

# Public Document Pack



## EXECUTIVE COMMITTEE TUESDAY, 5 JUNE 2018

A MEETING of the EXECUTIVE COMMITTEE will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS, TD6 0SA on TUESDAY, 5 JUNE 2018 at 10.00 am

J. J. WILKINSON,  
Clerk to the Council,

30 May 2018

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declarations of Interest</b>	
4.	<b>Minute (Pages 3 - 6)</b>  Consider Minute of Meeting held on 1 May 2018 (copy attached).	2 mins
5.	<b>Union Chain Bridge - Heritage Lottery Funding Update (Pages 7 - 14)</b>  Consider report by Service Director Assets & Infrastructure providing an update on the progress of the Stage 1 Heritage Lottery Fund application (copy attached).	10 mins
6.	<b>Community Grant Scheme - Generic Budget 2018/19 (Pages 15 - 20)</b>  Consider report by Service Director Customer & Communities recommending three applications for funding from the Community Grant Scheme generic budget (copy attached).	5 mins
7.	<b>Audit and Scrutiny Committee Recommendation (Pages 21 - 22)</b>  Consider recommendation of Audit and Scrutiny Committee of 19 April 2018 following the update provided on legislative and guidance changes to home schooling within the Scottish Borders (extract of Minute attached).	10 mins
8.	<b>Any Other Items Previously Circulated</b>	
9.	<b>Any Other Items which the Chairman Decides are Urgent</b>	
10.	<b>PRIVATE BUSINESS</b>  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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act.”	
11.	<b>Delivery of the Jedburgh Intergenerational Learning Campus Project</b> (Pages 23 - 28)  Consider report by Service Director Assets & Infrastructure providing an update on the progress with delivery of the project.	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.**

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**Membership of Committee:-** Councillors S. Haslam (Chairman), S. Aitchison (Vice-Chairman), G. Edgar, C. Hamilton, E. Jardine, W. McAteer, T. Miers, S. Mountford, M. Rowley, G. Turnbull and T. Weatherston

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Please direct any enquiries to Fiona Walling      Tel:- 01835 826504  
Email:- [fwalling@scotborders.gov.uk](mailto:fwalling@scotborders.gov.uk)

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**SCOTTISH BORDERS COUNCIL  
EXECUTIVE COMMITTEE**

MINUTES of Meeting of the EXECUTIVE  
COMMITTEE held in Council Chamber,  
Council Headquarters, Newtown St Boswells,  
TD6 0SA on Tuesday, 1 May, 2018 at 10.00  
am

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Present:- Councillors S. Haslam (Chair), C. Hamilton (Chair – Education business), S. Aitchison, G. Edgar, E. Jardine, W. McAteer (to para 2.6), T. Miers (to para 2.6), S. Mountford, M. Rowley, G. Turnbull (from para 2.6), T. Weatherston.

Also present:- Councillors K. Chapman, J. Fullarton, S. Marshall.

Apologies:- Mr L Mendoza, Ms J Sibbald, Ms C Thorburn.

In Attendance:- Service Director, Children and Young People, Chief Financial Officer, Chief Legal Officer, Clerk to the Council, Democratic Services Officer (J Turnbull).

**EDUCATION BUSINESS**

Present:- Ms A Ferahi, Mr I Topping, Alex Morgan

**CHAIRMAN**

Councillor Hamilton chaired the meeting for consideration of Education business.

**1. WELCOME AND INTRODUCTIONS**

The Chairman asked for a round of introductions and welcomed those present to the meeting, in particular Alex Morgan - Pupil Representative, the Year of Young People Ambassadors and Galashiels Academy Pupil Council.

**MEMBER**

Councillors Aitchison and Rowley joined the meeting during discussion of the following item.

**2. YEAR OF YOUNG PEOPLE 2018**

2.1 There had been circulated copies of a report by the Service Director, Children and Young People which outlined the approach taken in the Scottish Borders to the Year of Young People 2018. This included a full consultation in a range of contexts from young people who had roles such as Year of Young People Ambassadors, to on-line surveys and consultations in schools and youth groups. The consultation had helped the Council and partners in the Children and Young People's Leadership Group to identify a full plan of action, as well as signpost a longer term approach to participation and engagement with young people in the Scottish Borders. Ms Manson introduced the Year of Young People Ambassadors who were in attendance to give a presentation on the local activities and opportunities they were involved in within their communities.

2.2 The Year of Young People Ambassadors began by explaining the aims for the Year of Young People (YoYP) included: providing a platform for young peoples' voices to be heard and have their views acted upon; showcasing the talents of young people through events and the media; developing a better understanding, co-operation and respect between generations; and, providing young people with opportunities to express themselves through culture, sport and activities. The YoYP would enable young people to have a greater say in decisions that affected their lives, improve public perception, create opportunities for intergenerational work, and participate in positive activities and experience. The Ambassadors then highlighted the YoYP themes which were:

Participation – to influence public services and decisions; Education – to achieve stronger roles in shaping education; Health and Wellbeing – to lead healthier, active lives and improve mental health; Equality and Discrimination – to challenge negative perceptions and discrimination in all its forms; Enterprise and Regeneration – to celebrate enterprise and the Scottish economy; and, Culture – to celebrate talent and contribute to Scottish culture and arts. They explained their role as Ambassadors was to support, raise awareness, promote and get people involved in YoYP events and showcase the talents of young people by collecting and sharing positive stories using blogs and social media. There had already been a number of events/activities and, they gave as an example of intergeneration work, the Selkirk YoYP2108 Picnic in the Park. This event had been successful and it was hoped would continue in the future.

- 2.3 In response to a question about what the Council could do for young people, the Ambassadors highlighted the need for town wi-fi; encouraging extra-curricular activities; and more relevant work experience at different times, with Alex Morgan explaining that this latter could be improved with better dialogue between the schools and businesses. With regard to communicating activities, this was in the main via social media; however, activities were also publicised in school newsletters. It was noted that the Ambassadors were not aware of the Localities Bid Fund and the Executive member for Neighbourhoods and Locality Services suggested that they contact him for a discussion about the Fund. Ms Manson made reference to a meeting the previous day, linked to the new South of Scotland Enterprise Agency, about developing the young workforce. The Ambassadors comments would also be actioned as part of modernising the school curriculum. The Chairman thanked the Ambassadors for attending and their interesting presentation.
- 2.4 The Chairman then welcomed Galashiels Academy Pupil Council. The Pupil Council discussed each of the YoYP themes in turn, highlighting the key issues identified by their school. In terms of education, these included the need to improve sporting facilities, supply heating to the Games Hall, introduce break-out/study areas, and the provision of IT and free Wi-Fi. With regard to Culture, it was hoped that the Great Tapestry of Scotland facility would incorporate a free Wi-Fi café and would also be used for arts and touring exhibitions. The Pupil Council also suggested that a music and book festival could be held in a pedestrianised Bank Street incorporating a talent show, motivational speakers and poetry reading. In terms of Enterprise and Regeneration they proposed a garden allotment space in Scott Park where generations could come together to grow produce for local foodbanks and also showcase new technologies such as solar powered lighting. They also asked for free water fountains to be made available in Galashiels. The theme of Equality and Discrimination was discussed and they advised that while homophobia and the use of language was an issue with younger pupils - mainly out-with school - teachers did challenge insulting language at every opportunity. With regard to Health and Wellbeing the Pupil Council felt that there was not enough mental health support in Galashiels, there was a need for a clinic space, perhaps within a supermarket. They also suggested a digital screen be located in the town which could advertise local events. In terms of participation, the school had introduced additional assemblies and were working on a suggestion box so that every pupil within the school could have an input and influence change.
- 2.5 Following discussion, Councillor Jardine asked the Pupil Council to contact him out with the meeting to take forward, with Live Borders, suggestions for the YoYP. It was also suggested that the school should be given a copy of the Galashiels Masterplan for the library. It was noted that Galashiels Academy was holding events in June and September, which would include discussion on the Masterplan; Members were invited to attend and participate. In response to a question about how threatened young people felt about drugs and under-age drinking, the pupils acknowledged this did happen and perhaps the lack of spaces for young people to go in the evening contributed to this. Members asked the young people to contact them if they had any suggestions or concerns they wished raised. To encourage dialogue, it was asked that Members could hold surgeries within schools. Young people attending and participating in Area

Partnership meetings and local community council meetings, perhaps even becoming community councillors was also encouraged. In response to some of the suggestions raised, Ms Manson advised that in respect of the Games Hall, they were progressing a solution. Study and break-out areas would be considered over the summer and there would also be an evaluation of libraries. To celebrate YoYP, there would be a music festival in the autumn at Springwood Park, Kelso. In respect of mental health, additional funding had been allocated to address gaps in provision. The Chair thanked Galashiels Academy Pupil Council for their attendance and useful feedback.

- 2.6 Ms Manson then advised that the Council had been in discussion with religious representatives across the Scottish Borders regarding YoYP and introduced Graham Donald, Member of the Church of Scotland Education Committee, and Ian Topping, Education - Executive Committee, Religious Representative, who spoke about the work churches were doing for YoYP. Mr Donald advised that in cities and towns there had been an increase in young people participating in church led events, but this was not the case in the Scottish Borders. To encourage young people to participate, Melrose and Galashiels Presbytery was organising six events including a Chaplaincy Conference and a Question Time event. He also advised that every secondary school would be provided with the God Question DVD to facilitate classroom discussion. The church would also be welcoming four young people from Malawi and two from Lebanon who would be attending local schools and the Borders College. Mr Topping then advised that the Director was supporting in principle the churches' direct engagement with young people to develop an understanding and celebrate intergenerational work. To facilitate, there would be a series of events, the first of which, on 17 May, at Tweed Horizons would focus on the work of the school chaplaincy in terms of spiritual development. The church would also be discussing what types of events young people would prefer and based on feedback would host a special event in September to celebrate the YoYP. In response to questions, Mr Topping advised that the event would include all denominations. He explained that as the majority of school chaplains were Church of Scotland, other faiths had been invited from the school and wider community. Alex Morgan, Pupil Representative, suggested that a Question Time event should include a mix of young people and representatives from all faiths. Ms Manson confirmed that schools could benefit from intergenerational support from a range of denominations. She advised that as well as the Church, the Council was working with a range of organisations such as Live Borders and Youth Borders. The message today was that young people had been given the lead in YoYP, they were being heard, and what they were saying would be acted upon and their achievements would be celebrated.
- 2.7 Councillor Hamilton, on behalf of the Committee, thanked the Pupil Representative, Galashiels Academy Pupil Council and the Year of Young People Ambassadors for their valuable contribution and the Committee showed their appreciation with a round of applause.

**DECISION  
AGREED:**

- (a) The Year of the Young People Partnership Plan;**
- (b) That an update on progress would be brought back to the Executive Committee in September 2018; and**
- (c) To circulate a list of YoYP events to Members.**

**OTHER BUSINESS**

**MEMBERS**

Councillors Miers and McAteer left the meeting during consideration of the above item; Councillor Turnbull joined the meeting.

## **CHAIRMAN**

Councillor Haslam took the Chair for the remaining business.

### **3. SCOTTISH BORDERS COUNCIL LIBRARIES MANAGEMENT RULES REPORT**

With reference to paragraph 4 of the Minute of 13 March 2018, there had been circulated copies of a report updating on the proposed Management Rules for Public Libraries in the Scottish Borders. The report concerned the making of new Management Rules for Public Libraries under the Civic Government (Scotland) Act 1982. This was in preparation for the expiry of the 10-year lifespan of the current Management Rules at midnight on 14 May 2018. The Executive Committee had authorised a public consultation on the proposed Rules, which commenced on 22 March 2018 and ended on 22 April 2018. Any substantive comments received during the consultation were to be reported back to the Executive Committee. The response to the consultation indicated significant support for the proposed Rules, with the majority of respondents supporting the proposals detailed. There had, however, also been substantive comments on the Rules. After review, minor amendments had been made to the proposed Rules, which were detailed in Appendix 2 to the report. The Chief Legal Officer was in attendance and highlighted that the main changes to the Rules reflected new technology, the change in culture that no longer required libraries to be places of silence, and that Live Borders now managed libraries on behalf of the Council. In response to questions, she explained that training on Management Rules would be undertaken by Live Borders staff. The rules were also intended to be flexible depending on the service provided. With regard to the availability of free wi-fi in libraries, she would enquire and advise Members accordingly.

## **DECISION**

### **AGREED:**

- (a) To authorise the Service Director Regulatory Services, in consultation with the Chief Legal Officer, to make the Rules;**
- (b) To appoint the Live Borders Libraries Staff as officers of Scottish Borders Council as regards the enforcement of the Management Rules; and**
- (c) That the Chief Legal Officer would check on the availability of free wi-fi in libraries and send a list out to all Members.**

### **4. MINUTE**

There had been circulated copies of the Minute of the meeting of Executive Committee held on 17 April 2018.

## **DECISION**

**APPROVED for signature by the Chairman.**

### **5. PRIVATE BUSINESS**

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

## **SUMMARY OF PRIVATE BUSINESS**

### **6. MINUTE**

The private section of the Minute of 17 April 2018 was approved.

*The meeting concluded at 11.45 am*



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## **UNION CHAIN BRIDGE HERITAGE LOTTERY FUNDING UPDATE**

**Report by Service Director of Asset & Infrastructure**

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### **EXECUTIVE COMMITTEE**

**5 June 2018**

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

- 1.1 This report provides an update on the progress of the Stage 1 Heritage Lottery Fund application and the way forward for the Stage 2 application.**
- 1.2 Union Chain bridge has substantial historical significance as it was the longest suspension bridge in the world when opened in 1820, and is currently the oldest operational suspension bridge in the world still carrying vehicles. It is a Grade 1 structure in England and a Category A listed building in Scotland the highest designations.
- 1.3 Northumberland County Council, Woodhorn Charitable Trust and Scottish Borders Council submitted a stage 1 Heritage Lottery Fund application in December 2017.
- 1.4 The Stage 1 application was successful and Heritage Lottery Fund will contribute 49% of the £729,934 project development costs to deliver a Stage 2 application by March 2019.
- 1.5 There are a significant number of design and heritage development activities to be undertaken by March 2019 and Heritage Lottery Fund will undertake a mid-point audit of progress and direction in December 2018.
- 1.6 The project is still reliant on a significant number of external funding commitments. A project fundraiser will be commissioned during this stage to secure the current anticipated funding. The fundraiser will also support the Friends group to help them achieve their commitment to the project.

#### **2 RECOMMENDATIONS**

- 2.1 I recommend that the Executive Committee:-**
  - (a) Notes the information within this report.**
  - (b) Agrees the way forward to assist Northumberland County Council with the successful delivery of the Stage 2 application to the Heritage Lottery Fund.**

### **3 BACKGROUND**

- 3.1 Union Chain bridge has substantial historical significance as it was the longest suspension bridge in the world when opened in 1820, and is currently the oldest operational suspension bridge in the world still carrying vehicles. It is a Grade 1 structure in England and a Category A listed building in Scotland; the highest designations.
- 3.2 The bridge has become structurally unsafe, for the purposes of carrying vehicular traffic, and may only be accessed by one light vehicle at a time. Scottish Borders Council and Northumberland County Council are jointly working up a project to refurbish the bridge and mark its 200th anniversary in 2020.
- 3.3 The current funding of the bridge maintenance is based on a 50/50 contribution between both Authorities, based on a maintenance agreement that dates back to a report of October 1996.
- 3.4 The draft Roads Asset Management Plan indicates that the condition of the bridge and structures are continuing to deteriorate. Without significant investment within the next few years these assets will be more expensive to repair in future and it may result in the managed decline of the bridge. Over time the risks are:
  - Future repairs will be more expensive;
  - There is risk of increase claims being made against the Council;
  - The safe condition of these assets will be an issue;
  - Loss of an infrastructure connection between communities; and
  - There will be a functional loss of a historical vehicle bearing bridge with an attendant negative impact on the reputation of both Councils.
- 3.5 The opportunity was identified in 2014 by Northumberland County Council to look at external funding opportunities to fully refurbish the bridge, targeting funding that promoted culture and heritage.
- 3.6 Both Authorities originally committed £550k towards the conservation of the bridge to act as leverage for external funding.
- 3.7 Through the development of a Heritage Lottery Funding Bid since 2016 there has been significant investigation undertaken to increase the level of information regarding the actual condition of the bridge and the reality of the actual work required to secure its future use. Together with the requirement to deliver heritage and educational activities to promote the bridge and gain Heritage Lottery Fund support, the projected costs increased from an estimated £5M in 2014 to £7.4M in December 2017.
- 3.8 The Executive Committee confirmed the increase of the Council's contribution to £1M on 15 August 2017 to match Northumberland County Council contribution to a Heritage Lottery Fund application targeted at December 2017.

### **4 APPLICATION PROGRESS UPDATE**

- 4.1 The team that was created in August 2017 to produce a stage 1 Heritage Lottery Fund bid were able to submit the application for closing date of 7<sup>th</sup> December 2018.



- 4.2 During the Heritage Lottery Fund application review period (December 2017 to April 2018) the project team continued to undertake engineering assessment activity and design to continue to meet the delivery programme submitted in the application.
- 4.3 Heritage Lottery Fund confirmed the approval of the project's Stage 1 Application on 5 April 2018. This confirmation released £360k of Heritage Lottery Funding to match the Authorities funding to deliver the Stage 2 application (£729,934 in total). The Approval permits:
- To complete all development activities as set out in the Round 1 application form, including design development of the Union Chain Bridge restoration together with the activity plan, management and maintenance plan and all other documents required for a Round 2 submission.
- 4.5 Heritage Lottery Fund stressed the following points in their confirmation letter:
1. A first-round pass means that we believe that your project has potential to deliver high-quality outcomes and value for Lottery money.
  2. A first-round pass does not guarantee that you will receive a grant.
  3. Your second-round application will still be in competition for funding.
  4. You must complete the development activities and documents by 30 June 2019.
- 4.6 The project team pushed to commence the next stage of the process, but unfortunately the earliest meeting that was arranged with Heritage Lottery Fund to agree the 'permission to start' submission documents was 30 April 18. The permission to start documents were submitted on 9 May 2018 and the formal 'permission to start' was granted on 18 May 2018.

## **5 DELIVERING A STAGE 2 APPLICATION**

- 5.1 The development of the Stage 2 application will require the development of:
1. The procurement of Conservation Architect, Ecological Clerk of Works, Contracting Consultant, specialist design consultants, Project Manager, Fundraiser, Interpretation Planner.
  2. The detailed design of the bridge refurbishment;
  3. All construction consents;
  4. Procurement of the Main Works Contractor;
  5. Activity Plan, Interpretation Plan, Business Plan, STEM/STEAM framework and research framework.
  6. Pilot activities;
  7. Volunteering activities;
  8. Producing the stage 2 application.
- (the Stage 2 delivery programme is contained in Annex 1)**
- 5.2 The target date for submitting the Stage 2 application is 28<sup>th</sup> March 2019, but this date will be confirmed later in the year by Heritage Lottery Fund.
- 5.3 The delay to the 'permission to start' process has reduced the Stage 2 deliver programme by nearly two months, which again makes it challenging, but the team still believe that it is achievable.

## 6 IMPLICATIONS

### 6.1 Financial

- (a) Scottish Borders Council has currently committed £1M to the project to match funding commitment from Northumberland County Council.
- (b) The project has to be funded by multiple parties to achieve the £7.4M project deliver. The Partners and the funding strategy is detailed in Table 1 below:

**Table 1 – Funding Strategy**

Party	Financial year	
	Total	Comments
SBC (ineligible)	£353,515	Funding that cannot be used as leverage against HLF funding
SBC (eligible)	£646,485	
NCC (ineligible)	£353,515	Funding that cannot be used as leverage against HLF funding
NCC (eligible)	£646,485	
HLF grant	£3,500,000	
Historic Environment Scotland	£500,000	In-principle suggested contribution based on an HLF funded project. Application process to commence as part of Stage 2
Historic England	£250,000	In-principle suggested contribution based on an HLF funded project. Application process to commence as part of Stage 2
Friends of UCB	£250,000	Target expectation committed to by the Friends. Training and support will be offered by the Project Fundraiser.
SUSTRANS	£100,000	In-principle suggested contribution based on an HLF funded project. Application process to commence as part of Stage 2
Berwick Preservation Trust	£5,000	In-principle suggested contribution based on an HLF funded project. Application process to commence as part of Stage 2
Volunteer Time	£179,025	An hourly rate is allocated to volunteer time and can be used as match funding for the project.
Private Donations	£624,391	A Fundraiser target, underwritten by NCC
<b>TOTAL</b>	<b>7,408,416</b>	

(c) The capital profile is provided in Table 2.

**Table 2 – Revised Capital Profile**

	Capital Financial Plan					
Heading	Expenditure to 31/03/18	18/19	19/20	20/21	21/22	Total
Union Chain Bridge	£233,000	£114,000	£653,000			£1,000,000

## 6.2 Risk and Mitigations

- (a) Heritage Lottery Fund are changing the way that the Stage 2 applications are assessed due to the reducing funding that they have and the increased competition of projects. Stage 2 applications will now be assessed against new Stage 1 Submissions to identify the best value projects to invest in. This is an added level of competition at Stage 2. The risk of failure will be mitigated as far as possible by keeping the Heritage Lottery Fund project monitor involved in the project development and the Heritage Lottery Fund will undertake and interim audit of the project in December 2018 to critique the development of the Stage 2 application.
- (b) The project is reliant on a significant number of external funding bodies to commit to the project. We have received a number of commitments in principle from funders, but their remains a £624k gap. It is important that the project Fundraiser secures the current level of expected funding and fills the £624k gap as soon as possible. The risk has been mitigated by the commitment from Northumberland County Council to underwrite any shortfall.
- (c) If the Heritage Lottery Fund application was unsuccessful and the authorities would be left with a declining asset, what could be delivered for the remaining money available (circa £1.8M)?
- Stripping out the heritage obligations of Heritage lottery Fund and Historic England, it would still be a £5M project to repair the bridge to secure the long term future of the structure.
  - However, as the bridge is listed there will still be heritage requirements set by Historic England and Historic Environment Scotland with any repair.
- (d) If the Heritage Lottery Fund application was unsuccessful future bids could still be submitted. However with the continued deterioration of the bridge and the risk of construction inflation the cost of a future project would increase, requiring an increased contribution from both Authorities.

## 6.3 Equalities

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

## 6.4 Acting Sustainably

If the future of the Union Chain Bridge is not secured there is a likelihood of a situation of managed decline and the reduction in its service to the

local communities. This would have a localised negative effect on the economy of the communities and environmental impacts from increased journey distances.

#### 6.5 **Carbon Management**

If the future of the Union Chain Bridge is not secured there is a likelihood of a situation of managed decline and the reduction in its service to the local communities. This would result in an increase in carbon due to significantly extended vehicle journey between the local communities and environmental impacts from increased journey distances.

#### 6.6 **Rural Proofing**

Not applicable.

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

Not applicable.

### **7 CONSULTATION**

- 7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Chief Officer HR and the Clerk to the Council have been consulted and any comments received have been incorporated into the final report.
- 7.2 Corporate Communications have also been consulted and any comments received have been incorporated into the final report.

#### **Approved by**

**Martin Joyce**

**Service Director Assets & Infrastructure**

**Signature .....**

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

Ewan Doyle	Project management Team Leader – 01835 825124
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#### **Background Papers:**

**Previous Minute Reference: Executive Committee 7 March 2017, 15 August 2017**

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

Contact us at Jacqueline Whitelaw, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 01835 825431, Fax 01835 825071, email [eitranslationrequest@scotborders.gov.uk](mailto:eitranslationrequest@scotborders.gov.uk).

**ANNEX 1 – Stage 2 HLF Application Programme**

UNION CHAIN BRIDGE

Conservation 2020 Stage I HLF Bid Development Programme

Table with columns for Unique/Task Name, ID, Duration, Start, Finish, and a grid of months from Qtr 3 2018 to Qtr 2 2021. The table lists tasks under three main categories: HLF KEY DATES, DEVELOPMENT PHASE WORKS, and PROCUREMENT (BY NCC). Each task includes a duration, start/finish dates, and a Gantt chart showing the task's progress over time.

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## COMMUNITY GRANT SCHEME – GENERIC BUDGET 2018/19

Report by Service Director of Customer & Communities

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### EXECUTIVE COMMITTEE

**5<sup>th</sup> June 2018**

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

- 1.1 **This report recommends three applications for funding from the Community Grant Scheme (CGS) generic budget.**
- 1.2 The Learning Space SCIO is a Scottish Charitable Incorporated Organisation based in Gavinton but which offers its services Borders-wide. The request is for a contribution towards phased refurbishment of The Old Bakehouse in Gavinton to provide additional recreational space to support more children/young people with complex learning needs. It is requesting a grant of £5,000 towards an overall £5,505 project.
- 1.3 First Light Trust is a Company Limited by Guarantee based in England but which is also a Scottish Registered Charity and extending its activities into Scotland. The request is to contribute towards the creation of a cafe/shop and workshop facility at 1 & 3 High Street, Hawick to provide a drop-in/meeting place for ex-army veterans and local community to aid better integration. It is requesting a grant of £5,000 towards an overall £5,350 project.
- 1.4 Scottish Borders Community Development Company (The Bridge) is the Council for Voluntary Service for the areas covering Central Borders, Roxburgh and Tweeddale. It provides low cost community transport services badged locally as Gala Wheels, Teviot Wheels and Tweed Wheels. The request is for a contribution towards the purchase of an additional 11 seater passenger vehicle for Gala Wheels to meet the growing demands of the service. It is requesting a grant of £5,000 towards the overall £36,343 project cost.

#### **2 RECOMMENDATIONS**

- 2.1 **I recommend that the Executive Committee approves:-**
  - (a) **a grant of £5,000 to The Learning Space SCIO.**
  - (b) **a grant of £5,000 to The Bridge**
- 2.2 **I recommend that the Executive Committee approves the following subject to being satisfied with the additional information being provided at 4.2 (e):**
  - (a) **A grant of £5,000 to Firstlight Trust**

### 3 BACKGROUND

- 3.1 The CGS can provide either projects grants for new or developing work or support grants for groups facing temporary financial difficulty. Full details of the scheme can be found on our website at [https://www.scotborders.gov.uk/info/20076/community\\_grants\\_and\\_funding/261/community\\_grant\\_scheme](https://www.scotborders.gov.uk/info/20076/community_grants_and_funding/261/community_grant_scheme)
- 3.2 The CGS generic budget can provide grants to groups who are constituted as working Borders-wide. It can also provide grants to groups who are non-Borders based but who deliver projects which provide direct benefits to identified groups in the Borders.

### 4 APPLICATIONS FOR APPROVAL

4.1 <b>APPLICANT:</b>	<b>The Learning Space SCIO</b>
<b>PROJECT:</b>	<b>Refurb of Old Bakehouse, Gavinton</b>
<b>REF NO:</b>	<b>101001442525</b>
<b>TOTAL PROJECT COST:</b>	<b>£5,505</b>
<b>GRANT REQUEST:</b>	<b>£5,000</b>
<b>GRANT RECOMMENDATION:</b>	<b>£5,000</b>

- (a) The Learning Space SCIO is a Scottish Charitable Incorporated Organisation. Its purpose is to help the advancement of education for children and young people with barriers to learning. It develops bespoke educational activities and experiences to enable children and young people to develop, move forward and succeed in learning. Those it assists have complex learning needs such as autism, ADHD and dyslexia.
- (b) This grant request is to contribute towards the upgrade of electrical wiring, improved lighting and better toilet accessibility at the 'Old Bakehouse', Gavinton.
- (c) The 'Old Bakehouse' is next door to the group's current premises and it has obtained a 5 year lease over the building, with the option of further 5 year extensions, to enable it to widen its range of activities and support more children and families. The building has been undergoing phased improvements with the assistance of grant funding and in-kind volunteer time and materials. This phase will upgrade the electrics, install new power sockets, modernise the existing toilet facility (including disabled), improve current lighting and install colour changing lighting to assist those with sensory impairments. Doors will also be widened to assist those with mobility issues. The organisation currently assists 20 children and their families in the Berwickshire and Cheviot areas and has a waiting list. Additional activity space will allow it to accommodate more children/young people with learning needs. The building will also be available for wider community use to generate further income to aid future sustainability. The organisation has obtained wide community support for this project with many volunteers coming forward to donate time and materials. SBC Planning has confirmed no Consent is required for the internal works being undertaken.



- (d) Funding from Blackridge Community Fund, Borders Children's Charity, local Co-operative Fund and BAVS Assist have funded other improvements to the building. The electrical contractor has offered a reduced fee for his services and the organisation is contributing £505 towards the cost of the project.
- (e) It is recommended to award £5,000.

4.2 **APPLICANT:** **Firstlight Trust**  
**PROJECT:** **Creation of Scottish Hub, to be based in Hawick**  
**REF NO:** **101001533584**  
**TOTAL PROJECT COST:** **£6,326**  
**GRANT REQUEST:** **£5,000**  
**GRANT RECOMMENDATION:** **£5,000**

- (a) First Light Trust is a Company Limited by Guarantee based in England but which is also a Scottish Registered Charity. It undertakes activities to relieve, promote and protect the health of army veterans, rehabilitating them through advice and recreational activities to improve their condition of life. The Trust has been developing links with local organisations and other veteran support services in the Borders area to complement support already offered. It is also liaising with local businesses to establish suitable work placements as part of rehabilitation into gainful employment.
- (b) This grant request is to purchase commercial kitchen equipment as a Phase 2 development to enable the opening of the café. The café will act as a drop-in/social facility for ex-army veterans to better integrate them within their local community. Phase 1 to undertake internal refurbishment works is already underway.
- (c) The café in Hawick will form part of the first Scottish 'hub' for ex-army veterans, incorporating a charity shop to sell upcycled/second-hand items and army surplus plus workshop premises where educational, skills and recreational activities will be undertaken. Successful hubs are already operating in Scarborough, Redcar, Gosport, Lancaster and Hartlepool. The hub will be open to the Borders wide community as well as ex-army veterans. The café will be managed by 2 trained members of staff who will be able to identify those requiring counselling, housing, benefit assistance and direct to the correct source of support. Both the café and charity shop will be assisted by volunteers to act as a stepping stone to employment developing retail skills in Barista, hospitality etc. The café and charity shop will bring in income to sustain the running of the hub. Workshops will offer educational activities such as numeracy and literacy, computer skills and recreational activities such as gardening, cake baking for the café, mechanics etc. These activities will also be open to the wider community. Kitting out of the charity shop and workshop will be undertaken when further funding has been sourced. Full Planning Permission has been obtained Ref: 17/01489/FUL.
- (d) The Trust has already accrued external funding for the Phase 1

refurbishment from The Westminster Foundation and The Veterans Foundation and is applying for £5,000 from Community Grant Scheme to fund Phase 2. The shortfall of £1,326 will be met from its own funds.

- (e) Whilst the application from FirstLight Trust meets the criteria of the Community Grant Scheme, in considering approval of this application elected members may wish to consider the following
- that the Localities Bid Fund will shortly be awarding £6,500 to Hawick Men's Sheds to provide kitchen facilities within their premises at Lothian Street in Hawick.
  - The Community Grant Scheme also awarded £5,000 to Hawick Community Café in 2014 to provide a community hub and café incorporating a charity shop in Hawick High Street.
  - It is not clear at this stage how this hub model will fit into the existing Borders Veterans strategies and if they support the proposal of a Scottish hub based in Hawick.

<b>4.3 APPLICANT:</b>	<b>The Bridge</b>
<b>PROJECT:</b>	<b>Accessible Community Transport</b>
<b>REF NO:</b>	<b>101001459443</b>
<b>TOTAL PROJECT COST:</b>	<b>£36,343</b>
<b>GRANT REQUEST:</b>	<b>£5,000</b>
<b>GRANT RECOMMENDATION:</b>	<b>£5,000</b>

- (a) The Bridge is a Borders based charitable company limited by guarantee. It is the Council for Voluntary Service for the Central Borders, Roxburgh and Tweeddale areas. It is also the lead contact for the Third Sector Interface (TSI). It supports the development of third sector organisations, builds community capacity and represents the interests of the third sector at community planning partnership level. It provides direct services to meet identified local needs such as 2 thrift shops and a low cost fully accessible community transport service.
- (b) This grant request is to contribute towards the cost of an additional 11 seater passenger transport vehicle to be based at Gala Wheels.
- (c) Gala Wheels provides a low cost transport service for older, frail or disabled people in the Central Borders area. It provides them with access to hospital, health and social care appointments. It also reduces their social isolation by enabling them to take part in activities which allows them to interact with others such as lunch clubs, shopping trips, fitness clubs etc. The service also provides transport for other charitable organisations such as Chest, Heart & Stroke, MS Society, Momentum, Ataxia UK and Artbeat. Gala Wheels now has a waiting list of people wishing to use the service. Between January 2016-May 2017 it undertook 5693 trips, averaging 10 per day and is unable to meet the growing demands of the service with its current two 7 seater vehicles. The new vehicle will be multi-functional in that seating can be added or removed to accommodate wheelchairs as necessary. It is estimated the new vehicle will enable a further 520 people to be accommodated. The

organisation has already been awarded £7,500 from Robertson Trust, £10,000 from Hayward Sanderson Trust and £10,000 from Awards for All. The organisation is contributing £3,843 of its own funds and the request from CGS will make up the shortfall in the funding package.

- (d) It is recommended to award £5,000.

## **5 BUDGET INFORMATION**

Base Budget :	£10,000
c/f from 2017/18:	<u>£ 11,176</u>
Total Budget:	£22,176

No awards have been made in 2018/19.

## **6 IMPLICATIONS**

### **6.1 Financial**

There is sufficient funding in the CGS generic budget to cover the recommendations contained in this report. Approval of these grants will leave a balance of £7,176 for 2018/19.

### **6.2 Risks and Mitigations**

There are believed to be no apparent risks to the Council associated with the recommendations in this report.

SBC provides annual contribution of £26,160 towards the normal running costs of Gala, Teviot & Tweed Wheels and a further £18,300 specifically for transport of Social Work referrals and volunteer car use. All other running costs are met from income generated by bookings and it is anticipated that income from increasing demand to use the service will meet the running costs of an additional vehicle.

### **6.3 Equalities**

- (a) All applications are assessed in terms of how organisations address equalities. All organisations have their own Equality Opportunities Policies and it is believed that there is no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report.
- (b) All applications address the needs of disadvantaged groups of people in the local community.

### **6.4 Acting Sustainably**

- (a) There is believed to be a positive environmental and social impact to the request from The Learning Space SCIO. The grant will assist with sympathetic refurbishment of an old bakehouse to utilise a derelict building into a multi-functional community resource to benefit all. It will improve the built environment and provide assistance for families of children with learning difficulties allowing them to come together to forge friendships and mutual understanding.
- (b) There is believed to be a positive economic and social impact to the request from Firstlight Trust. The grant will assist with the creation of a facility for ex-Army personnel and the local community to provide better community integration and forge new friendships.

Further phased improvements to form a shop and workshop space will provide educational and recreational activities to benefit all and fully utilise an empty shop premises on Hawick High Street.

- (c) There is believed to be a positive social and economic impact to the request from The Bridge. Gala Wheels offers a low cost community transport service which addresses disadvantage in rural communities. It assists in reducing social isolation across roughly 75% of the Borders area to those on low incomes or who have mobility issues and are unable to access public transport.

#### 6.5 Carbon Management

- (a) There are believed to be no carbon management issues with either of the requests from The Learning Space SCIO and Firstlight Trust.
- (b) Although the subject of the request from The Bridge is to purchase an additional vehicle, the vehicle will be a new Peugeot Boxer ELWB 440 L4H2 which is economical and meets Euro 6 emissions regulations. Purchase of a large 11 seater vehicle may also reduce the need for multiple journeys by smaller vehicles.

#### 6.6 Rural Proofing

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

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

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.

### 7 CONSULTATION

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

#### Approved by

**Jenni Craig**

**Service Director of Customer & Communities**

**Signature .....**

#### Author(s)

Name	Designation and Contact Number
Claire Penny	Funding Officer 01835 824000 Ext 5644

**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. Claire Penny can also give information on other language translations as well as providing additional copies.

Contact us at Scottish Borders council, Council Headquarters, Newtown St Boswells TD6 0SA. Tel: 01835-824000 Ext. 5644, Email: [communitygrants@scotborders.gov.uk](mailto:communitygrants@scotborders.gov.uk)



## EXECUTIVE COMMITTEE

5 JUNE 2018

### AUDIT AND SCRUTINY COMMITTEE MINUTE EXTRACT 19 APRIL 2018 – HOME SCHOOLING UPDATE

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#### 4. HOME SCHOOLING UPDATE

- 4.1 Ms Donna Manson - Service Director Children and Young People and Ms Michelle Strong - Chief Officer Education, were in attendance to give an update on legislative and guidance changes to home schooling within the Scottish Borders. The Chairman, referring to the Private Minute of 16 February 2017, gave the context to the request. Ms Manson began by explaining the current legislation, which had been circulated with the Agenda, remained in force. Home schooling was a priority area for the Council and included in the discussions on the mental and emotional health of young people. National tracking of mental and emotional health was being introduced but Scottish Borders was already taking action in this area and had carried out pupil and staff surveys.
- 4.2 Ms Manson went on to advise that within the Scottish Borders, there were 50 families who home schooled their children (20 primary and 30 secondary) of which eight were being flexi-schooled (seven primary and one secondary). 34% of those children lived out with a town or village, with the number of home educated pupils remaining stable over the last four years. Approximately 30 requests for home schooling were received each year, of those six to eight withdrew their request following engagement with the family. Ms Manson then referred to the limited action available in terms of legislation. She highlighted that the Council did not have the right or duty to visit the home, see the child, check parents' qualifications, ensure the curriculum was adequate, see samples of work, monitor home education or make an annual enquiry. The same legislation only required parents to respond to informal enquiries by the Council. There was no parental duty to equip premises, cover the school curriculum, work to age specific attainment standards, provide lessons or peer group socialisation.
- 4.3 Ms Strong continued that there were clear challenges and discussed the ways in which the Council's approach was continually improving - reaching out to families whilst respecting their decision to home school. The Council were raising awareness of emotional wellbeing, helping young people gain confidence; developing coping strategies and ensuring schools provided a nurturing, learning environment. Part of this included increased engagement with a range of partners to join up all approaches around the child. Another factor was improving public perception by promoting successes and measuring the impact of actions to ensure schools were the best they could be. In terms of progress, in 2017/2018 the Council had increased flexi-schooling, offered support, when appropriate for accessing qualifications/college, IT, activities and the Education Maintenance Allowance. Ms Strong went on to explain that the majority of home schooling requests were linked to children with anxiety and she highlighted initiatives to raise awareness of the child's emotional and social needs, including, training, investment in a helpline, online support and working with Stable Life. Policies would continue to develop in 2018/2019 with partnership working focused on mental and emotional health improvements, innovation, participation and vulnerable families'

early intervention. Ms Manson then referred to continuing risks and referred to the work of the Emergency Planning Officer to raise awareness of radicalisation. Partnership working with health professionals was also ongoing to engage with families regarding the immunisation programme. To conclude the presentation, Ms Strong advised that any requests for Home Schooling, where there was a child protection concern, would be refused.

4.4 Discussion followed and Members raised a number of questions. In response, officers advised that the secondary school equivalent of the Leader Valley School, would be the new Jedburgh School, there would also be enhanced level of provision provided in other schools. Clarification around the Section 37 Order was also provided and it was suggested that a range of scripts be available to assist Members with enquiries. With regard to Pupil Equity Funding (PEF) it was explained that this was based on free school meal entitlement and therefore home schooled children were not eligible. However, this would be included as feedback in a reply to a survey on PEF. Regarding a question by the Learning Disability Champion on the number of home schooled children with additional needs, Ms Manson would advise out with the meeting.

4.5 It was noted that Ms Manson would meet with the Executive Member for Children and Young People, the Learning Disability Champion and the Children and Young People Champion to discuss future engagement with partner organisations. The Committee agreed that home schooling should be monitored annually providing a summary of the number of requests, how many pupils remained in school, how many were flexi-schooled and the split between primary and secondary schools, and, that in future, this monitoring role be referred to Executive Committee. It was further agreed that a briefing on home schooling should be provided for all Members. The Chairman thanked Ms Manson and Ms Strong for their attendance and detailed presentation.

#### **DECISION**

- # (a) **AGREED to RECOMMEND that Executive (Education) Committee review home schooling on an annual basis.**
- (b) **AGREED that all Members receive a briefing on home schooling**

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