference (CPCC). A CPCC leaflet, (see below), specifically designed for children, is given to them which gives them all the information they need, in easy language to explain the CPCC process and what may or may not be asked of them. Children are encouraged to write down their thoughts and feelings, especially if they do not wish to attend a CPCC, and these will be taken into account by the Chair of the CPCC.

More opportunities for engaging with young people are being actively pursued.

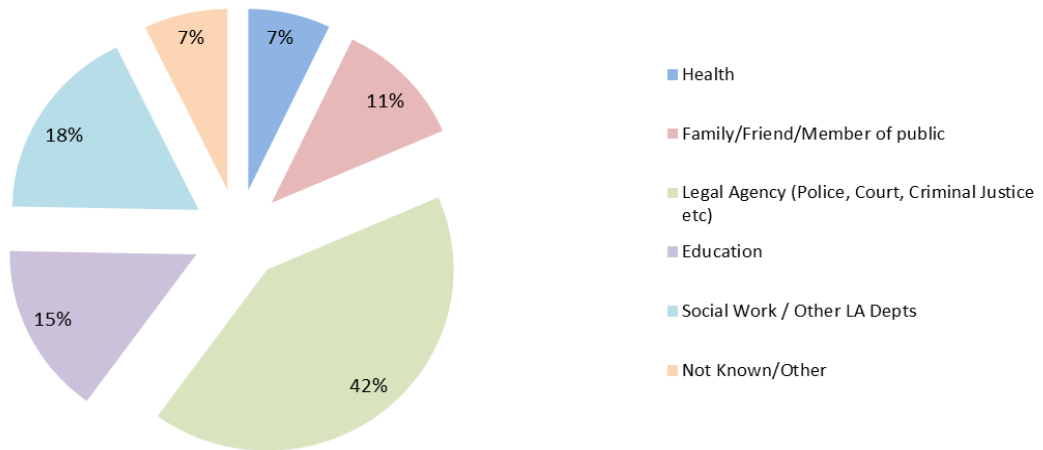
Local Child Protection Data

(Source of data from Social Work Frameworki as of 1st November 2016)

Referrals

There were 662 Child Protection Referrals made in the year. This is an increase from last year's 408. The breakdown of the sources are as follows:

% of Referrals from July 15 – August 16

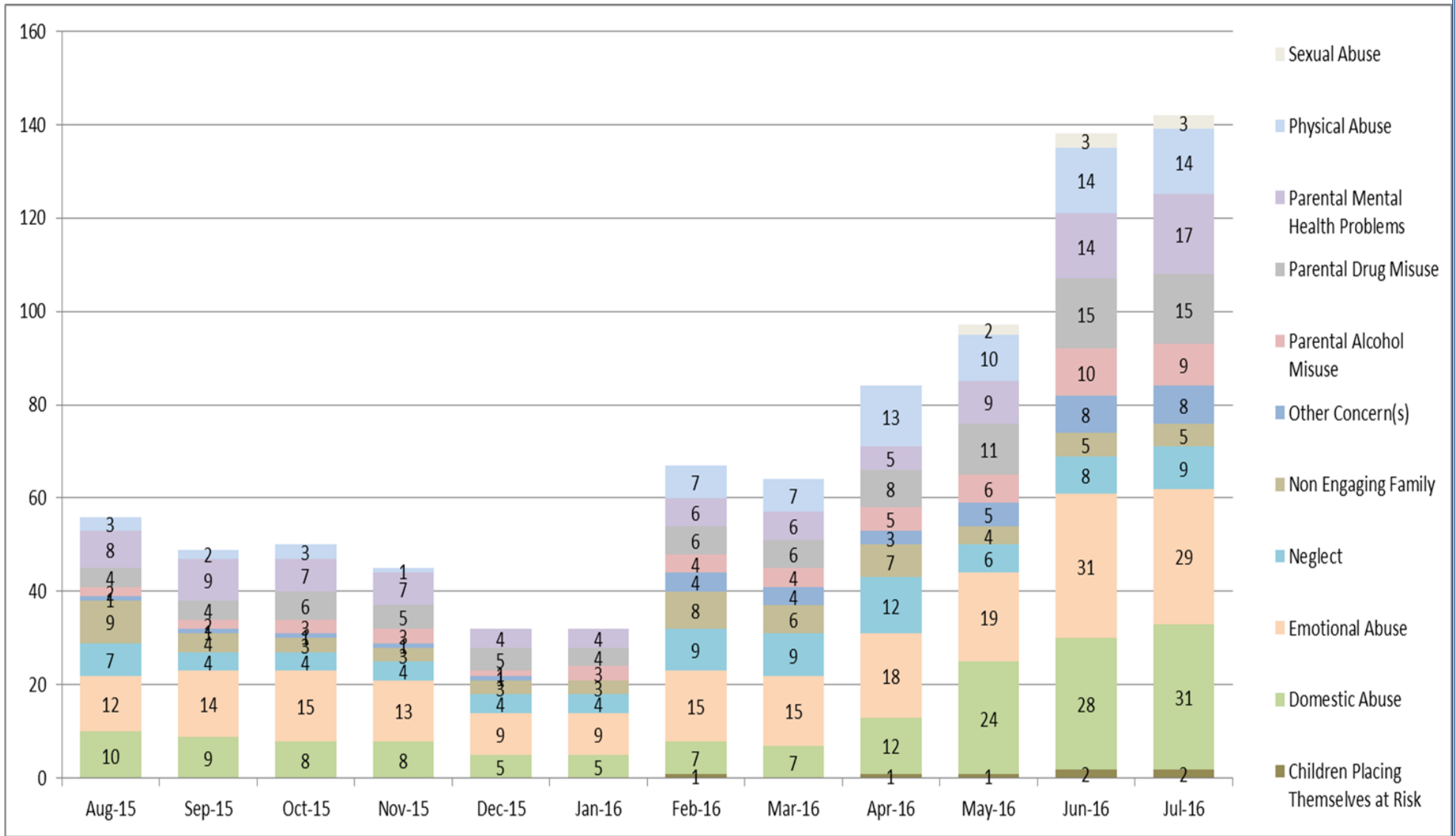


Police/Legal Agency remains the most prominent referral agent at (42%) with Social Work/other LA departments referring (18%). Members of the public referred (11%) which is a large increase since last year and evidences that our advertising campaigns, posters and general public awareness raising training over the full range of age groups has made an impact. The ‘other’ source (7%) encompasses other Local Authorities or council departments. These statistics are therefore encouraging as referrals are now coming from most sectors.

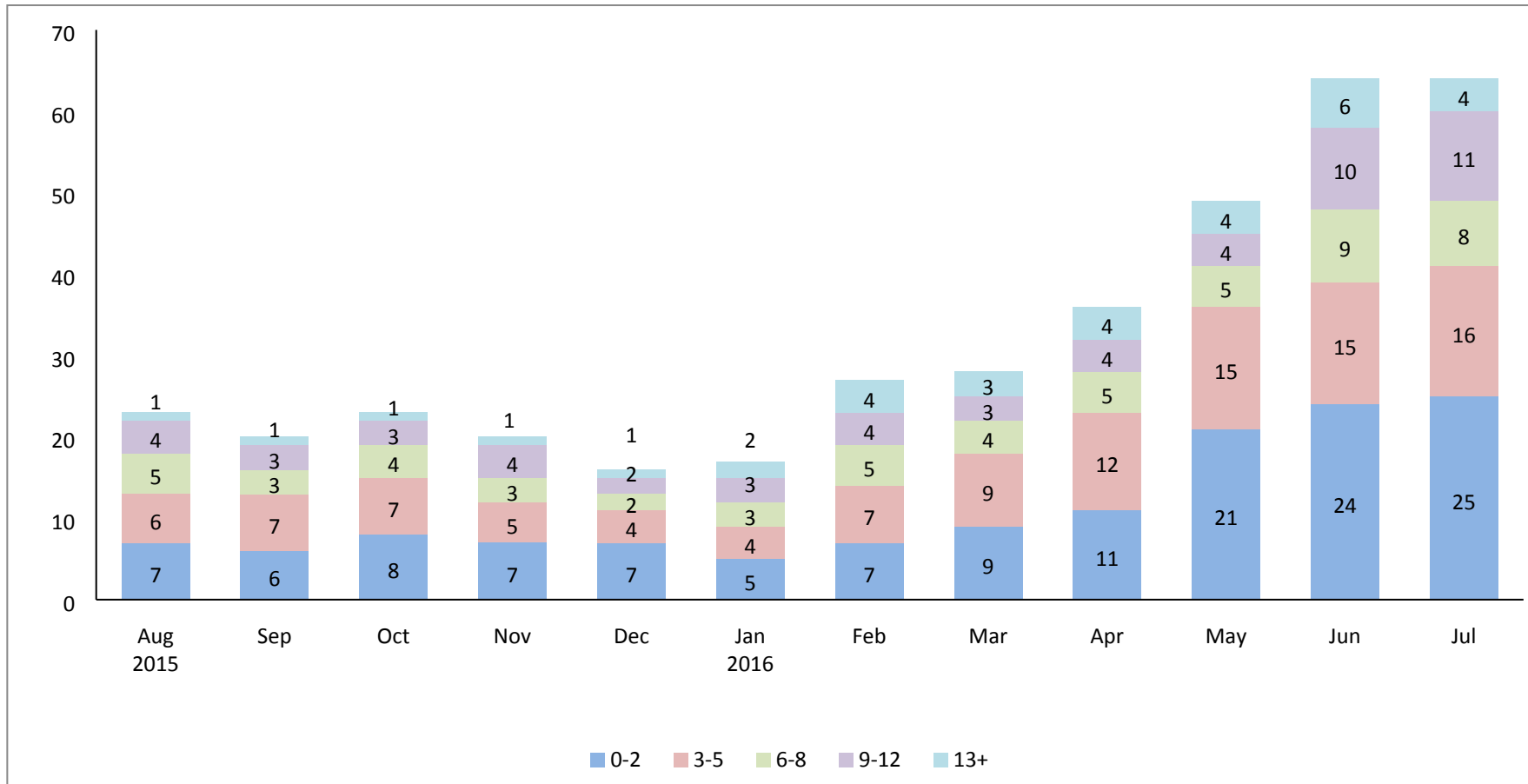
Child Protection Case Conferences (graph below)

A total of 87 Initial/Pre-birth and Transfer-in Child Protection Case Conferences took place in the year and 5 of these did not end up on the Child Protection Register. The main concerns identified at the Case Conferences are displayed on the graph on page 14. Taking the figures for July 2016 and comparing them to July 2015 figures:- Domestic abuse and emotional abuse have remained the same at (21%) and (20%) respectively. Parental alcohol misuse has fallen from (8.5%-6%) and parental drugs misuse has remained the same at (10%). Parental Mental Health problems have risen slightly (10%-11%) and physical abuse has also risen from (6%-10%). Neglect issues have fallen slightly (7%-6%). In many cases children have more than one concern identified. There were no children registered as at risk of Child Sexual Exploitation.

Concerns Identified at Case Conference



A total of 79 children were placed on the Scottish Borders Child Protection Register between 1st August 2015 and 31st July 2016. The number of children on the Register as of 31st July 2016 was 64, a lower figure to last year.



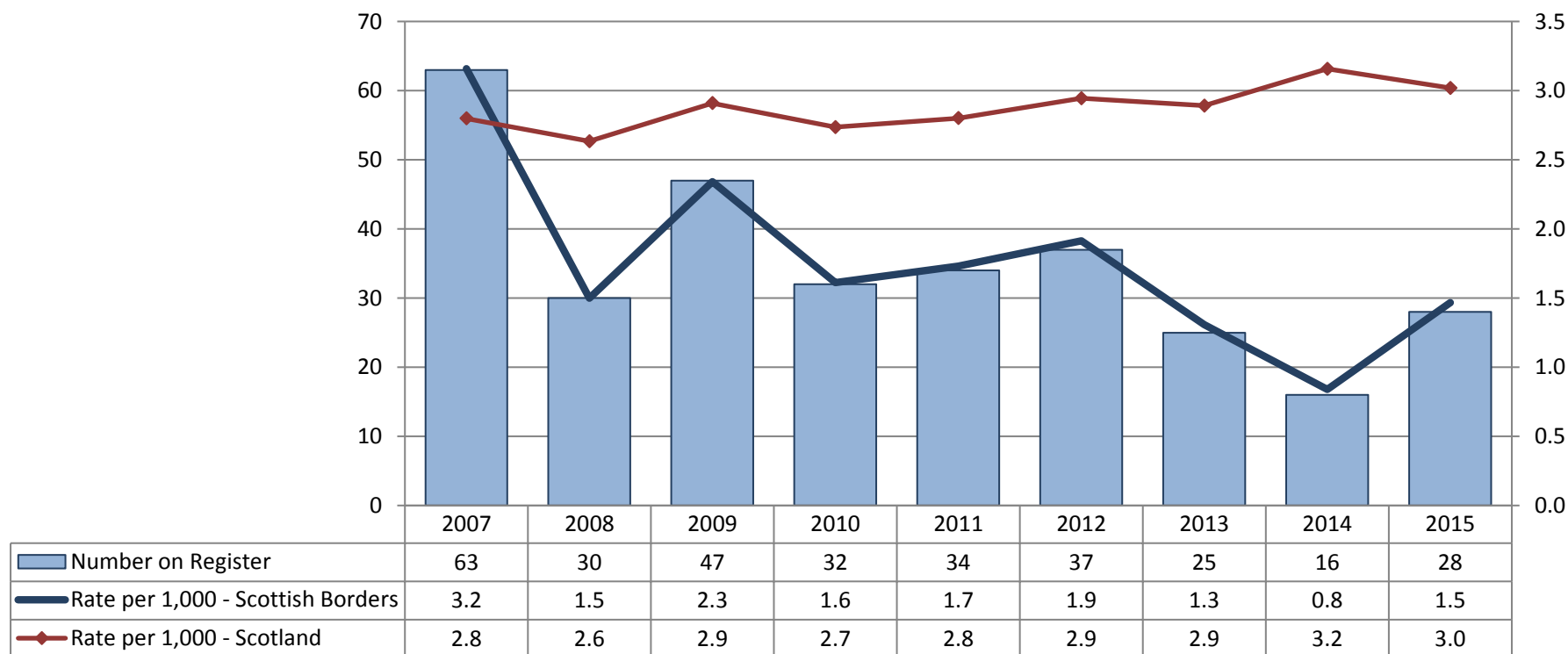
The trend shows a gradual increase in all age groups (except 13+ which remains the same) from January to July 2016.

National Child Protection & Comparator Data

National Comparator Figures taken from the Scottish Children’s Social Work Statistics 2014-2015

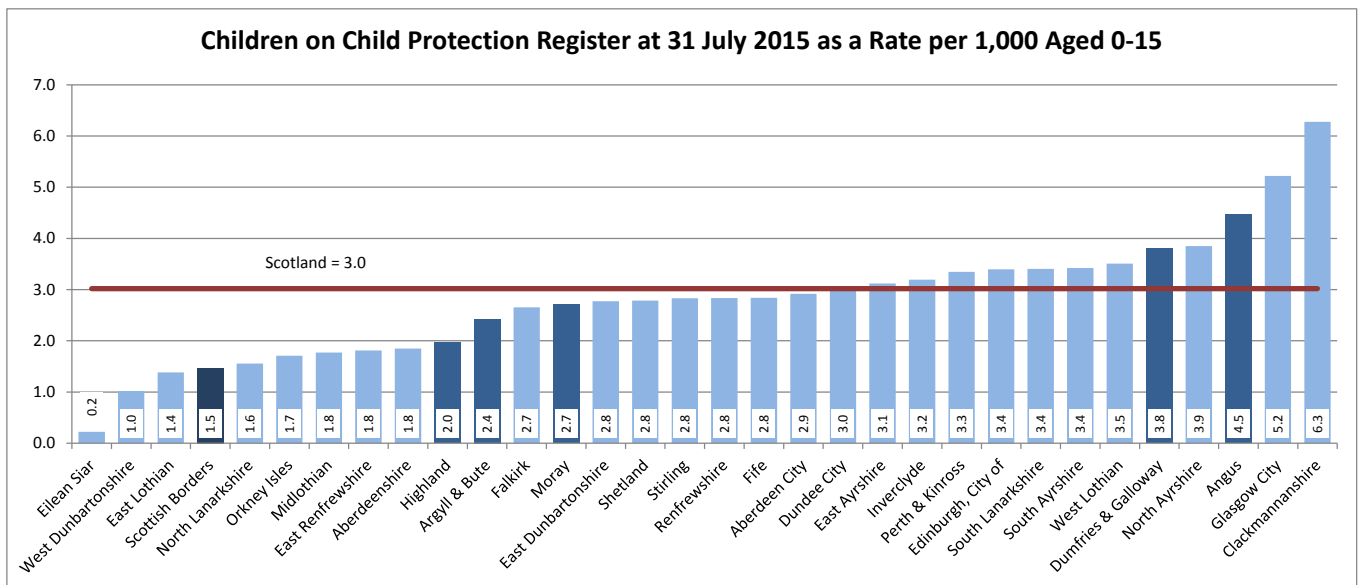
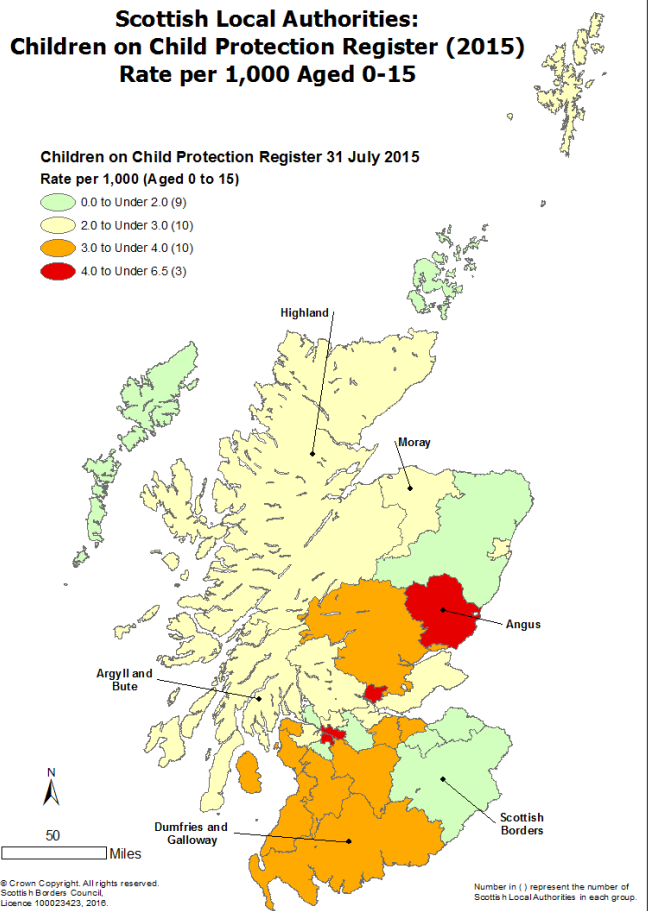
The graph below shows the number of children on the Child Protection Register in the Scottish Borders between 2007 and 2015 and expressed as a rate per 1,000. From 2008 the Scottish Borders has consistently had a lower rate of children on the Child Protection Register compared to Scotland.

Number of children on the child protection register and rate per 1,000 population aged 0-15 for the Scottish Borders compared to Scotland (2007 to 2015)



Number of Children on the Child Protection Register as at 31st July 2015

In 2015, the Scottish Borders had 1.5 children per 1,000 on the Child Protection Register. Below the Scottish level and the rate of the other comparator authorities, Angus, Moray, Highland, Argyll & Bute, and Dumfries & Galloway are shown in more detail.



Public Information

Practitioners and members of the public continue to be sign posted to the SBCPC [website](#) for information on local and national child protection news as well as information on training, the child protection procedures and what to do if they have concerns about a child or young person.

A biannual SBCPC newsletter is disseminated widely to staff across all agencies.

The newsletter is available on the SBCPC [website](#).

Business Plan

SBCPC's priorities for the forthcoming year 2016-2017 are:

- CPC considers the results of all feedback from stakeholders and messages from Audit by discussing all relevant statistics, self-evaluation/audit reports from joint CPC lead and single agency audits and reports. To fully undertake this leadership function by ensuring staff understand the value of and contribute to self-evaluation and the audit processes and to implement any required improvements.
- Involve and consult children, young people and their families ensuring the CP message is reaching them and that they know how to get help if needed by taking full account of stakeholder views.
- increase public awareness of child protection and what to do should people have concerns, in order to keep children safe by using local communication networks, to raise awareness e.g. newsletters, intranets, CPC website, training, CP Procedures.
- Increase the visibility of the CPC by raising awareness through meetings which involve staff to support the focus on the importance of protecting children from all forms of abuse.
- Maintain, evaluate and update inter-agency CP training by analysing training evaluation reports and adapt or introduce courses as required.
- Improve CP Training by ensuring training reflects new national practice including focus on Child Sexual Abuse/Exploitation.
- CPC is aware and responsive to changes in individual agencies regarding legislation and organisational process changes and members will bring changes to CPC meetings; The CPC will respond to consultations, developments will be changed which compromise the quality of CP service and CPC will ensure appropriate membership of planning groups relating to GIRFEC and early intervention. Members attending will ensure planning fully considers Child Protection.
- Review CPC Procedures to ensure they provide a helpful guide to staff in respect of Child Protection's position in the GIRFEC process.
- Chronologies and Risk Assessments are completed for all children on the Child Protection Register.
- Ensure the CP Procedures are transferred to a new platform.
- Continue to raise awareness of Child Sexual Exploitation to ensure children are safer by being fully informed about the risks of CSE.
- Respond to the findings of the key self-evaluation activities around the child protection process to improve child protection services.

Conclusion

The past year has presented many challenges for the SBCPC in respect to the Inspection, the current economic climate and the ever increasing requirement to evaluate services in order to continually develop and improve outcomes for children and their families involved in the child protection system.

SBCPC acknowledges the work of all concerned in protecting children in the Scottish Borders and is committed through its Business Plan to building on the progress that has been made.



List of Acronyms

SBCPC	-	Scottish Borders Child Protection Committee
CYPLG	-	Children and Young People's Leadership Group
CPC	-	Child Protection Committee
GIRFEC	-	Getting it Right for Every Child
ICR	-	Initial Case Review
MAPPA	-	Multi-agency Public Protection Arrangements
VAWP	-	Violence Against Women Partnership
CLD	-	Community Learning and Development
IRD	-	Inter-agency Referral Discussion
CSE	-	Child Sexual Exploitation
C&FSW	-	Children and Families Social Work Team
CPRO	-	Child Protection Reviewing Officer
PPU	-	Public Protection Unit
CPC	-	Child Protection Case Conference
SCR	-	Significant Case Review

What to do if you have a concern

Child Protection is everyone's responsibility!

If people suspect a child or young person is at risk of harm they should act without delay. For advice, information or to report a concern they should contact the ***Children & Families Social Work Team*** in which the child lives:-

C&FSW Berwickshire
Tel 01361 886115

C&FSW Eildon
Tel: 01896 664158

C&FSW Cheviot
Tel: 01573 227421

C&FSW Tweeddale
Tel: 01721 726310

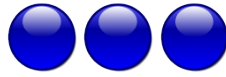
C&FSW Teviot & Liddesdale
Tel: 01450 364777

OUT OF OFFICE HOURS
Social Work Emergency Duty Team
01896 752111 or the Police



If there is no answer, don't give up, try another Locality office.

If you consider the child / young person is in immediate danger, call the Police on 999 without delay.



Child Protection is Everyone's Responsibility!



Scottish Borders Child Protection Committee website
<http://onlineborders.org.uk/community/cpc>

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SCOTTISH BORDERS ADULT PROTECTION COMMITTEE ANNUAL REPORT (2015 – 2016)

Report by Chief Social Work Officer

SCOTTISH BORDERS COUNCIL

27 June 2017

1 PURPOSE AND SUMMARY

- 1.1 This report updates members of the continuing progress in Scottish Borders in the development of an interagency approach to the support and protection of adults who are at risk of harm (as defined in the Adult Support & Protection (Scotland) Act 2007).**
- 1.2 The Annual Report (in Appendix 1) covers the activities of the Scottish Borders Adult Protection Committee during the period 1st April 2015 – 31st March 2016. The report highlights the continuing work being undertaken in the Scottish Borders in regard to meeting the Council's statutory duties to support and protect adults at risk of harm in the area. This includes information on the Adult Protection Committee and its subcommittees; statistical information collated by the Adult Protection Unit; the operational work undertaken in order to meet the statutory requirements of the Adult Support & Protection (Scotland) Act 2007 Act; and the Learning & Development programme adopted by the Scottish Borders.

2 RECOMMENDATIONS

- 2.1 **It is recommended that the Council:-**
 - (a) Endorse the Annual Report of the Scottish Borders Adult Protection Committee 2015/16**
 - (b) Agree that it be published on the Council's website and distributed.**

3 BACKGROUND

- 3.1 The interagency Scottish Borders Adult Protection Committee and the Adult Protection Unit were established in 2005. This is the Tenth Annual Report published, on behalf of the Adult Protection Committee.
- 3.2 The Adult Support & Protection (Scotland) Act 2007 was passed by the Scottish Government in February 2007 and received Royal Assent on 22 March 2007. Part 1 of the Act deals with the protection of adults at risk of harm and was implemented in October 2008. It introduced new measures to protect individuals who fall into the category of 'adults at risk'.

4 ANNUAL REPORT 2014 - 2015

- 4.1 The Annual Report details the range and variety of activity undertaken by the Adult Protection Committee in working together to protect adults at risk in the Scottish Borders, and implement fully the Adult Support & Protection (Scotland) Act 2007.
- 4.2 In order to achieve its objectives, the Adult Protection Committee agreed an Interagency Business Plan for the Protection of Adults at Risk in order to meet the statutory requirements of the Adult Support & Protection (Scotland) Act 2007. There are three subcommittees established in order to help the Adult Protection Committee and the Adult Protection Unit achieve the priorities in the current Interagency Strategy. The current interagency strategy and business plan for 2015 – 2017 is in place.
- 4.3 A review of Adult Protection activity shows an overall increase in protection concerns since 2008. In 2015 – 2016 there were 1556 referrals received where there was an initial report of an adult at risk of harm. Following initial enquiries this progressed to 171 Adult Protection concerns being investigated where it was known or believed that an adult was at risk. 'Adults at risk' are adults who:
- Are unable to safeguard their own well – being, property, rights or other interests
 - Are at risk of harm, and
 - Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
- For those referrals that did not meet the above criteria, they did not progress to an Adult Protection concern, as defined above, a significant number were signposted to other services for support.
- 4.4 Under the Adult Support & Protection (Scotland) Act 2007, the Council has a duty to inquire and investigate situations where harm is suspected. The majority of inquiries and investigations are managed through the use of supportive interventions without resorting to the use of Protective Orders available via this Act or other appropriate interventions via the Mental Health (Care & Treatment) (Scotland) Act 2003 or the Adults with Incapacity (Scotland) Act 2000. This is in line with the principles of these Acts and in line with what would be the least restrictive, most beneficial and proportionate response. Most situations are progressed by negotiation and co-operation, and consideration is given to other legal avenues where appropriate. The sharing of appropriate information between partner

agencies has ensured that individuals are suitably protected from harm without unnecessary intervention.

- 4.5 The Learning & Development programme adopted by the Scottish Borders delivers a bespoke approach to learning. The rolling programme of standard training sessions is open to all agencies (statutory, independent and third sector) based in the Scottish Borders, and the outcomes are based on the national training programme developed for the Scottish Government. It is acknowledged that it is important for all partners to work together in supporting and protecting adults at risk of harm, and multi-agency training helps to deliver this message to people who may have contact with adults at risk. In 2015-2016, a total of 447 people completed training modules including Social Work, Health Care, Police, staff in the Voluntary Sector and Independent Sector.
- 4.6 Activity – Financial and physical harm continue to be the most prominent types of harm in the Scottish Borders. Work with trading standards last year to tackle financial harm and scams has seen a positive impact on adult protection referrals, particularly in the age range 65 – 79 years of age, as figures are down by a third. Most cases of physical harm happen in the adults own home usually by someone known to them. Reports of physical harm and neglect are also reported in private care home settings. Scottish Borders investigate all incidents of harm in these settings and have now delivered bespoke adult protection training into all 22 care homes within the Scottish Borders. Within the under 65 year age range, social media and smart phone technology is particularly impacting on relationships. Many adults are introduced to a wider group of friends / acquaintances through this technology. However this technology can also be used in some situations, to target and harm our most vulnerable adults.
- 4.7 Priorities for 2016 – 2017
- There are a number of priorities for the Adult Protection Committee:
- (a) Financial harm - Progress has been made in this area. A recent financial harm event was very well attended by professionals and speakers included trading standards, banking and the office of the public guardian. This area continues to feature prominently in the Scottish Borders and further work is planned through local media campaigns and smart boards throughout Scottish Borders.
 - (b) Client and Carer feedback - Scottish Borders has made progress in securing client and carer feedback and is using this to better inform, service delivery. Scottish Borders are keen to see further improvement by introducing outcome focused risk assessments and protection plans which keep the service user at the heart of the process.
 - (c) The 2015 – 2017 Adult Protection Committee Business plan covers 16 areas of Adult Protection overview is coming to an end. There is a self-evaluation event organised for June 2017 and this will inform the next Interagency Business plan from 2017 onwards.

5 IMPLICATIONS

5.1 Financial

There are no costs attached to any of the recommendations contained in this report.

5.2 Risk and Mitigations

This report makes an important contribution to the overall management of risks of the Council and the governance of this important area of activity.

5.3 Equalities

It is anticipated there will be no adverse equality implications due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals contained in this report.

5.4 Acting Sustainably

There are no known effects on economic, social or environmental implications arising from this report.

5.5 Carbon Management

There are no known effects on carbon emissions arising from this report.

5.6 Changes to Scheme of Administration or Scheme of Delegation

There are no known changes required to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals 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 their comments have been incorporated into the final report.

6.2 The Adult Protection Committee and relevant subgroups were consulted.

Approved by

Acting Director of Social Work

Signature

Author(s)

Name	Designation and Contact Number
Jim Wilson	Independent Chair of the Adult Protection Committee Tel: 01896 664159

Background Papers: Nil

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

Contact Diane Milne, Social Work, Scottish Borders Council, Council Headquarters, Newtown St. Boswells, Melrose, TD6 OSA.

Scottish Borders Adult Protection Committee

Annual Report 2015 - 2016

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1. Executive Summary

This is the eleventh annual report of the Scottish Borders Adult Protection Committee covering the period from 1st April 2015 - 31st March 2016. Scottish Borders has the longest standing Adult Protection Committee and partnership working is well established. The report provides a summary of the work undertaken during the period by the Committee, its Sub Committees and the Adult Protection Unit, with particular reference to the implementation of the Interagency Strategy 2015-2017 for the protection of adults at risk in Scottish Borders. There are three Sub Committees covering Audit, Operations, Learning and Development who report on progress at each meeting of the main Committee.

Adult at risk, as defined by the Adult Support & Protection (Scotland) Act 2007, are individuals aged 16 or over who:-

1. Are unable to safeguard their own wellbeing, property, rights or other interests;
2. Are at risk of harm;
3. Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

If adults meet all three of the above criteria, often referred to as the three point test, then they can be considered to be adults at risk as defined by the Act.

Harm includes physical and sexual harm, neglect, financial exploitation and harassment.

Referrals occur when any person knows or believes an adult is at risk of harm. During the course of 2015-2016 a total of 1556 referrals were received, this compared with a total of 1432 during the previous year 2014-2015.

The number of cases progressing to adult protection concerns, as defined by the Act, showed a slight increase on the previous year with 171 cases progressing in 2015-2016, compared to 169 progressing the previous period. For those cases that do not proceed as defined above, a significant number will be provided with support or referred to other services for support and guidance.

A review of Adult Protection activity during the period shows that the majority of concerns relate to older people and those adults who have a learning disability. The majority of referrals relate to females as opposed to males, this may be explained, in part, due to the fact females tend to outlive males.

Financial Harm and Physical Harm are the highest types of harm reported. Older Adults are generally more at risk of financial or physical harm. Very positive work was undertaken by Trading Standards to reduce harm by bogus callers and scams. With particular regard to financial abuse a number of meetings have been held involving banking sector, Police and Council staff. This has included staff from safer communities and trading standards with a national perspective provided by the Scottish Resilience Unit. A clear determination to working partnership across both the

public and private sector is evident and it is proposed that a cross sector seminar/conference takes place early next year.

For people with a learning disability the area of social media and developing phone technology continue to present challenges to social work and support agencies seeking to protect them from harm.

As stated previously whilst most harm does occur in the adults own home we continue to record, in the second highest category, referrals from the private care home sector. A robust monitoring process, in partnership with the Care Inspectorate, serves to closely monitor and support this service area. Additionally bespoke training has been provided to both managers and frontline staff across the care home sector.

There is an established culture of self-evaluation in Scottish Borders, with adult protection being subject to multiagency review every two years. These events subsequently inform the inter agency strategy for the APC, with progress on actions reviewed bi-monthly. A further self-evaluation exercise is planned for early next year which will inform our strategy for 2017 -2019. Considerable work has been undertaken to measure and evaluate processes and procedures. We recognise the need to develop quality assurance systems which will greater demonstrate performance and outcomes.

In summary, I believe key structures and processes are in place in Scottish Borders to support adults at risk. As indicated above the embedded culture of self-evaluation has again served to identify areas of good practice as well as areas for development. The high level of training provided and undertaken by partner agencies is worthy of note. Obtaining feedback from service users and carers continues to be a challenge though progress is noted.

I am grateful to all members of the Adult Protection Committee and Sub Committees for their focussed determination and commitment to developing services to protect adults at risk in Scottish Borders. I would also like to thank the Adult Protection Coordinator and the Administrative Team who have provided invaluable support to the running of the Committee and associated business.

Jim Wilson
Independent Convenor Scottish Borders Adult Protection Committee

2. The Adult Protection Committees and Unit

The Adult Protection Committee

In order to meet the statutory requirements of the Adult Support & Protection (Scotland) Act 2007 (ASPA) the Adult Protection Committee (APC) implemented its agreed 'Interagency Strategy' and Plan for Protection of Adults at Risk (2015-2017). Interagency Strategies are informed by the legislative requirements that were made on Adult Protection Committees under the Act (Sections 42 - 46), as well as local issues that the Committee is aware need to be actioned in order to maximise the safeguarding measures for Adults at Risk in the Scottish Borders.

The Interagency Strategies are regularly reviewed and updated at the Committee's bi-monthly meeting in order to make sure that there is progress towards achieving the objectives.

The Interagency Strategy for 2015-2017 aims to focus on four specific areas of work:

- To keep under review the procedures and practices relating to the safeguarding of adults at risk;
- To promote the highest standard of interagency in preventing or dealing with the causes and effects of harm to adults at risk;
- To give information and advice to any public body or office holder on the exercise of functions which relate to safeguarding of adults;
- To ensure appropriate cooperation between agencies.

Our Vision - All adults at risk in Scottish Borders are supported and protected from harm and are enabled to live their lives. How do we know we've done it? Adults in Scottish Borders feel safer and better supported.

Within Scottish Borders there is a clear multi-agency Training Programme and Training Strategy. Specialist development sessions and forums are in place to disseminate knowledge, share good practice, and enhance practitioner's skills. In Scottish Borders the Adult Protection Unit (APU) has a good interface between Criminal Justice, Multi-Agency Public Protection Arrangements (MAPPA), Domestic Violence and Children's Services. Adult Protection Committee also link into the Chief Executive Group (CSOG) where there is senior corporate oversight and scrutiny a range of public protection issues including Multiagency public protection arrangements, and Child / Adult Protection.

Following on from last year where the APC made links with trading standards, local banks, and building societies there was both a national and local media campaign. This initiative highlighted financial harm and scams as well as the broader harm themes. This campaign was backed up by posters and leaflets, which were distributed through staff, G.P. surgeries, the third sector and local libraries. NHS Borders had information added to smart boards within hospital.

Scottish Borders embarked on their second adult support and protection self-evaluation event in February of 2015. APC are keen that self-evaluation is embedded in Borders culture and that events are held biannually. This event was well attended by partner agencies, the third sector and by the Care Inspectorate. The key themes coming out of the event will be used to inform Scottish Borders overarching interagency strategy and sub strategies.

Adult Protection in care homes has been a national priority over the last couple of years. This year saw the rolling out of bespoke training to all care home managers and staff working in care homes in Scottish Borders. These sessions were well received by care homes and managers as the examples used were specific to care home settings and more relevant to their area of practice. It is hoped within time that this training will build better communication between care homes and social work practice teams and that large scale inquiries are reduced through earlier communication and appropriate multiagency intervention.

Below the Child and Adult Protection threshold a process was introduced to support young people at risk of significant harm. This process which is called the vulnerable young person's protocol (VYP) is now well established and regularly used to support under 21 year olds in crisis or at significant risk of harm. This process is a good example of cross co-operation between Child and Adult Protection Committees, and that the process is working with partners to reduce risk of harm to young people in Scottish Borders.

The Committee has three standing sub committees set up in order to achieve priorities of the Interagency Strategy.

The Adult Protection Audit Subgroup

The Audit Subgroup continues to meet every two months. Some of the key areas of work currently being addressed by the group are as follows:-

Improve Service User and Carer involvement. Work was identified in the last annual report, to improve Service User and Client involvement within Adult Protection. The identified system to gain this information has not yielded the results we were expecting. Therefore further work is required through the Adult Protection Operational group, to improve evidence in this area. This work will continue into next year with evidence of improvement available in next year's annual report.

2015 - 2016 has seen more focus on specific audits and quality assurance. Within the Adult Protection unit we have designed a specific Adult Protection audit tool. This tool meets the needs of the Interagency business plan and helps report on the key performance indicators set out in the business plan. Regular audits of adult protection work will be a regular feature of quality assurance and have been introduced to ensure strong standards across all areas of Scottish Borders.

Potential Large Scale Inquiry (LSI) cases and cases which come into the LSI process are monitored by the Adult Protection Audit Subgroup. Regular updates on developments and progress are discussed and tracked by the multi-agency partners. We have had 5 meetings held under the LSI process. In order to support the LSI process the Community Care Reviewing Team (CCRT) have a well-established process which highlights early indicators of harm / concern at an early stage. The CCRT team will work in partnership with professionals and the care provider to maintain quality and standards within registered care homes. Here in Scottish Borders a nominated Reviewing Officer is attached to each and all of the Care Homes.

Significant Case and Incident Review (SCIR). We have had no SCIR in this period but have had one Practice Review. The learning has led to a better understanding of reporting and responding to harm where this is responsibility and crossover between partner agencies.

The Adult Protection Interagency Operational Group

The Adult Protection Interagency Operational group acts as the operational arm of Adult Protection Committee. This is a multiagency group with good cross representation across service delivery areas, the key partners, SBC contracting and the third sector. As well as taking on work on behalf of the AP Committee, each partner agency can bring a range of issues around support or protection to this group for discussion. Once issues have been discussed or addressed these can be sent back to AP Committee for approval and then the information can be shared more widely. Scottish Borders have good information sharing arrangements through organisations such as Borders Voluntary Care Voice and third sector partners.

The focus of the Operational group has changed within the last year and this has seen an opportunity to review the work of the Operational group. The group have moved to a more inclusive agenda: all multiagency partners now have much more opportunity to contribute, update and be more actively involved in the groups work. This has been a positive more inclusive change by the group.

Much of the focus of the Operational group this year has been taken up by the Interagency business plan and key performance indicators. These Key Performance Indicators (KPI's) are areas where practice can be measured, audited and benchmarked. These KPI's will be built into the AP process as part of quality assurance and audit, and should measure progress in some of the areas highlighted for improvement through self-evaluation.

This self-evaluation event was Scottish Borders second event, and the plan is to have this bi annually and that this event will inform the Interagency Strategy and business plan for the next couple of years. The evidence from the second self-evaluation day does demonstrate good progress from the first event held in 2013.

The Learning and Development Subgroup

Adult Support and Protection Training report:-31/3/15 to 1/4/16

The Learning and Development subgroup of the Scottish Borders Adult Protection Committee has responsibility for the design & delivery of the Training Strategy and the Public Awareness Strategy. The training strategy provides a framework for multi-agency training at 3 levels, from induction through to specialist and advanced knowledge. Additionally bespoke training is delivered throughout the multi-agency partnership as required.

Level 1 - Basic Knowledge & Understanding- an introduction to Adult Support and Protection. The e-Learning module is embedded into NHS Borders both at Corporate Induction and as a refresher for those who have completed level 2 training. The module has been refreshed and is being introduced widely across SBC. The needs of the Voluntary sector are being addressed through the development of a Community Portal. Police Scotland has changed their eLearning platform which has currently resulted in an inability to report completions which is being explored. A briefing session has been developed to provide an introduction to Adult Support and Protection, Child Protection and other relevant areas of Public Protection. Following attendance, participants are signposted to appropriate training.

Level 2 - Knowledge & Understanding- The popular Level 2 full day session is mandatory for selected staff groups within SBC and NHS Borders and is recommended as mandatory for other agencies. Following attendance, all staff must attend half day refresher sessions or complete the eLearning module every 18 months.

Level 3 - Detailed Knowledge, Understanding and Skills- The Level 3 two day session is mandatory for identified specialist, senior or supervisory staff groups within SBC and NHS Borders and is recommended as mandatory for other agencies. Following attendance at Level 3 the identified staff attend refresher sessions. These have included sessions on Chronologies & Investigative Interviewing. Adult Support and Protection accredited Council Officers also attend the Council Officer Forum quarterly.

National Priority-Care Homes - Care Home training is being rolled out to all 22 Care Homes in the Borders. This includes Adult Support & Protection, Dementia Informed Practice and the National Care standards, covering all Mandatory training requirements. This training has proved highly successful with a Care Home Manager's session in development.

National Priority-Accident and Emergency -Training has successfully taken place to all staff to support the Adult Protection Assessment Tool and Referral Record. The NHS Borders Adult Support and Protection intranet page has been refreshed to include the necessary links to Policy, guidelines and resources.

Adults with Incapacity training- Further training was delivered late 2015

Staff and Public Awareness-The updated wallet cards will be distributed widely across the multi-agency partnership to increase staff awareness of Adult Support and Protection.

The NHS Borders plasma screens within the BGH are well established and are being introduced to SBC premises to further raise Public awareness. A small financial harm working group has been set up in Scottish Borders which includes local banks, post office, trading standards and police and this group is planning a local event in 2016 - a further update will be available in next year's annual report.

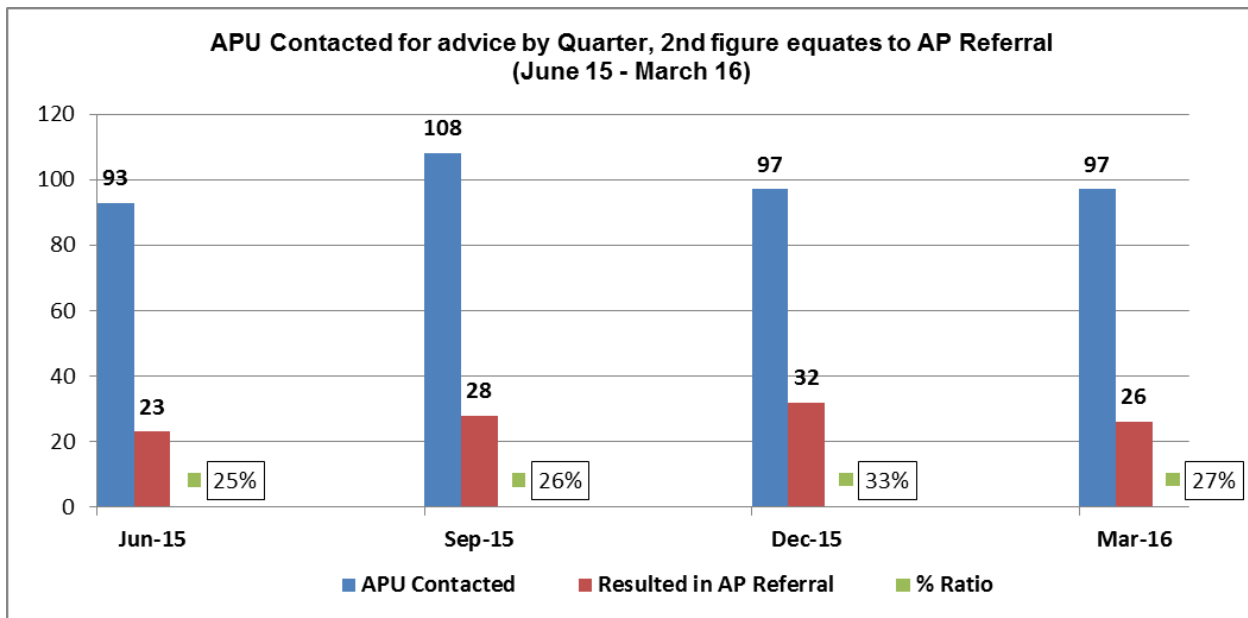
The Scottish Borders Adult Protection Unit (Table 1)

Within Scottish Borders the existence of a co-located APU is seen as a major strength, this

encourages closer working relationships, partnership and communication between agencies. A good example of multiagency cooperation is the Interagency Referral Discussion (IRD) process. This is a formal conversation which is built into the Adult Protection process to share and coordinate information and response on Adult Protection matters. The Adult Protection element of the Adult Protection Unit consists of the Adult Protection Coordinator who line manages two Adult Protection Officers, and a joint NHS/SBC Training and Development Officer. In addition to these employees we have the dedicated support of three skilled administration staff.

The Adult Protection Officers (APO's) are experienced practitioners who have a wealth of knowledge, skills and experience to draw upon. The officers offer independent support and advice to practice teams and partner agencies. The chart below highlights some of the contact to the APU for support and advice.

On reviewing table 1 below we can demonstrate that approximately three quarters of calls to the APU are for advice, support or direction and that a further quarter of these calls go on to become Adult Protection Referrals for a formal inquiry / investigation.



3. Adult Protection Activity (2014 – 2015)

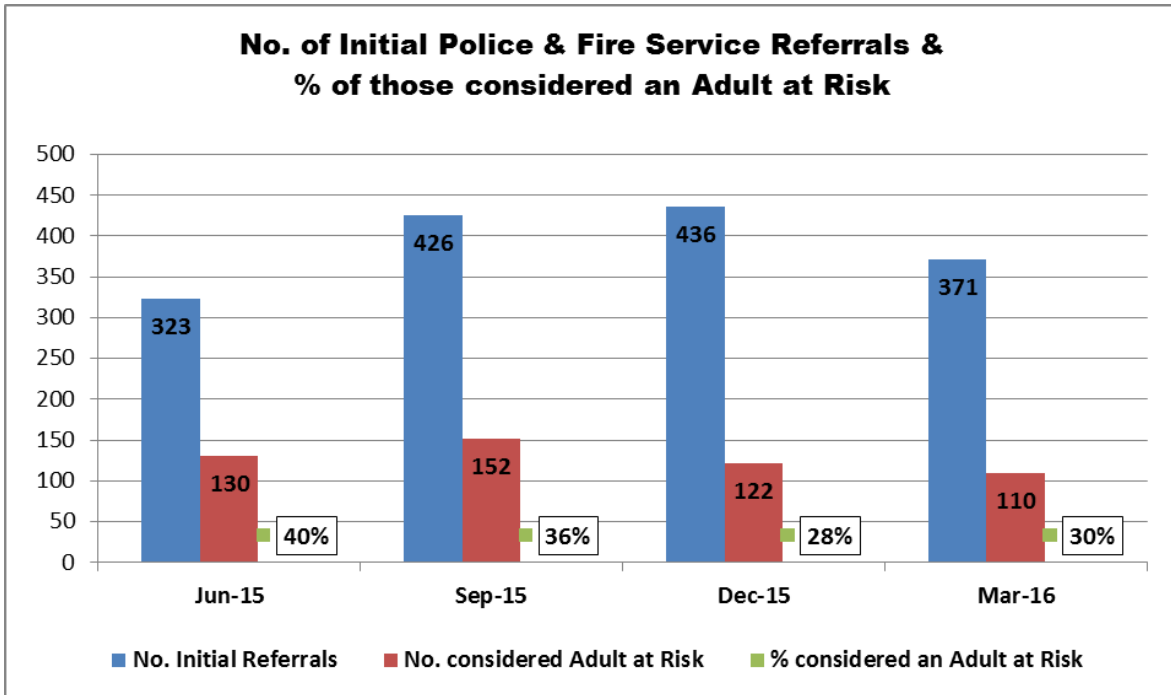
The APU continue to monitor the statistics from the Social Work information management system (Framework-i). The Adult Support & Protection Act was implemented on 31 October 2008 and from this time the APU has been collecting the Adult Protection data sets requested by the Scottish Government. Unless otherwise stated, the figures below were collected in the period 1st April 2015 – 31st March 2016.

Initial referrals about harm to Scottish Borders Council (Table 2)

Referrals to Scottish Borders Council occur where any person suspects an Adult is at risk of harm. Referrals come from a large variety of sources; they come into SBC either through the Duty Hub within office hours, or through the Emergency Duty Team outwith office hours. Police Adult Concern Forms and Fire Service Referrals are referred in directly through the Adult Protection Unit, uploaded to the information system then passed to the locality social work teams for response.

The APU is currently unable to collate full details of this data due to pending changes within the AP Framework episodes, however, the Unit can manually collate figures regarding initial Police and Fire Service Referrals. During the course of 2015 – 2016 the following numbers of referrals were received via the APU.

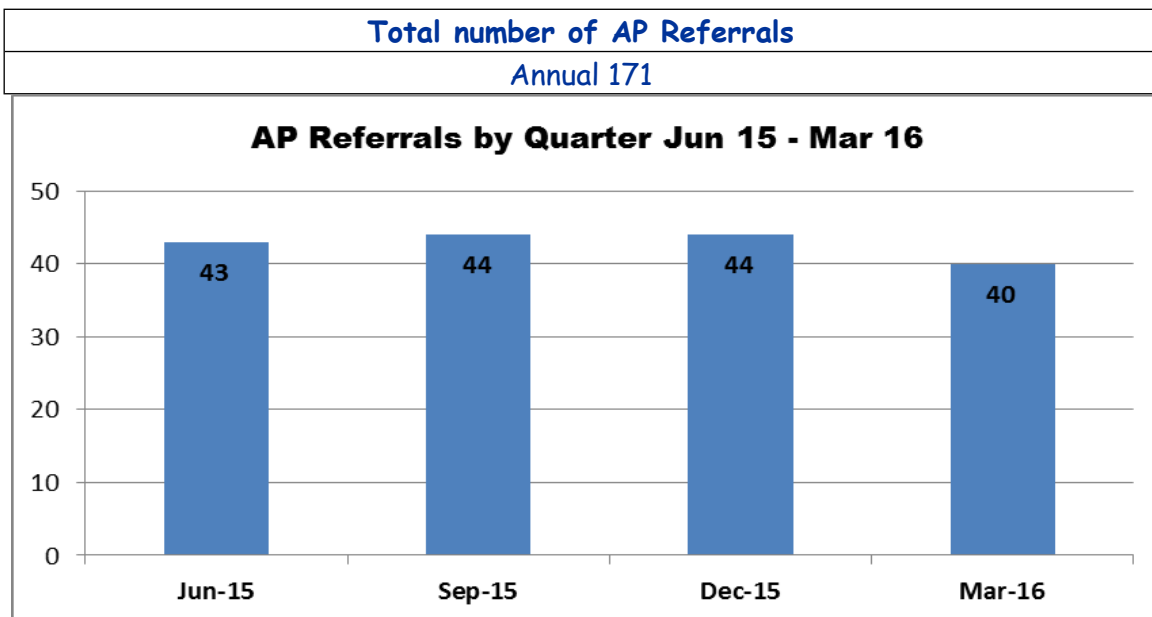
Total number of Initial Referrals coming through APU (Welfare & Adult Protection)
Annual figure 1556



Adult Protection Referrals (Table 3 & 4)

Here in Scottish Borders responsibility for screening initial referrals lies within social work practice teams. Referrals are separated into welfare and adult protection referrals and dealt with accordingly. The criteria for an adult protection referral is drawn from the Adult at Risk of Harm definition laid out through the Adult Support and Protection (Scotland) 2007 Act. For those welfare referrals that do not proceed through adult protection, these are dealt with through a social work duty response or signposted to other services for support. Table 3 below highlights the number of AP Referrals over the last year broken down into quarters. Table 4 compares adult protection referrals over the last 4 years to give a level of comparison to previous years.

Table 3 & 4



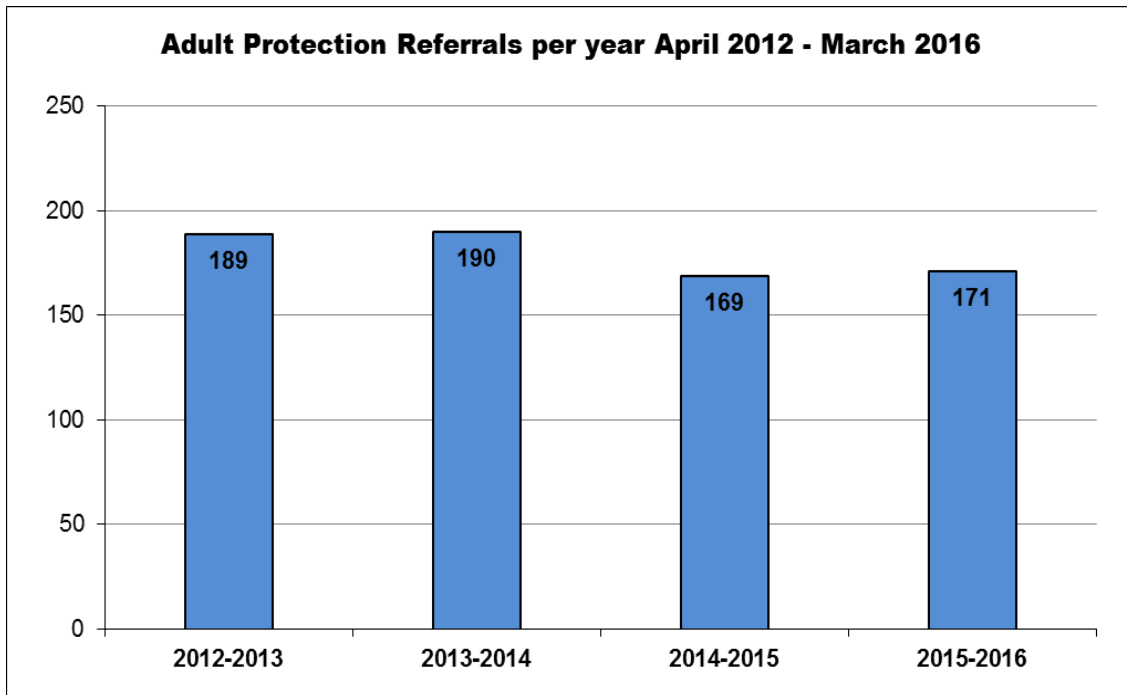


Table 4 above enables us to see Adult Protection Referrals over a 4 year cycle. This year's figures are almost identical to last year and around 5 % down on 2012 / 2013 & 2013 / 2014 giving an average mean of 180 AP referrals a year over 4 years. Although there has been a 5% decrease in the last 2 years this needs to be held in context against the introduction of the Vulnerable Young Person's Protocol (VYP) which sits below the Child or Adult Protection threshold. Scottish Borders now have an intervention below Adult Protection, which is not to replace Adult Protection cases, but to support significant risk, which doesn't meet the three point test in a more structured and appropriate way.

Number of Adult Protection Referrals by Age Range (Table 5)

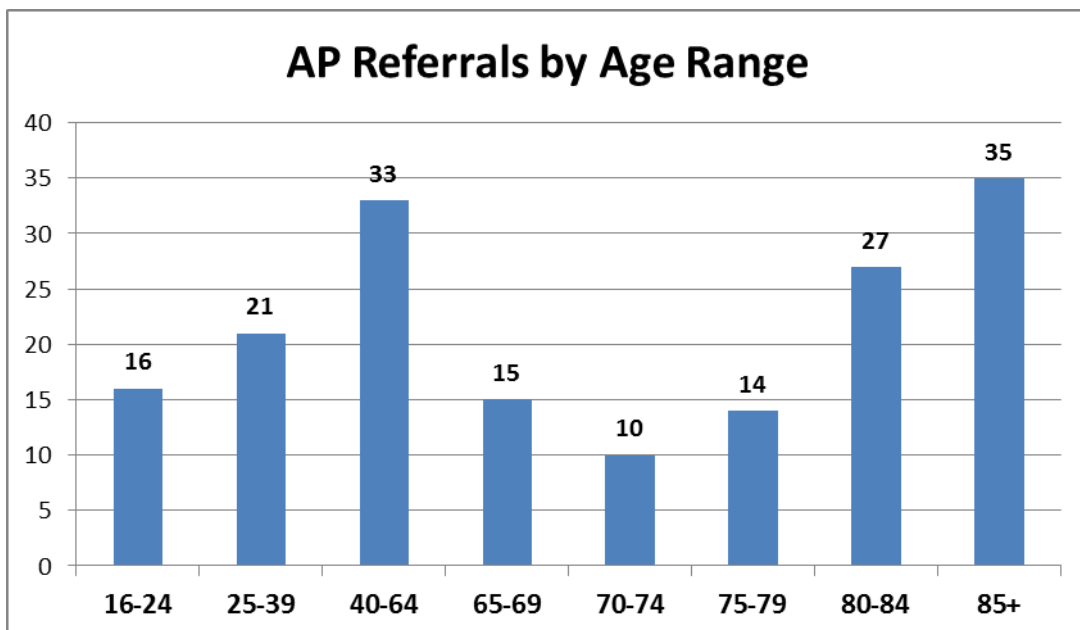
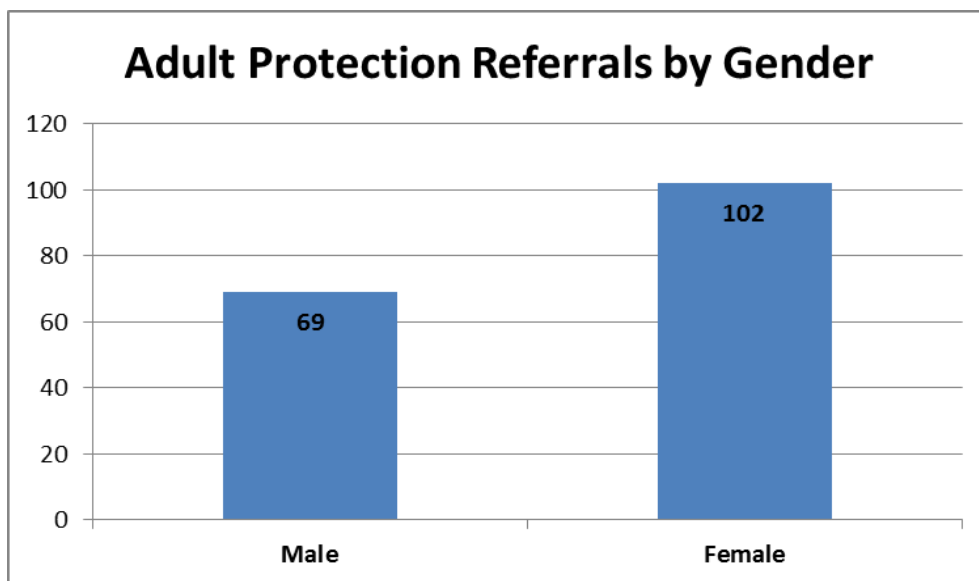
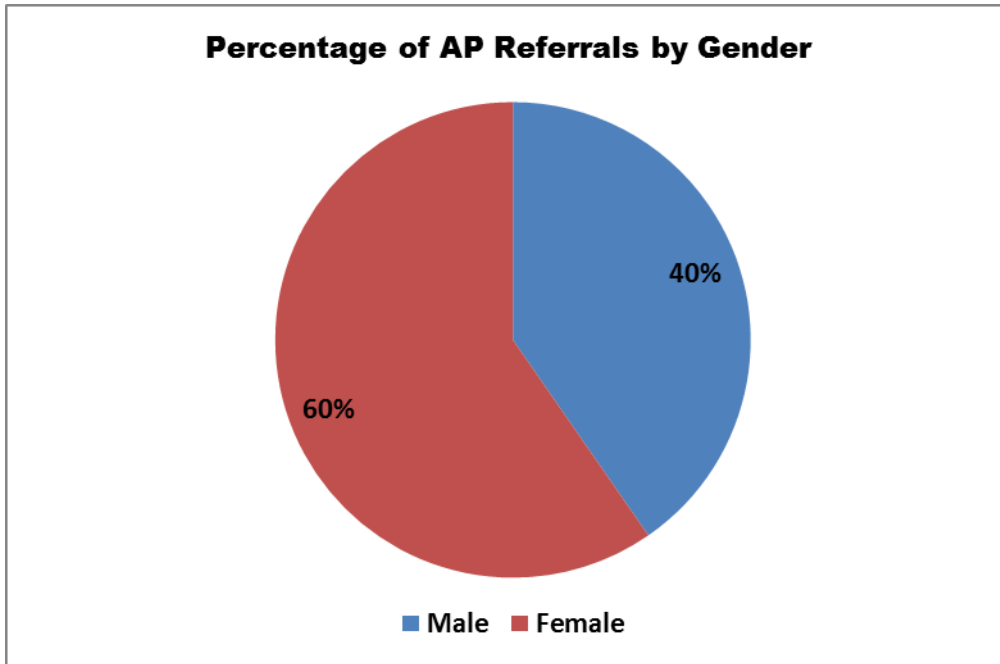


Table 5 above highlights the range of ages from the 171 Adult Protection Referrals received for 2015 / 2016. On reviewing the 16 -39 age range, I can report that this year's figures have reduced from 25 to 16, these are similar figures to 2013/2014. Last year's 20 % increase in this category was found to be as a result of harm through social media and smart phone technology which this group are more involved in. Harm in the 25-39 age range is fairly similar to last year's figures, however harm in the 40-64 age range has fallen from 37 cases to 33 this year. Some of the cases in this group are learning disability or mental health and may have existing supports or oversights which prevent every repeat incident being loaded as a new AP Referral particularly where a Care Plan Approach or robust package of care and oversight is already in place.

For older adults over the age of 65 years, the numbers have increased by 25%, similar to trends in 2013/14. Reviewing this information over a four year timeframe helps formulate a baseline figure and along with the types of harm can help guide our response to this group. Some of the age ranges over the last 4 years have changed as a result of the National Adult Protection Data Set however the mean average in this range is 46 referrals a year over 4 years. Financial and physical harm are the two areas mostly affecting the 65-79 age range.

Percentage of Referrals by Gender (Table 6 & 7)





In Scottish Borders females are at higher risk than males, this gender balance is a continued theme on last year, with little variation. I can report that this is a theme seen nationally over Scotland and the gender gap becomes more apparent from 71 years onwards. Up until this point the numbers of male and females at risk is very similar. One reason for the gap is that post 71 years of age more females appear to be living on their own. Secondly females tend to live longer than males and as their health deteriorates they can become at greater risk from harm.

Referrals by Locality Team / Area of Scottish Borders (Table 8)

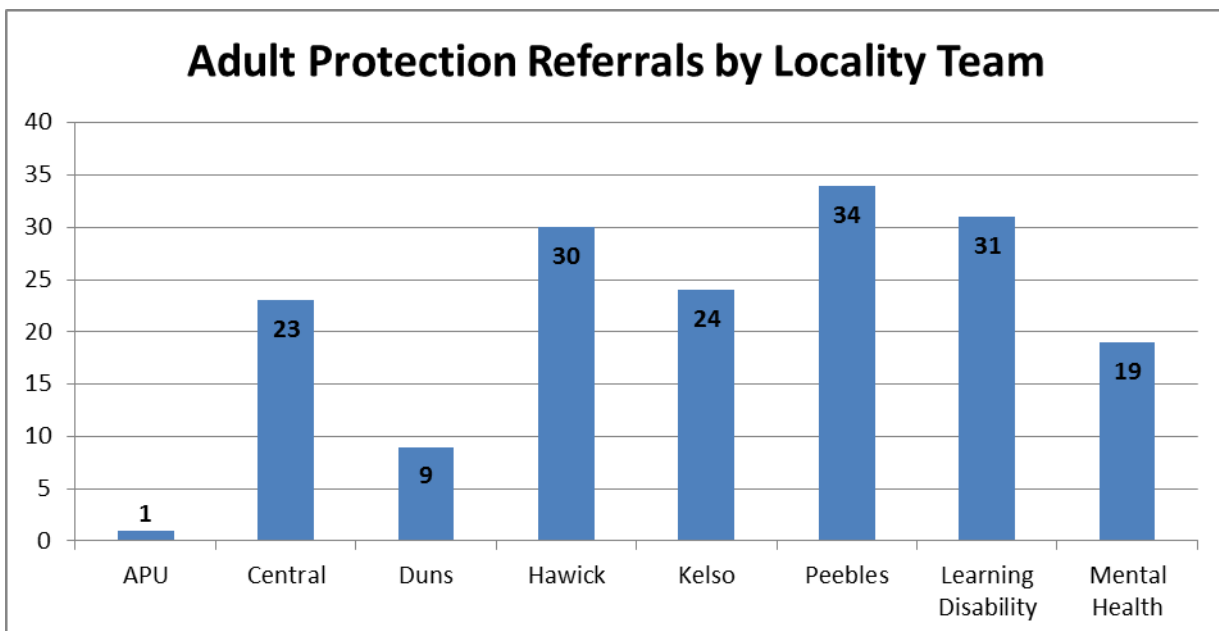


Table 8 - above highlights the spread of Adult Protection Referrals across teams / areas of Scottish Borders. Peebles received the most Adult Protection Referrals this year which is a significant increase from 20 to 34 on last year's figures. Individual concerns in one private care home has accounted for a majority of the increase alongside a particularly affluent older adult group and financial harm. In the past some of these individual concerns would have been managed under the umbrella of a Large Scale Inquiry (LSI). However changes to the LSI process have taken pressure of LSI resources but in one particular care home led to more individual concerns.

The learning disability service which covers the whole of Scottish Borders has seen figures fall from 34 last year to 31 this year, this is a modest change. Figures in Hawick have risen from 30 to 34 this year, again a modest rise and similar to Peebles individual referrals from private care home have accounted for this small rise. Central team, Kelso and Mental health figures have all fluctuated within an expected range. However Adult Protection Referrals in Duns have dropped by almost 50 % from 17 last year to 9 this year. Berwickshire is one of our biggest geographical areas but one which is less densely populated. Although there has been some change in personnel within the Duns team this area and Peebles are out-with the normal fluctuation and may need some further analysis.

There is one case from Central team which was managed by the Adult Protection Unit from start to conclusion due to skills and experience across different disciplines. The Adult Protection Unit do not have any operational responsibilities for the management of the Adult Protection process but this case required a particular approach and set of interagency skills.

Referrals by Ethnicity (Table 9)

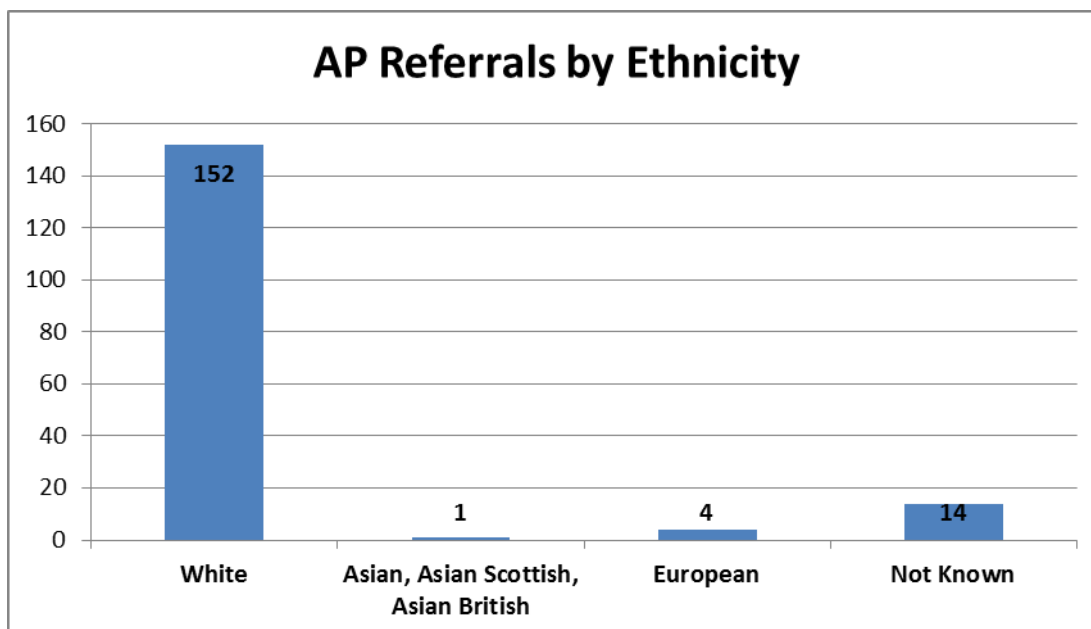
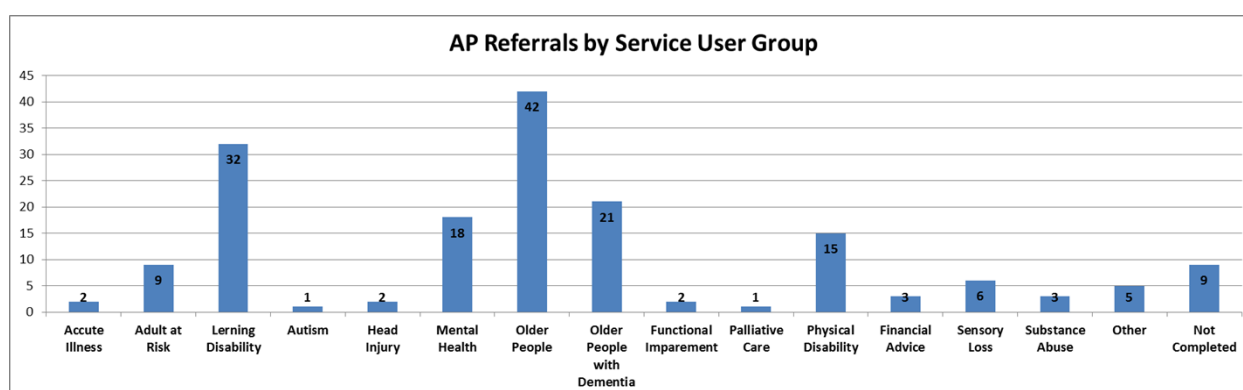


Table 9 - above highlights that the majority of adults at risk are of white Scottish ethnicity in the Scottish Borders. To help understand with the context of these figures, the most recent population count highlighted an estimated 113,870 people lived in the area. From these figures I can report that only one and a half percent of Scottish Borders adults were reported as being of Asian, black, mixed or other ethnic grouping. This is the most likely explanation for the majority of figures sitting in one ethnic grouping, and for our figures sitting lower than urban or more densely populated areas in Scotland.

Referrals by Primary Service User Group (Table 10)



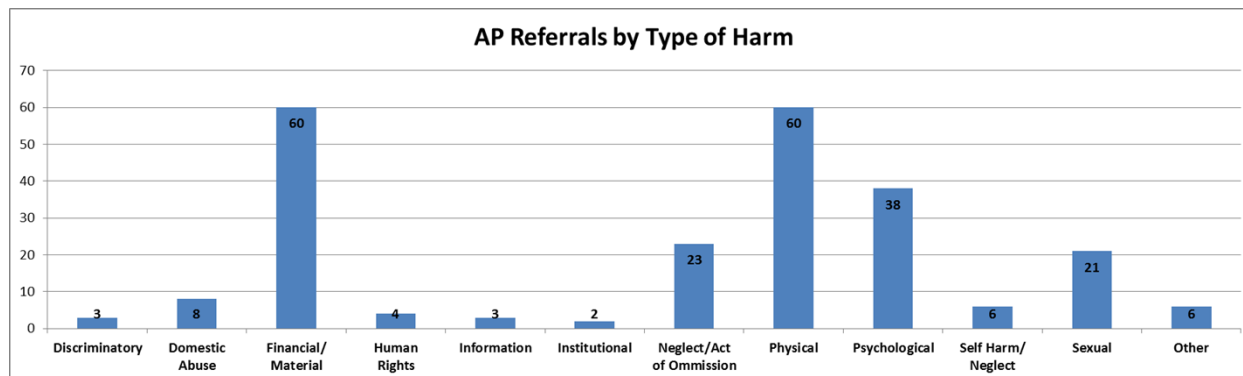
Clients with a Learning Disability and Older People (excluding people with dementia) are the largest client groups being referred, accounting for 32 and 42 respectively. When we add older adults with dementia 21 to the above totals, we can demonstrate that learning disability and the combined older adult totals (all adults over 65 yrs. old) equate to 50 % of all adult protection work in Scottish Borders. These figures are identical to last year's figures and a recurring trend.

Mental health is the next group of adults, most at risk of harm, with the figure similar to last year's figure. Adults with a physical disability account for 7% of referrals; this is a small reduction from 10% last year. Adults with sensory loss account for 4 % of referrals this year, which is a

small decrease of 5% from last year.

The types of harm and rationale will be explored further in table 11 below.

Referrals by Type of Harm Reported (Table 11) - see figures below



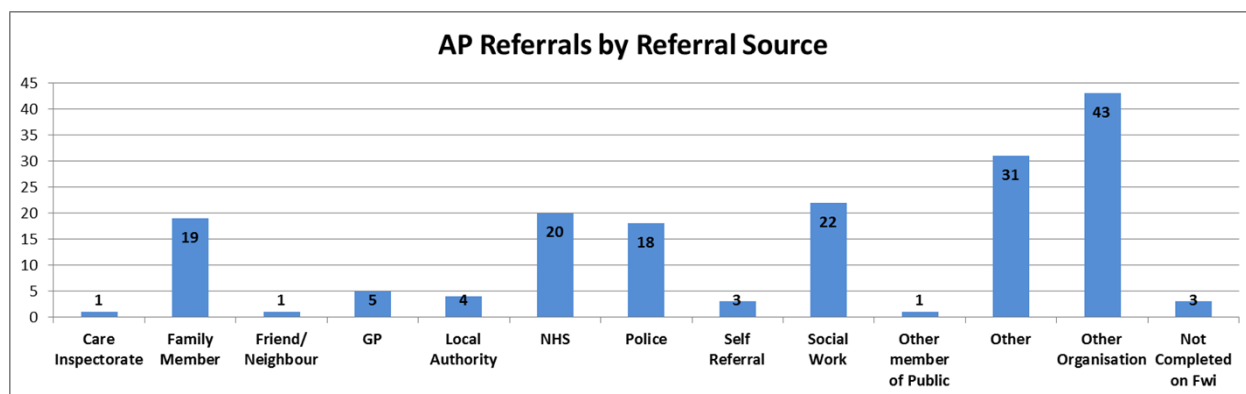
Specific Trends within service user groups

Financial harm continues to be a challenge in Scottish Borders and nationally. Scottish Borders are being very proactive in working with partners in the prevention of harm and to intervene more quickly when signs of harm come to our attention.

Allegations of harm in care home settings has featured prominently over the last few Years: in 2015/ 2016 Scottish Borders embarked on bespoke adult protection training into all care homes. This training has seen a marked decrease in large scale inquiries, a longer timeframe is required to effectively evaluate the impact of this training, but early indications are positive.

Disability Hate crime is nationally recognised as an area which is under reported. Some rationale for this, is that harm is reported as physical or financial, and not always linked or seen as a particular hate crime. The important factor is that harm is harm and is reported and investigated. Disability hate crime and the term Mate crime have been uncovered in Scottish Borders, these cases happen where a perpetrator targets an adult specifically because of their mental disorder. Both mental health and Learning disability services are aware of these risks and working with Police Scotland and NHS Borders to address all harm.

Source of AP Referral (Table 12)



As can be seen from table 12 above we receive AP referrals from many sources, this includes multi-agency partners, clients, carers and family members, and agencies in the third sector. The figures listed above are made of concerns which have been reviewed and were, known or believed to be adult at risk, concerns. It is important to note that Scottish Borders received 1556 referrals, and although every referral is reviewed, many of these referrals are welfare concerns, which do not need to enter the Adult Protection process, but can be dealt with through social work services or signposted to key partners for services.

Independent agencies and the category of "Other", which includes the voluntary sector, banks and addiction services, are the highest reported of adult protection referrals. Many staff working in the voluntary sector attend our Scottish Borders adult protection training. These staff go on to work in frontline service delivery with service users and it is reassuring that this group are reporting harm.

NHS Borders and Police Scotland continue to make referrals and be involved operationally and strategically in adult protection. We have a co-located Public Protection Unit in Scottish Borders and a particular key strength of co-location is that, communication and cooperation happened quickly, particularly around child and adult protection, cases which have crossover.

Adult protection referrals from concerned family members continue to be well reported in Scottish Borders, these can be incidents of financial harm or physical harm particularly where an adult at risk is unable to report harm, or where a friend or acquaintance exerts undue pressure over and adult not to report an incident.

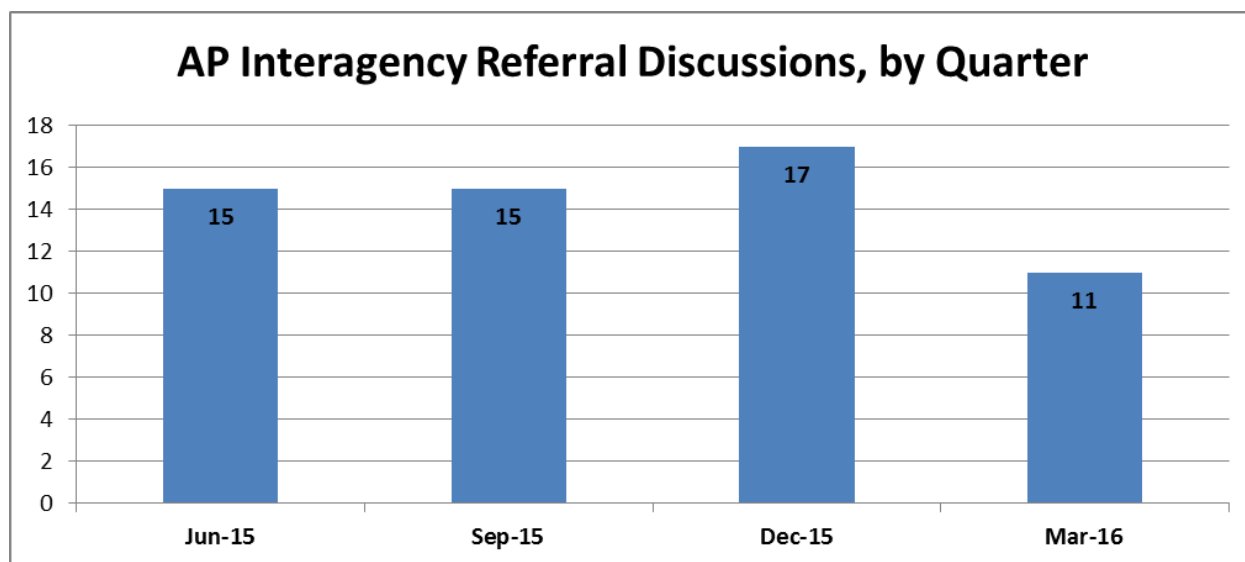
4. Adult Protection Intervention

All adult protection referrals received in Scottish Borders receive an intervention. This intervention process involves three distinct steps Duty to Inquire, Interagency Referral Discussion, and Adult Protection Investigation. These three steps are used to share information with the key agencies involved and to assess whether the adult is in need of further support or protection. For the purpose of this annual report we will report on Interagency Referral Discussion (IRD) which is a formal conversation and AP Investigation which is the stage after initial Inquiry and where a visit or interview is required. Scottish Government now requires AP Investigation information only as part of their national data collection information. Collecting information from AP Investigation only, enables Local Authorities and Scottish Government to compare like for like information across Scotland in order to inform a National Adult Protection landscape.

Table 13

Number of Adult Protection Referrals	171
Number of cases which required AP Intervention (Inquiry/IRD/Investigation)	171
Specific Intervention which required AP IRD	58
Specific Intervention which required an AP Investigation (visit / interview)	61

Adult Protection Interagency Referral Discussions (IRD) (Table 14 & 15)



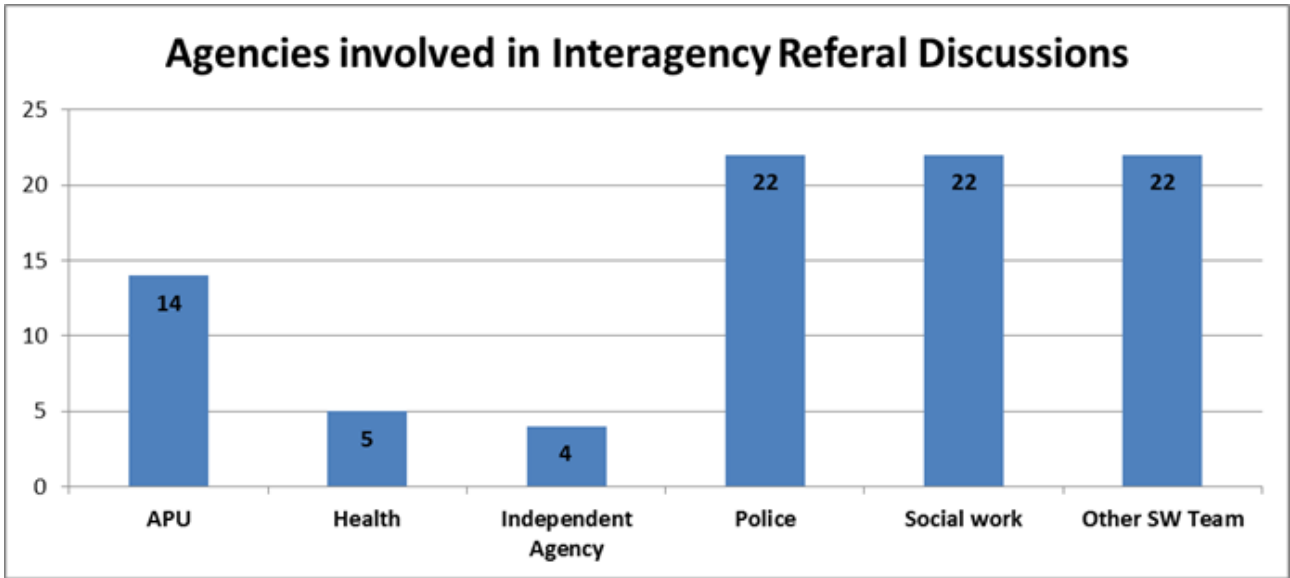


Table 14 & 15 above highlights the number of Interagency Referral Discussions (IRD) held each quarter. The total number of adult IRD's for the year is 58. The Interagency Referral Discussion is a formal discussion between Social Work, Police and NHS Borders where appropriate. This discussion can also involve agencies such as the Care Inspectorate or another appropriate service. The IRD involves the multi-agency sharing of information and a clear recorded record of risk. The partner agencies involved will agree which agency leads on which component of an investigation and agree lines of feedback to an IRD conclusion. IRD numbers are similar to last year and most IRD's involve a conversation between Social Work and Police Scotland, but an IRD can involve NHS borders, the Care Inspectorate and a senior manager of any independent agency. All IRD's in Scottish Borders are subject to external scrutiny by an IRD review group. This IRD Review group consists of the Adult Protection Co-ordinator, Police Inspector and the Associate Director for Nursing Mental Health NHS Borders.

Adult Protection Investigation (Table 16)

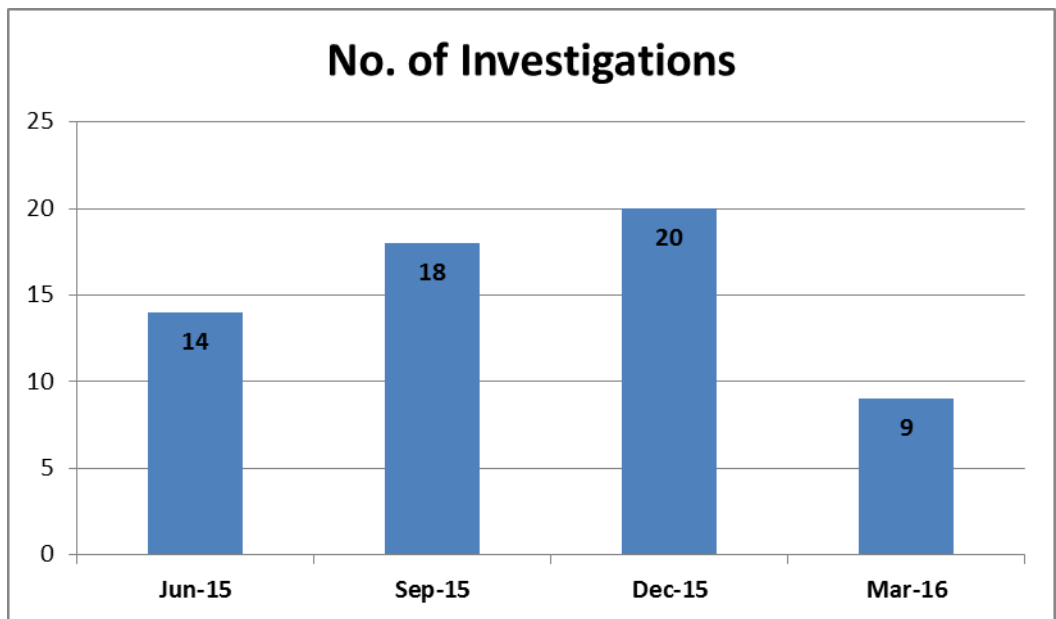
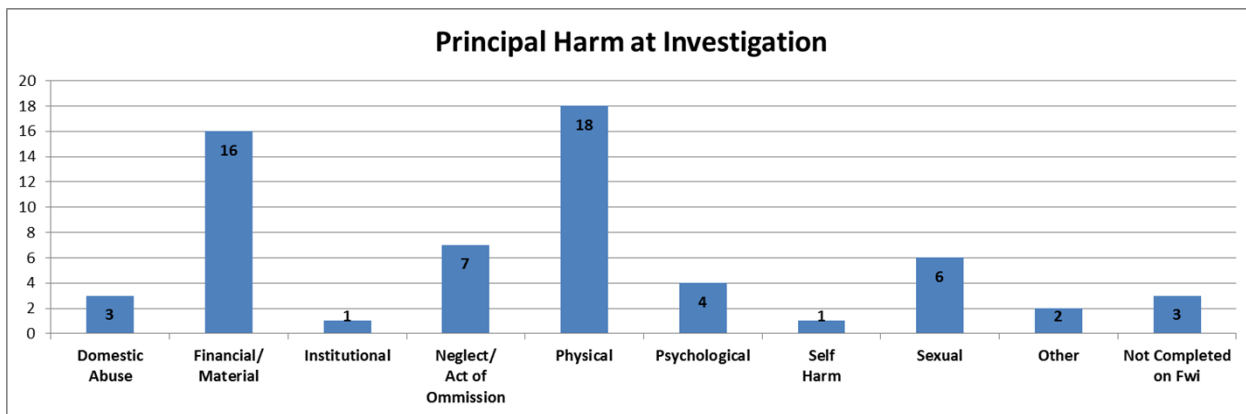


Table 16 above highlights the number of cases per quarter which required a visit, interview or access to records such as bank statements. The AP Investigation phase follows on from AP Inquiry and tends to be at the end of an AP intervention process; this investigation helps us finally determine whether, an adult is still an adult at risk of harm, and in need of an AP Case Conference. Or whether the intervention and steps taken have been enough to support the adult and that the risk is reduced or can be managed by an alternative means where the adult is deemed not to meet all three points of the adults at risk test.

All Adult Protection investigations must be undertaken by a trained Council Officer under The Adult Support & Protection (Scotland) 2007 Act and the process is directed and overseen by the Team Leader or Team Manager in that locality or specialist team. Investigations are further broken down into the information and charts listed below.

Type of Principal Harm at Investigation (Table 17 & 18)



Tables 17 & 18 above highlight that financial harm and physical harm are the two highest types of harm reported at both referral and at the end of the intervention at AP Investigation. This is a trend which has continued over the last few years in Scottish Borders. However careful interpretation should be taken when comparing this year's figures to previous year's Adult Protection figures. In 2014 Scottish Government piloted a National Data set which changed the way all local authorities collated and reported Adult Protection information. AP Inquiry and AP Investigation have been separated and this means that comparing data over 2014, 2015, 2016 will differ as information systems have been changed to accommodate the national perspective.

Investigation By Service User Group (Table 19)

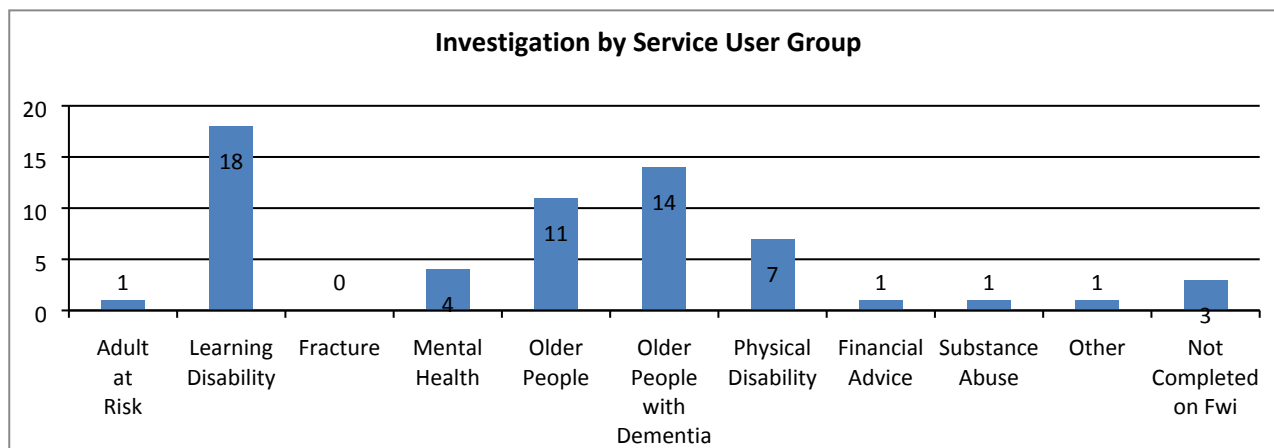


Table 19 - is a chart in the Annual Report which is specifically counted by Scottish Government as part of their national statistical information. This graph lays out the service user numbers and groups which have progressed beyond Inquiry and IRD to Investigation. Older adults, older adults with dementia and adults with a learning disability all account for the highest groupings. These figures combined account for half of all Adult Protection referrals, received over the last couple of years. Mental health figures have increased from last year from 2 to 4 this year and physical disability has increased from 2 cases last year to 6 cases this year. These are small numbers at the end of investigation across several teams.

Location of Harm at Investigation (Table 20)

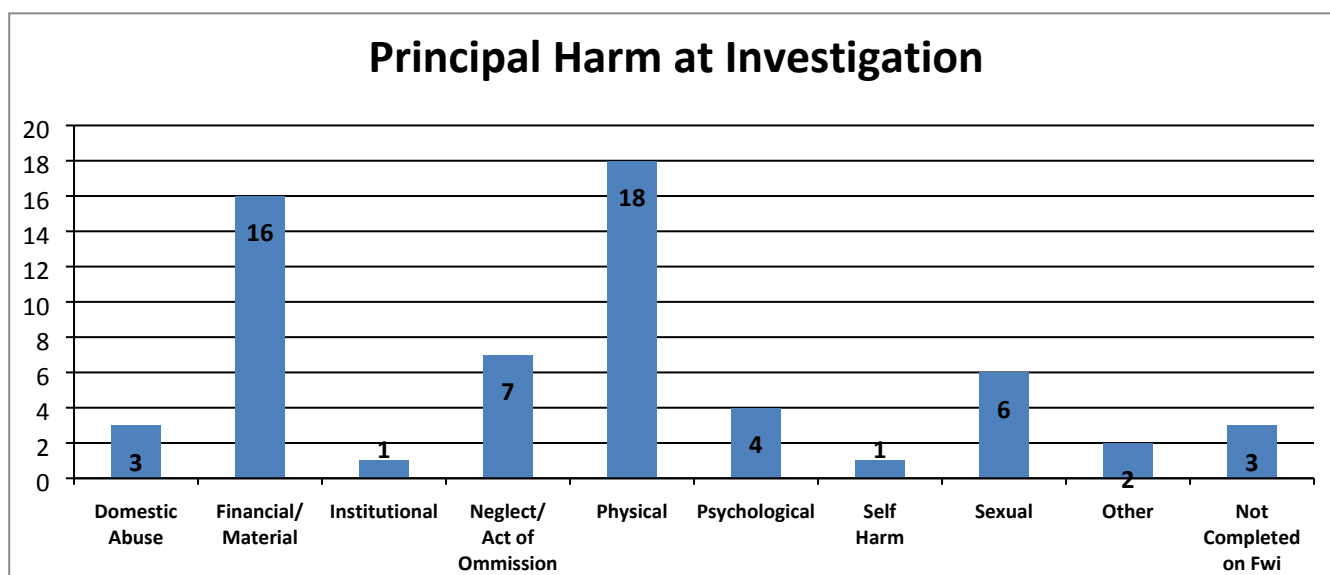


Table 20 above - The majority of harm occurs in a client's own home, usually by someone known to them. The second highest setting of harm comes from private care homes. Within care homes there is a particularly vulnerable group of people, adults with dementia, physically frail adults and adults with illness or a nursing need. The range of harm in care homes varies and does not always involve allegations against care staff, sometimes through gaps in supervision a resident will have an incident with another resident. Over the last year there has

been specific training into care homes around dementia, care home standards and Adult Protection, but this group of adults often have complex care needs. All investigations are undertaken individually but the themes and issues in any setting are overseen by a link Social Worker from the Community Care Review Team and care home performance is monitored by a care home quality group and the regulator the Care Inspectorate.

Outcome of the Adult Protection Investigation (Table 21)

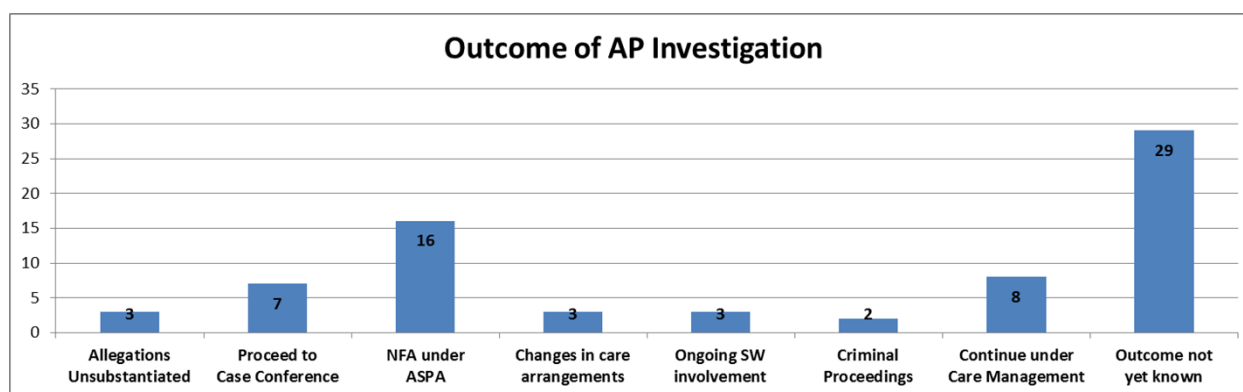


Table 21 - above helps understand the outcome of AP Investigations, it is important to note that cases may have multiple outcomes, such as no further action under Adult Protection, but continue under case management. Therefore the numbers above will not match 61 for example a case can be no further action under Adult Protection but also continue under case management.

There have been 13 AP case conferences and 6 case conference reviews this year, but in the chart above only 7 cases are recorded properly. The last column in the chart above indicates the outcome was not recorded and therefore is unknown. The recording of outcomes has been picked up through Adult Protection audits and addressed by performance workshops with practice teams.

Very often in many cases social work and partners becoming involved in a presenting risk can result in steps being taken and changes in support to address the concern and there may be no need to progress to Case Conference where the issues have been addressed and there is appropriate case overview.

5. Case Conferences and Meetings

Adult Protection Case Conference and Review (Table 22 & 23)

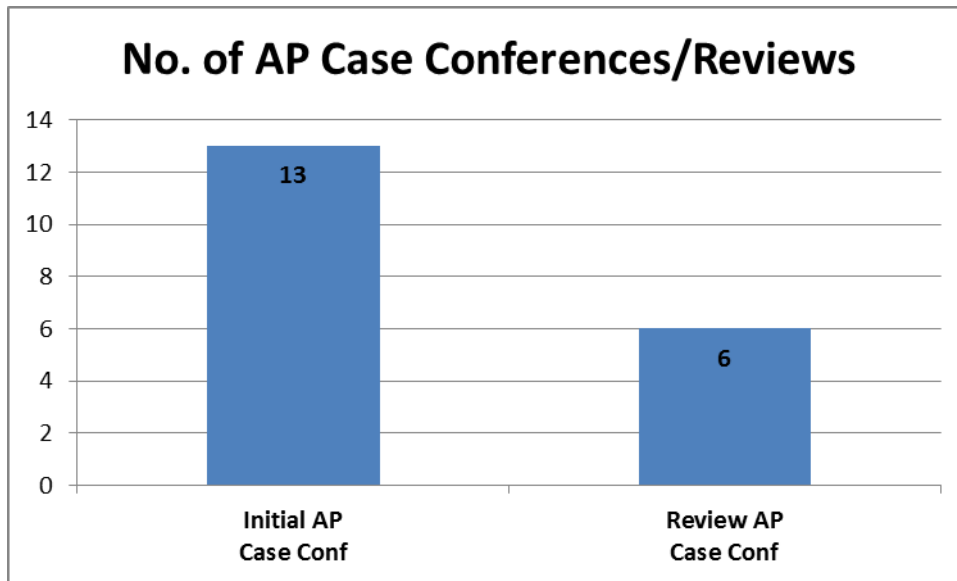


Table 22 - The majority of cases in Scottish Borders which come into the AP process do not reach AP Case Conference. The process has been designed to be proportionate and responsive to risk. On many occasions following intervention or supportive measures, we see the risk addressed or managed. There were however, 13 cases, which required an AP Case Conference and a further 6 cases proceeded to AP Case Conference Review. This is slight decrease on the previous year and part of a down trend when reviewed over several years. Adult Protection Committee and the Chief Officer Group have requested a report on this decrease, in order to be satisfied that risks are being met proportionality; the rationale for each decision will be subject to senior management scrutiny.

There are different levels of meeting in Scottish Borders for cases which sit below the Adult Protection threshold or for cases which do not meet all three points of the three point test following AP Investigation. Only cases which meet the three point test should proceed to AP Case Conference. The different types of meeting can be chaired and facilitated by the Adult Protection Unit and these are listed in the charts below.

Types of Meetings held (Table 23,24 & 25)

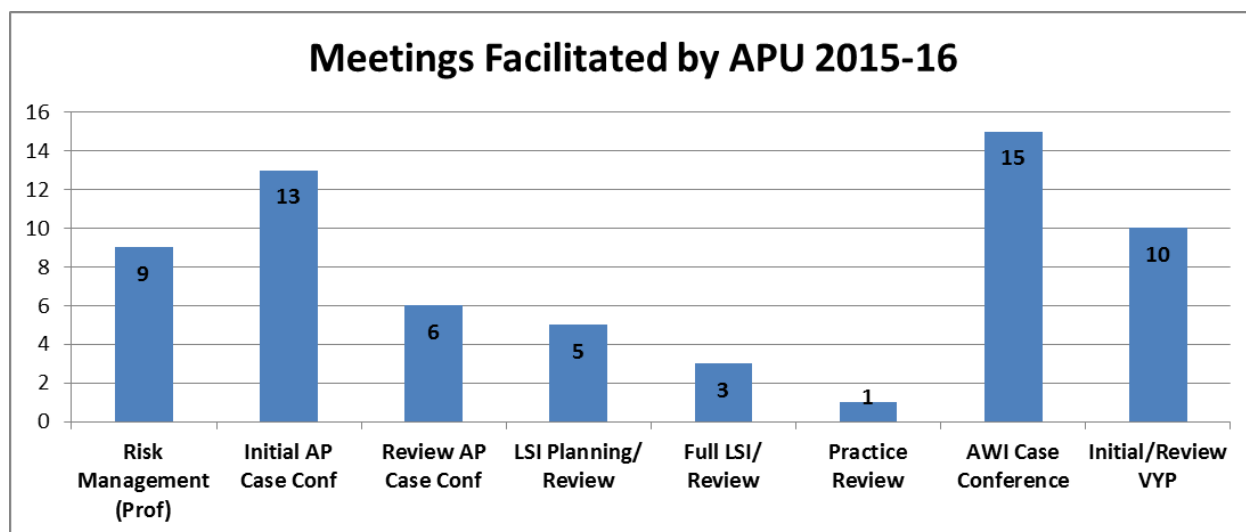


Table 23 - On comparing the table above, which compares against last year's figures, there has been a further small reduction in AP Case Conferences from 15 to 13. However when you compare this to the increase in Risk Management and VYP meetings we can clearly see, that cases are being managed through multiagency discussion, albeit below the Adult Protection threshold.

The argument for this approach is that we need a range of meetings such as Risk Management and VYP, to enable professionals, to still have multiagency discussion and action plans. Particularly where cases have significant risk, **but do not meet the three point test**. This approach is a more tailored and proportionate approach to addressing risk and closes a practice gap, left by cases assessed below the Adult Protection threshold. There have been 10 VYP meetings which is an increase within this period and 9 Risk Management meetings.

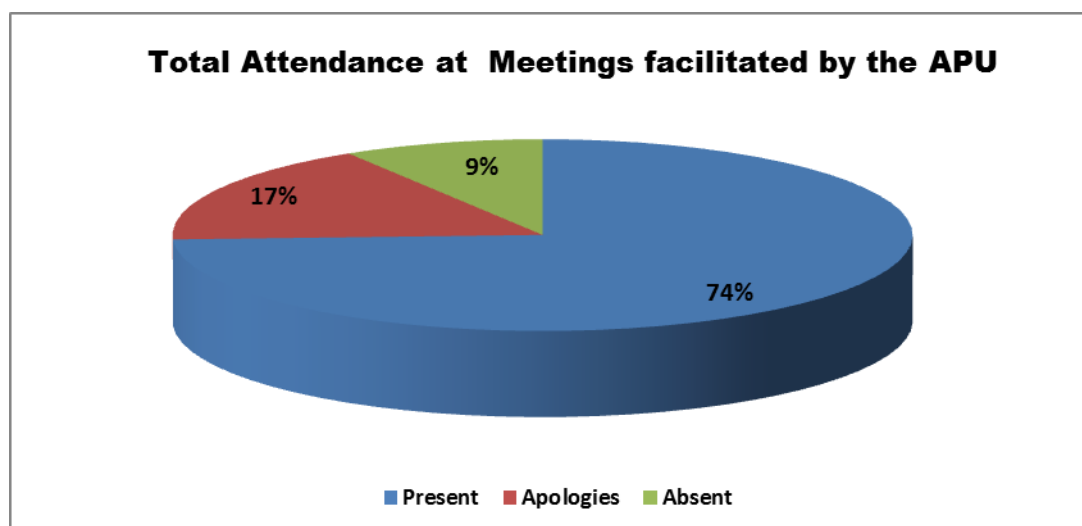


Table 24 - lays out attendance levels at all meetings facilitated by the APU
And table 25 below breakdowns attendance into agencies

Table 25 - below

ANNUAL 2015-2016	TOTALS			
WORKERS	Present	Apologies	Absent	Invited
SBC	228	30	18	276
Adult Protection Coordinator/Officer	32	1	0	33
Child Protection	0	0	0	0
Community Care Assessor	4	1	0	5
Home Care	5	0	0	5
Homelessness Services	3	0	0	3
Mental Health Officer	21	5	1	27
Occupational Therapist	4	1	0	5
Residential Home Manager	4	0	0	4
SBC Other	47	7	10	64
Council Officer	4	0	0	4
Social Worker	34	6	0	40
Social Work Manager	70	9	7	86
NHS	76	31	20	127
Clinical Psychologist	6	0	0	6
Community Psychiatric Nurse	3	3	2	8
General Practitioner	2	18	5	25
NHS Manager	4	4	3	11
NHS Other	5	0	0	5
NHS Support Worker	0	0	0	0
Nurse	9	1	1	11
Nurse - Discharge	0	0	0	0
Nurse - Specialist	16	1	4	21
Physiotherapist	2	0	0	2
Psychiatrist	26	4	5	35
Therapist	3	0	0	3
OTHER AGENCIES	143	41	15	199
Advisory Agency	1	0	0	1
Care Inspectorate	5	0	1	6
Client	17	6	2	25
Family Member or Friend	14	5	2	21
Housing Agency	10	1	1	12
Independent Advocate	19	5	0	24
Independent Agency Manager	32	4	1	37
Independent Agency Support Worker	14	6	4	24
Observer	10	0	0	10
Police	14	10	1	25
Solicitor	0	1	0	1
Specialist Substance Abuse Agency	0	0	0	0
Other	8	3	3	14
TOTALS	447	102	53	602

Large Scale Investigations

The Large Scale Investigation (LSI) process is designed to meet larger issues of harm in any care settings. Within this reporting period, this type of harm has been specific to Care Home settings. The important figure is the number of Full LSI's. There have been no full new LSI's in this period. However we have had 3 subsequent LSI review meetings in this timeframe and 5 meetings around cases which were potential LSI's.

The refreshed LSI process now ensures that all information and assessment is gathered as part of a Professional Concerns meeting and this information is passed to the Chief Social Work Officer to enter or manage the risk by LSI or alternative means. This process is more balanced and proportionate and ensures that only genuine risk around large groups of adults qualifies for an LSI approach.

Significant Case & Incident Reviews (Table 26)

SCR's in this period -	0
Practice Reviews in this period -	1

One practice review was carried out within this period around a Learning Disability case. Practice reviews are reflective incidents, where issues of unmet need, learning and how services can respond in more effective ways to risk.

Warrants and Protection Orders under Adult Support and Protection Act (Table 27)

Removal Order -	0
Assessment Order -	0
Banning Order -	0

There were no Protection orders granted in this annual year end of March 2015 to April 1st 2016. However one banning order did occur early in April of 2016 just out with the timeframe for this report. This will be reported on next year.

6. Advocacy and Client and Carer feedback (Tables 28,29,30,31)

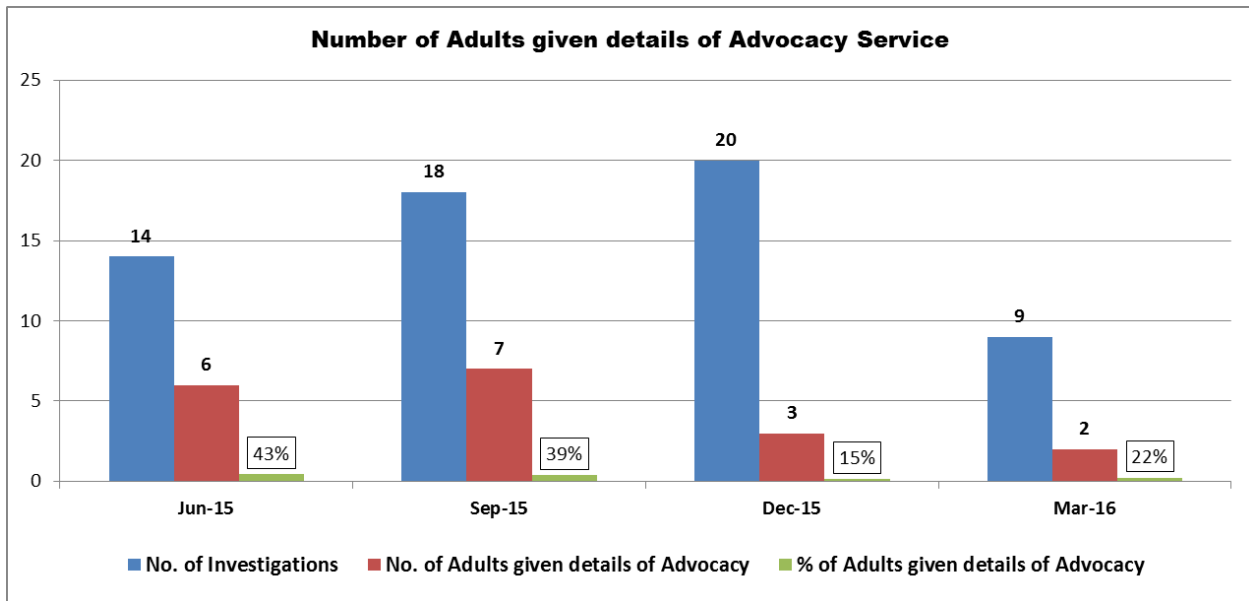


Table 28 above - Borders Independent Advocacy Service (BIAS) reports to APC on a quarterly basis regarding service users involved in the AP process referred to them for support. During this period BIAS received a small number of new referrals, and continued to work with an existing client base. A new addition to this report is the use of BIAS to independently evaluate service users' experience of the AP process. See table 29 below

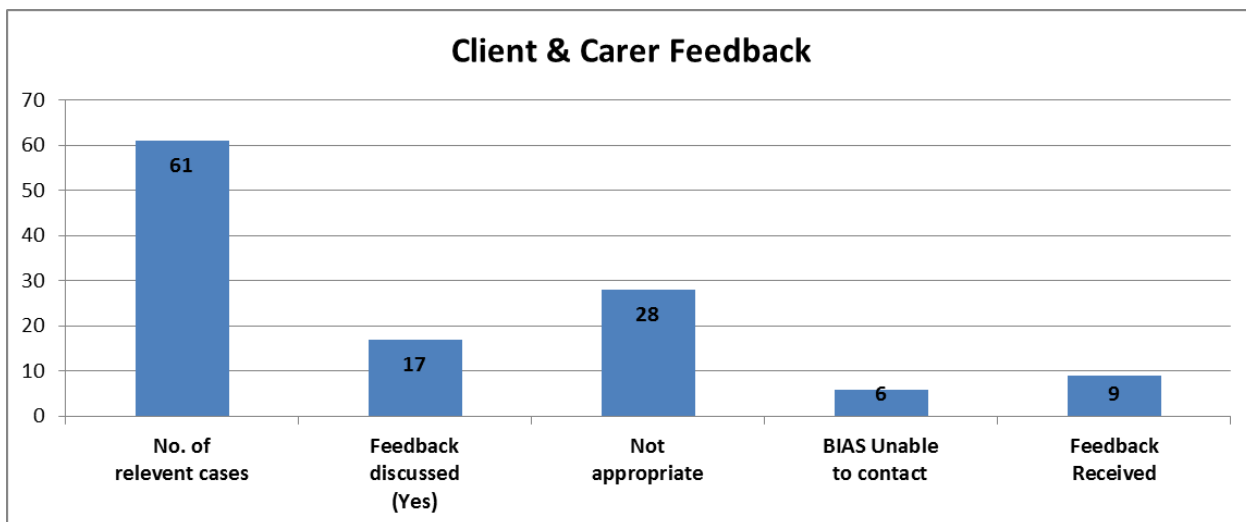
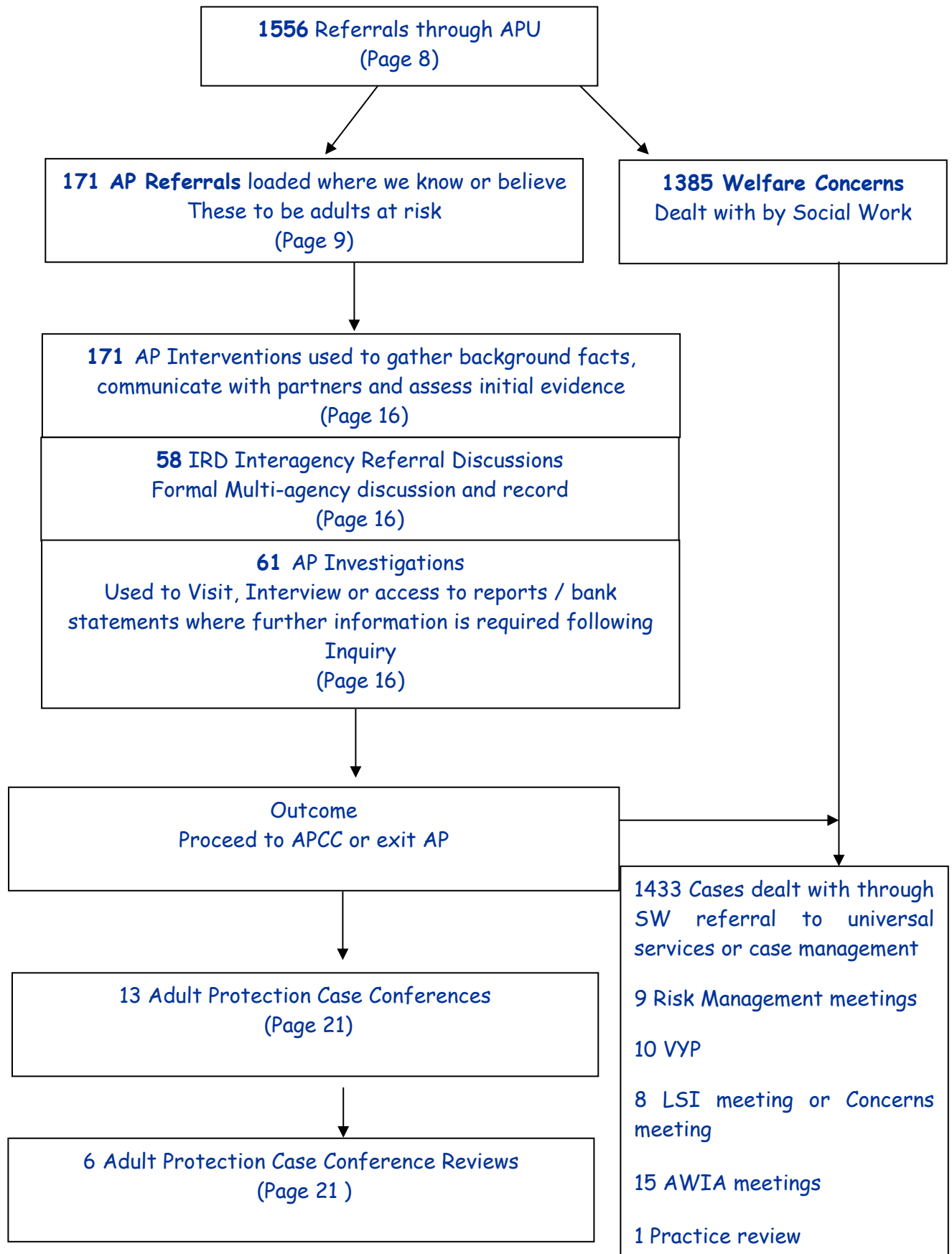


Table 29 - Where any adult has been interviewed or had a visit under Adult Protection, the visiting Council Officer will seek permission from the adult, legal appointee or carer for feedback on their experience of the Adult Protection process. In future annual reports we aim to improve this feedback and use this to inform our Adult Protection practice.

7. Schematic Diagram demonstrating Adult Protection activity through the process (Table 30)



8. Commentary on Annual Activity

When we review the amount of welfare referrals to Scottish Borders we see a gradual increase year on year. Police Scotland continues to be proactive in highlighting welfare or protection issues as they come across such issues through in role. Adult Protection referrals have been very consistent over the last few years and appear stable. Although not all concerns coming to Scottish Borders are met with through Adult Protection, all these concerns are screened and dealt with appropriately. There is also an independent overview of these concerns to ensure our most critical cases are not missed.

Financial and Physical harm continue to be the two most prominent types of harm reported in Scottish Borders. Financial harm comes in many forms and technology changes there is a gap around how some older adults, keep pace with changing technology such as internet banking, emails and apps. There is no doubt that scams and financial harm is becoming more sophisticated. One example of sophisticated harm is harm through the internet; perpetrators are using phishing techniques and fake sites to trick adults into giving over their details or money. This year has seen further work with Banks, Building societies, Trading Standards and Police Scotland around financial harm. Scottish Borders have run campaigns on Radio Borders and distributed leaflets and posters in G.P surgeries, and both NHS Borders / SBC settings. Allegations of physical harm continue to be reported across service user groups and trends and patterns are monitored through chronologies and interagency communication.

Within the under 65 group physical and financial harm continue to be most prevalent. Relationships, friendships and associations, can lead to adults being targeted or befriended and harmed. However the under 65 group are much more active with smart phones, internet dating sites and social media. However this same technology can be used as well to target and harm our most vulnerable. Support agencies and professionals must continue to be vigilant to scams, mate/hate crime and relationships where healthy boundaries are compromised and where adults become adults at risk of harm.

The Vulnerable Young Persons Protocol (VYP) was a process which was created to span Children and Young People and to address significant risk of harm. This process does not take priority over Child or Adult Protection, but gives agencies a new process to address risk and harm, particularly where harm is serious but the criteria for Child or Adult protection is not met. The uptake of VYP meetings has increased significantly on last year: this is an encouraging uptake of a very creative support mechanism specifically for young people and risk.

Harm in care home settings continues to be both a local and national issue. We have a specialised Community Care Review Team and contracts department who work specifically with these challenges. In addition to this the Learning and Development group in Scottish Borders continues to be proactive in meeting the training and staff development needs across all agencies and the third sector. The bespoke Adult Protection in Care Home training is a good example of adapting training to address the level of reported harm in private care home settings. This bespoke training was tailored to meet the needs of staff and managers separately and should help care providers to record and report more swiftly and work alongside the local authority and partners to deliver good safe outcomes for this client group.

9. Learning & Development Programme (2015-2016) (Table 31)

Training	SBC	NHS	Police/ Fire	Housing	Independent/Voluntary sector	Other/ Unknown
NHS induction		135				
NHS Borders e-Learning module (Includes above)		1497				
SBC e-Learning Module	178					
Police e-Learning Module		0				
L1 - Public Protection Briefing Session					27	
L2 - Full Day	98	41	2	10	142	
L2 - Half Day Refresher	85			6	57	
L3 - SDS/ASP	40	3			3	
L3 - Care Home Managers	6				17	
L3 - FWI AP Module Training	60					
L3 - Council Officer Forum	45					
Appropriate Adults Training	9					
Bespoke - Child & Adult Awareness Briefing					38	
Bespoke A&E Briefing		2				
Bespoke - Emergency Duty Team	11					
Bespoke – Service Provider for Managers	11					
Bespoke - AWI Training	2				23	
Bespoke Care Home Training Programme ASP DIP NCS (National Priority)	84				152	
Totals	629	1678	2	16	459	0
Overall total	2784					

The Learning & Development programme adopted by the Scottish Borders attempts to deliver a blended approach to learning. The content of the standard training sessions available (Level 1 - 3) in the rolling programme is based on the national training programme outcomes developed on behalf of the Scottish Government. The following tables layout the attendees and training and the types of training attended and training evaluation scores.

Training Evaluation Scores (Table 32)

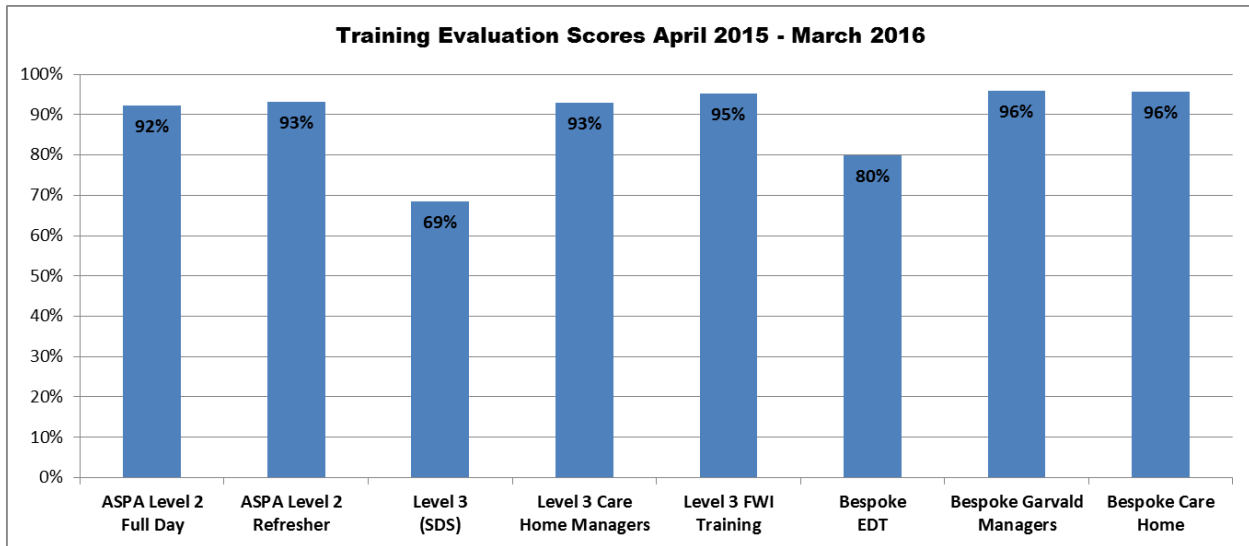


Table 32 above - gives insight into the different types of training delivered in Scottish Borders. Training is an area in which Scottish Borders excel and feedback satisfaction evaluates the sessions very well. As well as actively seek feedback on the makeup and delivery of sessions there is a process to follow up impact of training on practice with managers six months after the session.

The bespoke training into all Care homes in Scottish Borders had sign up from all care settings, this training covered care home standards, working with dementia, and Adult Protection in these settings. As well as care home staff a separate session was run for the Care home managers, which often come across allegations of harm, sometimes with that allegation naming a member of staff as an alleged perpetrator of harm. Care homes look after a large portion of our most vulnerable people, this additional training is designed to be supportive and to encourage referrals and open communication about risk and addressing this risk.

10. Closing Statement

2015 / 2016 has been a period of change and development, the Scottish Government introduced a National Data Set in an attempt to understand Adult Protection numbers and themes across Scotland. This has been a period of transition as we align our data with national expectation.

Quality assurance, regular audits and key performance indicators have all been new additions to Adult Protection work in Scottish Borders. However we recognise that audits alone, do not change practice, but they do allow us and benchmark practice against key areas of business and they will allow us to evidence progress as we move towards adult services Inspection later in 2016 or early in 2017.

Next year will see more focus on client and carer feedback, and on how this feedback influences our practice and response to harm. An outcomes approach will be developed and measured and help us to clearly demonstrate progress and that our involvement has resulted in a healthier balance in adults lives.

Scottish Borders has some exciting initiatives such as the integration of health and social care services. Mental Health services have become integrated within Scottish Borders and staff are now working together and the range of experience and skill set can only lead to more effective responses to need, support and harm.

One of the strengths of living in Scottish Borders is the strong sense of community spirit. Our villages and towns take pride in looking out for each other and over our most vulnerable adults. I would encourage our communities to work together to spot and report harm, as a collective we can achieve better outcomes and safer space for our residents and communities.

David Powell
Adult Protection Co-ordinator

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PROPOSED MODEL FOR PILOTING THE LOCALITIES BID FUND IN SCOTTISH BORDERS FOR 2017-2018

Report by Service Director Customer and Communities

SCOTTISH BORDERS COUNCIL

27 June 2017

1 PROPOSED MODEL AND BUDGET ALLOCATION FOR SCOTTISH BORDERS COUNCIL LOCALITIES BID FUND

- 1.1 **It was agreed at Council on 9 February 2017 that £500k be allocated for the purpose of participatory budgeting to pilot the new Scottish Borders Council Localities Bid Fund.**
- 1.2 A number of models, learning and best practice have been considered by the Communities & Partnership Team, including the recent participatory budgeting project undertaken by Burnfoot Community Futures. The proposed model would be managed through Locality Committees, supported by SBC officers and could address a specific theme or priority within the Area Locality Plan. Bids would be invited from local communities and approved by the members of each Locality Committee with support from SBC officers.
- 1.3 This Fund will be split across the 5 Locality Committees and support projects and initiatives submitted by communities within each area. The proposed budget allocation is by per head of population, and is detailed at 6.4.
- 1.4 This initial allocation of funding to promote community participatory budgeting through a Localities Bid Fund is part of a wider response to the Community Empowerment (Scotland) Act 2015. Scottish Government has indicated a wish to see 1% of the Council's budget subject to community consultation, and further reports will be brought back to Members for consideration as and when the Scottish Government's intentions are known.
- 1.5 Council officers through COSLA have met with Scottish Government officers to progress this matter.

2 RECOMMENDATION

2.1 I recommend that Council:

- (a) Agree the funding allocation of the Localities Bid Fund is by per head of population as detailed at 6.4.**
- (b) Approve the proposed model as detailed in Appendix 1.**

3 BACKGROUND TO PARTICIPATORY BUDGETING

- 3.1 Participatory Budgeting (PB) is a process of democratic deliberation and decision-making, and a type of participatory democracy, in which ordinary people decide how to allocate part of a municipal or public budget.
- 3.2 Participatory Budgeting (PB) empowers communities, gets more people involved in democracy and improves local public services. It has a proven track record of increasing levels of participation and engagement in a range of community settings. PB has been evolving in the UK since 2000, and was first introduced in Brazil, when public funds were very restricted and demands for democratic reform were strong. Its tools and principles are now used in many places across the world and are internationally recognised as good practice.
- 3.3 PB directly involves local people in making decisions over how public money is spent in their community. This means engaging residents, community groups and representatives of all parts of the community to discuss spending priorities and make proposals, as well as giving local people a role in scrutiny and monitoring.
- 3.4 PB programmes in the UK have allocated spending improvements, activities for children and young people, health and wellbeing, community centres and improving assets such as sports facilities. They can be specific to certain neighbourhoods or areas, or local authority wide where they can be themed: for example, with a focus on children and young people, and health and wellbeing.
- 3.5 Community Action Plans are often used as a first phase to help identify a community's priorities and funding can then be allocated to areas within the plans. Although there is no set way to undertake PB, a number of common models are evolving in the UK. These include Community Grant Pots, devolved funds towards neighbourhoods and even funding for mainstream services.
- 3.6 There are opportunities for PB Funds to be topped up with other funds or used to match fund against other funding schemes - e.g. Community Choices Fund and Awards for All, and can have a specific focus on tackling issues such as crime and anti-social behaviour, the environment, roads, transport, young people and social inclusion for older people.
- 3.7 This proposed model also recognises the wider aspirations of participatory budgeting and the potential of significant funding being allocated to this type of funding model in future.

4 EXAMPLE OF PARTICIPATORY BUDGETING IN SCOTTISH BORDERS

- 4.1 Burnfoot Community Futures (BCF) received £39k from Community Choices Fund last year to undertake a PB project within the Burnfoot community in Hawick. The BCF Board was supported by Communities & Partnership Team, Community Learning & Development (CLD) and the NHS

Healthy Living Network to submit an application in August, and was advised of the outcome in September 2016 - with the fund to be dispersed to communities by April 2017. BCF decided to adopt a Community PB model, and this has been since recognised as best practice by Scottish Government. The proposed Localities Bid Fund model detailed has been based on this, and is detailed at **Appendix 1**.

- 4.2 The community were invited to the BCF Hub in January 2017 to hear about the Project, to ask questions and to learn about what other communities were doing, and BCF invited members of the community to join a Steering Group. Supported by the CLD Team, this Steering Group has been a major key to the success of this project.
- 4.3 Members of the Steering Group then visited every household in Burnfoot and encouraged them to come up with ideas and projects that would benefit the Burnfoot community. There were over 33 ideas submitted (to the value of £76k) and the Steering Group then met to consider and filter these down to 26. They allocated £30k to the projects and £9k to support and build ongoing capacity around the PB project.
- 4.4 The Steering Group then invited the 26 projects to come along to Burnfoot Community School on a Sunday afternoon to give a 5 minute presentation of their idea to the community, and at the end of the presentations, the community then voted for the allocation of the £30k. For those who were unable to attend on the Sunday afternoon, there was a "postal" box for their votes. Each project also had a stall to demonstrate or explain the benefits of their idea to the community in a creative way.
- 4.5 The Steering Group organised the whole event, which included a band playing, face painting, games, food and drinks - and the sun was shining.
- 4.6 307 votes were received and 13 projects were successful. Each successful project was asked to come up and receive their "cheque" and have their picture taken. A short film was also made about the event.
- 4.7 BCF summary video:

<https://www.youtube.com/watch?v=Ple5NzPJPu0&feature=youtu.be>
- 4.8 Although the criteria set by the BCF Board for the projects was very loose (to be of benefit to the community), the successful ones fit broadly into themes of social capital, health & wellbeing, inclusion for older people and physical activity for all.
- 4.9 Significant support for this phase of the project was provided by SBC CLD services, (0.20 FTE since October 2016, plus further resources on the voting day).

5 BENEFITS OF PARTICIPATORY BUDGETING

- 5.1 The benefits of PB are well documented nationally and include:
 - (a) Undertaking the process of a PB event can ensure meaningful consultation and engagement is taking place

- (b) Determine the opinions of residents, communities and other stakeholders
- (c) Build community cohesion – diverse people come together to make decisions which can foster relationships
- (d) Ownership of projects which can increase community capacity and resilience

- (e) Better understanding of the complexities of setting budgets and choosing priorities
- (f) PB budget can be topped up by other funds or used for match funding e.g. Community Choices Fund and Awards for All
- (g) Can enable communities to target their resources and to be part of the solution to local issues
- (h) Improving services – Burnfoot residents wanted to be more active and healthy, and have a say in what services are being offered in their community
- (i) Services can be more responsive and targeted to what communities need
- (j) Public agencies build stronger relationships with communities

6 PROPOSED MODEL

- 6.1 There are a number of common models of PB evolving, which span various formats and methods of governance, accountability, the type of community groups and different ways of supporting these models with resources and budget. Current examples of PB programmes and events happening in other Local Authorities are listed at **Appendix 2**.
- 6.2 The Communities & Partnership Team considered a number of models and have spoken to and met with other local authorities in order to gather information and to hear about others experiences.
- 6.3 The proposed model has taken into account best practice, the experience and learning from previous PB programmes and Burnfoot Community Futures.
- 6.4 The recommendation is that the allocation of the Localities Bid Fund is per head of population as per Council agreement on 9 February 2017, and which also reflects and is in alignment to the Community Grant Scheme distribution methodology. Consideration has been given to allocating this funding per head of population, with a SIMD weighting, and also an average of both. These are shown for comparison purposes below. However, it is felt that for this initial pilot SIMD weighting could be constrictive, would not allow enough flexibility at locality level and may not reflect specific locality need.

Area	Population	£4.384 per head of population*	SIMD (Decile 1-5)	£10.92 per head of population*	Average
Berwickshire	20,827	£91,324.30	9,015	£98,494.53	£94,909.41
Cheviot	19,514	£85,568.20	6,138	£67,063.31	£76,615.75
Eildon	35,035	£153,611.30	14,967	£163,520.13	£158,565.71
Teviot & Liddesdale	17,806	£78,080.30	11,602	£126,751.51	£102,415.90
Tweeddale	20,848	£91,416.20	4,042	£44,164.51	£67,790.35
Total	114,030	£500,000	45,764	£500,000	£500,000

*National Records Scotland population estimates 2015

- 6.5 It is proposed that the outcomes of the Localities Bid Fund will be required to demonstrate general benefits to the community and could meet specific themes or priorities within area Locality Plans i.e. Skills Development, Developing the Young Workforce, Care for Older People, Social Inclusion, Mental Health etc.
- 6.6 The level of capacity within our communities in the Scottish Borders will vary, and therefore significant support will need to be given to Localities Committees and our communities from a range of officers across the organisation. This support will feature CLD, the Communities & Partnership Team, Democratic Services and other services, depending on the theme or priority.
- 6.7 The role of Elected Members, Community Councils and local Community Organisations play a vital part of the success of any PB fund. Extensive promotion and marketing of the Localities Bid Fund will need to be undertaken, along with support, monitoring and evaluation once the projects are underway. There are a number of ways of monitoring and evaluating PB projects and demonstrating the impact on communities. This could be through a community feedback event or by more formal reporting through Localities Committees. Evaluation will be undertaken in Autumn 2018 and reported back to Council.
- 6.8 This initial allocation of funding to promote community participatory budgeting through a Localities Bid Fund is part of a wider response to the Community Empowerment (Scotland) Act 2015. Scottish Government has indicated a wish to see 1% of the Council's budget subject to community consultation, and further reports will be brought back to Members for consideration as and when the Scottish Government's intentions are known.
- 6.9 Council officers through COSLA have met with Scottish Government officers to progress this matter.
- 6.10 The use of the Localities Bid Funding must align with current Council policies, strategies and corporate priorities.
- 6.11 Consideration will also need to be given how other areas of existing grants and funding could be consolidated to support PB after the initial pilot year has concluded, and there may also be a requirement to separate service delivery into statutory and non-statutory functions so communities are

clear about what service delivery they could be involved in or deliver.

6.12 A proposed timetable is as follows. The funding could be released in two stages, October and January - but this decision and the final timetable will be agreed by the Chair and members of each Locality Committee.

- (a) 27 June 2017 – Approval by Council
- (b) July through to end of 2017:
 - i. Presentation of the Localities Bid Fund to Localities Committees.
 - ii. Promotion and marketing of the Fund across the Scottish Borders
 - iii. Submission of initiatives and projects
- (c) Late Autumn 2017 and Spring 2018 – Decision making by Locality Committees and commencement of projects
- (d) Autumn 2018 - Evaluation of the pilot Localities Bid Fund

6.13 There will be regular updates provided to the Localities Committees on the outcomes being achieved as the pilot progresses.

7 IMPLICATIONS

7.1 Financial

A one off budget of £500k has been identified for the 2017 Localities Bid Fund. The continuation of the Localities Bid Fund beyond 2017/18 will require additional funding, possibly requiring savings elsewhere, to be identified as part of the budget process for 2018/19.

7.2 Risk and Mitigations

A risk management approach will be applied consistently and appropriately across the programme, based on existing grants & funding schemes and best practice. Decisions taken on the allocation of the Localities Bid Fund in 2017/18 should not expose the Council to any unfunded ongoing future financial commitment.

7.3 Equalities

Equalities Impact Assessments will be carried out.

7.4 Acting Sustainably

The programme will support the approach of acting sustainably ensuring any effects are identified and the impact evaluated.

7.5 Carbon Management

The programme will actively promote a positive impact on the Council's carbon emissions where appropriate.

7.6 Rural Proofing

This will be undertaken within the programme.

7.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to be made.

8 CONSULTATION

- 8.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Service Director Strategy and Policy, 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

Jenni Craig
Service Director Customer and Community Services

Signature

Author

Name	Designation and Contact Number
Shona Smith	Communities & Partnership Manager

Background Papers: none

Previous Minute Reference: none

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

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Localities Bid Fund – proposed model

Fund name	Localities Bid Fund
	Managed through Localities Committees
Funding for '17/18	£500k
General Criteria (incl. themes, benefits / outcomes to be realised)	To address a specific theme or priority within the Area Locality Plan
Funding availability	1 or 2 events held in each locality per year
Funding equity	Allocation per head of population, per locality
Funding cap	No cap on funding envisaged per individual award within the value of overall fund. Each application will be pre-reviewed by officers to ensure compliance with the principles of Following the Public Pound
Who decides	The Locality Committee agree the successful bids
How	Bids are invited from the community and then assessed by Locality Committees, supported by SBC officers
Who administers / filters bids	The Locality Committee, supported by SBC officers
Who can submit a bid	Anyone who is 16 years old or older and lives, works, volunteers or studies in the locality area
Funding distribution process	Locality Committee/SBC Officers provide details to Finance
Monitoring & Evaluation	Successful projects will report/present back to Locality Committee or through a community event. Evaluation of the Localities Bid Fund will be undertaken by SBC officers in September 2018
Type of community group	No requirement to be constituted
Match Funding	May be appropriate depending on project
Role of Elected Member	To promote the Localities Bid Fund, assess bids at Locality Committees and support the priorities within the Locality Plans
Role of SBC Officers	To support the Localities Committees and the administration of the Localities Bid Fund

Funding allocation:

Area	Population	£4.384 per head of population
Berwickshire	20,827	£91,324.30
Cheviot	19,514	£85,568.20
Eildon	35,035	£153,611.30
Teviot & Liddesdale	17,806	£78,080.30
Tweeddale	20,848	£91,416.20
Total	114,030	£500,000

*National Record Scotland population estimates 2015

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Latest PB News:

- **Gorebridge decisions for “Food, Glorious Food” – April 2017**

Local people in Gorebridge, Midlothian have voted in favour of funding 10 projects, all aimed at promoting healthy eating

- **TSI Moray have recently held “You Choose” events – April 2017**

The key priority was on tackling social isolation for the 60+ age group focusing on early intervention and prevention

- **PB in Castlemilk: Voting to lower the cost of the school day – March 2017**

On Saturday 18th March Castlemilk saw participatory budgeting with a twist. They called it ‘community funding’, but rather than being about a community of place this event was about funding for two school communities.

- **Leith Links – March 2017**

Table top presentations, community discussions and social voting for £400 - £2,000

- **PB for Young and Old - Hurlford, Crookedholm & Galston in East Ayrshire - March 2017**

East Ayrshire Tenants and Residents Federation use PB to benefit older and younger residents of Hurlford, Galston and Crookedholm.

- **Young people take budget lead - Digital PB in North Ayrshire. April 2017**

North Ayrshire Council worked with Young Scot’s Localities Team to undertake one of Scotland’s largest ever online participatory budgeting exercises exclusively for young people.

- **Voting opens for Choose Youth Work in Edinburgh – March 2017**

Young people in Edinburgh are being asked to vote on projects to deliver youth work across the city. During February 2017, the Council invited groups to apply for up to £10,000 to spend on youth work activity that will benefit young people between 11-25, either locally based or citywide.

- **Community members of South Lanarkshire** - identified community led projects that promoted the well-being of children, young people and families.

- **Participatory Budgeting in Brechin** – event held for projects that supported community health & wellbeing.

- **Perth Carers Voice, Carers Choice - February 2017** – unpaid carers voted on how to spend funding on projects that would directly benefit them.

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