
**Please find attached the Public Minutes in respect of
Item 6 on the agenda for the above meeting**

6.	Committee Minutes (Pages 3 - 68)	5 mins
	Consider Minutes of the following Committees:-	
	(a) Hawick Common Good Fund 21 August 2018	
	(b) Police, Fire & Rescue & Safer Communities Board 31 August 2018	
	(c) Pension Fund Committee 13 September 2018	
	(d) Pension Fund Board 13 September 2018	
	(e) Local Review Body 17 September 2018	
	(f) Major Contracts Governance 18 September 2018	
	(g) Civic Government Licensing 21 September 2018	
	(h) Audit & Scrutiny 24 September 2018	
	(i) Peebles Common Good Fund 25 September 2018	
	(j) Planning and Building Standards 1 October 2018	
	(k) Executive 2 October 2018	
	(Copies attached)	

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(a)	Hawick Common Good Fund	21 August 2018
(b)	Police, Fire & Rescue & Safer Communities Board	31 August 2018
(c)	Pension Fund Committee	13 September 2018
(d)	Pension Fund Board	13 September 2018
(e)	Local Review Body	17 September 2018
(f)	Major Contracts Governance	18 September 2018
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(i)	Peebles Common Good Fund	25 September 2018
(j)	Planning and Building Standards	1 October 2018
(k)	Executive	2 October 2018

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SCOTTISH BORDERS COUNCIL HAWICK COMMON GOOD FUND SUB-COMMITTEE

MINUTES of Meeting of the HAWICK
COMMON GOOD FUND SUB-COMMITTEE
held in Lesser Hall, Town Hall, Hawick on
Tuesday, 21 August 2018 at 4.00 pm

Present:- Councillors: G. Turnbull (Chairman), S. Marshall, W. McAteer, D. Paterson,
C. Ramage, N. Richards, Mr J Little (Hawick) and Mrs A Knight (Burnfoot).

In Attendance:- Managing Solicitor (R Kirk), Pensions and Investment Manager (K Robb),
Estates Manager (N Hastie), Estates Surveyor (A Scott), Team Leader –
Road, Bridges & Open Space (D Scott), Property Officer (F Scott),
Democratic Services Officer (J Turnbull)

1. ORDER OF BUSINESS

The Chairman varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

2. MNUTES

There had been circulated copies of the Minutes of the meeting held on 15 May 2018 and 13 July 2018.

DECISION

AGREED to approve the Minutes of the Meeting held on 15 May 2018 and 13 July 2018.

3. MATTERS ARISING FROM THE MINUTE

With reference to paragraph 4.2 of the Minute of 15 May 2018, it was requested that the Street Lighting Team Leader provide an update on the feasibility of siting Police Scotland's CCTV equipment at the Common Haugh.

DECISION

AGREED to request that Members be advised of the feasibility of siting Police Scotland's mobile CCTV equipment at the Common Haugh.

4. APPLICATIONS FOR FINANCIAL ASSISTANCE

4.1 Hawick Amateur Operatic Society Musical Theatre

There had been circulated copies of an application for financial assistance from Hawick Amateur Operatic Society (HAOS) Musical Theatre Company requesting £3,500.00 towards the cost of hire for rehearsal venues and hire of the Town Hall for the duration of their annual musical show. The Treasurer from HAOS Musical Theatre Company was in attendance and advised that they would not be requesting a grant on an annual basis.

DECISION

AGREED to award a grant of £3,500.00 to Hawick Amateur Operatic Society Musical Theatre Company towards the cost of hire venues for rehearsals and their annual musical show.

4.2 Home Basics (Tweeddale) Co Ltd

There had been circulated copies of an application for financial assistance from Home Basics (Tweeddale) Co Ltd requesting a contribution of £9,300.00 towards a replacement/delivery van which would be based at the Hawick depot and operated by drivers and volunteers living in Hawick. The amount requested was 36% of the total cost of the replacement van which was circa £26,000.00. The Chairman advised that the

Executive Committee, at a meeting earlier that day, had awarded Home Basics a Community Grant of £5,000.00. The Manager of Home Basics was in attendance and confirmed that they had also received £10,000 from the Clothworks Foundation and were also awaiting a decision regarding funding from the Bank of Scotland. In consideration of the funding already awarded, he confirmed that the amount now requested was £4,300.00.

DECISION

AGREED to award a grant of £4,300.00 to Home Basics (Tweeddale) Co Ltd towards a replacement collection/delivery van which would be based at the Hawick depot and operated by drivers and volunteers living in Hawick

DECLARATION OF INTEREST

Councillor McAteer declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the meeting during the discussion.

4.3 Burnfoot Fireworks Display

There had been circulated copies of an application for financial assistance from Burnfoot Fireworks Display requesting £5,000.00 towards the 2018 Fireworks Display. The organiser of the event was in attendance and advised that this year's event would include a funfair and stalls. It was anticipated that 3,000 tickets would be sold and that the event would be self-sufficient in future years. The organiser advised that he had also applied to the Council's Community Grant Scheme for funding. However, as Burnfoot Fireworks Display was not a constituted group he had been unable to proceed with the application. Following discussion, it was agreed to grant £2,000.00 towards the event and that this would be paid to Burnfoot Community Council for audit and control purposes. Burnfoot Fireworks Display would also liaise with Burnfoot Community Council regarding arrangements for the event and resubmission of the application to the Community Grant Scheme.

DECISION

AGREED to award a grant of £2,000.00 to Burnfoot Community Council for Burnfoot Fireworks Display.

4.4 Hawick Community Council

There had been circulated copies of an application for financial assistance from Hawick Community Council. The application requested a contribution of £4,300.00 to fund the cost of transport, by coach, to Bailleul of a group of 50 Hawick people to celebrate the centenary of the end of World War 1.

DECISION

AGREED to award a grant of £4,300.00 to Hawick Community Council as a contribution to fund the cost of transport by coach to Bailleul.

4.5 Heads Together

There had been circulated copies of an application for financial assistance from Heads Together for a grant to assist with the purchasing of their Hawick premises. The Chairman from Heads Together was in attendance and advised that they were awaiting the outcome of funding from a Lottery Grant and Community Grant. The Sub-Committee agreed that as the premises would not be placed on the market until the end of the year, to defer the application until the outcome of the Lottery Bid and Community Grant was known. If there was still a shortfall then Heads Together could resubmit their application for further consideration.

DECISION

AGREED to defer the application from Heads Together until a decision on the Lottery Grant and Community Grant had been made.

4.6 Hawick Archaeological Society

There had been circulated copies of an application for financial assistance from Hawick Archaeological Society (HAS) requesting £1,000.00 to support the publication of Hawick and the Great War. It was noted that HAS had received a Community Grant of £5,000.00. It was agreed to award a grant of £1,000.00 to support the publication of Hawick and the Great War.

DECISION

AGREED to award a grant of £1,000.00 to Hawick Archaeological Society towards the publication of Hawick and the Great War.

4.7 **URGENT ITEM**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman 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.

DECLARATION OF INTEREST

Councillor Marshall and Ramage declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the meeting during the discussion.

4.8 Escape Youth Services

There had been circulated copies of an application for financial assistance from Escape Youth Services requesting £4,000.00 to hold a 'Top Teri Awards 2018' ceremony for local young people. The funding would assist with hall hire and producing and marketing the event.

DECISION

AGREED to award a grant of £4,000.00 to Escape Youth Services to assist with the costs of hosting the 'Top Teri Awards 2018'.

5. **MONITORING REPORT FOR THREE MONTHS TO 30 JUNE 2018**

With reference to paragraph 3 of the Minute of 15 May, there had been circulated a report by the Chief Financial Officer providing details of the income and expenditure for the Hawick Common Good Fund for the three months to 30 June 2018, including a full year projected out-turn for 2018/19 and projected balance sheet values as at 31 March 2019. Appendix 1, to the report, provided the projected income and expenditure position which showed a projected surplus of £23,514 for the year. Appendix 2 provided a projected balance sheet value as at 31 March 2019 and showed a projected decrease in the reserves of £16,077. Appendix 3 provided a breakdown of the property portfolio showing projected rental income for 2018/19 and actual property expenditure to 31 June 2018. Appendix 4 showed the value of the Investment Fund to 30 June 2018, now with Kames Capital PLC. The Pension and Investments Manager advised that as the Sub-Committee had committed £21,600.00 in grant payments, the Grants and Other Donations budget now had an unallocated balance of £2,400.00. However, the overall Grants budget could be increased if required. The Sub-Committee also noted that they received an invitation to attend a seminar by Kames Capital PLC on the investment fund on 28 August.

DECISION

(a) **AGREED the projected income and expenditure for 2018/19 in Appendix 1, to the report, as the revised budget for 2018/19;**

(b) **NOTED:**

(i) **The projected balance sheet value as at 31 March 2019, 2018/19 in Appendix 2 to the report;**

- (ii) **The summary of the property portfolio in Appendix 3 to the report; and**
- (iii) **The current position of the Kames Capital Investment Fund in Appendix 4 to the report.**

6. **PROPERTY UPDATE**

6.1 St Leonard's Cottage and Park

With reference to paragraph 5 of the Private Minute of 13 July 2018, the Property Officer advised had taken over the tenancy of St Leonard's Cottage on the 1 August. It was noted that all Common Good properties were now let.

6.2 Williestruther Loch

With reference to paragraph 4.5 (b) of the Minute of 15 May 2018, the Property Officer advised that additional waste bins had been supplied. However, Hawick Angling Club had refused to empty the bins. The Chairman of Hawick Community Council was in attendance and advised that he would discuss with the Property Officer outwith the meeting.

DECISION

NOTED the report.

7. **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 the Minute on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

SUMMARY OR PRIVATE BUSINESS

8. **HAWICK GOLF CLUB**

The Treasurer from Hawick Golf Club attended the meeting and the Sub-Committee agreed the 2018/19 rental payable.

9. **PRIVATE MINUTES**

Members approved the Private Minute of the Hawick Common Good Fund Sub-Committee held on 15 May 2018 and 13 July 2018.

10. **JAMES WILSON STATUE**

The Property Officer gave options for re-location of the James Wilson Statue and the Sub-Committee agreed to pursue one of the options.

11. **COMMON HAUGH, HAWICK - CAR PARK SURFACE REPAIRS**

There had been circulated a report by the Chief Officer – Roads regarding Common Haugh car park surface repairs.

12. **PLANNED PROPERTY MAINTENANCE PROGRAMME 2019 - 2024**

There had been circulated a report by the Service Director Assets & Infrastructure requesting approval of the five year Planned Property Maintenance Programme.

13. **URGENT ITEMS**

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

14. **ST LEONARDS**
The Estates Manager gave a verbal update to keep Members informed.
15. **VOLUNTEER PARK**
The Estates Manager gave a verbal update and advised a report would be presented to the next meeting.
16. **LEASE AT ST LEONARDS GRAZINGS, HAWICK**
There had been circulated a report by the Service Director Assets & Infrastructure proposing changes to the Lease.
17. **PROPERTY UPDATE**
Officers updated the Sub-Committee on private business relating to Common Good properties.

The meeting concluded at 5.35

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**SCOTTISH BORDERS COUNCIL
POLICE, FIRE & RESCUE AND SAFER COMMUNITIES BOARD**

MINUTES of Meeting of the POLICE, FIRE &
RESCUE AND SAFER COMMUNITIES
BOARD held in Council Chamber, Council
Headquarters, Newtown St Boswells on
Friday, 31st August, 2018 at 9.30 am

Present: Councillors: G Turnbull (Chairman) D Moffat, N Richards, E Robson, H Scott, E Small, Mr M Dickson - NHS Borders, Ms J Mulloy – SBHA, Mrs M Simpson - Voluntary Sector.

In Attendance: Superintendent D Walker, Chief Inspector A McLean, Police Scotland; Group Managers - D Girrity and M Jaffray & LSO S Gourlay, Scottish Fire & Rescue Service; Ms A Beavon – Violence Against Women Coordinator, SBC, Mr D Scott, Senior Policy Advisor SBC, J Turnbull, Democratic Services Officer SBC.

1. WELCOME

The Chairman welcomed Councillor Neil Richards and Superintendent David Walker to their first meeting of the Board. The Chairman thanked Councillor McAteer, the outgoing Chairman, for his valuable contribution to the Board.

2. MINUTE

There had been circulated copies of the Minute of the meeting held on 22 June 2018.

DECISION

APPROVED the Minute.

3. MATTERS ARISING FROM THE MINUTE

3.1 With reference to paragraph 5.13(b) and (c) of the Minute, it was noted that a briefing on the armed response deployment model and an update on CCTV would be presented to a future meeting of the Board.

3.2 With reference to paragraph 5.12 of the Minute, it was noted that the Borders General Hospital (BGH) would continue to provide statistics on persons presenting at A&E as a result of a violent incident. With reference to paragraph 8 of the Minute, Group Manager Jaffray advised that the collaboration with the BGH on the Falls Strategic Group had been successful and would continue.

DECISION

NOTED:

(a) That a briefing on the armed response deployment model be presented to a future meeting of the Board; and

(b) That an update on CCTV be presented to a future meeting of the Board.

4. PROGRESS REPORTS/UPDATES ON SERVICE MATTERS - POLICE SCOTLAND

4.1 Superintendent Walker, representing Chief Superintendent Clark, advised that Iain Livingstone had been appointed as the next Chief Constable of Police Scotland. Mr Livingstone was well respected within the police service and officers were delighted at his appointment. Superintendent Walker then gave a brief overview of service matters

explaining that road safety continued to be a challenge in the Scottish Borders, particularly with regard to motorcyclists. He then discussed the work of the Community Action Team (CAT) successfully tackling rural crime. He concluded by advising that Mental health issues continued to be a challenge with 80% of incidents requiring police attendance, not being crime related. Police Scotland continued to work with the NHS, Scottish Ambulance Service and local councils to try to improve mental health provision in rural areas.

- 4.2 Chief Inspector McLean then presented Police Scotland's Scrutiny Report for the period 1 April 2018 to 30 June 2018, copies of which had been circulated with the Agenda.
- 4.3 Domestic Abuse – During the period there had been a reduction in domestic abuse incidents which positively reflected the work being carried out by police and partner agencies. The introduction of TecSOS technology had also contributed to this reduction.
- 4.4 Road safety – The report showed that during the period there had been two motorcyclist fatalities, both motorcyclists were from outwith the area. The report advised that motorcyclists were encouraged to attend the Drivewise Borders programme which had been introduced to enhance safer driving practices for motorcyclists. Police Scotland also supported the National Motorcycle Safety Plan engaging with local and visiting motorcyclists to provide advice and guidance on their driving behaviour. Chief Inspector McLean advised that although there had been a decrease in under 25s and over 65s involved in collisions, education and enforcement needed to be expanded. Chief Inspector McLean referred to the deployment of 'Pop up Bob' which was still being well received and it was intended to introduce further life size images of police officers in the future. In response to a question, he advised that he would request monitoring the speed of farm vehicles at Westruther
- 4.5 Violent Crime – There had been a 14% reduction in violent crime which reflected the work being carried out by police and partners in the Scottish Borders. Chief Inspector McLean referred to the importance of the Best Bar None scheme, Challenge 25 and weekend high visibility patrols in certain areas. However, these initiatives could not influence excessive alcohol consumption in the home
- 4.6 Antisocial Behaviour – Incidents were down by 5.1%. Chief Inspector McLean explained that this figure also included social media incidents. There were regular meetings with the Antisocial Behaviour Core Group and work with landlords to influence behaviour. There had been an increase of 33.3% (2 additional) racially aggravated incidents, both of which had been at the lower end of the scale. Chief Inspector McLean praised the work of the Street Pastors which freed up police time to allow for the continuation of their high visible patrols.
- 4.7 Drugs and Alcohol Misuse – There were no specific figures to report. However, Chief Inspector McLean referred to the partnership working with the Licensing Board, licensees and event organisers to ensure Challenge 25 and Don't Buy, Don't Supply were being adhered to at events and festivals. Police Scotland together with the CAT were also providing a high visible deterrent at these events.
- 4.8 Protecting People – There had been a 22% increase in missing person incidents (31 incidents). Chief Inspector McLean clarified the grading of incidents and advised that any person graded high risk involved all police officers and backroom staff. Police Scotland's focus on doorstep crime also continued, especially crimes targeting the vulnerable and elderly. The Banking Protocol initiative was discussed and Chief Inspector McLean referred to a recent incident when the Protocol had prevented a large cash withdrawal.
- 4.9 Acquisitive crime – There had been a 27.6% decrease, resulting in 19 fewer premises being broken into. This positively reflected the work the police and community were doing

to increase security and deter criminals. Collaboration also continued with the NFU which had contributed to the decline.

- 4.10 Demand Analysis – The report explained that although there had been a reduction in crime this did not correlate to a reduction in demand for police in the Scottish Borders. A significant amount of the work carried out by Police Scotland was not for a reported crime but related to concerns for the wellbeing of a person or an appropriate referral to partner agencies. Chief Inspector McLean, concluded his report by advising that during the period there had been 45 complaints against Police Scotland, including 56 allegations, 32 on duty complaints and 52 regarding quality of service. The majority of complaints were resolved by discussion although some would be upheld. It was requested that statistics on detection rates be included in the next report.
- 4.11 Police Community Action Team
Chief Inspector McLean then gave a briefing on the work of the Police Community Action Team (CAT) and circulated at the meeting copies of an impact report for quarter 1 – April to June 2018, detailing the tasking being carried out in the five localities. The report showed that the CAT had undertaken 69 stop and searches with a 35% success rate. Warrants for searches had also resulted in 90% success rate. The CAT had also been involved in the recovery of a significant amount of drugs as well as issuing 219 parking tickets.
- 4.12 In response to questions, Chief Inspector McLean advised that with regard to online abuse, if an incident was reported then Police Scotland's Online Investigation team would assess. Incidents should also be referred to online agencies e.g. Facebook, Twitter who had a duty to investigate any abusive content on their sites. With regard to the notification of drug raids to local Members, he advised that as part of partnership working, elected Members were advised, he would investigate why this had not occurred on the occasion referred to. Regarding removal of items during stop and searches, he advised that this was dependant on the type of equipment found and if removal was covered by the appropriate legislation. With regard to police attendance at road accidents, he confirmed that if there were no injuries or allegations, and the drivers had exchanged insurance details, there was no necessitate for police attendance.
- 4.13 The Board then discussed cyclists and suggested a safety media campaign reminding cyclists to wear helmets, use reflective equipment and lights. Chief Inspector McLean advised that as a part of their Winter Campaign, Police Scotland would target paperboys and newsagents reminding them of the need to use lights and reflective equipment when cycling. Chief Inspector McLean then clarified that proxy buying of alcohol was an offence and that regular operations were carried out to try to deter proxy buying. The Board welcomed the Banking Protocol Initiative and Chief Inspector McLean advised that he would explore if there was an opportunity to include local post offices within the Protocol. The Board suggested that it would be useful if future reports could include longer trend statistics e.g. over the three to five year period and Inspector McLean advised that they were still developing the format but reports could be tweaked to meet the demands of the Board.

DECISION

NOTED the report.

5. PROGRESS REPORTS/UPDATES ON SERVICE MATTERS - SCOTTISH FIRE & RESCUE SERVICE

- 5.1 There had been circulated copies of the Scottish Fire and Rescue Services (SFRS) Local Plan Performance Report. Local Senior Officer (LSO) Gourlay began his report by advising that Ash Denham MSP had recently been appointed Minister for Community Safety. He further advised that the SFRS Chief Officer would be retiring in March 2019; recruitment to the post was underway and was at the shortlist stage. Regarding the SFRS transformation programme, national negotiations were ongoing and it was hoped

would allow for the reinstatement of the Out of Hour's Cardiac Arrest scheme and the expansion of the Falls in the Home project - successfully piloted in the Cheviot area. As part of the transformation, he had bid for two rural full time Watch Managers posts. These posts would be based in Duns and Peebles and would cover a cluster of fire stations.

5.2 Newbridge Training Project

With reference to paragraph 7.10(d) of the minute of the 22 June, there had been circulated copies of a report on the Newbridge Training Project. The report detailed the planned facilities, including road traffic collision, urban search and rescue and petrochemical training areas. LSO Gourlay advised that the project was scheduled for completion and handover in March 2019. He extended an invitation to the Board for a tour of the facility, following the partial handover in December. In response to a question he advised that it would be possible for collaboration with other agencies for joint training, when appropriate.

5.3 Group Manager Jaffray then presented the SFRS Local Plan Performance Report for the period 1 April 2018 to 30 June 2018, copies of which had been circulated with the Agenda. In summary, Group Manager Jaffray explained:-

5.4 Reduction of 'Dwelling Fires'- There had been an increase from 19 to 24 dwelling fires recorded for the same period last year. All, apart from one were minor. The causes were smoking, cooking and electrical faults, with two deliberate.

5.5 Reduction of 'All Fire Casualties' – There had been five casualties all of which had suffered slight smoke inhalation to varying degrees.

5.6 Reduction of 'All Deliberate Fires Excluding Dwellings' – There were 45 deliberate fires, a reduction of 23 from the same period last year. This trend was well below the rest of Scotland highlighting the importance of prevention activities and the positive work being carried out by local area liaison officers

5.7 Reduction of 'Special Service – RTCs' – There had been 16 RTCs, five less than last year. Four occasions required the use of hydraulic rescue equipment.

5.8 Reduction of 'Special Service Casualties' – There had been 19 casualties a reduction of four from last year. Group Manager Jaffray highlighted that four of the incidents were affecting entry for emergency medical response and persons who had fallen in the home.

5.9 Reduction of 'False Alarm – Equipment Failure' – There had been 235 false alarm signals (UFAS) 64 were of good intent with 11 of a malicious nature.

5.10 In response to a question Group Manager Jaffray advised that with regard to fires in disused properties, there was no trend. As part of the SFRS thematic action plan they proactively targeted derelict properties and engaged with owners and partners to make such properties secure. Fires in derelict properties posed a risk, not only to the person starting the fire but to fire officers, as structures in derelict building were often unsafe. With regard to youth engagement, Group Manager Jaffray explained that youth engagement work such as TD1 and work with Peebles High School had been positive. Through national forums they were sharing the best practice from these initiatives.

5.11 Group Manager Girrity then went on to advise on Prevention and Protection Activities, copies of a report from the Quarter 1 April 2018 to 30 June 2018 had been circulated with the agenda. GM Girrity explained that the report showed that Home Fire Safety Visits were below target. He explained that the SFRS were now focusing on highest risk households which would ensure that resources were used with greatest effect. An update on progress would be given at a future Board meeting. GM Girrity went on to discuss SFRS road safety prevention activities and highlighted the successful road safety event delivered at Hawick Fire Station which it was intended to roll out to other areas. GM

Girrity concluded his report by referring to UFAS. He explained that this issue did not just affect the Scottish Borders but was UK wide. All local authorities and the NHS had been advised of the burden UFAS caused to the SFRS. SBC's Director of Education was engaging with the SFRS to consider ways to reduce the number of UFAS.

Predominantly, UFAS were due to equipment failure and the SFRS were suggesting a call filtering system which would negate the need for the fire service to initially attend. The alarm would still be activated in schools and they would be evacuated. GM Girrity reassured the Board that the fire service would be mobilised following a 999 call or when more than one fire detector had been activated at a premises. In response to questions, GM Girrity advised that they were adopting a staged approach to UFAS, schools being the initial focus. However, they would be looking at a range of UFAS offenders going forward. Regarding UFAS in hospitals, LSO Gourlay advised that an initiative introduced by NHS Lothian had been successful in reducing UFAS. The SFRS would be considering introducing the initiative to NHS Borders, although the number of UFAS was in the minority.

DECISION

NOTED:

(a) the report; and

(b) an update on the transformation programme would be presented at the next meeting

6. SAFER COMMUNITIES UPDATE AND KEY ACTIVITIES

6.1 There had been circulated copies of the Safer Communities Performance report covering the period Ms Andrea Beavon, Violence Against Women Coordinator, presented the report and highlighted the key points:-

6.2 Priority 1 – Reduce the level and Impact of Gender Based Violence through effective partnership working - Referrals to specialist domestic abuse services had increased compared to last year. Ms Beavon advised that a new Domestic Abuse Act would come into force in 2019. The Act would mean changes to the classification of certain actions deemed to be an offence. Ms Beavon also advised that following a recent positive ITV media piece on the work of the Domestic Abuse Service in rural areas, they had received a number of referrals.

6.3 Priority 2 – Reduce the level and impact of Substance Misuse through effective partnership working. Analysis had been undertaken of police demand during various festivals and had shown a general reduction in incidents compared to last year.

6.4 Priority 3 – Reduce the level and impact of crime and antisocial behaviour through effective partnership working – There had been improvement compared to the same period last year. This was likely to have been the result of a range of activities with partner agencies, for example, Safety Advisory Group, multi-agency Core Group and Community Action Team

6.5 Priority 4 – Reduce the level and impact of poor driver behaviour through effective partnership working - Successful initiatives such as the Drivewise Borders 2018/19 and the relaunch of the 17-25 advance driving training continued to have a positive impact.

6.6 Priority 5 – Reduce the level and impact of incidents in the home through effective partnership work - Adult and child protection referrals from RSLs had increased by 70 referrals since the previous quarter. Ms Beavon highlighted the work of the Early Years Subgroup campaign being delivered through nurseries and schools to try to reduce the number of under 5s admitted to hospital with accidental poisoning caused by household chemicals such as dishwasher tablets.

- 6.7 In response to a question regarding the multidisciplinary visits to individual properties where there was a disproportional level of antisocial behaviour. Ms Marsden explained that the Antisocial Behaviour Team automatically worked in partnership for a multidisciplinary response to individual cases. Chief Inspector McLean added that no one agency should have to tackle these issues and that partnership working was the nucleus to success. Ms Simpson added that the third sector also had a part to play and they were looking at opening more centres within the Scottish Borders to encourage dialogue.
- 6.8 Ms Beavon then clarified that the new General Data Protection Regulations (GDPR) did not undermine existing protection levels that were in place, when there was a certain level of risk or threat GDPR did not apply.

DECISION
NOTED the report.

7. **DATE OF NEXT MEETING**
The Chairman thanked everyone for attending and advised that the next meeting was scheduled to take place on Friday 9 November 2018 at 9.30 am.

DECISION
NOTED.

The meeting concluded at 11.55 am

SCOTTISH BORDERS COUNCIL

PENSION FUND COMMITTEE AND PENSION BOARD

MINUTE of Meeting of the PENSION FUND COMMITTEE AND PENSION BOARD held in Council Chamber, Council Headquarters, Newtown St Boswells on Thursday, 13 September 2018 at 10.15 am

Present:- Councillors D Parker (Chairman), J. Brown, S. Mountford, S. Scott, S. Aitchison, Mr E Barclay, Mr M Drysdale, Ms K M Hughes, Ms L Ross, Ms C Stewart.

Apologies:- Councillor G Edgar, D Moffat, Mr J Terras

In Attendance:- Chief Financial Officer, Pension and Investment Manager, HR Shared Services Manager, Chief Officer Audit & Risk, HRSS Team Leader, Mr A Singh (KPMG), Democratic Services Officer (J Turnbull).

1. MINUTE

There had been circulated copies of the Minute of the Meeting of 14 June 2018.

DECISION

NOTED for signature by the Chairman.

2. PENSION FUND INVESTMENT PERFORMANCE SUB-COMMITTEE

There had been circulated copies of the Minute of the Pension Fund Investment and Performance Sub-Committee dated 22 August 2018.

DECISION

NOTED the Minute.

3. PENSION FUND BUDGET MONITORING TO 30 JUNE 2018

With reference to paragraph 12 of the Minute of 14 June 2018, there had been circulated copies of a report by the Chief Financial Officer. The report provided an update on the Pension Fund budget to 30 June 2018, including projections to 31 March 2019. The Local Government Pension Scheme (Scotland) Regulation 2014 required Administering Authorities to ensure strong governance arrangements and set out the standards they were to be measured against. To ensure the Fund met the standards a budget was approved on 14 June 2018, following the recommendations within the CIPFA accounting guidelines headings. The report was the third quarterly monitoring report of the approved budgets and showed the total expenditure to 30 June 2018 was £0.080m with a projected total expenditure of £6.839m, which was in line with the budget.

DECISION

NOTED:

- (a) The actual expenditure to 30 June 2018; and
- (b) The projected expenditure.

4. RISK REGISTER UPDATE

- 4.1 With reference to paragraph 11 of the Minute of 14 June 2018, there had been circulated copies of a report by the Chief Financial Officer which formed part of the risk review requirements. The report provided the Pension Fund Committee and Pension Board with an update of the progress of actions taken by management to mitigate these risks, a review of any new risks and highlighted changes to any of the risks contained in the risk register. Identifying and managing risk was a corner stone of effective management and

was required under the Council's Risk Management Policy and process guide and CIPFA's guidance "Delivering Governance in Local Government Framework 2007". It was further reflected and enhanced in the "Local Government Pension Scheme" published by CIPFA. A full risk review had been undertaken on 1 May 2018 and the revised risk register was approved by the joint Pension Fund Committee and Pension Board on 14 June 2018. Appendix 1 to the report, detailed the risks within the approved risk register, actions and progress of these actions to date. The report explained that two risks had been rescored: Risk 4.1 - Liquidity – had identified additional controls around cashflow which had impacted the overall score to 4. Risk 5.5 - Administrative - had been reduced to 4 following the completion of work required under the new General Data Protection Regulations (GDPR).

- 4.2 In response to a question regarding the impact on the Fund of a reduction in workforce, the Chief Financial Officer, Mr Robertson, explained that the Fund being 114% funded, proposed changes to the Investment Strategy and auto-enrolment meant that it would meet its objectives in the future. With regard to staff transferring out of the Fund, the HR Shared Services Team Leader, Ms Green, advised that by informing staff of the benefits of the Fund they were encouraged to remain; an update would be provided at the next meeting with further detail. With regard to risk scoring, the Chief Officer Audit & Risk, Ms Stacey, clarified that scoring followed the Council's Standard Risk Management process guide.

DECISION

(a) NOTED

- (i) The management actions progress as contained in Appendix 1, to the report;**
 - (ii) The revised scores for risk 4.1 and 5.5;**
 - (iii) No new quantifiable risks had been identified since the last review; and**
 - (iv) That further information on reasons for staff opting out of the Scheme be provided at the next meeting.**
- (b) AGREED to a key risk review being undertaking in December 2018 and reporting of progress on the risk management actions.**

5. PENSION ADMINISTRATION STRATEGY

There had been circulated copies of a report by Service Director Human Resources proposing the revised Pension Administration Strategy for Scottish Borders Council Pension Fund. The Pension Fund was required by the Local Government Pension Scheme (Scotland) Regulations 2018 to have an up-to-date Pension Administration Strategy. The report explained that the Strategy, attached as Appendix 1 to the report, contained only minor amendments to the previously approved document – mainly Appendix A 'Scheduled and Admitted Bodies' and updated references from the 2014 to 2018 regulations.

DECISION

AGREED the Pension Administration Strategy as set out in Appendix 1 to the report.

6. LGPS STRUCTURE CONSULTATION

- 6.1 There had been circulated copies of the Scottish Local Government Pension Scheme Advisory Board Consultation on the Review of the Structure of the Scottish Local Government Pension Fund. Mr Robertson explained that the Pension Fund Committee and Pension Board had been invited to submit feedback on the four options contained in the consultation documentation.

- 6.2 To facilitate discussion, Mr Robertson advised that the Scottish Borders Pension Fund was maintaining a good level of funding and investment performance over the short, medium and longer term. He referred to the four options detailed in the documentation: Option 1 'Retain the current structure with 11 funds'; Option 2 – 'Promote cooperation in investing and administration between the 11 funds'; Option 3 – Pool investments between the 11 funds; and, Option 4 'Merge the funds into one or more new funds', summarising the advantages and disadvantages of each option. It was noted that officers considered that there were significant disadvantages with the full merger option and that the consultation documentation did not provide sufficient information on the impact this would have on funding arrangements. Full merger would also require a new asset strategy, governance arrangements, TUPE transfer for pension staff and it was likely that local decision making would be severed. Officers felt that it was illogical to make changes when the present arrangements were working well. There was also a concern that restructuring might unsettle the membership, causing staff to transfer out of the Fund or make alternative pension arrangements.
- 6.3 There followed a discussion and a number of points were raised: there were concerns at start-up costs of merging funds; lack of clarity as to what the savings would be and the benefit to members; there was also evidence, from England and Wales, which showed that full merger of funds was not working. It was also felt that the consultation document supported Option 4. It was noted that COSLA supported Option 1 or Option 2, and that the preference from the other Scottish Funds, apart from Lothian, was for Options 1 or 2. In response to a question regarding fee transparency, Mr Robertson explained that all investment managers in the Scottish Borders Pension Fund had signed up to the Fee Transparency Code.
- 6.4 The Pension Fund Committee and Pension Board were advised that Unison was one of the biggest drivers for Option 4 - full merger. Mrs Robb advised that she would circulate Unison's response to the consultation for information. It was also acknowledged that in the future, Options 3 and 4 could be revisited when clearer outcomes were known.
- 6.5 Mrs Robb advised that a response to the consultation, incorporating feedback from the meeting would be circulated for comments. The next meeting of the Pension Fund Committee and Pension Board would also be brought forward in order that the final response could be submitted prior to the deadline of 7 December 2018. Following which, the Pensions Institute would collate all responses and the National Pension Scheme Advisory Board would determine the submission to Scottish Ministers.

DECISION

AGREED

- (a) **To request that officers prepare a response to the Consultation on the Review of the Structure of the Scottish Local Government Pension Fund and circulate for comments;**
- (b) **To request that the final response to the consultation to be presented to the next meeting of the Pension Fund Committee and Pension Board; and**
- (c) **That Unison's response to the consultation be circulated for consideration.**

7. STRATEGIC INVESTMENT REVIEW

- 7.1 There had been circulated copies of a report by the Chief Financial Officer with an update on the outcome of the Strategic Investment Review, presenting recommendations for the revised asset allocation. The report explained that the Investment Strategy was key to ensuring assets continued to grow to meet the long term liabilities of the Fund and that as far as possible contribution rates from employers remained stable. A review of the current strategy has been undertaken by KPMG in consultation with officers and findings had been detailed in the Appendix, to the report.

- 7.2 Mr Singh, KPMG Executive Consultant, highlighted that the objective was to deliver a return that delivered full funding with as little volatility as possible to maintain stable contributions. The existing Strategy was robust, however, KPMG considered there were opportunities for the Fund to reduce its equity exposure risk further and move to more illiquid assets, which would provide an element of inflation linkage. The new suggested Strategy recommended an investment in Infrastructure Debt and Mr Singh referred to Appendix 1 of the report, which detailed the findings of the review and the proposed changes to asset allocation. In response to a question regarding potential allocation to Diversified Growth Fund (DSG), Mr Singh advised that KPMG believed the Fund already had access to a diverse range of asset classes. With regard to alternatives for holding capital earmarked for Infrastructure Debt, he suggested various options such as remaining in equities and drawing down as required; holding in diversified credit or holding in inflation linked gilts. The Committee and Board agreed the new revised strategy and the delegation of authority required to implement the changes, noting that a reduction in equities would mean a reduction in the number of investment managers.

DECISION

AGREED:

- (a) **the revised Investment Strategy as follows:-**

Equities 40.0%
Diversified Alternatives 7.5%
Balance Property 5.0%
Long Lease Property 10.0%
Direct Lending 10.0%
Infrastructure (including Junior Infrastructure Debt) 7.5%
Index Linked Gilts 5.0%
Diversified Credit 10.0%
Infrastructure Debt (senior) 5.0%

- (b) **To delegate authority to the Chief Financial Officer, in consultation with the Chair of the Pension Fund Committee and based on the advice of the Investment Advisor to implement the outcome of a review of the number of managers; and**
- (c) **To delegate authority to the Chief Financial Officer, in consultation with the Chair of the Pension Fund Committee, and based on the Investment Advisor to implement the revised Investment Strategy.**

8. INFORMATION UPDATE

- 8.1 There had been circulated copies of a briefing paper by the Pension & Investment Manager and HR Shared Services Team Leader providing members with an update on a number of areas which were being monitored and where work was progressing. Full reports on individual actions would be tabled as decisions and actions were required. In summary:-
- 8.2 **Guarantee Minimum Pension (GMP) Reconciliation**
With reference to paragraph 14.2 of the minute of 14 June 2018, reconciliation of discrepancies continued.
- 8.3 **The Local Government Pension Scheme (Scotland) Regulations**
The new regulations had inadvertently revoked the Regulations relating to the rule of 85. Administering authorities had been advised by the SPPA to proceed on the basis that the previous regulations were still effective.
- 8.4 **Additional Voluntary Contributions (AVC) Review**

Officers have identified a shared cost scheme for AVCs which would allow both employers and employees to gain additional savings. Further details would be included in the report to the next meeting of the Pension Fund Committee and Pension Board

8.5 Actuary Procurement

It had been agreed in the Business Plan to undertake actuary procurement. Tender documents had been issued with presentations to officers scheduled for 13 November 2018.

8.6 Training Opportunities

LCG were providing training in Edinburgh on 23 and 24 October a number of members of the Committee and Board would be attending. The Pension and Lifetime Savings Association (PLSA) investment conference would be held in Edinburgh from 6-9 March 2019.

DECISION

NOTED the information update.

9. STATEMENT OF RESPONSIBLE INVESTMENT

9.1 There had been circulated copies of a report by Chief Financial Officer to aid the Pension Fund Committee and Pension Board in its discussion around responsible investment. The report explained that following the Pension Fund Committee and Pension Board's review of Environmental, Social and Governance (ESG) matters, it had been agreed that a separate Statement of Responsible Investment would fulfil ESG responsibilities appropriately. The document attached in Appendix 1 to the report, was a draft of a Statement of Responsible Investment for the Pension Fund Committee and Pension Board's consideration.

9.2 In response to questions, Mr Robertson clarified that there were no investment restrictions placed on Investment Managers with regard to ESG responsibilities. However, they had all been encouraged to take account of ESG when making investment choices. Fund managers were also encouraged to engage with companies to ensure their ESG policies also complied with acceptable standards and fully exercised their voting rights at company meetings. The Pension Fund Committee and Pension Board requested that signing up to the United Nations Principles Responsible Investment (UNPRI) Stewardship Code, should be a requirement in any future procurement exercise and that this be included in the Statement of Responsible Investment document.

DECISION

AGREED that the final Statement of Responsible Investment for the Scottish Borders Pension Fund be brought to the next meeting for approval.

10. ITEMS LIKELY TO BE TAKEN IN PRIVATE

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business contained in the following items on the ground that they involved the likely disclosure of exempt information as defined in paragraphs 6 and 8 of the part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

11. MINUTE

The Committee noted the Private Minute of the meeting of 14 June 2018

12. **PENSION FUND INVESTMENT PERFORMANCE SUB-COMMITTEE**
The Committee noted and agreed the Private Minute of the Pension Fund Investment and Performance Sub Committee on 22 August 2018.
13. **QUARTER PERFORMANCE UPDATE**
The Committee considered a Private report by KPMG.

The meeting concluded at 12.25 pm

SCOTTISH BORDERS COUNCIL PENSION BOARD

MINUTES of Meeting of the PENSION BOARD held in the Council Chamber, Council Headquarters, Newtown St Boswells Thursday, 14 June 2018 at 1.30 pm

Present:- Councillors S Aitchison (Chairman), Mr E Barclay (Vice-Chairman), Mr M Drysdale, Ms K M Hughes, Ms L Ross. Mr P Smith, and Ms C Stewart.
Apologies:- Mr J Terras.
In Attendance:- Pension & Investments Manager, Democratic Services Officer (J Turnbull)

1. MINUTE

There had been circulated copies of the Minute of the Meeting of 14 June 2018.

DECISION

NOTED for signature by the Chairman.

2. JOINT MEETING OF THE PENSION FUND COMMITTEE AND PENSION BOARD

The Board referred to the discussion on the Scheme Advisory Board's consultation on the structure of LGPS funds across Scotland, and noted that the joint committee would be submitting a response to the consultation. It was agreed that the Pension Board would also submit a response, advising that the majority of Board members supported Option 1: Retain the current structure with 11 funds; or, Option 2: Promote cooperation in investing and administration between the 11 funds. However, the submission would also include a caveat that the Unison representative on the Pension Board supported Option 4: Merge the funds into one or more new funds. The Pension & Investment Manager advised that she would draft a response and circulate to all Board members for comments. The final version would then be presented to the next meeting for approval, prior to submission to the Scheme Advisory Board.

DECISION

AGREED

- (a) to request the Pension & Investment Manager draft a response to the Scheme Advisory Board's consultation and circulate to Pension Board members for comments; and
- (b) that the final response to be brought to the next Pension Board meeting for approval.

3. PENSION BOARD MEMBERSHIP

Mr Smith, Border's College, employer representative, advised that this would be his last meeting as he had resigned from Borders College to take up a new position. The Chairman thanked Mr Smith for his valuable contribution to the Pension Board and wished him well for the future.

DECISION

NOTED the resignation of Mr Pete Smith from the Pension Board.

The meeting concluded at 1.45 pm.

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SCOTTISH BORDERS COUNCIL LOCAL REVIEW BODY

MINUTE of Meeting of the LOCAL REVIEW BODY held in Council Chamber, Council Headquarters, Newtown St Boswells, TD6 0SA on Monday, 17 September 2018 at 10.00 am

Present:- Councillors T. Miers (Chairman), S. Aitchison, A. Anderson, J. A. Fullarton, S. Hamilton, H. Laing, S. Mountford, C. Ramage and E. Small

In Attendance:- Chief Planning Officer, Solicitor (E. Moir), Democratic Services Team Leader, Democratic Services Officer (F. Walling).

1. **REVIEW OF 18/00270/PPP**

There had been circulated copies of the request from Mrs Clare Fleming, per R G Licence Architect, Hillend, Ednam, Kelso for review of refusal of the planning application in respect of erection of dwellinghouse with associated access road, parking area and combined entrance/layby on land west of Langton Birches, Duns. The supporting papers included the Notice of Review; Decision Notice; officer's report; papers referred to in the officer's report; consultation; and a list of relevant policies. Members accepted that there was a building group at Langton Birches and that there was capacity within planning policy to add to that group. They went on to discuss whether the application site, which was within elongated garden ground of Langton Birches, was part of the building group and whether the proposed development would be a suitable addition to the group. In their discussion as to whether the site could accommodate a dwellinghouse Members noted that the application was for planning permission in principle. They also noted that a new shared access/layby arrangement for Langton Birches and the new house had addressed the concerns of the Roads Planning Officer. After a lengthy debate Councillor Fullarton moved that the officer's decision be upheld and the application refused but the motion was not seconded and the majority were in support of the application.

DECISION

AGREED that:-

- (a) **the request for a review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) **the review could be considered without the need for any further procedure on the basis of the papers submitted;**
- (c) **the proposal would be in keeping with the Development Plan; and**
- (d) **the officer's decision to refuse the application be reversed and planning permission be granted subject to conditions, an informative and a legal agreement, for the reasons detailed in Appendix I to this Minute.**

2. **REVIEW OF 18/00398/FUL**

There had been circulated copies of the request from Mr Craig Oliver, 27 Marigold Drive, Galashiels, for review of refusal of the planning application in respect of change of use from retail to tattoo studio (retrospective) at 52 Bank Street, Galashiels. Included in the supporting papers were the Notice of Review; Decision Notice; officer's report; papers referred to in the officer's report; consultations; and a list of relevant policies. Members noted that the application was for a Class 2 use and that the site, formerly a retail unit and now vacant, was within the Core Activity Area in Galashiels where policy normally

opposed any uses other than Classes 1 and 3. They also noted that the recently approved Town Centre Core Activity Area Pilot Study 2018 applied to Galashiels town centre and was material to their deliberations. Although the tattoo studio did not fall within the range of uses identified in the Pilot Study beyond the approved classes, Members discussed whether the applicant had demonstrated the potential contribution of the proposed use to the retail function of the town and whether approval could therefore be justified on those grounds.

DECISION

AGREED that:-

- (a) the request for a review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) the review could be considered without the need for any further procedure on the basis of the papers submitted;**
- (c) the proposal would be in keeping with the Development Plan; and**
- (d) the officer's decision to refuse the application be reversed and planning permission be granted subject to a condition and informative, for the reasons detailed in Appendix II to this Minute.**

3. REVIEW OF 18/00764/FUL

There had been circulated copies of the request from Mr Robin Purdie, 16 High Cross Avenue, Melrose, for review of refusal of the planning application in respect of change of use from retail (Class 1) to mortgage shop (Class 2) and external re-decoration at 37, Bank Street, Galashiels. The supporting papers included the Notice of Review; Decision Notice; officer's report; papers referred to in the officer's report; consultations; and a list of relevant policies. Members noted that the application was for a Class 2 use and that the site, formerly a retail unit and now vacant, was within the Core Activity Area in Galashiels where policy normally opposed any uses other than Classes 1 and 3. They also noted that the recently approved Town Centre Core Activity Area Pilot Study 2018 applied to Galashiels town centre and was material to their deliberations. Although the mortgage shop did not fall within the range of uses identified in the Pilot Study beyond the approved classes, Members attached weight to the fact that the proposal was for a 'drop-in' facility which would retain the traditional shop frontage. Their ensuing discussion focused on whether the applicant had demonstrated that the business would make a positive contribution to the vitality of the town centre.

DECISION

AGREED that:-

- (a) the request for a review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) the review could be considered without the need for any further procedure on the basis of the papers submitted;**
- (c) the proposal would be in keeping with the Development Plan; and**
- (d) the officer's decision to refuse the application be reversed and planning permission be granted subject to conditions, for the reasons detailed in Appendix III to this Minute.**

The meeting concluded at 11.25 am



APPENDIX I

SCOTTISH BORDERS COUNCIL LOCAL REVIEW BODY INTENTIONS NOTICE

APPEAL UNDER SECTION 43A (8) OF THE TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

THE TOWN AND COUNTRY PLANNING (SCHEMES OF DELEGATION AND LOCAL REVIEW PROCEDURE) (SCOTLAND) REGULATIONS 2013

Local Review Reference: 18/00017/RREF

Planning Application Reference: 18/00270/PPP

Development Proposal: Erection of dwellinghouse with associated access road, parking area and combined entrance/layby

Location: Land West of Langton Birches, Duns

Applicant: Mrs Clare Fleming

DECISION

The Local Review Body reverses the decision of the appointed officer and indicates that it intends to grant planning permission for the reasons set out in this decision notice subject to conditions, informatives and the applicant entering into a Section 75 agreement as set out below.

DEVELOPMENT PROPOSAL

The application, which is for planning permission in principle relates to the erection of dwellinghouse with associated access road, parking area and combined entrance/layby at garden ground west of Langton Birches, Duns. The application drawings and documentation consisted of the following:

Plan Type	Plan Reference No.
Location Plan	CFPP01
Site Layout Plan	CFPP02 B

PRELIMINARY MATTERS

The Local Review Body considered the review, which had been competently made, under section 43A (8) of the Town & Country Planning (Scotland) Act 1997 at its meeting on 17 September 2018.

After examining the review documentation at that meeting, which included: a) Notice of Review; b) Decision Notice; c) Officer's Report; d) Papers referred to in Officer's Report; e) Consultations; and f) List of Policies, the Review Body proceeded to determine the case. They noted the applicant's request for further procedure in the form of written submissions and site visit but did not consider these necessary after considering the case and viewing photographs and plans of the site and surroundings.

REASONING

The determining issues in this Review were:

- (1) whether the proposal would be in keeping with the Development Plan, and
- (2) whether there were any material considerations which would justify departure from the Development Plan.

The Development Plan comprises: SESplan Strategic Development Plan 2013 and the Scottish Borders Local Development Plan 2016. The LRB considered that the relevant listed policies were:

- Local Development Plan policies: PMD1, PMD2, ED10, HD2, HD3, EP3, EP13, IS2, IS7 and IS9

-

Other Material Considerations

- SBC Supplementary Planning Guidance on New Housing in the Borders Countryside 2008
- SBC Supplementary Planning Guidance on Placemaking and Design 2010
- SBC Supplementary Planning Guidance on Privacy and Sunlight 2006
- SBC Supplementary Planning Guidance on Development Contributions 2011
- SBC Supplementary Planning Guidance on Trees and Development 2008
- SBC Supplementary Planning Guidance on Landscape and Development 2008

The Review Body considered the proposal principally against Policies HD2 of the Local Development Plan and the guidance within the New Housing in the Borders Countryside SPG.

The Review Body accepted that there was a building group at Langton Birches, as defined in Policy HD2 of the Local Development Plan and in the approved Supplementary Planning Guidance. In coming to this conclusion, Members agreed that the group consisted of 1 and 2 Duns Mill Cottages, The Bungalow, Oakridge and Langton Birches itself and that the locus had a distinct sense of place. As Policy HD2 allows the possibility of 2 further houses to be added to a building group there was potential capacity to allow the proposed house, if the other key policy assessment criteria could be met

Members then debated the boundaries and extent of the building group and concluded that, despite its unusual shape, the garden ground associated with Langton Birches formed part of the group and was included within its sense of place.

The Review Body did not agree that the proposed house would constitute ribbon development. Members were satisfied that the development would be complimentary to the form and character of the building group and that there would be no adverse impacts on the other properties within the group. Whilst they were content in this regard they were concerned about further development along the public road. In their view, the application site

constituted the limit of the group in a westerly direction and no further housing should be allowed beyond the current application site.

In considering the capacity of the site to accommodate a house, Members noted the previous review in 2012 was dismissed on grounds of overdevelopment. However, the decision did not discount the possibility of a house on the site being acceptable. Whilst this was an application for planning permission in principle and no detailed proposal was before them, Members accepted that the site could accommodate a modest dwellinghouse.

The Review Body considered that the revised arrangements shown on drawing CFPP02 B, which illustrated a shared access/layby arrangement for Langton Birches and the new house and the closing off of the existing access to the applicant's property, addressed the concerns about access. They noted that these arrangements were acceptable to the Roads Planning Officer.

The Review Body wished to see the retention, where practicable, of existing trees and hedgerows at the site to retain its rural character and agreed that this along with matters such as the access arrangements and provisions for water and drainage at the site could be addressed by appropriate planning conditions.

CONCLUSION

After considering all relevant information, the Local Review Body concluded that the development was consistent with the Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was approved.

DIRECTIONS

1. Application for approval of matters specified in the conditions set out in this decision shall be made to the Planning Authority before whichever is the latest of the following:
 - a. the expiration of three years from the date of this permission, or
 - b. the expiration of six months from the date on which an earlier application for approval of matters specified in the conditions set out in this decision notice was refused or dismissed following an appeal.

Only one application may be submitted under paragraph (b) of this condition, where such an application is made later than three years after the date of this consent.

Reason: To achieve a satisfactory form of development, and to comply with the requirements of Section 59 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006.

2. The development hereby permitted shall be begun before the expiration of two years from the date of approval of the last of the matters specified in the conditions set out in this decision.

Reason: To achieve a satisfactory form of development, and to comply with the requirements of Section 59 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006.

CONDITIONS

1. No development shall commence until the details of the layout, siting, design and external appearance of the building(s), the means of access thereto and the landscaping of the site have been submitted to and approved in writing by the

Planning Authority. Thereafter the development shall be carried out in accordance with the agreed details.

Reason: To achieve a satisfactory form of development, and to comply with the requirements of Section 59 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006.

2. No development shall commence until all matters specified in conditions have, where required, been submitted to and approved in writing by the Planning Authority. Thereafter the development shall only take place in strict accordance with the details so approved.

Reason: To achieve a satisfactory form of development, and to comply with the requirements of Section 59 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006.

3. No development shall commence until further details of the provision of foul and surface water drainage are submitted to, and approved in writing by, the Planning Authority. The details shall include evidence that arrangements are in place to ensure that the private drainage system will be maintained in a serviceable condition. Thereafter, the development shall be carried out in accordance with the approved details.

Reason: To ensure that satisfactory arrangements are made for the disposal of surface and foul water.

4. No water supply other than the public mains shall be used to supply the Development without the prior written agreement of the Planning Authority.

Reason: To ensure that the Development is adequately serviced with a sufficient supply of wholesome water and there are no unacceptable impacts upon the amenity of any neighbouring properties.

5. No development shall commence until the details of the shared access for Langton Birches and the new dwellinghouse, including the service layby, visibility splays, the parking and turning facilities within the site and the closing off of the existing access to Langton Birches have been submitted to and approved in writing by the Planning Authority. Thereafter, the works shall be implemented in accordance with the agreed details and within an agreed timescale.

Reason: To ensure the site is adequately serviced.

6. No development shall take place except in strict accordance with a scheme of hard and soft landscaping works, which has first been submitted to and approved in writing by the planning authority. Details of the scheme shall include (as appropriate):

- i. existing and finished ground levels in relation to a fixed datum preferably ordnance
- ii. existing landscaping features, hedgerow and trees to be retained, protected and, in the case of damage, restored. This should include a full tree survey and arboricultural assessment.
- iii. location and design, including materials, of walls, fences and gates
- iv. soft and hard landscaping works
- v. existing and proposed services such as cables, pipelines, sub-stations
- vi. A programme for completion and subsequent maintenance.

Reason: To ensure the satisfactory form, layout and assimilation of the development.

INFORMATIVES

1. With regards to Condition 5, the Roads Planning officer states that it should be borne in mind that only contractors first approved by the Council may work within the public road boundary.

LEGAL AGREEMENT

The Local Review Body required that a Section 75 Agreement, or other suitable legal agreement, be entered into regarding the payment of a financial contribution towards education facilities in the locality.

Notice Under Section 21 of the Town & Country Planning (Schemes of Delegation and Local Review procedure) (Scotland) Regulations 2008.

1. If the applicant is aggrieved by the decision of the planning authority to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may question the validity of that decision by making an application to the Court of Session. An application to the Court of Session must be made within 6 weeks of the date of the decision.
2. If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part V of the Town and Country Planning (Scotland) Act 1997.

Signed.....Councillor T Miers
Councillor T Miers
Chairman of the Local Review Body

Date.....20 September 2018

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APPENDIX II

SCOTTISH BORDERS COUNCIL LOCAL REVIEW BODY DECISION NOTICE

APPEAL UNDER SECTION 43A (8) OF THE TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

THE TOWN AND COUNTRY PLANNING (SCHEMES OF DELEGATION AND LOCAL REVIEW PROCEDURE) (SCOTLAND) REGULATIONS 2013

Local Review Reference: 18/00020/RREF

Planning Application Reference: 18/00398/FUL

Development Proposal: Change of use from retail to tattoo studio (retrospective)

Location: 52 Bank Street, Galashiels

Applicant: Craig Oliver

DECISION

The Local Review Body reverses the decision of the appointed officer and grants planning permission for the reasons set out in this decision notice subject to conditions and informatives as set out below.

DEVELOPMENT PROPOSAL

The application relates to a retrospective application for the change of use from retail to tattoo studio at 52 Bank Street, Galashiels. The application drawings and documentation consisted of the following:

Plan Type	Plan Reference No.
Location Plan	Scale 1:1250

PRELIMINARY MATTERS

The Local Review Body considered the review, which had been competently made, under section 43A (8) of the Town & Country Planning (Scotland) Act 1997 at its meeting on 17th September 2018.

After examining the review documentation at that meeting, which included: a) Notice of Review; b) Decision Notice; c) Officer's Report; d) Papers referred to in Officer's Report; e) Consultations; and f) List of Policies, the LRB proceeded to determine the case. They noted

the applicant's request for further procedure in the form of written submissions, a Hearing and a site inspection but did not consider this necessary after considering the case and viewing photographs and plans of the site and surroundings.

REASONING

The determining issues in this Review were:

- (1) whether the proposal would be in keeping with the Development Plan, and
- (2) whether there were any material considerations which would justify departure from the Development Plan.

The Development Plan comprises: SESplan Strategic Development Plan 2013 and the Scottish Borders Local Development Plan 2016. The LRB considered that the relevant listed policies were:

- Local Development Plan policies: PMD2, PMD5, ED3, ED4, HD3, EP9, IS7, IS8 and IS9

Other Material Considerations

- "Shop Fronts and Shop Signs" Supplementary Planning Guidance 2011
- Town Centre Core Activity Area Pilot Study 2018
- Scottish Planning Policy 2014

The Review Body noted that the proposal was to change the use of a former retail unit into a tattoo studio and that this would constitute Class 2 Use under Town and Country Planning (Use Classes) (Scotland) Order 1997. In the circumstances, the proposals would not be consistent with the main provisions of Policy ED4 in the Local Development Plan, which indicate a preference for Class1 and Class 3 uses in Core Activity Areas such as Bank Street.

Members noted that the recently approved Town Centre Core Activity Area Pilot Study 2018 applied to Galashiels town centre and was material to their deliberations. The Pilot identifies in Appendix 3 a range of uses, beyond the approved classes, that are now permissible. Whilst the tattoo studio did not fall within the extended category list the Pilot Study amplifies the provisions with Policy ED4 whereby an applicant can justify approval for "other uses" by demonstrating the potential contribution of the proposed use to the retail function of the town. The key factors the Review Body considered in this regard were:

- Contribution to joint shopping trips
- Footfall
- Current vacancy and footfall rates
- Vacancy length
- Marketing history
- Retention of shop frontage

Members acknowledged that the business was already operating successfully from the premises and that it had a large number of clients visiting the premises. The business was attracting clients from the Borders, Scotland and beyond to use their specialist services and was also a finalist in the Borders Retail Business Awards 2018.

The Review Body was satisfied that the business was already helping increase footfall and contributing to joint shopping trips within the town centre. They agreed that this was a good business which was an economic asset to the town and should be supported.

As the unit had been vacant for around a year before the applicant started operating it met the "6 month vacancy test" introduced by the Retail Pilot. Members were satisfied that, despite marketing by property agents, no suitable retail use had been forthcoming. In the circumstances, it was legitimate to consider alternative uses for the unit. In their view, the business would complement the variety of different small units in Bank Street, some of them non-retail and improve its attractiveness to visitors and locals alike. It was better to have the unit occupied by this business than see it vacant for a further indeterminate period.

The Review Body noted that the shop frontage has been unaffected by the use since it commenced, and that no alterations are proposed.

The Review Body was satisfied that a sufficiently persuasive case had been made to allow the business and that the applicant had demonstrated that the business would make a significant positive contribution to the town centre. In coming to this conclusion, Members also gave cognisance to the reasoning for the recent LRB decision for the provision of a dog grooming business in Bank Street and to the support from the Economic Development Section for the business.

CONCLUSION

After considering all relevant information, the Local Review Body concluded that the development was consistent with the Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was approved.

DIRECTION

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
Reason: To comply with Section 58 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006.

CONDITION

1. The premises shall be used for a tattoo studio only and for no other purpose (including any other purpose in Class 2 of the Schedule to The Town and Country Planning (Use Classes) (Scotland) Order 1997, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order).
Reason: To ensure that the use is restricted to that applied for.

INFORMATIVE

1. The Council's Flood Officer recommends that the applicant contacts the Flood and Coastal Management Team on 01835 825035 and signs up to receive early warnings from the Council's water level gauge on the Bakehouse Burn, there is currently a "Bank Street Flood Warning Group" that receives the messages.

Furthermore, there is also access and egress issues during flood conditions and he would recommend that, to receive flood warnings from SEPA, the applicant signs up to FLOODLINE at www.sepa.org.uk or by telephone on 0845 988 1188.

Many businesses on the street own flood gates and a number of flood protection products such as floodgates and air-vent covers are also commercially available from the Council at heavily discounted prices through our subsidised flood product scheme; details of these can be found by calling Emergency Planning on 01835 825056. I would recommend that the owners purchase a flood gate and self-closing airbricks if required.

2. The Environmental Health Officer has highlighted that there may be noise impacts on neighbouring noise sensitive dwellings from machinery and equipment used at the premises and that measures should be taken to ensure that any such impact is minimised.

Notice Under Section 21 of the Town & Country Planning (Schemes of Delegation and Local Review procedure) (Scotland) Regulations 2008.

1. If the applicant is aggrieved by the decision of the planning authority to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may question the validity of that decision by making an application to the Court of Session. An application to the Court of Session must be made within 6 weeks of the date of the decision.
2. If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part V of the Town and Country Planning (Scotland) Act 1997.

Signed..... Councillor T Miers
Chairman of the Local Review Body

Date..... 20 September 2018



APPENDIX III

SCOTTISH BORDERS COUNCIL LOCAL REVIEW BODY DECISION NOTICE

**APPEAL UNDER SECTION 43A (8) OF THE TOWN AND COUNTRY PLANNING
(SCOTLAND) ACT 1997**

**THE TOWN AND COUNTRY PLANNING (SCHEMES OF DELEGATION AND LOCAL
REVIEW PROCEDURE) (SCOTLAND) REGULATIONS 2013**

Local Review Reference: 18/00018/RREF

Planning Application Reference: 18/00764/FUL

Development Proposal: Change of use from retail (Class 1) to mortgage shop (Class 2)
and external re-decoration

Location: 37 Bank Street, Galashiels

Applicant: Robin Purdie

DECISION

The Local Review Body reverses the decision of the appointed officer and grants planning permission for the reasons set out in this decision notice subject to conditions as set out below.

DEVELOPMENT PROPOSAL

The application relates to a retrospective application for the change of use from retail to mortgage shop at 37 Bank Street, Galashiels. The application drawings and documentation consisted of the following:

Plan Type	Plan Reference No.
Location Plan	Scale 1:1250
Current Layout	-
Proposed Layout	-
Photos	-
Specifications	colour reference
Other	photo mock-up

PRELIMINARY MATTERS

The Local Review Body considered the review, which had been competently made, under section 43A (8) of the Town & Country Planning (Scotland) Act 1997 at its meeting on 17th September 2018.

After examining the review documentation at that meeting, which included: a) Notice of Review; b) Decision Notice; c) Officer's Report; d) Papers referred to in Officer's Report; e) Consultations; and f) List of Policies, the LRB proceeded to determine the case. They noted the applicant's request for further procedure in the form of written submissions, a Hearing and a site inspection but did not consider this necessary after considering the case and viewing photographs and plans of the site and surroundings.

REASONING

The determining issues in this Review were:

- (1) whether the proposal would be in keeping with the Development Plan, and
- (2) whether there were any material considerations which would justify departure from the Development Plan.

The Development Plan comprises: SESplan Strategic Development Plan 2013 and the Scottish Borders Local Development Plan 2016. The LRB considered that the relevant listed policies were:

- Local Development Plan policies: PMD2, PMD5, ED3, ED4, HD3, EP9, IS7, and IS9

Other Material Considerations

- "Shop Fronts and Shop Signs" Supplementary Planning Guidance 2011
- Town Centre Core Activity Area Pilot Study 2018
- Scottish Planning Policy 2014

The Review Body noted that the proposal was to change the use of a former retail unit into a mortgage shop and that this would constitute Class 2 Use under Town and Country Planning (Use Classes) (Scotland) Order 1997. In the circumstances, the proposals would not be consistent with the main provisions of Policy ED4 in the Local Development Plan, which indicates a preference for Class1 and Class 3 uses in Core Activity Areas such as Bank Street.

Members noted that the recently approved Town Centre Core Activity Area Pilot Study 2018 applied to Galashiels town centre and was material to their deliberations. The Pilot identifies in Appendix 3 a range of uses, beyond the approved classes, that are now permissible. Whilst the Mortgage Shop did not fall within the extended category list, the Pilot Study amplifies the provisions with Policy ED4 whereby an applicant can justify approval for "other uses" by demonstrating the potential contribution of the proposed use to the retail function of the town. The key factors the Review Body considered in this regard were:

- Contribution to joint shopping trips
- Footfall
- Current vacancy and footfall rates
- Vacancy length
- Marketing history

- **Retention of shop frontage**

The Review Body discussed in detail the nature of the proposed business which sought to create a “non-traditional” mortgage brokerage with the focus on consultation without appointments and a shop frontage designed to attract visiting customers with a more modern look and feel. Members were satisfied that the business would help increase footfall and contribute to joint shopping trips within the town centre. In their view, the business would complement other uses in Bank Street and that there were clear synergies with the estate agent premises in the locality.

Members noted that the business was intending to relocate to Galashiels from Edinburgh and that it would be headquartered at the property. They agreed that it was important to support new businesses moving into the town which would improve its economic attractiveness and vitality.

As the unit had been vacant for around almost 2 years it met the “6 month vacancy test” introduced by the Retail Pilot. Members were satisfied that, despite marketing by property agents, no suitable retail use had been forthcoming for a considerable period of time. In the circumstances, it was legitimate to consider alternative uses for the unit. In their view, the business would complement the variety of different small units in Bank Street, some of them non-retail and improve its attractiveness to visitors and locals alike. It was better to have the unit occupied by this business than see it vacant for a further indeterminate period. Members also took into account that the building had previously been occupied by a firm of solicitors and prior to that by an insurance company, both of which were Class 2 uses.

The Review Body was satisfied that a sufficiently persuasive case had been made to allow the business and that the applicant had demonstrated that the business would make a significant positive contribution to the town centre. In coming to this conclusion, Members also gave cognisance to the reasoning for the recent LRB decision for the provision of a dog grooming business in Bank Street and to the support from the Economic Development Section for the business.

CONCLUSION

After considering all relevant information, the Local Review Body concluded that the development was consistent with the Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was approved.

DIRECTION

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
Reason: To comply with Section 58 of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006.

CONDITION

1. The premises shall be used for a Mortgage shop (as defined in the applicant’s supporting statement) only and for no other purpose (including any other purpose in Class 2 of the Schedule to The Town and Country Planning (Use Classes) (Scotland) Order 1997, or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order).
Reason: To ensure that the use is restricted to that applied for.

2. The extent of external repainting shall be limited to those parts of the shop front that are currently painted, and shall not extend beyond onto unpainted areas
Reason: To safeguard the special architectural and historic interest of the Listed Building

Notice Under Section 21 of the Town & Country Planning (Schemes of Delegation and Local Review procedure) (Scotland) Regulations 2008.

1. If the applicant is aggrieved by the decision of the planning authority to refuse permission for or approval required by a condition in respect of the proposed development, or to grant permission or approval subject to conditions, the applicant may question the validity of that decision by making an application to the Court of Session. An application to the Court of Session must be made within 6 weeks of the date of the decision.
2. If permission to develop land is refused or granted subject to conditions and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, the owner of the land may serve on the planning authority a purchase notice requiring the purchase of the owner of the land's interest in the land in accordance with Part V of the Town and Country Planning (Scotland) Act 1997.

Signed.....Councillor T Miers
Chairman of the Local Review Body

Date.....20 September 2018

SCOTTISH BORDERS COUNCIL

MAJOR CONTRACTS GOVERNANCE GROUP

MINUTES of Meeting of the MAJOR
CONTRACTS GOVERNANCE GROUP held
in Council Chamber, Council Headquarters,
Newtown St Boswells on Tuesday, 18
September 2018 at 2.00 pm

Present:- Councillors R Tatler (Chairman), G Edgar, J Fullarton, T Miers, D Moffat,
E Thornton-Nicol, T Weatherston. Mr J Wilson (Chairman SB Cares)
In Attendance:- P Barr (Managing Director SB Cares), L Crombie (Operations Director SB
Cares), D Girdler (Chief Officer Roads), J Stacey (Chief Officer Audit & Risk),
I Wilkinson (Commercial Manager – Place), Democratic Services Officer (J
Turnbull).

1. WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting of the Major Contracts Governance Group. It was agreed that as SB Cares Financial report had been circulated on the morning of the meeting, there be a short adjournment to allow Members to fully consider the report. The Chairman requested that all reports be circulated within the statutory timeframe for future meetings.

**DECISION
NOTED.**

ADJOURNMENT

The meeting was adjourned at 2.00 pm and reconvened at 2.20 pm.

2. MINUTE

There had been circulated copies of the minute of the meeting of the Major Contracts Governance Group of 12 July 2018.

**DECISION
NOTED the Minute for signature by the Chairman.**

SB CARES BUSINESS

3. SB CARES 2018/19 PROGRAMME TRACKER

With reference to paragraph 6 of the Minute of 12 July, there had been circulated copies of a report by the Finance and Commercial Director providing an update on the programme of projects being undertaken by SB Cares during 2018/19. The Appendix to the report contained an overview of these projects including their current status. Discussion followed and in response to questions from Members, Mr Barr advised that with regard to the Relief Staff Management project, an appropriate management system had been identified. However, the system was required to link with other Council projects and HR and CGI were facilitating. With regard to the Fleet Management project, Mr Barr advised that the Council's new Manager would be reviewing fleet/ transport management across the organisation. Ms Crombie added that SB Cares would be increasing their transport fleet significantly to meet capacity and realise efficiencies.

DECISION

(a) AGREED the updated Project report.

(b) NOTED the progress on the 2018/19 Programme of Projects and associated targets and service improvements.

4. SB CARES COMMUNICATION, MARKETING AND ENGAGEMENT STRATEGY

There had been circulated copies of a report by the Finance & Commercial Director, advising on the development of an updated Communication, Marketing and Engagement Strategy for SB Cares. The Strategy was detailed in Appendix A to the report and set out the high level communication objectives and action plan for SB Cares for 2018/19. The report explained that the Strategy had been developed in conjunction with the Communications and Marketing Team and was aligned to SB Cares strategic aims. In response to questions, Mr Barr acknowledged the high level of staff turnover, explaining that unemployment was low in the Scottish Borders and caring was a challenging job with unsocial hours. The new rota system was also not as efficient as it should be. However, SB Cares had recently held a successful recruitment campaign resulting in 76 applications for support worker roles. If SB Cares continued to recruit the right people, gave appropriate induction training and improved communications, recruitment and retention of staff would increase which would have a positive affect on morale.

DECISION

NOTED the 2018/19 Communication, Engagement and Marketing Strategy as set out in Appendix A to the report.

5. SB CARES OPERATIONS

With reference to paragraph 7 of the Minute of 12 July, there had been circulated copies of a report by the Operations Director SB Cares giving the updated position on the inspection of SB Cares by the Care Inspectorate. The report advised that following inspection, Oakview Day Service had received Grades of 3 for Quality of Staffing, Management, Leadership and Environment; with a Grade 4 for Quality of Care and Support. Waverley and Craw Wood had also been inspected and Grades of 4s and 5s had been suggested at the verbal feedback session. The report also advised of the progress in reviewing training and the success of a recruitment campaign which had resulted in a substantial amount of interest from potential applicants. Appendix 2 to the report, gave a brief overview of the new methodology for Care Home Inspections which focused on self-evaluation which would assist in assessing the impact services had on people experiencing provision of support from SB Cares. Following discussion it was agreed that further information be provided on the new methodology at the next meeting. In response to a question Mr Barr advised that the Dementia Strategy was the responsibility of the Council's Social Work department and Health & Social Care Integration Joint Board. However, SB Cares would be involved in the process.

DECISION

(a) NOTED:

- (i) the recent Oakview Day Service Inspection Grades;**
- (ii) the recent Waverley and Craw Wood verbal feedback;**
- (iii) the new methodology being used by the Care Inspectorate during inspections of Care Homes;**
- (iv) the positive recruitment campaign; and**
- (v) the progress made in sourcing appropriate training.**

(b) AGREED to request a briefing on the new methodology being used by the Care Inspectorate at the next meeting.

6. **SB CARES INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2017/18**
There had been circulated copies of a report by Chief Officer Audit & Risk (SB Cares Chief Internal Auditor) on the findings of the SB Cares Internal Audit Annual Assurance Report 2017/18. The report detailed the scope of the Internal Audit work, the annual audit opinion and the six internal audit recommendations. Ms Stacey summarised the key findings and recommendations advising that the systems of internal control, risk management and governance arrangements were largely operating satisfactorily. These should be reasonably effective in mitigating risks to the achievement of SB Cares objectives.

**DECISION
NOTED:**

- (a) **The findings of the SB Cares Internal Audit Annual Assurance Report 2017/18; and**
- (b) **the actions agreed by SB Cares Management Team.**

7. **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 contained in the following items on the ground that they involved the likely disclosure of exempt information as defined in paragraphs 6 and 8 of the part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

8. **MINUTE**
Members considered the Private Section of the Minute of the Major Contracts Governance Group of 12 July 2018.

SB CARES BUSINESS

9. **SB CARES QUARTERLY FINANCIAL UPDATE**
There had been circulated copies of a report by the Finance and Commercial Director

SBC CONTRACTS BUSINESS

10. **SBC CONTRACTS TRADING OPERATION UPDATE**
There had been circulated copies of a report by the Chief Officer Roads.

The meeting concluded at 4.05 pm

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SCOTTISH BORDERS COUNCIL
CIVIC GOVERNMENT LICENSING COMMITTEE

MINUTE of Meeting of the CIVIC GOVERNMENT
LICENSING COMMITTEE held in Committee
Rooms 2 and 3, Council Headquarters, Newtown
St Boswells on Friday, 21 September 2018 at
10.00 a.m.

Present:- Councillors J. Greenwell (Chairman), N. Richards, S. Scott, R. Tatler, E. Thornton-Nicol, T. Weatherston.
Apologies:- Councillors J. Brown, D. Paterson, G. Turnbull.
In Attendance:- Managing Solicitor – Property and Licensing, Licensing Team Leader, Licensing Standards and Enforcement Officer (Mr I. Tunnah), Democratic Services Team Leader, Inspector T Hodges - Police Scotland.

1. **MINUTE**

The Minute of the Meeting of 20 July 2018 had been circulated.

DECISION

APPROVED and signed by the Chairman.

2. **LICENCES ISSUED UNDER DELEGATED POWERS**

There had been circulated copies of the Miscellaneous Licences issued under delegated powers between 12 July – 12 September 2018.

DECISION

NOTED.

3. **PRIVATE BUSINESS**

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 12 of part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

4. **LICENSING OF STREET TRADERS – CAROLE BONE**

The Committee considered an application for the grant of a Street Traders Licence submitted by Carole Bone and agreed to grant the licence.

5. **MINUTE**

The Private section of the Minute of 20 July 2018 was approved.

6. **URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman 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. **DATE OF NEXT MEETING**

The Chairman advised that he was unavailable to attend the next scheduled meeting on 19 October 2018 and asked if Members were prepared to change the date to 26 October 2018 and this was unanimously agreed.

The meeting concluded at 10.15 a.m.

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SCOTTISH BORDERS COUNCIL AUDIT AND SCRUTINY COMMITTEE

MINUTES of Meeting of the AUDIT AND SCRUTINY COMMITTEE held in Council Chamber, Council Headquarters, Newtown St Boswells on Monday, 24 September 2018 at 10.15 am

Present:- Councillors S Hamilton (Chairman), H Anderson, N Richards, H Scott, S Scott E Thornton-Nicol and Mr M Middlemiss.
Apologies:- Councillor S Bell, Councillor J Fullarton
In Attendance:- Chief Financial Officer, Chief Officer Audit and Risk, Clerk to the Council (paras. 1-3), Chief Officer Roads (para 4), Corporate Risk Officer (para 5), Corporate Fraud & Compliance Officer (para 9), Democratic Services Officer (J Turnbull).
Ms G Woolman, Mr A Haseeb and Mr G Samson - Audit Scotland.

1. **WELCOME AND INTRODUCTIONS**

The Chairman welcomed those present to the meeting and introductions were made.

SCRUTINY BUSINESS

2. **MINUTES**

There had been circulated copies of the Minutes of 23 August 2018 and 3 September 2018.

DECISION

APPROVED for signature by the Chairman.

3. **SCRUTINY WORK PROGRAMME 2018/19**

With reference to paragraph 8 of the Minute of 7 June 2018, there had been circulated copies of the Scrutiny Work Programme with suggestions for future Scrutiny reviews to be approved by Council. The Clerk to the Council, Ms Wilkinson, advised that Item No. 5 'Information provided to Members in reports', would be removed from the Programme as this would be included in the Review of the Scheme of Administration which would be subject to a report to full Council. The Committee requested that Item No. 1 the review on 'Councillors' role in staff matters' also included training given to officers and the monitoring of decisions of staff disciplinary hearings and employment tribunals. Members also discussed whether Item No. 3 'The Impact of Brexit' should be considered by the Audit & Scrutiny Committee or whether this would be better considered at full Council.

VOTE

Councillor Scott, seconded by Councillor Richards, moved that Item No. 3, 'Impact of Brexit on the Scottish Borders' be removed from the Scrutiny Work Programme.

Councillor Anderson, seconded by Councillor Thornton-Nicol, moved that it remain on the Scrutiny Work Programme.

On a show of hands Members voted as follows:

Motion	-	3
Amendment	-	2

The Motion was accordingly carried.

DECISION

(a) AGREED:

(i) **the Scrutiny Work Programme 2018/19 as detailed in the Appendix to this Minute; and**

*

(ii) **to recommend approval to Council of the Scrutiny Work programme as detailed in the Appendix to the Minute.**

(b) NOTED that additional items could be added to the Scrutiny Work Programme as appropriate.

AUDIT BUSINESS

4. ACTION TRACKER

With reference to paragraph 3 of the Minute of 26 June 2018, there had been circulated copies of the Action Tracker for the Audit and Scrutiny Committee. With regard to the actions concerning the Fleet Management Workforce Plan, the Chief Officer Roads, Mr Girdler, was in attendance to give an update. Mr Girdler advised that a new Manager had recently been appointed who would oversee the transformational programme for the Council's fleet. Mr Girdler explained that there were still vacancies for mechanics within the Service, it being difficult to attract and retain suitable candidates owing to the disparity between the Council's remuneration and that offered by the external market. Existing staff would therefore continue to receive overtime payments until suitable appointments had been made. The Chief Officer Audit & Risk, Ms Stacey, added that Fleet Management was a key component for delivery of services across the entirety of the Council's business. It was noted that a report on progress would be presented to the November meeting.

DECISION

NOTED:-

(a) the Action Tracker; and

(b) that a report on the progress of the Fleet Management Workforce Plan would be presented to the November meeting.

5. RISK MANAGEMENT IN SERVICES

5.1 The Chairman welcomed Mr David Robertson, the Council's Chief Financial Officer. Mr Robertson was in attendance to give a presentation on the strategic risks within Finance, IT and Procurement. Mr Robertson began by explaining that managing risk involved: a consistent corporate process, effective project/programme management, risk workshops, self-evaluation, training, regular monitoring of strategic service, operation risk and performance measures. Risk Registers for each of the services were developed through the Business Planning Process and were owned and managed by Service Managers within that service. The Risk Registers were regularly reviewed by the Service Director and Management Team and when necessary, risks were escalated to Corporate Management Team (CMT). Mr Robertson referred to the key risks within his service, namely: uncertainty over funding levels from Scottish Government; ring fencing of resources which placed pressure on remaining areas of budget; delivery of permanent savings; increasing demand from a variety of sources e.g. care of elderly, IT transformation and security; impact of the wider economy; and, Local Government Pension Scheme reform.

- 5.2 In terms of managing risks Mr Robertson explained the risk process methodology, giving examples from various risk registers of the risk scoring system, risk factors and advising of internal controls in place around particular risks (one corporate risk for which he was responsible, and several operational risks relating to the Finance service and the IT service). Mr Robertson then responded to questions, advising that savings were scrutinised through the monitoring process linked to Service Directors. Portfolio holders were made aware of the risks within their services. Ms Stacey added that Audit and Scrutiny Committee received an annual report on the risk management arrangements across the entirety of the Council's services. There were also regular briefings to Members around the risk management policy and process which could be refreshed if the Committee considered appropriate. The Chairman thanked Mr Robertson for his presentation.

DECISION

NOTED:-

- (a) **the presentation; and**
- (b) **that portfolio holders be advised of risk management processes affecting their service areas.**

6. ANNUAL TREASURY MANAGEMENT REPORT (2017/18)

- 6.1 With reference to paragraph 4 of the Minute of 25 September 2017, there had been circulated copies of a report by the Chief Financial Officer presenting the annual report of treasury management activities undertaken during the 2017/18 financial year. The report was presented to Audit and Scrutiny Committee for review as part of their scrutiny role in relation to treasury management activities in the Council. The CIPFA Code of Practice on Treasury Management in the Public Services (the Code) required an annual report on treasury management to be submitted to Council following the end of each financial year. This report highlighted the Council's treasury activity in the year ended 31 March 2018 and the performance of the Treasury function. Appendix 1 to the report comprised the annual report of treasury management activities for 2017/18 and contained an analysis of performance against targets set in relation to Prudential and Treasury Management Indicators. All of the performance comparisons reported upon were based on the revised indicators agreed as part of the mid-year report approved on 21 December 2017.
- 6.2 The Appendix to the report also showed the Council's borrowing requirement to fund the capital investment undertaken during 2017/18, how much the Council actually borrowed against the sums budgeted, and the level of external debt carried on the Council's balance sheet within approved limits. The Council had, whenever possible, deferred borrowing and used surplus cash rather than undertaking new borrowing. However, the Council had undertaken short term borrowing for cash flow purposes and additional long term borrowing for capital purposes during the year, amounting to £5m and £10m respectively. Treasury management activity had been undertaken in compliance with approved policy and the Code and the Council remained under-borrowed against its Capital Financing Requirement (CFR) as at 31 March 2018.
- 6.3 In response to questions, Mr Robertson advised that the lower than projected final capital expenditure was due to a variety of reasons including planning and SEPA issues with the Waste Transfer Station, policy changes affecting the Early Learning and Childcare block expenditure, and delays in the implementation of the Business World ERP system and the Digital Customer Access system. Other capital projects such as the Selkirk and Hawick Flood Protection Schemes had moved forward. A review of best practice around delivery of capital expenditure projects would be undertaken in the near future. With regard to the additional borrowing for capital purposes, Mr Robertson advised that this was a ten year maturity debt at a favourable rate.

DECISION

NOTED that treasury management activity in the year to 31 March 2018 was carried out in compliance with the approved Treasury Management Strategy and Policy.

ADJOURNMENT

The meeting was adjourned at 11.27 am and reconvened at 11.35 am.

7. EXTERNAL AUDITORS ANNUAL AUDIT REPORTS 2017/18

7.1 Scottish Borders Council Pension Fund Audit of 2017/18 Annual Report and Accounts

With reference to paragraph 5.3 of the Minute of 25 September 2017, there had been circulated copies of a report by Audit Scotland, the Council's external auditors, in respect of Scottish Borders Council Pension Fund. Ms Woolman of Audit Scotland presented the Report, advising that there were no material adjustments to the financial statements arising from the audit. Ms Woolman explained that the Report identified that investment values provided by the Custodian did not use Fund Manager Valuations as at 31 March 2018 for some assets. The accounts had not been adjusted to reflect this difference as management had concluded that it was not material. Mr Robertson advised that the Pension Fund accepted all the recommendations made and these would be incorporated into the Performance Management system to monitor implementation. In response to questions, Mr Robertson advised that the significant increase in investment management expenses was due to an investment property transaction tax of £5m with the long lease property investment. This was a one-off charge and was expected to be recovered over the longer term. With regard to the actuarial assumption showing a funding level of 114%, Mr Robertson explained that this reflected the performance of the Pension Fund. Ms Woolman added, that this year, the discount rate was down which had reduced liability.

7.2 Charitable Trusts administered by Scottish Borders Council

There had been circulated copies of a report by Audit Scotland in respect of Charitable Trusts administered by Scottish Borders Council. Mr Haseeb of Audit Scotland advised that there were no material adjustments to the financial statements. However, the cashflow statements for Common Good Funds had required a number of changes and these had been amended.

7.3 Scottish Borders Council Annual Reports and Accounts 2017/18

With reference to paragraph 5.1 of the Minute of 25 September 2017, there had been circulated copies of a report by Audit Scotland. Ms Woolman of Audit Scotland explained that there had been no material adjustments arising from the audit. There had been three significant findings from the audit of financial statements: Pension fund assets reported in the Council's balance sheet had been understated by £1m; payroll creditors' balances were unclear; and assets which had not been charged depreciation. Mr Robertson clarified that the depreciation error related to £30m which had now been corrected and had not impacted on the General Fund.

7.4 Scottish Borders Cares LLP and Scottish Borders Supports LLP

There had been circulated copies of a report by KPMG, the Council's external auditors in respect of Scottish Borders Cares LLP and Scottish Borders Supports LLP. The report advised that there were no significant matters in respect of audit differences, and stated auditor independence and non-audit fees and management representation letter contents.

DECISION

NOTED the Annual Reports from the Council's External Auditors.

8. SCOTTISH BORDERS COUNCIL ANNUAL ACCOUNTS 2017/18

8.1 With reference to paragraph 5 of the Minute of 25 September 2017, there had been circulated copies of the Council's audited Annual Accounts for 2017/18. The audit appointment of Audit Scotland for Scottish Borders Council accounts included the requirement to provide an auditor's report for the Council as well as related charities.

The report explained that Audit Scotland had now completed the audit of the Council's Annual Accounts for 2017/18 and had given an unqualified audit opinion in all cases. In addition, Audit Scotland concurred with management's accounting treatment and judgements; and had reached positive conclusions in respect of financial sustainability, financial management, governance, transparency and value for money. Audit Scotland had identified eight recommendations for improvement requiring action and these had been accepted by management and would be enacted within the agreed timescales. The report also referred to KPMG's external audit of the Council subsidiaries SB Cares, SB Supports and Bridge Homes which were not registered charities, and advised that no issues had been raised and there were no matters to report.

- 8.2 As required under the Local Authority Accounts (Scotland) Regulations 2014, the audited Annual Accounts for Scottish Borders Council, SBC Common Good Funds, the SBC Charitable Trusts, Bridge Homes LLP, SB Supports LLP and SB Cares LLP and Scottish Borders Council's Pension Fund had been presented to the Audit and Scrutiny Committee prior to signature.

DECISION

AGREED to APPROVE:

- (a) the Scottish Borders Council's audited Annual Accounts for the year to 31 March 2018;
- (b) the Scottish Borders Council Common Good Funds' (Charity SC031538) audited Annual Accounts for the year to 31 March 2018;
- (c) the SBC Welfare Trust (Charity SC044765) audited Annual Accounts for the year to 31 March 2018;
- (d) the SBC Education Trust (Charity SC044762) audited Annual Accounts for the year to 31 March 2018;
- (e) the SBC Community Enhancement Trust (Charity SC044764) audited Annual Accounts for the year to 31 March 2018;
- (f) the Ormiston Trust for Institute Fund (Charity SC019162) audited Annual Accounts for the year to 31 March 2018;
- (g) the Scottish Borders Council Charity Funds' (Charity SC043896) audited Annual Accounts for the year to 31 March 2018;
- (h) the Bridge Homes LLP audited Annual Accounts for the year to 31 March 2018;
- (i) the SB Supports LLP audited Annual Accounts for the year to 31 March 2018;
- (j) the SB Cares audited Annual Accounts for the year to the 31 March 2018; and
- (k) the Scottish Borders Council's Pension Fund audited Annual Accounts for the year to 31 March 2018.

9. NATIONAL PERFORMANCE REPORT BY AUDIT SCOTLAND

There had been circulated copies of the Account Commission's report (March 2018) on a significant fraud at Dundee City Council in 2016/17 for consideration of any implications for Scottish Borders Council. The report compared the Accounts Commission's findings in relation to Dundee City Council with the processes, procedures and practices at

Scottish Borders Council to provide assurance to the Committee. The Council was committed to minimising the risk of loss due to fraud, theft or corruption and would take appropriate action against those who attempted to defraud the Council, whether from within the authority or from outside. The Corporate Fraud and Compliance Officer was in attendance and advised that controls included regular meetings with counterparts in other local authorities, fraud awareness training for staff, and internal controls and monitoring arrangements.

**DECISION
NOTED :**

- (a) **the issues raised by the Audit Commission and the controls in place; and**
- (b) **that the Scottish Government's Fraud Maturity model had been adopted as a means of self-assessment and that development of counter fraud measures would continue under the direction of the Corporate Fraud Steering Group in line with the Council's Corporate Fraud Policy and Strategy.**

10. INTERNAL AUDIT WORK TO JULY 2018

10.1 With reference to paragraph 5 of the Minute of 14 May 2018, there had been circulated copies of a report by the Chief Officer Audit and Risk which provided details of the recent work carried out by Internal Audit and the recommended audit actions agreed by management to improve internal controls and governance arrangements. The work Internal Audit had carried out during the period 2 April to 27 July 2018 was detailed in the report. During the period a total of two Final Internal Audit reports had been issued. There were two recommendations made relating to one of the reports which had been accepted by Management for implementation. An Executive Summary of the final Internal Audit reports issued, including audit objective, findings, good practice, recommendations (where appropriate) and the Chief Officer Audit and Risk's independent and objective opinion on the adequacy of the control environment and governance arrangements within each audit area, was included in Appendix 1 to the report.

10.2 The SBC Internal Audit function conformed to the professional standards as set out in Public Sector Internal Audit Standards (PSIAS) (2017) including the production of this report to communicate the results of the reviews. Information relating to the Scottish Local Authorities Chief Internal Auditors Group (SLACIAG) was shown in Appendix 2 to the report. In response to a question, Ms Stacey advised that the Carbon Reduction Programme was being led by Service Director Assets and Infrastructure.

DECISION:

- (a) **NOTED:**
 - (i) **the final assurance reports issued in the period from 2 April to 27 July 2018 associated with the delivery of the approved Internal Audit Annual Plan 2018/19; and**
 - (ii) **the Internal Audit consultancy and other work undertaken in this period.**
- (b) **AGREED to acknowledge the assurance provided on internal controls and governance arrangements in place for the areas covered by this Internal Audit work.**

11. THANKS

The Chairman thanked Audit Scotland and officers for their attendance and the comprehensive, clear reports provided to the Committee.

The meeting concluded at 12.55 pm

Scrutiny Work Programme 2018/19

	Review subject	Outcome/Lead Officer
1	Councillors' Role in staff matters	Presentation giving an update on the role, guidance and training given to Councillors and Officers on staff disciplinary appeals and employment tribunals, and the monitoring of these decisions. (Lead Officer(s): Clair Hepburn, Service Director HR and Iain Davidson, Employee Relations Manager).
2	Amey – Trunk Roads Management	Presentation from Amey Scotland on trunk roads management. (Lead Officer: Martin Joyce, Service Director Assets & Infrastructure & David Girdler, Chief Officer – Roads).
3	ALEOs and Live Borders	Briefing on the performance monitoring process through the Major Contracts Governance Group. (Lead Officer: Philip Barr, Executive Director).
4	Co-wheels contact	Presentation on the Co-wheels contract (Lead Officer: David Robertson, Chief Financial Officer).

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**SCOTTISH BORDERS COUNCIL
PEEBLES COMMON GOOD FUND SUB-COMMITTEE**

MINUTE of SPECIAL MEETING of the
PEEBLES COMMON GOOD FUND SUB-
COMMITTEE held in the Council Chamber,
Council Headquarters, Newtown St. Boswells
on 25 September 2018 at 1.00 p.m.

Present:-	Councillors R. Tatler (Chairman), H. Anderson, S. Haslam, E. Small
Apologies:-	Councillor S. Bell, Community Councillor L. Hayworth
Absent:-	Councillor K. Chapman
In Attendance:-	Pension and Investments Manager, Principal Solicitor, Democratic Services Team Leader

1. APPLICATION FOR FUNDING

There had been circulated copies of a request for funding in the sum of £4,540 from Peebles CAN (Community Action Network). The funding was required to facilitate Peebles CAN changing from a company Limited by Guarantee to a SCIO. The Chairman advised that Community Councillor Hayworth had communicated his reservations given the financial situation of the applicant. It was also noted that Community Grant funding had been given to cover operating costs for the next year. Members noted that a detailed breakdown of how the monies would be spent had not been provided nor a copy of their accounts for the 2017/18 financial year, which was a requirement of the application. Members agreed that they could not properly consider the application until this information had been supplied.

DECISION

AGREED that consideration of the application be deferred until the next meeting on 28 November 2018 to allow the required information to be provided.

The meeting concluded at 1.10 p.m.

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SCOTTISH BORDERS COUNCIL PLANNING AND BUILDING STANDARDS COMMITTEE

MINUTE of Meeting of the PLANNING AND BUILDING STANDARDS COMMITTEE held in Council Headquarters, Newtown St Boswells TD6 0SA on Monday, 1 October 2018 at 10.00 a.m.

Present:- Councillors T. Miers (Chairman), A. Anderson, J. A. Fullarton, S. Hamilton, H. Laing, S. Mountford, C. Ramage, E. Small.
Apologies:- Councillor S. Aitchison.
In Attendance:- Depute Chief Planning Officer, Lead Planning Officer (Environment and Infrastructure), Lead Roads Planning Officer, Solicitor (Emma Moir), Democratic Services Team Leader, Democratic Services Officer (F. Henderson).

1. MINUTE

There had been circulated copies of the Minute of the Meetings held on 3 September 2018.

DECISION

APPROVED for signature by the Chairman.

DECLARATION OF INTEREST

Councillor Fullarton declared an interest in Application 18/00147/FUL in terms of Section 5 of the Councillors Code of Conduct and left the Chamber during the discussion.

2. APPLICATIONS

There had been circulated copies of reports by the Service Director Regulatory Services on applications for planning permission requiring consideration by the Committee.

DECISION

DEALT with the applications as detailed in Appendix I to this Minute.

3. APPEALS AND REVIEWS

There had been circulated copies of a briefing note by the Chief Planning Officer on Appeals to the Scottish Ministers and Local Reviews.

DECISION

NOTED that:-

(a) there remained four appeals outstanding in respect of:-

- Land South West of Easter Haprew Farmhouse, Peebles
- Hutton Hall Barns, Hutton
- Land North West of Gilston Farm, Heriot
- Land South West of 6 Lamberton Holding, Lamberton

(b) Review Requests had been received in respect of:-

- (i) **Change of use from retail to tattoo studio (retrospective), at 52 Bank Street, Galashiels – 18/00398/FUL;**
 - (ii) **Erection of dwellinghouse on Land North East of Ladywood Lower Greenhill, Selkirk – 18/00929/PPP;**
- (c) **there remained two reviews outstanding in respect of:-**
 - **Land West of Langton Bitches, Duns**
 - **37 Bank Street, Galashiels**
- (d) **there remained three Section 36 Public Local Inquiries Outstanding in respect of :-**
 - **Fallago Rig 1, Longformacus**
 - **Fallago Rig 2, Longformacus**
 - **Birneyknowe Wind Farm, Land North, South, East and West of Birnieknowe Cottage, Hawick**

The meeting concluded at. 11.20 a.m.

APPENDIX I

APPLICATIONS FOR PLANNING PERMISSION

<u>Reference</u>	<u>Nature of Development</u>	<u>Location</u>
18/00147/FUL	Erection of 57 No. dwellinghouses And associated infrastructure works	Land West of Borlorac Main Street East End Chirnside

Decision: Approved, subject to conclusion of the required legal agreement covering the implementation and maintenance of structural planting to the north of the site and developer contributions towards play space and subject to the undernoted conditions and informative.

Conditions

1. The development hereby permitted shall not be carried out otherwise than in complete accordance with the plans and specifications approved by the Local Planning Authority.
Reason: To ensure that the development is carried out in accordance with the approved details.
2. The proposed residential units shall meet the definition of "affordable housing" as set out in the adopted Scottish Borders Consolidated Local Plan 2016 and any accompanying supplementary planning guidance and shall only be occupied in accordance with arrangements (to include details of terms of occupation and period of availability) which shall first have been submitted to and approved in writing by the Planning Authority.
Reason: The permission has been granted for affordable housing, and development of the site for unrestricted market housing would attract contributions to infrastructure and services, including local schools.
3. No development shall commence until precise details (including samples where requested by the Planning Authority) of all external wall and roof finishes for the approved dwellings, (precise details shall include additional external finishes over and above those specified in the Design & Access Statement dated June 2018) and full details of the surfacing of all shared surfaces and footways have been submitted to and approved in writing by the Planning Authority. Thereafter the development shall be completed in accordance with the approved details unless otherwise agreed in writing with the planning authority.
Reason: To ensure the material finishes respect the character and appearance of the surrounding area.
4. No development shall take place except in strict accordance with a scheme of hard and soft landscaping works, which has first been submitted to and approved in writing by the planning authority. Details of the scheme shall include
 - i. existing and finished ground levels in relation to a fixed datum preferably ordnance
 - ii. precise details of all soft landscaping works which includes the location of new trees, shrubs, hedges and grassed areas and the schedule of plants to comprise species, plant sizes and proposed numbers/density
 - iii. precise details of all proposed means of enclosure

- iv. location and design, including materials, of all retaining walls
- v. A programme for completion and subsequent maintenance.

Reason: To ensure the satisfactory form, layout and assimilation of the development.

- 5. Core Path 87 which runs along the northern side of Main Street should remain open and accessible at all times unless proposals for any temporary closure which shall include a suitable diversion are submitted to and agreed in writing with the Planning Authority.

Reason: To protect access adjacent to the development site.

- 6. Any noise emitted by plant and machinery used on the premises will not exceed Noise Rating Curve NR20 between the hours of 2300 - 0700 and NR 30 at all other times when measured within all noise sensitive properties (windows can be open for ventilation). The noise emanating from any plant and machinery used on the premises should not contain any discernible tonal component. Tonality shall be determined with reference to BS 7445-2

Reason: To protect the residential amenity of nearby properties.

- 7. All plant and machinery shall be maintained and serviced in accordance with the manufacturer's instructions so as to stay in compliance with the aforementioned noise limits.

Reason: To protect the residential amenity of nearby properties.

- 8. At least 6 weeks prior to the development commencing operations the applicant must prepare and submit a Construction Method Statement (CMS) for approval by the Planning Authority. Once approved this document will form the operational parameters under which the development will be operated and managed. The plan must address the following:

- Hours of operation
- Vehicle movement
- Protection and monitoring of private water supplies
- Noise mitigation/ equipment maintenance
- Dust - mitigation and management
- Lighting - prevention of nuisance
- Complaints procedure/ communication of noisy works to receptors

Reason: To protect the amenity of nearby residential properties.

- 9. No development shall commence during the breeding bird season (March-August) unless in strict accordance with a Species Protection Plan (SPP) for breeding birds that shall be submitted to and approved by the Planning Authority. The SPP shall include provision for a pre-development supplementary survey and a mitigation plan.

Reason: To ensure that species and habitats affected by the development are afforded suitable protection for the construction and operation of the development.

- 10. No development shall commence until a scheme of details setting out arrangements and locations for domestic waste and recycling storage and collection are submitted to and approved in writing by the planning authority. Thereafter the development is to be completed in accordance with the approved details, unless otherwise agreed in writing with the Planning Authority.

Reason: To ensure suitable provisions are made for the provision and storage of domestic waste and recycling within the site.

11. No development shall commence until written confirmation has been provided by Scottish Water for the prior written approval of the planning authority, that the public mains water supply is available to serve the development hereby approved. Prior to the occupation of the first dwellinghouse(s), written confirmation shall be provided for the approval of the Planning Authority that the development has been connected to the public mains water supply.

Reason: To ensure that the Development is adequately serviced with a sufficient supply of wholesome water and there are no unacceptable impacts upon the amenity of any neighbouring properties.

12. No development shall commence until written confirmation has been provided by Scottish Water for the prior written approval of the Planning Authority that the public drainage system has capacity to accommodate the development hereby approved or that works will be undertaken to ensure that the existing drainage infrastructure will have the capacity to serve this development before the first dwellinghouse is occupied. Thereafter and prior to the occupation of the first dwellinghouse(s), written confirmation shall be provided for the approval of the Planning Authority that the development has been connected to the public drainage network.

Reason: To ensure that the development does not have a detrimental effect on public health.

13. No development shall commence until precise details of the design of the SuDS scheme have been submitted to and approved in writing by the Planning Authority. The sustainable urban drainage system shall comply with CIRA C753 SuDS Manual and the SuDS basin shall be designed to allow for a 1 in 200 flood event with 33% climate change allowance so as not to increase flood risk elsewhere, unless otherwise agreed in writing. Thereafter, the development shall be carried out in strict accordance with the agreed details. Prior to occupation of the first dwellinghouse hereby approved written evidence shall be supplied to the planning Authority that the development has been connected to the public water drainage network.

Reason: To ensure that the development does not have a detrimental effect on public health.

Informatives

1. Opportunities exist to enhance the habitat network and promote biodiversity through native tree and hedgerow planting and through careful design of SUDS features, in accordance with the advice outlined in the Ecological Walkover Survey (Tweed Ecology, October 2017). These species should be included within the planting details sought in response to Condition 3 section ii. and structural planting to be secured by the Section 75 legal agreement.
2. In the event that bats are discovered following the commencement of works, works should stop immediately and the developer must contact SNH (tel: 01896-756652) for further guidance. Works can only recommence by following any guidance given by SNH. The developer and all contractors to be made aware of accepted standard procedures of working with bats at www.bats.org.uk. Further information and articles available at: http://www.bats.org.uk/pages/bats_and_buildings.html
http://www.bats.org.uk/pages/existing_buildings.html
http://www.bats.org.uk/publications_download.php/1404/Bats_Trees.pdf
3. The applicant is reminded that, under the Wildlife and Countryside Act 1981, as amended (section 1), it is an offence to remove, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning consent for a development does not provide a defence

against prosecution under this act. If nesting birds are discovered after works commence, such works must stop and a competent ecologist must be contacted for advice.

4.

<u>Reference</u>	<u>Nature of Development</u>	<u>Location</u>
18/01044/FUL	Sub-division of dwellinghouse and alterations to provide 2 dwellinghouses	Loaningdale Edderston Road, Peebles

Decision: Approved subject to the following conditions and informatives and the completion of a legal agreement for development contributions:

- 1 No development shall commence until the section of the existing private access road shown blue and yellow on approved Drawing Number 2018/23/109 is resurfaced.

Reason: To ensure a satisfactory form of development.

- 2 No development shall commence until a passing place has been provided on the section of road coloured blue and yellow on Drawing Number 2018/23/109 at a location to be agreed on site by the planning authority. Full details of the proposed passing place (including location and construction details) shall first be submitted to and approved in writing by the Planning Authority.

Reason: To accommodate for the anticipated increase in traffic using the private road.

- 3 Prior to the occupation of the dwellinghouse hereby approved, a vertically close boarded screen fence 1.8 metres high shall be erected along the boundary of the site marked green on approved plan 2018/23/102. Details of the fence shall first be submitted to and approved in writing by the planning authority. Thereafter, the approved boundary treatment shall be erected prior to the occupation of the house and shall be retained in perpetuity.

Reason: To ensure that the site is adequately screened from adjoining neighbouring properties.

Note: Derek Scott, Planning Consultant spoke on behalf of an objector and Kate Jenkins, Ferguson Planning spoke in support of the application.

SCOTTISH BORDERS COUNCIL EXECUTIVE COMMITTEE

MINUTE of Meeting of the EXECUTIVE COMMITTEE held in the Council Chamber, Council Headquarters, Newtown St Boswells, TD6 0SA on Tuesday, 2 October, 2018 at 10.00 am

Present:- Councillors S. Haslam (Chairman), S. Aitchison (Vice-Chairman), G. Edgar, C. Hamilton, E. Jardine, T. Miers, M. Rowley, R. Tatler and G. Turnbull

Also present:- Councillors H. Anderson, J. Greenwell, S. Hamilton, W. McAteer, C. Ramage.

Apologies:- Councillors S. Mountford and T. Weatherston

In Attendance:- Executive Director (R. Dickson), Service Director Children & Young People, Service Director Assets & Infrastructure, Service Director Regulatory Services, Clerk to the Council, Democratic Services Officer (F. Walling).

EDUCATION BUSINESS

Present:- Ms A. Ferahi, Mr G. Jarvie, Mr I. Topping, Mr M. Armitage and Mr L. Mendoza.

CHAIRMAN

Councillor Hamilton chaired the meeting for consideration of the Education business. In her welcome to the meeting, she reminded those present that the Scottish Borders Health and Social Care Partnership had launched the first Scottish Borders Healthy Lives Week. The new campaign asked people to play their part to make the right choices to keep healthy and active. Members were invited to visit the display in the Council's reception area and to make a personal pledge to improve their health.

1. CHILDREN AND YOUNG PEOPLE'S SERVICES - EDUCATION STANDARDS AND QUALITY REPORT 2017-18

- 1.1 There had been circulated copies of a report by the Service Director, Children and Young People, providing a summary of progress in Educational standards of attainment and achievement across early years settings, additional support needs provisions and schools in the Scottish Borders. The report also presented a summary of progress in relation to the expectations set out in the National Improvement Framework (NIF) which set out the national priorities for Education and expectations regarding the key drivers of improvement: school leadership, teacher professionalism, parental engagement, assessment of children's progress, school improvement and performance information. The key priorities for school session 2018/2019 were set out within the drivers and these set the context within which all education settings based their improvement plans. The progress made in school session 2017/18 was contained within the Education Standards and Quality Report attached as Appendix 1 to the report. The Service Director drew Members' attention to progress in the Scottish Borders within the four key priorities set out in the NIF and in particular to improving attainment in literacy and numeracy. For school leavers, significant improvement had been evidenced with an increase of over 4% in National 5 English and an increase of 3% of S4 pupils achieving a literacy award; an increase of 9% in National 5 Maths and an increase of 4.5% S4 pupils achieving a numeracy award. As detailed in the Education Standards and Quality Report and with respect to the percentage of pupils gaining awards at all levels, the Scottish Borders was doing well in comparison to the national average and comparator authorities. There was

a focus on improving inclusion, equality and health and well-being in all Scottish Borders education settings. In terms of areas for improvement there was further work to do on closing the attainment gap through targeted interventions with support through the Pupil Equity Fund particularly where the attainment gap was most persistent: writing and numeracy in Primary 4 and all aspects of literacy and numeracy in Primary 7. In the senior phase a key priority was to develop a young workforce through partnership working and provision of a robust and meaningful curriculum to create different pathways and broader opportunities which could be tailored to the needs of the young person.

- 1.2 Members welcomed the positive progress in the four NIF priorities as evidenced in the Scottish Borders Council Education Standards and Quality Report for 2017/18. With reference to the 95.83% of school leavers in 2016/17 being in a positive destination, which was 2% above the national average, a question was asked about what percentage of the young people remained in or returned to the Borders. Members were advised that this was very difficult to quantify, as Further Education destinations were included in the statistic. However officers would liaise with Skills Development Scotland and drill down through the figures for further information about this. In this regard, the Council was working with partners to identify skills gaps in the Borders and look at what could be done to develop opportunities within schools. In response to other points raised, the Service Director emphasised that there was a strong budget commitment from the Council for partnership working with youth groups and organisations in the third sector, recognising that these groups brought forward a different voice and alternative space for young people. Further information was provided about the development of digital learning, the aim being to put a digital hub in each High School and establish interactive distance learning with tutors. For the last two years, to address the deficit in staff to teach certain subjects, the Council had been growing its own teacher workforce, in partnership with the University of Highlands & Islands and more recently the University of Dundee. In 2018/19 the programme was being extended to include Primary Education and Teachers of Science, Technologies, Engineering and Maths. In answer to questions from Mr Topping information was given about the establishment of a 'virtual school' to track and monitor the impact of targeted actions on progress of pupils in deciles 1 and 2 and the establishment of a post as single point of ownership to track and support the Authority's Looked After Children. With regard to benchmarking within schools, secondary teachers continued to use Insight (Scottish Government Senior Phase benchmarking tool) to analyse Senior Phase data. Twice yearly Senior Leaders engaged with officers about this data and areas for development. The Chairman thanked officers for their presentation.

DECISION

- (a) **NOTED the overall positive progress being made by the Education Service in delivering the National Improvement Framework in Scottish Borders Council Early Years settings and schools.**
- (b) **AGREED the improvement priorities and action plan for improvement in school session 2018/19 as detailed in Section 5 in Appendix 1 to the report.**

2. DYSLEXIA POLICY

With reference to paragraph 15 of the Executive Committee Minute of 19 June 2018, there had been circulated copies of a report by the Service Director Children and Young People seeking approval for a new Dyslexia Policy. The Quality Improvement Manager explained that the identification of literacy difficulties including dyslexia was an area of concern for staff, pupils and parents. Parents had raised concerns regarding the 'diagnosis or labelling' of dyslexia. The Policy provided a very clear and robust framework based on national guidance and advice and offered support for schools and parents in this difficult area. The purpose of this guidance was to set out policy in this area and to ensure that all staff were aware of their responsibilities and roles to support children

and young people who had, or may have had, dyslexia. This involved the identification of dyslexia in a timely fashion and the provision of timely effective adaptations and interventions (including technological solutions). A comprehensive toolkit had been developed to support the implementation of the Policy in schools. The draft Policy was attached as an Appendix to the report. In the ensuing discussion, Members welcomed this policy which they recognised as being long-awaited. In response to questions about timescales around diagnosis and associated expectations of parents, it was stressed that there was no one test for dyslexia and due to different interventions it was difficult to put a timeframe on this. However the communication to parents was that this Policy would facilitate earlier diagnosis by P3/P4 rather than having to wait until secondary school stage.

DECISION

- * **AGREED to recommend to Council adoption of the Dyslexia Policy (2018).**

3. EXAM RESULTS 2017-2018

There had been circulated copies of a report by the Service Director Children and Young People providing information on the progress schools were making in the Broad General Education for P1 to S3 and Senior Phase S4-6 Scottish Qualifications Examinations for session 2017/18. With the aid of a visual presentation Quality Improvement Officer, Catherine Thomson, summarised the information provided in the comprehensive report. In 2017/18 all areas of Literacy and Numeracy in the Broad General Education in P1, P4, P7 and S3, apart from P2, were above 75% and in particular Listening and Reading were above 80%. For session 2018/19, all schools would be set new targets in Literacy and Numeracy to ensure that Scottish Borders met the Scottish Government's stretch aim of 85% for 2020. Ms Thomson explained the use of the Insight Benchmarking Tool to summarise results in the Senior Phase S4-6 and to produce tables of comparator figures. She also referred to the Scottish Credit and Qualifications Framework (SCQF) which standardised awards across the SCQF levels. The attainment data within the report did not include the wider achievement awards, which were on the qualifications framework at the same level. These would be provided in a further update of Insight data in March 2019 when all the information on attainment was available. Tables of S4-6 overall attainment showed an improving trend in pass awards. 98% of S4 achieved a Literacy award and 97% of S4 achieved a National 5 English, increases from 2017 of 3% and 4% respectively. 92% of S4 achieved a Numeracy award and 86.3% of S4 achieved a National 5 award in Maths, increases from 2017 of 4.5% and 9% respectively. This year's Higher results demonstrated a consistently positive trend with the percentage of young people gaining an award at Higher remaining at 85%. It was noted that this was the first year of the new assessment arrangements for Higher. The percentage of young people gaining an award at Advanced Higher had risen very slightly at 89%, compared to 2017. The report went on to give 'Closing the Gap' data tables noting that this data would change when the qualifications update came through in February. Members welcomed the positive attainment trends in Literacy and Numeracy and the improving trends in exam results across all levels and thanked all the staff involved. It was noted that there had been scheduled a Members' briefing about the Insight Benchmarking Tool to which the external Education representatives to Executive Committee would also be invited.

DECISION

NOTED the trends and progress that schools were making, in the Broad General Education and Senior Phase, in terms of attainment and the identified areas for improvement.

CHAIRMAN

On behalf of the Executive Committee, the Chairman offered good wishes to Donna Manson, Service Director Children and Young People, as she prepared to leave the Scottish Borders to take up the post of Chief Executive at the Highland Council. She thanked Donna for the huge amount of work which she had delivered with enthusiasm and dedication in the Borders for young people. In reply Donna said it had been a

privilege to work in the Scottish Borders and she thanked all staff, partners and elected Members for their support.

OTHER BUSINESS

CHAIRMAN

Councillor Haslam took the Chair for the remaining business.

4. MINUTE

There had been circulated copies of the Minute of the meeting of Executive Committee held on 4 September 2018.

DECISION

AGREED the Minute for signature by the Chairman.

5. SCRUTINY RECOMMENDATION - MONITORING GENERAL FUND REVENUE BUDGET (2018/19)

- 5.1 With reference to paragraph 2 of the Executive Minute of 21 August 2018, there had been circulated copies of an extract of the Minute of a Special meeting of the Audit and Scrutiny Committee following a Call-in of the decision of the Executive Committee relating to the Monitoring of the General Fund Revenue Budget Monitoring 2018/19. The Call-in read as follows:

"I would like to call in the decision of the Executive meeting on 21 August 2018 at item 5 on the agenda – the quarterly report on the Monitoring General Fund Revenue Budget 2018/19.

I do not consider that there was sufficient examination at the meeting of the 41 pages of detail which comprised this series of papers. That may result in the view that there should have been amendments or additions to the recommendations."

- 5.2 The Chief Financial Officer had summarised the report to the Executive Committee of 21 August 2018 and confirmed that the Committee had agreed the report's recommendations. Members who had supported the Call-in and Members of the Audit and Scrutiny Committee had been asked to submit questions beforehand to allow officers to prepare for the meeting, and a copy of these questions along with summarised answers was circulated at the meeting. The Chief Financial Officer had given answers to each of the questions and the Chairman gave Members of the Committee the opportunity to raise any supplementary points for information or clarification. After the question and answer session and a detailed discussion of the issues Members had agreed:-

- (i) to note the decisions of the Executive Committee with regard to the monitoring of the General Revenue budget 2018/19; and*
- (ii) to compliment the work of Council officers in terms of their review of the financial circumstances of the Council emphasising sound financial management.*

It was agreed to recommend to the Executive Committee:-

- (i) that all Elected Member be encouraged to approach the Chief Executive or member of the Corporate Management Team to seek further explanation or clarification for any matter contained within a financial monitoring, or any other, committee report;*

- (ii) *that a further Members briefing session be held on financial planning, monitoring and terminology, to ensure Members had an understanding of the processes involved; and*
- (ii) *to request the Chief Executive and Chief Financial Officer to investigate any changes which could be made in mechanisms used for virements.*

DECISION

AGREED to approve the recommendations of the Audit and Scrutiny Committee as detailed above.

6. LOCAL HOUSING STRATEGY 2017-22 YEAR 1 PROGRESS

With reference to paragraph 11 of the Minute of 5 September 2017, there had been circulated copies of a report by the Service Director Regulatory Services providing an overview on the Annual Progress Report which set out what had been achieved in the delivery of the Local Housing Strategy (LHS) 2017 – 22 and seeking approval for submission of the report to Scottish Government. The LHS Progress Update Report 2018 and Monitoring and Evaluation Matrix 2017-22 were attached as appendices to the report. The Council and its partners had made excellent progress since the LHS was formally approved by Council in September 2017. Work included the delivery of 145 new affordable homes, development and launch of a new 10-year Integrated Strategic Plan for Older People's Housing Care and Support, with four extra care developments already underway and 85 major adaptations being completed. The bedding-in of the new Customer Advice and Support Services had seen an encouraging drop in the number of homelessness presentations in 2017-2018 and the submission of a very ambitious Strategic Housing Investment Plan, underpinned by up to a record level (£174.5m) of investment, were just some of the main achievements in the delivery of the LHS's first year. Members discussed the report and welcomed the fact that the ambitious targets set were being exceeded. It was noted that ongoing work and consultations relating to the Main Issues Report, a forerunner to the Local Development Plan, included identification of brownfield sites and gap sites suitable for housing. In response to a question about the tables within the Monitoring and Evaluation Matrix, the Senior Housing Strategy Officer advised that most of the outcomes which were indicated in red as having not been met were out-with the Council's control. She agreed that, to be helpful, in future reports those areas, indicated red, that were within the Council's control would be made clearer.

DECISION

- (a) **NOTED the progress made in delivering on the Strategic actions as set out in the Annual Update Report and Monitoring and Evaluation Matrix appended to the report.**
- (b) **AGREED to approve submission of the Annual Report and Matrix to the Scottish Government.**

7. URGENT BUSINESS

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman 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.

7.1 GALASHIELS BUSINESS IMPROVEMENT DISTRICT PROPOSAL

There had been circulated copies of a report by the Executive Director outlining the Business Improvement District (BID) proposal for Galashiels, which had been developed by Galashiels Chamber of Trade in conjunction with Energise Galashiels. The report highlighted the role and contribution from the Council and recommended appropriate support. Business Improvement District (BID) initiatives were promoted by the Scottish Government to support sustainable economic growth. The Principal Officer

(Regeneration) advised that there were currently around 39 BIDs operating across Scotland, including in Selkirk. A range of measures were being developed to stimulate economic development activity around the Borders Railway as part of the Borders Railway Blueprint Plan. The Galashiels Town Centre BID business plan had a range of projects in four themed areas including 'Developing Events & Attractions', 'Promoting a Vibrant Galashiels', 'Creating a Welcoming Environment' and 'Business Development'. The BID levy would provide an estimated £190,000 per annum to deliver the projects within the 5 year business plan. A Steering Group would progress with a positive and proactive campaigning programme in the run up to the ballot date, on 29 November 2018, to encourage as many positive votes as possible. If the BID ballot was successful, the BID business plan would be implemented over a five year period. The proposal was being led by the local business community. Its key aim was to contribute to the overall regeneration of Galashiels with a particular focus on increasing footfall in the heart of the town centre. In the discussion that followed Members commented on the interest and engagement within the town in support of the proposal which was being managed by an enthusiastic and very capable steering group. In response to a question about the precise area covered by the BID proposal the Principal Officer agreed to circulate a map to Members to provide that information.

DECISION

AGREED:-

- (a) **to support the Galashiels Town Centre Business Improvement District (BID), noting the intended ballot date of 29 November 2018;**
- (b) **that the Council's Democratic Services Team manage the BID Ballot process and the Council's Customer Service Team provide the financial management of the BID levy on the basis of full cost recovery;**
- (c) **to note the financial implications of £5,476 per annum for the Council for its BID Levy contribution and to support the BID initiative with 'Yes' votes for its properties;**
- (d) **to note that, subject to a ballot result in favour of the proposal, Council would appoint an Elected Member to represent the Council on the Galashiels BID Levy Board, along with a Council officer for advisory support; and**
- (e) **that the Principal Officer (Regeneration) circulate to Members a map of the area covered by the BID proposal.**

8. 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.

9. SALE OF KELSO FORMER HIGH SCHOOL

The Committee considered a report by the Service Director Assets and Infrastructure.

The meeting concluded at 11.45 am