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**SCOTTISH BORDERS COUNCIL
MAJOR CONTRACTS GOVERNANCE GROUP**

MINUTES of Meeting of the MAJOR
CONTRACTS GOVERNANCE GROUP held
in via Microsoft Teams on Tuesday, 1 March
2022 at 2.00 pm

Present:- Councillors T. Weatherston (Chairman), A. Anderson, G. Edgar, J. Fullarton,
E. Thornton-Nicol.
Apologies:- Councillor S. Haslam
In Attendance:- Infrastructure Manager, Contracts Manager, Chief Officer Audit and Risk, IT
Client Manager, Estimator (M. Douglas), A. Dickie, C. O'Sullivan and J. Scully
(CGI), Democratic Services Officer (W. Mohieddeen).

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 23 November 2021. With reference to paragraph 2.4, Councillor Thornton-Nicol requested an update on functionality on staff badge-making. Mr Scully advised they would seek an update and advise Councillor Thornton-Nicol at a later date.

DECISION

AGREED to approve the Minute for signature by the Chairman.

2. **CGI CONTRACT PERFORMANCE**

2.1 The Chair welcomed Mr Dickie, Mr O' Sullivan and Mr Scully from CGI to the meeting. There had been circulated copies of the report by Director Strategic Commissioning and Partnerships that presented key information with respect to the CGI contract for the final two quarters of 2021. It provided Elected Members with key information on the governance of the contract, updated information on the transformation programme being delivered with CGI, key performance information with respect to the service delivery of the contract and a note of key issues associated with contract management, which included change requests signed in the quarter.

2.2 Mr Byers advised that key control boards had taken place and were subject to minutes and audit. All governance arrangements were marked 'green' in quarters three and four. With regards to the Transformation Programme, development work had been undertaken between senior officers and CGI to develop the strategic digital roadmap which was aligned to the corporate plan and financial strategy. A number of projects were partway through completion, while the Mobile Front Line Workers project, to give lone workers technology for protection, was entering phase 2. Mr Dickie advised that upon the CGI contract extension, consultation took place on the strategic digital roadmap incorporating cost-saving and identifying good work. Work on Mobile Front Line Workers would support lone workers with recording timesheets and expenses and to also provide duty of care support for care workers. Outputs for the information hub were due to be approved and the first outputs due to take place in June 2022. Further detail was provided on progress with Transformation POAP. Mr O'Sullivan advised that Corporate SIP Implementation progress was marked as 'red' as BT were delayed with changing fibre and modernising telephony which continued from delays faced in this area of work following the onset of the Covid-19 pandemic. The Office 365 workstream progress was also marked 'red' following issues with migrated data and Access Database links. This workstream was to

be re-scoped and incorporated within the Transformation programme following completion of the Database project review. Digital Customer Access had been due to undergo a re-plan with intent to be incorporated within prioritised projects. CGI advised that this was in a positioning of knowing how to take forward. With regards to the bulk Print project having been marked as 'red' to then being marked as 'complete' this had been due to Xerox differentiating between national and international post. Solutions from Xerox were not regarded as suitable therefore the workstream was closed off while an alternative programme would be determined. Councillor Thornton-Nicol raised inconsistencies with regards to End User Device – Curricular workstream with issues raised in Newtown Community Wing and there not being access to the devices. Mr Dickie advised that this may have been due to sites being offline with sporadic IT use from caretakers and that he would follow up on issues raised. Technical issues had been affecting the MacBooks workstream however support was in place and the workstream was due to be closed. The AV Solution workstream had been affected by supply chain of components issues.

- 2.3 In response to a question about cybersecurity in relation to the international environment, Mr Dickie advised that the issue was being built into the strategic roadmap. CGI provided security services. Public Services Network accreditation had been going well and reaccreditation was due for April 2022. Mr Byers acknowledged the issue of cybersecurity had been heightened and that regular meetings had been taking place with the Security Manager for appropriate patches and policies to be in place.
- 2.4 It was noted that the Smart Routing workstream had been paused as work was taking place with the Director Infrastructure and Environment with regards to widening the scope of the project beyond waste services to determine a Council-wide solution. The Weighbridge workstream was due to enter the implement phase on February 2022. The Monitoring and Tracking workstream was cancelled due to solutions not being obtained for the project. Comino Performance and Uniform workstream was on hold while feedback was being assessed. High School WAN workstream had been affected by capacity issues related to an incremental rise in portable devices using the wireless network.
- 2.5 Mr Scully presented updates on the Service Delivery section of the report. It had been regarded that there was excellent service performance continuing over quarter four. Service Desk performance had met all key performance indicator targets in January and Incident and Service Request backlog remained under control. An IT Health Check had been carried out across the Council estate to provide a report for submission to the Cabinet Office as part of Public Services Network re-certification and remediation had been progressing steadily. The Happy Signals pilot had been continuing to drive user satisfaction insight on completed Service Activity (incidents and work orders) which had initiated a number of key Service Improvement workstreams to address feedback provided. Target User Response Rate had been averaging 2% and had risen to 11.78%.
- 2.6 Extreme weather events including Storm Arwen took place over quarter four which required support from CGI for Emergency Planning and to recover sites affected by power loss and subsequent technical issues. Challenges had persisted following the rollout of the Enterprise Mobility platform to SB Cares staff where technical and process challenges required additional Service Support to ensure handsets continued to be available for staff. Initial support challenges had been resolved and further improvement works were continuing. Issues had been encountered regarding the fulfilment of Xerox printer toner replacements due to worldwide toner and consumables shortages.
- 2.7 Challenges in Service Performance had been encountered that originated following the return of pupils to schools in late August resulting in a significantly large volume of logged calls and the formation of a service backlog. User satisfaction fell below the key performance indicator target of 80%. Mr Scully noted that was the second year in a row that a backlog formed due to the return to schools and was not acceptable for CGI.

- 2.8 With regards to the Commercial and Contract Overview, it was advised that the Tweedbank Office build was due to be completed by January 2022 and that the lease was due to be finalised. The CGI fit-out and habitation of the office was scheduled for July 2022. CGI employed 68 people in the Scottish Borders and recruitment was planned for five graduate positions, three graduate apprentices entering from high school, four project delivery roles, 23 service desk members to be based in Tweedbank and ten test automation engineers to be based in Tweedbank.
- 2.9 With regard to paragraph 4 of the Minute of the Meeting held on 23 November 2021 Councillor Thornton-Nicol requested an update to her question on the costs of procured HP monitors compared to the model's sale value on the market.

DECISION

NOTED the update.

3. SBC CONTRACTS TRADING OPERATION UPDATE UP TO 31 DECEMBER 2021

- 3.1 There had been circulated copies of the report by Chief Officer Roads that provided an update on the activity of SBc Contracts for the year to 31 December. Infrastructure Manager, Mr Young, presented the report. SBc Contracts delivered infrastructure improvements across the Council's roads and built estate. Undertaken work was funded by the Council's Capital budget which included road surface treatment, civil engineering works, internal building works to SBC Estate, bond coat application, traffic management, and sign manufacture. SBc Contracts also carried out road and civil engineering projects for third parties throughout south east Scotland.
- 3.2 The Infrastructure Manager advised that quarter three had been buoyant for SBc Contracts that had been active at 18 sites with contracts completed or substantially complete to meet contract programme deadline dates. The Operational Management Team had been impacted by ill health which resulted in periods of absence. The remaining managers and supervisors covered gaps to minimise impact on delivery and commercial disruption. SBc Contracts were successful in filling the Assistant Surfacing Manager position with an internal candidate joining from another area of the Roads and Infrastructure Service. Recruitment has been progressing for the Quantity Surveyor and Estimator position and two Traffic Management Operative positions. Mr Young advised the Committee of ongoing works detailed in the report and that SBc Contracts continued the use of sub-contractors in the delivery of the surfacing programme. While options for use of sub-contractors were limited in the Borders, SBc Contracts have engaged with two locally-based suppliers in the last quarter.
- 3.3 With reference to paragraph 6 of the Minute of the Meeting of 23 November 2021, Mr Young highlighted a briefing contained in the report on the use of plastics in road construction material. It was highlighted that the use of recycled plastic in road construction material was an emerging technology and that recycled plastic formed a small percentage of road construction material mix. When 5-10% by weight of plastic was incorporated into bituminous mixes, an improved pavement strength, stability and durability was observed, however the percentage of plastic to overall asphalt mix was 0.3%. Field experience from use of plastics in road construction material was employed by countries with a different climate to Scotland. Mr Young advised the Council position was that while there was interest in the use of plastics/polymers in road construction and the potential benefits they could bring, it was not yet considered to be beneficial to trial the process in the Scottish Borders and officers would keep a watching brief and that position could be revisited should circumstances change. During discussion it was advised that the dangers of microplastics in the environment should be observed.

DECISION

AGREED to note the report.

4. **ITEMS LIKELY TO BE TAKEN IN PRIVATE DECISION**
AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 7A to the Act.
5. **MINUTE**
Members considered the Private Section of the Minute of the Meeting held on 23 November 2021.
6. **CGI CONTRACT PERFORMANCE**
Members considered the report by Director Strategic Commissioning and Partnerships.
7. **SBC CONTRACTS TRADING OPERATION UPDATE TO 31 DECEMBER 2021**
Members considered the report by Chief Officer Roads.

The meeting concluded at 3.45 pm.

SCOTTISH BORDERS COUNCIL LOCAL REVIEW BODY

MINUTE of Meeting of the LOCAL REVIEW
BODY held via Microsoft Teams on Monday,
7 March 2022 at 2 p.m.

- Present:- Councillors S Mountford (Chair), A. Anderson, J. Fullarton, H. Laing, S. Hamilton, C. Ramage and E. Small.
- Apologies:- Councillors N. Richards, D. Moffat.
- In Attendance:- Principal Planning Officer, Solicitor (S. Thompson), Democratic Services Team Leader, Democratic Services Officer (F. Henderson).
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1. CONTINUATION OF REVIEW 21/01257/FUL

With reference to paragraph 4 of the Minute of 17 January 2022, the Local Review Body continued their consideration of the request from Mr S Aitchison, 3 Glenfield Crescent, Galashiels on behalf of Mr A Elliot to review the decision to refuse the planning application for the erection of a dwellinghouse on garden ground, Kilknowe House, East Green, Earlston. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; Additional Information; Objection comments; Consultation replies, List of policies and submission by the Roads Planning Officer, Planning Officer and Flood Risk Officer on the plan showing an alternative access to the proposed dwellinghouse. After considering all relevant information, the Local Review Body concluded that the development was contrary to IS8 of the Local Development Plan in that the site was at significant risk of flooding and allowing a dwellinghouse to be erected on this site would put persons and property at risk of flooding. In addition, access and egress could not be safely achievable during a flood event. There were no other material considerations that would justify departure from the Development Plan. Consequently, the application was refused.

DECISION

AGREED that:-

- (a) the request for 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 was contrary to the Local Development Plan and there were no other material considerations that would justify departure from the Development Plan.
 - (d) the officer's decision to refuse the application be upheld and the application refused for the reasons set out in Appendix I to this Minute.
2. REVIEW OF 21/00710/PPP
- There had been circulated copies of the request from Ferguson Planning, 54 Island Street, Galashiels to review the decision to refuse the planning application for the Erection of a

dwellinghouse with access, landscaping and associated works on Land South and West of Greywalls, Gattonside. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; additional information; correspondence; consultation replies; objections, general comments and list of policies. The Planning Adviser drew attention to information, in the form of two historical maps which had been submitted with the Notice of review documentation but which had not been before the Appointed Officer at the time of determination. Members agreed that the information was new but considered that it met the Section 43B test, was material to the determination of the Review and could be considered. However, they also agreed that the new information could not be considered without affording the Planning Officer, the opportunity of commenting on the new information and agreed that the application be continued for further procedure.

DECISION

AGREED that:-

- (a) the request for review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) new evidence submitted with the Notice of Review in the form of two historical maps met the test set in Section 43B of the Town and Country Planning (Scotland) Act 1997 and was material to the determination;**
- (c) the review could not be considered without the need for further procedure in the form of written submissions;**
- (d) the Planning Officer be given the opportunity to comment on the new evidence submitted with the Notice of Review.**
- (e) consideration of the review be continued to a future meeting on a date to be confirmed.**

3. REVIEW OF 21/01344/FUL

There had been circulated copies of the request from Mr Christopher Brass, 1 Robson Close, Ryton, Gateshead to review the decision to refuse the planning application for the siting of 2 no. shepherds huts for short term holiday accommodation on Land East of the Old Stables, Lennel. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; Additional Information, Correspondence; consultation replies and response from Applicant; support comment; Objection comments and response from applicant; further objection comments and response from applicant and List of policies. The Planning Adviser drew attention to information, in the form of three Scottish Borders LRB Appeal/Review decisions for holiday/hut accommodation and the outcome of a court case which had been submitted with the Notice of review documentation but which had not been before the Appointed Officer at the time of determination. Members agreed that the information was new but considered that it met the Section 43B test, was material to the determination of the Review and could be considered. After considering all relevant information, the Local Review Body concluded that the development was consistent with Policies PMD1, PMD2, ED7 and IS5 of the Local Development Plan. The development was considered to be an appropriate provision of tourist accommodation for the location with a justified business case, complying with sustainability and tourism strategies for the area, connecting with and avoiding adverse impacts on public access routes. Consequently, the application was approved subject to conditions.

VOTE

Councillor Hamilton, seconded by Councillor Laing moved that the Officer's decision be overturned and the application approved.

Councillor Ramage, seconded by Councillor Anderson moved as an amendment that the Officer's decision be upheld and the application refused.

As the meeting was conducted by Microsoft Teams members were unable to vote by the normal show of hands and gave a verbal response as to how they wished to vote the result of which was as follows:-

Motion – 5 votes

Amendment – 2 votes

The motion was accordingly carried.

DECISION

AGREED that:-

- (a) the request for review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) new evidence submitted with the Notice of Review in the form of three Scottish Borders LRB Appeal/Review decisions for holiday/hut accommodation and the outcome of a court case which had been submitted with the Notice of review met the test set in Section 43B of the Town and Country Planning (Scotland) Act 1997 and was material to the determination;**
- (c) the review could be considered without the need for any further procedure on the basis of the papers submitted;**
- (d) the development was consistent with Policies PMD1, PMD2, ED7 and IS5 of the Local Development Plan. The development was considered to be an appropriate provision of tourist accommodation for the location with a justified business case, complying with sustainability and tourism strategies for the area, connecting with and avoiding adverse impacts on public access routes. Consequently, the application was approved subject to conditions; and**
- (e) the officers decision to refuse the application be overturned and the application approved, subject to conditions, for the reasons detailed in Appendix II to this Minute.**

4. REVIEW OF 21/00002/FUL

There had been circulated copies of the request from Ferguson Planning, 54 Island Street, Galashiels to review the decision to refuse the planning application for the Erection of a dwellinghouse on Plot1, Land South East of Steading Buildings, Greystonelees Farm, Burnmouth. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; additional information; correspondence; consultation replies; objections, general comments and list of policies. After considering all relevant information, the Local Review Body concluded that the development was contrary to policy HD2 of the Local Development Plan (Housing in the Countryside) as there was no remaining capacity for the extension of the building group within the current plan period. This capacity was taken up by two consents for new build dwellinghouses granted under this part of the policy on neighbouring plots. Policy HD2 stated that no further development above this threshold would be permitted, and there are no material considerations which would outweigh this. Consequently, the application was refused.

DECISION

AGREED that:-

- (a) the request for 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 further procedure on the basis of the papers submitted;**
- (c) the development was contrary policy HD2 of the Local Development Plan 2016 (Housing in the Countryside) and that there were no other material considerations that would justify departure from the Development Plan; and**
- (d) the decision of the appointed officer be upheld and the application refused, for the reasons detailed in Appendix III to this Minute.**

5. REVIEW OF 21/00595/PPP

There had been circulated copies of the request from Ferguson Planning, 54 Island Street, Galashiels to review the decision to refuse the planning application for the Erection of a dwellinghouse with access and associated works on Land East of Deuchar Mill House, Yarrow. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; additional information; consultation replies; objections, further representations and Applicant response and list of policies. The Planning Adviser drew attention to information, in the form of a new site plan indicating a hedge which had been submitted with the Notice of Review but had not been before the Appointed Officer at the time of determination. The Review Body considered that the new evidence met the test set out in Section 43B of the Town and Country Planning (Scotland) Act 1997, and that this new information was material to the determination of the review and could be considered. After considering all relevant information, the Local Review Body concluded that the development was contrary to policy HD2 of the Scottish Borders Local Development Plan (2016), and contrary to the guidance within the adopted New Housing in the Borders Countryside Supplementary Planning Guidance Note (2008), in that the proposed development would not relate sympathetically to the sense of place of the existing building group, and would potentially lead to ribbon development along a public road. The proposal did not comply with Policy PMD2 of the Local Development Plan 2016 in that it would fail to ensure there was no adverse impact on road safety. Consequently, the application was refused.

DECISION

AGREED that:-

- (a) the request for review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) new evidence submitted with the Notice of Review in the form of a new site plan indicating a hedge which had been submitted with the Notice of review met the test set in Section 43B of the Town and Country Planning (Scotland) Act 1997 and was material to the determination;**
- (c) the review could be considered without the need for any further procedure on the basis of the papers submitted;**
- (d) the development was contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan; and**
- (e) the decision of the appointed officer be upheld and the application refused, for the reasons detailed in Appendix IV to this Minute.**

The meeting concluded at 5 p.m.

SCOTTISH BORDERS COUNCIL WILLIAM HILL TRUST SUB-COMMITTEE

MINUTE of Meeting of the WILLIAM HILL TRUST SUB-COMMITTEE held via Microsoft Teams on Tuesday, 8 March 2022 at 11.00 a.m.

Present:- Councillors D. Parker (Chairman), J. Linehan, T. Miers

In Attendance:- Pensions & Investment Manager, Principal Solicitor, Democratic Services Officer (W. Mohieddeen)

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 14 December 2021.

DECISION

AGREED to approve the Minute for signature by the Chairman.

2. **MONITORING BUDGET FOR 9 MONTHS TO 31 DECEMBER 2021 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2022-23**

- 2.1 Copies of the report by Director Finance and Corporate Governance had been circulated that detailed the income and expenditure for the William Hill Trust Fund for nine months to 31 December 2021 a full year projected out-turn for 2021-22, projected balance sheet values as at 31 March 2022 and proposed budget for 2022-23. Appendix 1 of the report provided the projected income and expenditure position for 2021-22 which showed a projected surplus of £3,700 for the year, which was higher than the surplus figure reported at the 14 December 2021 meeting, mainly due to an increase in the forecast donation from Gibson Park. Appendix 2 provided a projected balance sheet value as at 31 March 2022 which showed a projected increase in reserves of £9,288. Appendix 3 showed the value of the Aegon Asset Management Investment Fund to 31 December 2021.
- 2.2 The projected outturn position showed an amount of £170 relating to interest receivable on cash held by Scottish Borders Council. Also included were dividends from the investment in Aegon Asset Management amounting to £7,385 which was estimated at 4.5% return. As a result of the market value having dropped due to the impact of the Covid-19, the projected 4.5% return was less than the 5% target and the monthly distribution profile projections provided by Aegon. The position would be monitored closely with Aegon Asset Management. Included within other income was a rebate from Aegon Asset Management of £90 which, along with the £45 received in March 2021, was re-invested to purchase an additional 123 units. With reference to paragraph 3 of the Meeting held on 14 December 2021, Members were informed that Galashiels and District Foodbank were paid their grant award.
- 2.3 The Pensions and Investment Manager advised that budgeting for the next year was difficult and to form a position, the average spend for the previous three years was used to determine the proposed budget for 2022-23. The proposed budget for the William Hill Trust for 2022-23 was £3,700 which, depending on future grant applications, could be altered by the Sub-Committee.

DECISION

AGREED to:

- (a) **Approve the projected income and expenditure for 2021/22 in Appendix 1 of the report as the revised budget for 2021/22,**
- (b) **Approve the proposed budget for 2022/23 as shown in Appendix 1 of the report,**
- (c) **Note the projected balance sheet value as at 31 March 2022 in Appendix 2 of the report; and,**
- (d) **Note the position of the Aegon Asset Management Investment Fund in Appendix 3 of the report.**

3. APPLICATION FOR FINANCIAL ASSISTANCE

There had been circulated copies of an application for financial assistance from Melrose Music Festival. The application requested financial assistance of £2,500 to contribute to the funding of the 2022 Melrose Music Festival. The applicant sought funding of £5,000 to complement ticket sales of £5,561 and retained voluntary donations of £3,701. The 2022 Melrose Music Festival was estimated to cost £14,388. Members noted that the applicant had further funds to secure for the event and agreed that there should be a condition on funding from the William Hill Trust that an award should only be if the event went ahead.

DECISION

AGREED to award Melrose Music Fund the sum of £2,500 subject to the condition that the award would only be made if the 2022 Melrose Music Festival went ahead as outlined in the application.

Meeting concluded at 11.20 am.

SCOTTISH BORDERS COUNCIL LAUDER COMMON GOOD FUND SUB-COMMITTEE

MINUTE of Meeting of the LAUDER
COMMON GOOD FUND SUB-COMMITTEE
held via Microsoft Teams on Tuesday, 8
March 2022 at 11.30 a.m.

Present:- Councillors D. Parker (Chairman), J. Linehan, T. Miers, Community
Councillor A. Smith
In Attendance:- Pension & Investments Manager, Principal Solicitor (H. MacLeod), Estates
Surveyor (J. Stewart), Estates Support Assistant (A. Beaumont),
Democratic Services Officer (W. Mohieddeen).

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 14 December 2021.

DECISION

AGREED to approve the Minute for signature by the Chairman.

2. **MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2021 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2022-23**

2.1 Copies of the report by Director Finance and Corporate Governance had been circulated that detailed the income and expenditure for the Lauder Common Good Fund Sub-Committee for nine months to 31 December 2021 a full year projected out-turn for 2021-22, projected balance sheet values as at 31 March 2022 and proposed budget for 2022-23. Appendix 1 of the report provided the projected income and expenditure position for 2021-22 which showed a projected deficit of £1,766 for the year, which was less than the surplus figure reported at the 14 December 2021 meeting, due to the increase to the Repairs and Maintenance budget. Appendix 2 provided a projected balance sheet value as at 31 March 2022 which showed a projected decrease in reserves of £20,265. Appendix 3a provided a breakdown of the property portfolio which showed a projected rental income and projected net return for 2021-22 and actual property income to 31 December 2021. Appendix 3b provided a breakdown of the property portfolio which showed a projected property expenditure for 2021-22 and actual property expenditure to 31 December 2021. Appendix 4 provided a breakdown of the property portfolio which showed a projected property valuations at 31 March 2022. Appendix 5 showed the value of the Aegon Asset Management Investment Fund to 31 December 2021. The Pension and Investments Manager explained that unspent money would be carried forward into the next financial year.

2.2 The projected outturn position showed an amount of £200 relating to interest receivable on cash held by Scottish Borders Council. Also included were dividends from the Common Good Funds investment in Aegon Asset Management which amounted to £10,350. This was estimated at 4.5% return in the current year as a result of the market value having dropped due to the impact of the Covid-19 pandemic, with the proposed budget for 2022-23 having returned to the 5% target and the monthly distribution profile projections provided by Aegon. The position was to be monitored closely with Aegon Asset Management. Included within other income was a rebate from Aegon Asset Management of £125 which, along with the £63 received in March 2021, had been re-invested to purchase an additional 172 units.

- 2.3 The Pensions and Investment Manager advised that budgeting for the next year was difficult and to form a position, the average spend for the previous three years was used to determine the proposed budget for 2022-23. The proposed budget for the Lauder Common Good Fund for 2022-23 was £10,500 which, depending on future grant applications, could be altered by the Sub-Committee. Expenditure for the Woodland Grant was removed from the budget. Aegon had advised that they were not aware of events in Ukraine affecting investments and that they would continue to monitor the situation.

DECISION

AGREED to:

- (a) **the projected income and expenditure for 2021-22 as outlined in Appendix 1 of the report as the revised budget for 2021-22,**
- (b) **the proposed budget for 2022-23 as shown in Appendix 1 of the report,**
- (c) **Note the projected balance sheet value as at 31 March 2022 in Appendix 2 of the report**
- (d) **Note the summary of the property portfolio in Appendices 3 and 4; and,**
- (e) **Note the current position of the Aegon Asset Management Investment Fund in Appendix 5 of the report.**

3. GENERAL PROPERTY UPDATE

- 3.1 The Estates Surveyor introduced the Estates Support Assistant, Ms Beaumont, to the meeting and provided a Property Update for Members.

3.2 Scottish Kennel Club Working Trial

The Scottish Kennel Club Working Trial was given approval to go-ahead on 29 November – 4 December 2022.

3.3 Woodland

Woodland planting was nearly complete with delivery of 400 trees for the Queen's Jubilee imminent and the official opening was advised as 22 April 2022. Works and fencing that had been affected by recent storm activity had been reinstated. In line with woodland, adjusted rent for Lauderhill Sheep Company had been agreed. In response to a question from Mr Smith, the Estates Surveyor had advised that an update was required from Hamish Robertson regarding a path alongside the plantation next to Burgess Acres. Tweed Forum was to propose a 3-year plan for the Woodland and maintenance payments were to be received from Scottish Forestry.

3.4 Storm Damage

Intermediate works had been undertaken and there were invoices totalling £1,500 related to storm Damage to be paid from the Lauder Common Good Fund. The felling contractor for Dipper Wood advised it would be too dangerous to retain trees that were being used for a sheep shelter. Lauderhill Sheep Company requested work for replanting of trees that would help in controlling sheep. Due to the presence of badgers, felling could not take place at land opposite Greenwells Farm until July – November 2022. Traffic control would also be required due to the nature of the works in relation to the road. Income made from felling was unlikely to cover the felling costs so financial contributions might be required. The Felling contractor estimated that felling on Lauder grazing fields would cost £550 which was required to reinstate fencing. Detailed conversations were required with Lauderhill Sheep Company as it was clear they did not own trees. The Estates Surveyor advised that costings would be brought to the next meeting of the Lauder Common Good Fund Sub-Committee.

The Estates Surveyor was expecting proposals from the landowner adjacent to Common Good Land that would require improvements to the road.

3.5 Lauderhill Sheep Company

Mr Middlemiss had identified a mobile sheep pen system that would save ongoing costs of upgrading the current pen system. The system identified would cost £9,000 with costs split between Lauderhill Sheep Company and Lauder Common Good Fund. If approved, costs could be spread over four years. The Estates Surveyor recommended to agree to 50% of costs which was agreed by members.

3.6 Lauder Golf Club

The Estates Surveyor had obtained a quote of £995 for a kissing gate for Lauder Golf Club. The Estates Surveyor advised that obtaining quotes was difficult due to the work fencers currently had. The Estates Surveyor proposed that if £995 was the best quote they could obtain, they could proceed with the purchase. In response to a question about the path by the golf course, the Estates Survey advised that a survey of the area would need to be performed and that if works were estimated to cost more than £550, Members would be informed.

DECISION

AGREED to:

- (a) Fund the Lauderhill Sheep Company purchase of a mobile sheep pen system to the sum of £4,500 on the condition that it was 50% of purchase cost.**
- (b) Proceed with the purchase of a kissing gate for Lauder Golf Club at the sum of £995 if more favourable quotes were not obtained.**
- (c) Note the update.**

Meeting concluded at 11.55 am.

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SCOTTISH BORDERS COUNCIL BERWICKSHIRE AREA PARTNERSHIP

MINUTES of Meeting of the
BERWICKSHIRE AREA PARTNERSHIP
held via Microsoft Teams on Thursday, 3
March 2022 at 6.30 pm

Present:- SBC Councillors: J. A. Fullarton (Chairman), J. Greenwell, C. Hamilton, H. Laing, D. Moffat, and M. Rowley.

Other organisations attendees: Mr J. Brown (Swinton and Ladykirk CC), Ms. C. Booker (Duns Tennis Club), Mr K. Dickinson (Gavinton, Fogo & Polwarth CC), Mr A. Haddow, Mr R. Hamilton, Ms S. Hopewell (The Splash Project), Mr L. Inglis (Reston CC), Ms D. Mckinnon (Eat Sleep Ride), Mrs A. McNeill (Heart of Duns); Mr D. Morrison and Mr G. Yuill (Chirnside United Football Club); Mr D. Paterson (BHA), Mr D. Ramsay (Berwickshire Youth Project), Ms P. Rigby, Ms J. Sutton (Cockburnspath Community), Ms A. Turnbull.

In Attendance:- Locality Development Co-ordinator (G. Jardine), Community Engagement Officer (J. Purves), Portfolio Manager (J. Lamb), Project Manager (N. Sweeney), CLDS Youth Work Team Leader (N. Tait), Democratic Services Officer (W. Mohieddeen).

1. **WELCOME AND MEETING PROTOCOLS**

The Chairman welcomed everyone to the Meeting of the Berwickshire Area Partnership. The meeting was held via Microsoft Teams and the Chairman outlined how the meeting would be conducted and how those both in the meeting and watching via the Live Stream could take part.

2. **FEEDBACK AND EVALUATION OF MEETING OF 27 JANUARY**

Copies of the Minute of the Meeting held on 27 January had been circulated.

DECISION

AGREED to approve the Minute for signature by the Chairman.

3. **PLACE MAKING**

(a) Terms of Reference for approval

With reference to paragraph 5 of the Minute of 27 January 2022, there had been circulated copies of the proposed Terms of Reference of the Berwickshire Place Making Working Group. The objectives of the Working Group were to consider the principles of place planning and to develop an operational framework for oversight of activities in Berwickshire and to make recommendations to the Berwickshire Area Partnership as appropriate. Mr Dickinson presented the proposal and advised that the terms of reference covered the objectives, membership and scope of discussions. Members agreed the terms of reference.

DECISION

AGREED to approve the terms of reference for the Berwickshire Place Making Working Group.

(b) Working Group update

Ms Sweeney presented the working group update in place of James Lamb. Ms Sweeney had been working in position for three months and had been immersed in Place Making during that time. The delivery of Place Making workshops was part of

the remit of Ms Sweeney. Place Making workshops were to be facilitated by Planning Advice Scotland and invitations were ready to be sent for people to join. A QR code would be available for people to scan and receive updates in the work of Place Making. Ideas were being explored to engage young people in the Place Making process including use of the game Minecraft and photography competitions. Mr Tait suggested that youth learner workers in Eyemouth High School may help in engaging young people and that Ms Sweeney may attend their community partnership meetings. Councillor Rowley gave an example of a project where young people took control of the launch of a project so that the language and tone was in a manner relevant to them. Ms Sweeney explained that the project aimed to connect young people in different areas cognisant of the large area that the project would cover. The project aimed to streamline different work covered by Scottish Borders Council with partners covering areas such as land use, work, natural capital and funding streams. Ms Sweeney advised that young families tended to be time poor instead of not wanting to be engaged in projects such as Place Making and that engagement opportunities could be achieved through bulletins or a web page interface alongside opportunities such as watching a video stream.

DECISION
NOTED the update.

4. EQUALITIES AND DIVERSITY

Local Development Co-ordinator, Ms Jardine, presented the item and summarised work that had taken place in Scottish Borders Council that addressed equalities and diversity. The issue had been added to the agenda following feedback received from the January meeting of the Community Assistance Hub where concerns were raised by community partners on social welfare of some Berwickshire residents. It was acknowledged that issues that had arisen from the Covid-19 pandemic had a disproportionate impact on some communities. It was highlighted that there was an opportunity to address the representativeness of Area Partnership meetings with the beginning of the Place Making discussions. The Scottish Borders Council director-led Equalities and Diversity Forum had been re-established. As part of the forum, staff were assessing service delivery. Scottish Borders Council had eleven equality and diversity outcomes and a commitment for the Communities and Partnership team to report on progress on activities. Three outcomes were highlighted that were Scottish Borders Council services meeting the needs of, and being accessible to, all members of the community; everyone having the opportunity to participate in public life and the democratic process; and working with other agencies and partners to ensure there were fewer people living in poverty. In the Scottish Borders Council Plan for 2022-23, a priority outcome was for Scottish Borders Council to ensure the Council was effective, sustainable, responsive and aligned to the needs and priorities of communities. Ms Jardine highlighted the work of Berwickshire Association for Voluntary Service (Bavs) which had an open-door approach for community drop-in sessions throughout Berwickshire for people to discuss issues they were having. There were opportunities for Scottish Borders Council to work with Bavs to feed issues to the Berwickshire Area Partnership to address issues in communities. Ms Jardine advised that she would circulate information on an upcoming equality and diversity training day following the meeting. Other areas of work highlighted by Ms Jardine were to look at alternative way of engaging people beyond those that attend the Area Partnership and profiling funding going to communities.

DECISION
NOTED the update.

5. COMMUNITY ASSISTANCE HUB UPDATE

With reference to paragraph 9 of the Minute of 27 January 2022, CLDS Youth Service Work Team Leader, Mr Tait, presented an update on issues discussed at the Community Assistance Hub. Recent issues raised included people struggling for food and the cost of living (Bavs had considered holding an open meeting to form a plan for food security and

fuel poverty); the cost of compliance with new fire safety system regulations for housing; and Eyemouth Gateway to Good Health which had a lot of community members participate in various activities including orienteering, parkrun and outdoor cooking. Mr Paterson of Berwickshire Housing Association highlighted the issue of fuel poverty noting that people would soon feel the effects of rising prices. Mr Paterson informed attendees that much of Housing Association stock was older buildings that did not make the installation of community heating viable and that Place Making discussions may need to look at a sustainable route map to tackle fuel poverty. Ms Jardine advised that £100,000 was received from the financial inclusion fund with £60,000 going to Citizens' Advice Bureau and £40,000 to have gone to a support fund.

DECISION

NOTED the update.

6. FUNDING TABLE

The Locality Development Coordinator, Ms Jardine presented the funding table for grant funds available in Berwickshire. Ms Jardine advised that the Build Back a Better Borders Recovery Fund had four applications tabled at the meeting, which would oversubscribe the fund by £1,500. Eighteen applications had been assessed by the Berwickshire Community Fund panel which totalled £74,000 and would oversubscribe the fund by £35,000. Ms Jardine highlighted that £7,000 was available in the welfare grant which may be awarded before the financial year end.

DECISION

NOTED the update.

7. COMMUNITY FUND

- 7.1 There had been circulated copies of the recommendations of the Berwickshire Community Fund Assessment Panel that outlined the Panel's review of applications submitted to the Fund. The Funding Panel had held its third meeting on 17 February 2022 to review eighteen funding applications which totalled £75,000 with under £40,000 available within the Fund. The paper outlined the process the Panel undertook and the Panel members. The paper presented a summary of recommendations for organisations to be awarded funding and for changes to the guidance and notes and application forms for future cycles of the Community Fund.
- 7.2 Mr Dickinson, Chair of the Assessment Panel, presented the report and explained that the Panel wanted to demonstrate that the process had been fair, rigorous and consistent. Seven attendees of the Berwickshire Area Partnership were members of the Panel. Applications were initially blind marked individually by panel members and then submitted to the Locality Development Coordinator and the Community Engagement Officer. This process showed that there were consistent differences amongst the markers between applications though the scores were between each panellist. Discussion in the Panel meeting focussed on the applicants that were scored between the highest and lowest markers. All awards were agreed by consensus and endorsed by all panellists. Elected Members of Scottish Borders Council were in attendance and participated in discussions but did not take part in final decisions on recommendations.
- 7.3 Mr Dickinson highlighted the Panel's request for consent to make changes to the guidance notes and application forms. Panellists felt that many applications need not have been as long as they were. One applicant had submitted an application 150 pages long. The Panel felt that a new starting question should be added for a 50-word summary of what the project would achieve and how much it would cost. The Panel also felt that the questions should be more closely matched to the funding criteria. Mr Dickinson stressed that the Panel was not suggesting changes to the funding criteria.
- 7.4 The applications to the Community Fund were considered:

- Berwickshire Youth Piping
- Abundant Borders
- Horse Time (Resilience Workshop)
- Survivors Unite
- Birgham Community Trust
- Eyemouth Parish Church
- Gordon Village Hall
- Duns Tennis Club
- Borders Talking Newspaper
- Berwickshire Marine Reserve
- Horse Time (Individual Therapy)
- Connect Berwickshire Youth
- Eyemouth and District Community Trust
- Sea the Change
- Eat Sleep Ride
- Reston Concert Band
- A Heart for Duns
- Live Learn Earn

7.5 Mr Dickinson summarised the decisions made by the Assessment Panel which attendees discussed. The Locality Development Coordinator explained that the two Horse Time applications were accepted with the caveat that the Resilience Workshop would be funded after receiving an evaluation of phase one of the Individual Therapy project.

7.6 The Assessment Panel's recommendations, which were detailed in Appendix 2 to the report, were as follows:

(a) Berwickshire Youth Piping

It was agreed to recommend that Berwickshire Area Partnership award a grant of £5,000.

(b) Berwickshire Marine Reserve

It was agreed to recommend that Berwickshire Area Partnership award a grant of £4,990.05

(c) Abundant Borders

It was agreed to recommend that Berwickshire Area Partnership award a grant of £2,448.

(d) Connect Berwickshire Youth

It was agreed to recommend that Berwickshire Area Partnership award a grant of £2,000 to contribute towards salary costs.

(e) Horse Time (Individual Therapy)

It was agreed to recommend that Berwickshire Area Partnership award a grant of £4,500

(f) Horse Time (Resilience Workshop)

It was agreed to recommend that Berwickshire Area Partnership award a grant of £4,500 on the condition that further information on project delivery and participant numbers is received and that the impact of two month's delivery of Horse Time's Individual Therapy programme be submitted to SBC before the Resilience Workshop grant is released.

(g) Survivors Unite

It was agreed to recommend that Berwickshire Area Partnership not award funding to Survivors Unite. The panel felt the Community Fund is not the most appropriate fund for this project.

(h) Eyemouth and District Community Trust

It was agreed to recommend that Berwickshire Area Partnership not award funding to EDCT. The panel recommend EDCT seek support from BAVS for the development of future funding applications.

(i) Birgham Community Trust

It was agreed to recommend that Berwickshire Area Partnership not award funding to Birgham Community Trust. The panel recommends that the Trust approach the

Federation of Village Halls.

(j) Sea the Change

It was agreed to recommend that Berwickshire Area Partnership not award funding to Sea the Change.

(k) Eyemouth Parish Church

It was agreed to recommend that Berwickshire Area Partnership not award funding to Eyemouth Parish Church.

(l) Eat Sleep Ride

It was agreed to recommend that Berwickshire Area Partnership not award funding to Eat Sleep Ride.

(m) Gordon Village Hall

It was agreed to recommend that Berwickshire Area Partnership not award funding to Gordon Village Hall. The panel recommends that Gordon Village Hall approach the Federation of Village Halls.

(n) Reston Concert Band

It was agreed to recommend that Berwickshire Area Partnership award a grant of £2072.74.

(o) Duns Tennis Club

It was agreed to recommend that Berwickshire Area Partnership award a grant of £2,000.

(p) A Heart for Duns

It was agreed to recommend that Berwickshire Area Partnership award a grant of £5,000.

(q) Borders Talking Newspaper

It was agreed to recommend that Berwickshire Area Partnership award a grant of £4,857.

(r) Live Learn Earn

It was agreed to recommend that Berwickshire Area Partnership not award funding to Live Learn Earn.

DECISION

AGREED to:

(a) Approve the recommendations of the Assessment Panel, as detailed above and in Appendix 2 of the report; and,

(b) Allow the Assessment Panel to make minor amendments to the application form and guidance notes prior to the opening of the next round of applications.

8. BUILD BACK A BETTER BORDERS RECOVERY FUND

8.1 Copies of the summary of applications to the Build Back a Better Borders Recovery Fund had been circulated which outlined the grant applications and value of each project. The Locality Development Coordinator explained that the total of each grant application made the Fund oversubscribed by £1,500. The Chair welcomed Danielle Mckinnon (Eat Sleep Ride), Cath Booker (Duns Tennis Club), Duncan Morrison and Gavin Yuill (Chirside United Football Club) and Susie Hopewell (Eyemouth and District Community Trust) to the meeting.

8.2 The Community Engagement Officer, Mr Purves, presented the summary of applications received.

(a) Eat Sleep Ride

An application had been received for £15,000 to help cover the costs of running two new projects focusing on health and wellbeing, social isolation and the environment to support people in their recovery from the pandemic. Weekly group sessions, of 10 hours per week over a 6 month period, would be delivered in a workshop format engaging with 25 young people; and one-to-one sessions would be delivered over an 8 week block with 15 primary school aged children and 6 young people. The funding would be used for project costs including staffing, workshop facilitator fees, venue hire, horse hire and equipment. The application was assessed as medium, noting that Eat Sleep Ride aimed to work with young people and families, from disadvantaged communities who were in need of support and who have been impacted negatively by the pandemic. The Chairman asked Ms Mckinnon whether the project would accept a reduction of £1,506.60 in their application which was accepted by the applicant.

DECISION

AGREED to award Eat Sleep Ride the sum of £13,493.40, subject to the following conditions:

- (i) Scottish Government coronavirus (COVID-19) guidance must be adhered to with a protocol for safe participation in the programme and use of resources developed;**
- (ii) and all participants agreeing to adhere to this protocol.**

(b) Duns Tennis Club

An application had been received for £3,000 to cover the cost of treating the Club's three all-weather courts so that they remained safely playable. Duns Tennis Club intended to improve the condition of the courts by treatment and repainting which would help maintain the courts until a proposed total resurfacing took place in 5 years' time. The application was assessed as medium noting that the Club would be able to organise 'have a go' sessions after the surface had been upgraded.

DECISION

AGREED to award Duns Tennis Club the sum of £3,000, subject to the following condition, that the applicant must follow Scottish Government Covid-19 guidance.

(c) Chirnside United Football Club

An application had been received for £5,000 to obtain a Building Warrant in pursuit of their proposal to build a new pavilion for the football club to accommodate changing facilities, a social hall and new practice grounds. The application was assessed as high noting that the funding of a Building Warrant would enable the project to then move on to the next step and apply to funders to start the build by the target date of November 2022.

DECISION

AGREED to award Chirnside United Football Club the sum of £5,000, subject to the following conditions:

- (i) Scottish Government coronavirus (Covid-19) guidance must be adhered to.**

(b) Eyemouth and District Community Trust – The Splash Project

An application had been received for £11,340 to fund three months of the Community Development Manager's salary at 35 hours per week and three months of the Project Worker's salary at 25 hours per week to deliver the Splash Project.

The application was assessed as medium noting the community was at the centre of the Splash Project's work, they had a successful history of delivery within the community and the proposed activity would be accessible to all and free of charge.

DECISION

AGREED to award Eyemouth and District Community Trust – The Splash Project the sum of £11,340, subject to the following conditions:

- (i) The applicant must follow Scottish Government Covid-19 guidance; and,**
- (ii) All staff costs must support the Living Wage.**

9. NEXT MEETING OF THE BERWICKSHIRE AREA PARTNERSHIP

It was noted that the next meeting of the Berwickshire Area Partnership was 9 June 2022 and the agenda would be issued on 26 May 2022.

10. ANY OTHER BUSINESS

Councillor Rowley gave thanks to the Chairman, Councillor Fullarton, for his chairmanship of the Berwickshire Area Partnership.

11. MEETING EVALUATION VIA MENTI

Attendees concluded the meeting with submission of meeting evaluations using the software Menti.

The meeting concluded at 8.40 pm.

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SCOTTISH BORDERS COUNCIL SUSTAINABLE DEVELOPMENT COMMITTEE

MINUTES of Meeting of the SUSTAINABLE
DEVELOPMENT COMMITTEE held via
Microsoft Teams on Friday, 11 March 2022
at 10.00 am

- Present:- Councillors S. Aitchison (Chairman), H. Anderson, G. Edgar, J. Greenwell, H. Laing, J. Linehan and S. Scott
- Apologies:- Councillors K. Chapman and D. Paterson
- In Attendance:- Director Infrastructure and Environment (J. Curry), Network Manager (B. Young), Greenspace Manager (C. Cooke), Team Leader Traffic and Road Safety (P. Gilhooly), Team Leader Street Lighting (A. Young), Chief Planning & Housing Officer (I. Aikman), Environmental Strategy Officer (L. Cox), Senior Policy Advisor (D. Scott), Energy Efficiency Strategy and Policy Officer (N. Robertson), Education Rep (D. Matthewson), Waste Manager (R. Sharp-Dent), Lead Officer Heritage and Design (D. McLean), Project Management Team Leader (E. Doyle), Youth Engagement Officer (P. Rigby), Democratic Services Officer (W. Mohieddeen)
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1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 17 September 2021.

DECISION

AGREED to approve the Minute for signature by the Chairman.

2. **CLIMATE CHANGE ROUTE MAP PRIORITY ACTION PLAN**

- 2.1 There had been circulated copies of the Climate Change Route Map Priority Action Plan (CCRM) that presented a strategic direction for the Council and its partners and communities to move to a net zero emissions Scottish Borders economy by 2045, in line with the national target set by the Scottish Government. The Director Infrastructure and Environment explained that the Senior Policy Advisor, Mr Cook, introduced the CCRM at a meeting of Scottish Borders Council on 10 March 2022 which gave its endorsement. The five key themes of the CCRM were approved at a meeting of Council on 17 June and the action plan was subsequently approved. The CCRM was structured around 5 Themes, each consisting of five milestones. These Themes were:

- Building Resilience,
- Decarbonising our Transport Use,
- Nature-based Solutions to Climate Change,
- Lowering our Energy Consumption; and,
- Decarbonising our Waste Management.

- 2.2 The report proposed that progress and delivery of the Priority Action Plan be overseen and scrutinised by the Sustainable Development Committee, with a consolidated report presented annually to Council. The priority actions laid out in Appendix 1 responded to the milestones identified within the themes of CCRM. As it would not be possible to deliver everything at the same pace or time, an assessment was undertaken to determine which actions should be prioritised over the next two years. The action table in Appendix

- 1 set out a description of the proposed activity, details of the tasks required, where possible the anticipated savings in carbon emissions and climate adaptation benefits, projects costs and timescales.
- 2.3 Environmental Strategy Coordinator, Ms Cox, presented the draft priority actions 2022-24 for the theme Building Resilience and highlighted the target for 50% of SBC staff to have taken intermediate level accredited carbon literacy training by March 2023, Learning for Sustainability embedded into learning for all primary and high schools, the South East Scotland Regional Climate Risk Assessment and the target to deliver Initial Coastal Defence Asset Management Plan within two years. In response to questions from Members, the Environmental Strategy Coordinator explained that Keep Scotland Beautiful had run two pilot training cohorts where 20 staff undertook accredited carbon literacy training modules. The Director Infrastructure and Environment advised that one of the first groups to be targeted for training would be Members and it would be part of the induction for the new Council. Discussions had taken place with South of Scotland Enterprise (SOSE) and Dumfries and Galloway Council about aligning carbon literacy training as closely as possible.
- 2.4 The Director Environment and Infrastructure introduced Project Manager Team Leader, Mr Doyle, and Fleet Manager, Mr Naylor, to present on the Decarbonising our Transport theme highlighting how transport was an enabler for a Just Transition. Targets in the theme included Behaviour Change utilising a proactive communications strategy and education approach to support all of the ambitions in the CCRM, an annual review to identify additional measures to support 20mph limits in settlements, investigating new technologies for street lighting, a rural e-car study to look at being able to connect every part of the Borders with public transport including investigating an e-car club, a review of the bus networked to be delivered in early 2022, a feasibility study into decarbonising the Council fleet, and the commencement of a pilot study in early 2022-23 in demand-responsive transport. The Project Manager Team Leader advised that there was an aim for a core network of active travel similar to the road network with key linkages for rural places. The Project Manager Team Leader further advised that conducting a feasibility into electric vehicles infrastructure and engaging registered social landlords and communities was a key part of the strategy of the theme.
- 2.5 In response to questions from Members, Mr Doyle advised that there would be concessions for Demand Responsive Transport and that a 12-month pilot was in place, based on available funding and that this would be used to assess its continuation. The Director Infrastructure and Environment explained that he wanted to continue Demand Responsive Transport for as long as possible and to expand beyond Berwickshire, if viability was proven. The Waste Manager advised that some bus stops were in poor condition and it was on the agenda to assess bus stop condition and suggested that some bus stops could be funded through advertisements.
- 2.6 The Director Infrastructure and Environment introduced Greenspace Manager, Ms Cooke, to summarise the Nature-based Solutions to Climate Change theme. The theme included targets for the undertaking of a Greenspace management review which aimed to increase biodiversity within the Greenspace estate to mitigate against biodiversity loss; developing an urban tree policy for approval by Council in June 2022 which addressed trees at risk and needed replacing; the Borderlands Natural Capital Innovation Zone; Pollinators along the Tweed; Natural Flood Management; the South of Scotland Regional Land Use Partnership which had been chosen by the Scottish Government as one of five pilot Regional Land Use Partnership; and Food Growing Strategy. Members suggested that it may be beneficial for Members to receive training on grounds management. Resistance had sometimes been encountered on changing the ways in which grass was cut, and examples could be taken from golf courses in the way they had changed the length of times grass was allowed to grow. The Director Infrastructure and Environment advised that reference may be made to Nature-based Solutions to Climate Change.

- 2.7 The Energy Efficiency Strategy and Policy Officer, Mr Robertson, summarised key targets for the theme Lowering Our Energy Consumption advising that Local Heat and Energy Efficiency Strategy (LHEES) was planned to be a core strategy for all local authorities to reduce energy demand and would become a statutory requirement to have in place in 2022. The LHEES was to be reviewed in a five-year cycle. In 2021, the Scottish Government provided information and a methodology for an eight-stage model to develop an LHEES which SBC were in the early stages of working through according to Scottish Government timescales. In response to questions from Members, Mr Robertson explained that SBC could work with developers on decarbonising schools.
- 2.8 Waste Manager, Mr Sharp-Dent, summarised the theme Decarbonising our Waste Management which aimed to reduce carbon emissions in the management of waste. Elements of the theme included the introduction of a 'Schools Resource Pack' covering recycling, sustainability and eco-friendly practices; the development of service standards for recycling within two years; the undertaking of a Stakeholder Engagement and Waste Compositional Analysis within two years; the introduction of in-cab technology for Refuse Collection Vehicles; a review of kerbside collection which was likely to be completed during 2022-23 and supporting the re-use and repair sector as an ongoing, long-term project.
- 2.9 In response to questions from Members on the expansion of the food waste collection service, the Waste Manager explained that there was food waste collection in six Borders towns as that met legal obligations and where funding had been received, and that there would be further cost to rolling out the service across the Borders. With regards to education on recyclable waste, use of platforms such as TikTok was suggested. Teachers had advised that pupils may be able to help with the development of visual messages, and feedback from pupils suggested that shorter video messages were more likely to have a higher impact.
- 2.10 In response to a question from the Chair, the Environmental Strategy Coordinator advised that engagement would take place with Area Partnerships and Place Making in place of pursuing citizens' assemblies.
- 2.11 The Director Infrastructure and Environment thanked Members for their scrutiny of the CCRM.

DECISION

NOTED the update.

3. ANY OTHER BUSINESS

Members thanked Councillor Aitchison for his chairing of the Sustainable Development Committee.

The meeting concluded at 12.45 pm.

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SCOTTISH BORDERS COUNCIL AUDIT AND SCRUTINY COMMITTEE

MINUTES of Meeting of the AUDIT AND SCRUTINY COMMITTEE held via Microsoft Teams on Monday, 14 March 2022 at 10.15 am

- Present:- Councillors S. Bell (Chairman), H. Anderson, J. A. Fullarton, N. Richards, E Robson, H. Scott, S. Scott, and E. Thornton-Nicol; Ms H. Barnett.
- Apologies:- Councillors J. Greenwell and Mr M Middlemiss
- In Attendance:- Chief Executive, Director Finance and Corporate Governance, Director Health and Social Care Partnership, Pensions & Investment Manager, Chief Officer Audit and Risk, Principal Internal Auditor; Director Strategic Commissioning and Partnerships and Programme Manager (G. McMurdo); Ms G. Woolman and Ms J. Law (Audit Scotland), Clerk to the Council, Democratic Services Officer (W. Mohieddeen).

1. **MINUTE.**

There had been circulated copies of the Minute of the Meeting held on 14 February 2022.

DECISION

AGREED to approve the Minute for signature by the Chairman.

2. **AUDIT BUSINESS ACTION TRACKER**

There had been circulated copies of the Audit Business Action Tracker which was presented by the Chief Officer Audit and Risk. With reference to paragraph 7 of the Minute of the Meeting held on 22 November 2021, the Chief Officer Audit and Risk advised that the Internal Audit Work to October 2021 report on the review of business continuity arrangements across the Council would be brought to the Committee for consideration. In line with the audit strategy, a project was set up to implement an upgraded system address refresh of business continuity plans which was aligned with pandemic actions. This was still in its early stages and it was suggested to keep this action in the action tracker. It was advised that an update may come for the June 2022 meeting primarily for an update on implementation of the system and the early stages of business continuity plans.

DECISION

(a) AGREED that the action with regard to Internal Audit Work to October 2021 (business continuity arrangements) from the Meeting held on 22 November 2021 would remain on the action tracker.

(b) NOTED the update.

3. **PROGRESS UPDATE ON LDS FINANCIAL MANAGEMENT RECOMMENDATION**

- 3.1 With reference to paragraph 4 of the Minute of the Meeting held on 10 May 2021, there had been circulated copies of an update report by Director for Health and Social Care Partnership that set out the actions taken by the Learning Disabilities Service (LDS) in relation to the recommendation within the Final Internal Audit Report – Learning Disabilities Service Financial Management dated 30 April 2021. The report was

presented by the Director for Health and Social Care Partnership, Mr Myers, who explained that LDS had undertaken a range of measures from the Heywood review on the Service's financial situation with expected savings of £240,000 made from the current year. However, in spite of work undertaken, costs were over those budgeted and the LDS had a starting deficit of just over £1 million. While £300,000 had been identified to support these pressures, this still left £745,000, which was clearly significant. Pressures were partly due to changes to demographic growth and the remainder was in relation to increases in packages of care for people with learning disabilities. An enabling approach was being taken, with work underway to ensure dependence was not being created for service users. Mr Myers gave details of progress on actions which had been self-assessed in the report, with a number of actions assessed as 'green' and a few assessed as 'amber'. Julie Heywood had been approached to come back in and assess actions in the report, hopefully by the end of March 2022. With regards to action two of the report, an experienced Social Worker from another local authority was to be brought in by the end of April 2022 to provide a steer. With regards to action three of the report, Mr Myers advised that he was working with the Director Social Work & Practice to ensure there was better professional alignment between adult and child Social Workers to ensure consistency of approach. With regards to action four of the report, there were a number of high cost placements within the area where individual health and social care needs which had been reviewed through the NHS process resulting in high SBC costs. The review of that process had started so there was more input from SBC, which should reduce the financial risk to the organisation. With regard to action five of the report, the financial team was offering support to develop a set of tools to help social work staff in their approach to financial management. With regard to action six of the report, this action would involve the community care review team which was involved with older adults to ensure better consistency for users. With regard to action seven of the report, Mr Myers advised that the general manager was being asked to provide a detailed learning disabilities financial recovery plan for 24 March to deliver savings as quickly as possible. Mr Myers advised that it was expected that a combination of the actions would set a better financial trajectory for the Learning Disabilities Service, that Audit and Scrutiny Committee had a key role in this process and that he proposed that the LDS financial management should be brought back for a further review in line with the outlined actions.

- 3.2 Members discussed the report and it was noted that, with reference to action nine of the report that figures related to the benchmarking unit price and budget expenditure of other Councils would have been useful to include in the report. Mr Myers confirmed that he was happy to provide as much clarity as possible around benchmarking arrangements, but it could be difficult to benchmark in some areas of the Service while it would be easier in others. One good benchmark may not be reflected in other parts of the Service but value for money was continually looked at through commissioning. Mr Myers advised that there was a range of different benchmarking for the various parts of the Service. Day service contract price was broadly in line with averages. The bulk of the expenditure growth had related to an increase in volume which was the amount of care being provided to people. With regards to variability of benchmarking, the impact of serving a large rural area with a relatively small population was noted. With regards to £700,000 of savings required on the LDS, work was underway to take people out of costly placements and into good service with personalised support. For the review of day services, there were a range of actions that did not just look at risk but also gave consideration to driving better value and providing a greater quality of service. For other placements, how much health care a person needed affected the end cost and a more integrated process was being sought between NHS and the Council to ensure health also contributed funding. With regards to action four on the breakdown of budget to east and west team level, this related to ensuring delegated budget responsibility in the Service. The rationale was to ensure both east and west teams had clear budget oversight and were able to escalate identified issues. Regarding the impact of increased fuel costs, Mr Myers noted there was an element of travel for both east and west teams and it was expected that there would be increased travel costs and that providers would expect there would be an uplift in operational costs. Work was ongoing with commissioning teams to get best value. With

regard to action four on management of budgets, Mr Myers noted that there was a need to make sure the right decisions were being made for service users and finance, with the two aligning through an enabling approach which should reduce cost. The action aimed to have delegated financial responsibility with guidance for when to escalate and work was being undertaken on tools to make this clearer. The Director Finance & Corporate Governance advised that the LDS had significantly exceeded its resources in the past, with part of the issue about needing clarity on volumes, client needs, etc. and progress had now been made on capturing this information. If further challenges arose they would be managed corporately with a revised plan as had been the approach over the last few years. Ms Stacey confirmed that this was an open audit item and the due date would be extended in line with timescales on the action plan and an associated follow-up would be undertaken, with a report back to the Committee in due course.

DECISION

(a) AGREED that the Director Health and Social Care would provide an update on LDS Financial Management actions for the meeting of the Audit and Scrutiny Committee in August 2022.

(b) NOTED the update.

4. INTERNAL AUDIT WORK TO FEBRUARY 2022

4.1 There had been circulated copies of a report by the Chief Officer Audit and Risk that provided members of the Audit and Scrutiny Committee with 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 carried out in the period from 1 – 28 February 2022, associated with the delivery of the approved Internal Audit Annual Plan 2021-22, was detailed in the report. A total of two final Internal Audit reports had been issued. There were four recommendations made associated with the two reports (one 'High'-rated, one 'Medium'-rated and two 'Low'-rated). An Executive Summary of the final Internal Audit assurance 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 shown in Appendix 1 of the report. 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 the report to communicate the results of the reviews. Internal Audit assurance work that was underway was detailed in paragraph 4.6 of the report. The Chief Officer Audit and Risk highlighted Internal Audit consultancy and other work which included the Fit for 2024 transformation programme, and a specific training workshop for all Internal Audit team members on the Council's new Contract Management System, as part of the internal rollout of this system across the Council's services to those involved in contract management. The Chief Officer Audit and Risk advised of the 'High'-rated recommendation that had been made in the Internal Audit review of Schools Financial and Business Administration Processes to address completion of e-learning training that should be expected in schools. There were further recommendations for schools inventory to ensure up-to-date inventories, especially for fire or other such incidents.

4.2 In response to a question about the completion rates for mandatory Child Protection training, particularly in teaching staff, the Chief Officer Audit and Risk confirmed that encouraging conversations had taken place with the Director Education and Lifelong Learning and the Chief Officer Education with regard to completion of mandatory e-learning and that reports were produced on completion of training. Commitments had been made for how training would be facilitated for teachers when not in class and where there were opportunities to take up training. A dashboard for when staff completed training needed more management oversight and there were very encouraging signs of that being quickly addressed. The Chief Executive advised that the current numbers of

non-completion were not to hand but had been requested. When this matter first came to light, Ms Meadows had spoken to the Director of Education and Lifelong Learning and all staff had now been given a clear instruction to complete the training. This was also being looked at across the whole organisation to ensure compliance. It would also be picked up by the Review Group which had recently been established to steer the action plan derived from the recommendations in the Independent Inquiry into the Council's handling of concerns raised about a former SBC employee who had subsequently been charged with assaulting children and abusive behaviour at a school. Ms Stacey confirmed that part of the conversation with the Director had been around investigating any barriers for non-completion, such as capacity, opportunity, etc. and consideration would be given to building something into in-service days to address this. The Director Finance and Corporate Governance advised that some mandatory training on SBLearn was time limited and had to be renewed so some staff training may have lapsed. It had not proved possible to have a calendar in SBLearn which would highlight to staff when their training certification had lapsed. There was also a regular turnover of staff within schools and depending on when the snapshot of completion rates was taken the position could vary, this could relate to new staff who had yet to undertake the training. Mr Robertson confirmed that all staff were required to undertake SBLearn training and previous training in another organisation was not recognised. The Principal Internal Auditor advised there was a facility to upload professional qualifications however this was not part of SBLearn. Members requested that the Review Group should follow up on mandatory e-learning as part of its first quarter work.

- 4.3 During the meeting, the Chief Executive received numbers associated with non-completion of the e-learning training within Education. Out of 2,721 people that should have completed e-learning training, 2,203 had done so. This corresponded to a 19% non-completion rate. There were some areas within the Education Service where all were complete but others up to 78% had not. Both Ms Meadows and Ms Stacey confirmed this would be followed up by both the Review Group and Internal Audit. Any issues would be raised at Council by the Review Group and would be brought back to Audit & Scrutiny Committee as part of any Internal Audit procedures.

**DECISION
NOTED:**

- (a) The final assurance reports issued in the period from 1 to 28 February 2022 associated with the delivery of the approved Internal Audit Annual Plan 2021-22;**
- (b) The Internal Audit Assurance Work in Progress and Internal Audit Consultancy and Other Work carried out in accordance with the approved Internal Audit Charter;**
- (c) The assurance provided on internal controls and governance arrangements in place for the areas covered by this Internal Audit work; and**
- (d) The Review Group would follow-up on mandatory e-learning as part of its first quarter work.**

5. **FOLLOW-UP REVIEW OF COMPLETED AUDIT RECOMMENDATIONS**

There had been circulated copies of a report by the Chief Officer Audit and Risk that provided an update to the Audit and Scrutiny Committee on the results of the Follow-Up Review which included a sample check on the adequacy of new internal controls for Internal Audit Recommendations marked as completed by Management in the period January to December 2021. Internal Audit was an independent appraisal function established for the review of the internal control system as a service to Scottish Borders Council. It objectively examined, evaluated and reported on the adequacy of internal control as a contribution to the proper, economic, efficient and effective use of resources

and the management of risk. The Internal Audit activity added value to the organisation (and its stakeholders) when it considered strategies, objectives, and risks; strived to offer ways to enhance governance, risk management and control processes (by way of making audit recommendations); and objectively provided relevant assurance. The Remit of the Audit and Scrutiny Committee included the Audit function to consider “all matters relating to the implementation of recommendations contained within internal audit reports”, as part of its high level oversight of the framework of internal control, risk management and governance within the Council. The Chief Officer Audit and Risk advised that the sample of six ‘completed’ Internal Audit recommendations selected were spot checks on top of cyclical routine audit follow-up work.

DECISION

(a) AGREED that it was satisfied with the outcomes.

(a) NOTED:

(i) The results of the spot check on Internal Audit recommendations that had been marked as completed by Management in the period January to December 2021 to improve internal controls and governance, and mitigate risks; and

(ii) That Internal Audit would continue to monitor the completion of recommendations and would provide update reports to this Committee.

6. AUDIT AND SCRUTINY COMMITTEE ANNUAL SELF-ASSESSMENTS AND END OF TERM REPORT 2021/22

There had been circulated copies of a report by the Chairman of the Audit and Scrutiny Committee that provided members with the Audit and Scrutiny Committee Annual/End of Term Report 2021-22, presenting the Committee’s performance in relation to its Terms of Reference and the effectiveness of the Committee in meeting its purpose, relating to its Audit functions. It was important that the Council’s Audit and Scrutiny Committee fully complied with best practice guidance on Audit Committees to ensure it could demonstrate its effectiveness as a scrutiny body (Audit functions) as a foundation for sound corporate governance for the Council. The CIPFA Audit Committees Practical Guidance for Local Authorities and Police 2018 Edition (CIPFA Audit Committees Guidance) included the production of an annual report on the performance of the Audit and Scrutiny Committee against its remit (Audit functions) for submission to the Council. The Audit and Scrutiny Committee Annual/End of Term Report 2021-22 (included as Appendix 1 of the report) was presented for consideration. Scottish Borders Council continued to be a lead authority in adopting this best practice. The Audit and Scrutiny Committee carried out self-assessments of Compliance with the Good Practice Principles Checklist and Evaluation of Effectiveness Toolkit from the CIPFA Audit Committees Guidance during the Informal Session on 14 February 2022 facilitated by the Chief Officer Audit & Risk. The self-assessments were appended to this report as Appendix 2 (Good Practice Principles) and Appendix 3 (Effectiveness) for consideration. The outcome of the self-assessments were a high degree of performance against the good practice principles and a high degree of effectiveness. The Chairman confirmed that it was intended that the report would be presented to Council at its meeting on 31 March 2022. Ms Barnett referred to the recommendation for Council within the End of Term report around the presentation to Directors on risk and mitigations within their Services, and suggested that it would be helpful to include a short paragraph within the “Meetings” section of the report to show how useful the Committee had found these. Members unanimously agreed to this addition. Members further agreed that the recommendation to Council that the appointed Chair should have previously been a member of Audit and Scrutiny Committee be amended to reflect that this should be the case where practicable.

DECISION

AGREED:

- (a) **To approve the Audit and Scrutiny Committee Annual/End of Term Report 2021-22 (Appendix 1 to the report), with slight amendments as detailed above, which incorporated its self-assessments (Appendices 2 and 3 to the report) using the CIPFA Audit Committees Guidance; and**
- (b) **That the Audit and Scrutiny Committee Annual/End of Term Report 2021-22 should be presented to the Council.**

7. **EXTERNAL AUDIT ANNUAL PLAN 2021/22 FOR THE PENSION FUND**

There had been circulated copies of the Scottish Borders Council Pension Fund Annual Audit Plan 2021-22 which summarised the work plan for the 2021-22 external audit of Scottish Borders Council Pension Fund. In presenting the work plan, Ms Woolman, Audit Director with Audit Scotland, noted that there were 11,700 members of the Fund, which had assets reflected in the balance sheet worth £860bn. There was continued reference to the pandemic throughout the work plan and 2021-22 was the sixth and final year of the audit appointment. Audit appointments were usually five years however the appointment had been extended due to the Covid-19 pandemic.

DECISION

NOTED the work plan.

8. **INTERNAL AUDIT CHARTER**

There had been circulated copies of a report by the Chief Officer Audit and Risk that provided the Audit and Scrutiny Committee with the updated Internal Audit Charter for approval that defined the terms of reference for the Internal Audit function to carry out its role to enable the Chief Audit Executive to prepare the annual Internal Audit opinions on the adequacy of each organisation's overall control environment. The definition of Internal Auditing within the Public Sector Internal Audit Standards (PSIAS) was "Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes." In accordance with the PSIAS, the purpose, authority and responsibility of the Internal Audit activity must have been formally defined in an Internal Audit Charter, consistent with the Definition of Internal Auditing, the Code of Ethics and the Standards. The Chief Audit Executive must have periodically reviewed the Internal Audit Charter and presented it to senior management (Strategic Leadership Team) and the board (Audit and Scrutiny Committee) for approval. The Internal Audit Charter had been updated by the Chief Audit Executive (SBC's Chief Officer Audit & Risk) and the Principal Internal Auditor in conformance with the PSIAS. The Internal Audit Charter was shown in Appendix 1 to the report for approval by the Audit and Scrutiny Committee to ensure that Internal Audit was tasked to carry out its role in accordance with best Corporate Governance practice. The Chief Officer Audit and Risk advised that the document would be a key document in the induction of new members to the Audit and Scrutiny Committee. The report had been presented to the Strategic Leadership Team and minor amendments included the restructure of the Strategic Leadership Team in September 2021 and the change in roles and responsibilities of each Director, and the associated change in the line management arrangements for the Chief Audit Executive.

DECISION

AGREED to:

- (a) **Note the changes to the Internal Audit Charter outlined in section 4 of the report in conformance with PSIAS;**

(b) Approve the updated Internal Audit Charter, as shown in Appendix 1 to the report; and

(c) Note that the Internal Audit Charter would be reviewed annually.

9. INTERNAL AUDIT STRATEGY AND ANNUAL PLAN 2022/23

There had been circulated copies of a report by the Chief Officer Audit and Risk which sought approval of the proposed Internal Audit Strategy and Internal Audit Annual Plan 2022/23 to enable the Chief Audit Executive to prepare annual opinions on the adequacy of the overall control environment for Scottish Borders Council, Scottish Borders Pension Fund, and Scottish Borders Health and Social Care Integration Joint Board. A fundamental role of the Council's Internal Audit function was to provide senior management and members with independent and objective assurance which was designed to add value and improve the organisation's operations. In addition, the Chief Audit Executive (CAE) was also required to prepare an Internal Audit annual opinion on the adequacy of the organisation's overall control environment. The Internal Audit Strategy attached as Appendix 1 to the report, outlined the strategic direction for how Internal Audit would achieve its objectives, which were set out in the Internal Audit Charter, in conformance with PSIAS. It guided the Internal Audit function in delivering high quality Internal Audit services to Scottish Borders Council (SBC), Scottish Borders Council Pension Fund (SBCPF), and Scottish Borders Health and Social Care Integration Joint Board (SBIJB). The Internal Audit Annual Plan 2022/23 attached as Appendix 2 to the report, had been developed by the Chief Officer Audit & Risk (CAE) and the Principal Internal Auditor. It set out the range and breadth of audit activity and sufficient work within the audit programme of work to enable the CAE to prepare an Internal Audit annual opinions for SBC, SBCPF, and SBIJB. Separate Internal Audit Annual Plans 2022/23 for the SBCPF and SBIJB would be presented to their respective board/audit committee for approval. Key components of the audit planning process included a clear understanding of each organisation's functions, associated risks, and assurance framework. Ms Stacey gave responses on questions around providing cover for members of staff on long term sickness absence, the value of complaints analysis to improve Council Services, the flexibility of the Audit Plan for 22/23, and the audit of schools.

DECISION

AGREED to:

(a) endorse the Internal Audit staff resources needed to deliver the Internal Audit Strategy and Annual Plans;

(b) approve the Internal Audit Strategy as detailed in Appendix 1 to the report; and

(c) approve the Internal Audit Annual Plan 2022/23 as detailed in Appendix 2 to the report.

CHAIRMAN

This being the last meeting of the Audit & Scrutiny Committee prior to the local government election, The Chairman all members of the Committee for their input over the last few years, and in particular the external members of the Committee for their welcome contributions. On behalf of the Committee, Councillor Robson in turn thanked Councillor Bell for his assiduous chairing of the Committee and management of meetings.

10. MANAGEMENT AND MAINTENANCE OF PUBLIC HALLS

10.1 During discussion of this item, Councillor Thornton-Nicol noted she was Chair of the Newtown Community Wing and Councillor Anderson noted she was the Council Representative on Peebles Drill Hall management committee. Neither Councillor declared an interest in the item and remained in the meeting.

- 10.2 There had been circulated copies of a report by Director Strategic Commissioning and Partnerships that outlined an evaluation of the community contribution to the management and maintenance of public halls, including those managed by Live Borders. Scottish Borders Council had responsibility for 62 halls, and the Federation of Village Halls indicated they had 96 members in the Borders. Scottish Borders Council retained maintenance and repair responsibility for the 62 halls that it was responsible for, including those leased to Live Borders, and individual leases contained information on the level of maintenance and repair obligation, including where Communities/Voluntary Management Committees had no obligation or responsibility. Scottish Borders Council provided annual funding to the Federation of Village Halls of approximately £50,000 per year and Live Borders provided voluntary management committees with funding on an annual basis towards operational costs. The social value of halls/community centres included use of the venues for regular local events and activities, emergency response and Covid-response. Volunteers also regular fund raising for improvements to their building, and as a proxy measure, this could inform the 'community contribution'. Programme Manager, Mr McMurdo, advised that anecdotally a number of community centres had voluntary management committees, although some faced challenges maintaining their management committee and recruiting young members.
- 10.3 Under the Service Provision Agreement Scottish Borders Council had with Live Borders for the delivery of sport and cultural services, 29 halls were under the contractual responsibility of Live Borders. The maintenance and repair responsibility for these halls remained with Scottish Borders Council under the terms of a Property and Estates Service Level Agreement. Members discussed the funding of halls and the support provided to management committee from Live Borders, noting the example of the Victoria Hall in Selkirk which was owned by the Common Good Fund and operated by Live Borders. The Selkirk Common Good Fund was responsible for paying for maintenance while Live Borders retained income from the Hall. While Live Borders provided funding to community centres, part of the process involved a recharge to the management committees, which meant these committees needed to fund raise to pay for items. This process perhaps needed reviewed. It was noted that the funding provided by Scottish Borders Council to the Federation of Village Halls areas implied that the value assigned to each area did not have a consistent funding per village hall formula. It was advised this may have been due to some federations charging administration fees which may affect the respective funding value. Members agreed that a paper should be brought back to the committee by officers outlining further detail of the management and funding of village halls, including the consistency in terms of support, which hall committees were active/dormant, which halls were struggling, and the shape of how hall committees functioned. This would highlight where there were differences in usage, funding, characteristics and management regimes to allow the Committee to judge the fairness of the operation and funding of village halls across the region.

DECISION

- (a) **AGREED that the Director Strategic Commissioning and Partnerships would provide a further report to the Committee including a statement of the operating characteristics and funding regime in regard to management and funding of halls across the Borders to develop an understanding of fairness and functioning of management committees.**
- (b) **NOTED the evaluation of the community contribution to the management and maintenance of public halls, including those managed by Live Borders as detailed within this report.**

MEMBER

Councillor Fullarton left the meeting during consideration of the above item of business.

The meeting concluded at 12.55 pm.

SCOTTISH BORDERS COUNCIL HAWICK COMMON GOOD FUND SUB-COMMITTEE

MINUTES of Meeting of the HAWICK
COMMON GOOD FUND SUB-COMMITTEE
held via Microsoft Teams on Tuesday, 15
March 2022 at 4.00 pm

Present:- Councillors G. Turnbull (Chairman), W. McAteer, C. Ramage, N. Richards; Mr J. Campbell (Hawick CC) and Mr W. Fletcher (Burnfoot CC).

Apologies:- Councillors S. Marshall and D. Paterson

In Attendance:- Chief Legal Officer, Pensions and Investments Manager (K. Robb), Estates Strategy Manager (N. Curtis), Property Officer (F. Scott), Cultural Services Manager, and Democratic Services Officer (W. Mohieddeen).

1. **MINUTE**

There had been circulated copies of the Minutes of the Meeting held on 23 November 2021 and Special Meetings held on 15 December 2021 and 1 February 2022.

DECISION

AGREED to:

- (a) **Approve the Minute of the Meeting held on 23 November 2021 for signature by the Chairman;**
- (b) **Approve the Minute of the Special Meeting held on 15 December 2021 for signature by the Chairman; and**
- (c) **Approve the Minute of the Meeting held on 1 February 2022 for signature by the Chairman.**

2. **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 or to keep Members informed.

3. **EARL OF MINTO PORTRAIT**

- 3.1 With reference to paragraph 5 of the Minute of the Meeting held on 17 August 2021, Ian Brown, Cultural Services Manager, provided an update on the proposed placing of the Earl of Minto portrait at The Old Dairy, Minto House. In September 2021, Councillor Paterson, Ramage and McAteer attended the Old Dairy and met with the Earl of Minto, inspected the space in The Old Dairy and determined that it was determined that the location was suitable and acceptable. The next steps were for the legal department to draft a loan agreement between the Earl of Minto and the Hawick Common Good Fund. Details of insurance were still outstanding, however the Earl of Minto was to be responsible for arranging insurance for the painting in The Old Dairy. The National Galleries of Scotland were to arrange transport of the painting to The Old Dairy and Scottish Borders Council were to arrange joiners which was to be funded by the Hawick Common Good Fund. Live Borders were to oversee hanging of the painting and conduct checks of the condition of the painting. Final sign-off of the agreed move of the painting to

The Old Dairy was to come before the Hawick Common Good Fund Sub-Committee.

- 3.2 Councillor McAteer, seconded by Councillor Richards, moved a motion for approval arrangements to be made for the siting of the portrait of the Earl of Minto to be loaned to the current Earl of Minto for display in The Old Dairy, subject to approval of the final agreement to be agreed at a future meeting of the Hawick Common Good Fund Sub-Committee.

DECISION

AGREED to approve arrangements to be made for the siting of the portrait of the Earl of Minto to be loaned to the current Earl of Minto for display in The Old Dairy, subject to approval of the final agreement to be agreed at a future meeting of the Hawick Common Good Fund Sub-Committee.

4. **MONITORING REPORT FOR NINE MONTHS TO 31 DECEMBER 2021 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2022-23**

There had been circulated copies of the report by Director Finance and Corporate Governance that provided the details of the income and expenditure for the Hawick Common Good Fund for nine months to 31 December 2021, a full year projected out-turn for 2021-22, projected balance sheet values as at 31 March 2022 and proposed budget for 2022-23. Appendix 1 of the report provided the projected income and expenditure position for 2021-22. This showed a projected deficit of £26,536 for the year, which was less than the surplus figure reported at the 23 November 2021 meeting, due to the delay in receipt of the Pilmuir Servitude income now expected in 2022-23. Appendix 2 of the report provided a projected balance sheet value as at 31 March 2022. It showed a projected decrease in reserves of £76,523. Appendix 3a of the report provided a breakdown of the property portfolio which showed projected rental income and projected net return for 2021-22 and actual property income to 31 December 2021. Appendix 3b of the report provided a breakdown of the property portfolio which showed a projected property expenditure for 2021-22 and actual property expenditure to 31 December 2021. Appendix 4 of the report provided a breakdown of the property portfolio showing projected property valuations at 31 March 2022. Appendix 5 of the report showed the value of the Aegon Asset Management Investment Fund to 31 December 2021. The proposed rental income for Hawick Golf Club in 2022-23 had reduced by £4,570 due to the completion in September 2022 of the multi-year grant award and the proposed rental from October 2022 of £60 per annum. The Pension and Investments Manager informed the Sub-Committee that the Aegon Asset Management investment was performing well and not too badly affected by current world affairs, and that there was no investments involved with Russia. The Pension and Investment Manager further advised that cash balances were approaching £114,000 and thought may be given to adding money to the investment fund. Councillor Turnbull noted the costs of maintenance and repairs to the Volunteer Park and Stand and stated that there had to be action taken on upgrades to the Volunteer Park Stand.

DECISION

AGREED to:

- (a) Note the projected income and expenditure for 2021/22 in Appendix 1;**
- (b) Agree the proposed budget for 2022/23 as shown in Appendix 1;**
- (c) Note the projected balance sheet value as at 31 March 2022 in Appendix 2;**
- (d) Note the summary of the property portfolio in Appendices 3 and 4; and**
- (e) Note the current position of the Aegon Asset Management Investment Fund in Appendix 5.**

5. **FINANCIAL ASSISTANCE**

It was noted that after Members declared interests regarding the applications for financial assistance received by the Sub-Committee that the Meeting would not reach quorum. Members decided that the applications should be deferred to the Special Meeting of the Sub-Committee on 29 March 2022 when hopefully there would be enough Members to consider the applications.

DECISION

AGREED to defer the applications for financial assistance received by Hawick Ex-Service Association and Hawick Common Riding to the Special Meeting to be held on 29 March 2022.

6. **PRIVATE BUSINESS**

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 2 of Part I of Schedule 7A to the Act.

7. **MINUTE**

The Sub-Committee considered the Private Section of the Minute of the Meeting held on 23 November 2021 and the Private Section of the Minute of the Special Meeting held on 1 February 2022.

8. **PILMUIR FARM COTTAGE**

Members considered the update by the Estates Strategy Manager.

9. **PROPERTY UPDATE**

Members considered the update by the Property Officer.

The meeting concluded at 4.40 pm.

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SCOTTISH BORDERS COUNCIL CHAMBERS INSTITUTION TRUST

MINUTE of Meeting of the CHAMBERS
INSTITUTION TRUST held in Via Microsoft
Teams on Wednesday, 16 March 2022 at
4.00 pm

Present:- Councillors R. Tatler (Chairman) H. Anderson, S. Bell, S. Haslam, E. Small,
R. Tatler
Apologies:- Councillor K. Chapman
In Attendance:- Pensions and Investments Manager, Projects Manager (S. Renwick), Solicitor
(G. Sellar), Estates Surveyor (T. Hill), Localities Development Co-ordinator (K.
Harrow), Democratic Services Team Leader, J. Hogg (Live Borders)

1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 16 February 2022. With reference to paragraph 5 it was noted that the Stakeholder Group would be appointed after the Council elections in May.

DECISION

AGREED to approve the Minute.

2. **PLACE MAKING FUNDING**

With reference to paragraph 8 of the Minute of 16 February 2022, the Estates Surveyor reported that the Executive Committee had approved funding of £100k for the works to the Burgh Hall. The quote for the works amounted to £118k leaving an £18k gap. It was noted that Listed Building Permission would be required before the works could commence. Councillor Bell, seconded by Councillor Anderson, moved that the works be progressed on the basis of acceptance of the lowest quote and that the balance of £18k be met by the Trust. This was unanimously approved. Ms Hill confirmed that she would liaise with Live Borders to schedule the works.

DECISION

AGREED that the Chambers institution Trust meet the balance of £18k to allow the works to be carried out as soon as was practical.

3. **CONSULTATION PROCESS**

With reference to paragraph 4 of the Minute of 16 February 2022, the Localities Development Co-ordinator advised that a draft communication would be prepared. The setting up of the stakeholder group in May would allow them to feed their comments to the meeting of the Trust in June. He would contact the Co-Chairs to agree a date for the Group to meet in May. It was noted that the Community Council had made a suggestion that the stakeholder group should be called the beneficiaries. The Trust agreed that the Group should agree their title and remit at their first meeting.

DECISION

AGREED to receive the feedback from the new stakeholder group at the next Trust meeting in June.

4. **PRIVATE BUSINESS**

DECISION

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

SUMMARY OF PRIVATE BUSINESS

5. **MINUTE**

The private section of the Minute of the meeting held on 16 February 2022 was approved.

6. **LEVELLING-UP FUNDING**

Members received an update on the progress of the proposed project being funded from the Levelling-up funding.

The meeting concluded at 4.50 p.m.

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

MINUTE of Meeting of the PEEBLES
COMMON GOOD FUND SUB-COMMITTEE
held via Microsoft Teams on Wednesday, 16
March 2022 at 5.00 p.m.

Present:- Councillors R. Tatler (Chair) , H. Anderson, S. Haslam, E. Small
Apologies:- Councillors S. Bell, K. Chapman, Community Councillor P. Maudsley
In Attendance:- Treasury Business Partner (S. Wilson), Solicitor (G. Sellar), Estates
Surveyor (T. Hill), Democratic Services Team Leader

1. REQUEST FOR FINANCIAL ASSISTANCE

With reference to paragraph 5 of the Minute of 23 February 2022, the Sub-Committee continued their consideration of the request for funding of £1884.91 from the Peebles Christmas Light Association to purchase new “ribbon” bulbs and radio harnesses/shoulder microphones and speakers. It was noted that an updated application form had been submitted and Mr Malcolm Bruce was present to answer Members questions. Councillor Tatler, seconded by Councillor Haslam agreed that the application be approved and this was unanimously accepted.

DECISION

AGREED to approve the request for funding in the sum of £1884.91.

2. URGENT BUSINESS

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 paragraphs should be considered at the meeting as a matter of urgency, in view of the need to make an early decision and to keep Members informed.

3. FRUIT TREES, HAYLODGE PARK

The Chairman advised that he had been approached regarding the planting of fruit trees in Haylodge Park which were mainly replacements for those previously planted which had died. It was noted that the fruit was for public consumption. Ms Hill advised that the Parks Department should be informed.

DECISION

AGREED to allow the planting of fruit trees in Haylodge Park.

4. JEDDERFIELD FARM

Ms Sellar advised that the lease for Jedderfield Farm had now been signed and confirmed that a press release confirming this would be issued.

DECISION

NOTED.

5. PRIVATE BUSINESS

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed

in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 6 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

6. HAYLODGE PARK TOILETS

The Sub-Committee agreed the cleaning regime for the usual summer opening.

The meeting concluded at 5.10 p.m.

SCOTTISH BORDERS COUNCIL PENSION FUND COMMITTEE AND PENSION BOARD

MINUTES of Meeting of the PENSION FUND
COMMITTEE AND PENSION BOARD held
in via MS Teams on Thursday, 17 March
2022 at 2.00 pm

Present:- Councillors D Parker, J Brown, G Edgar, D Moffat, S Mountford Mr D Bell, Mr A. Daye, Mr M Drysdale, Mr M Everett, Ms L Ross.
Apologies:- Councillors S Aitchison, C Hamilton, S Scott, Ms H. Robertson
In Attendance: Director Finance & Corporate Governance, Pensions and Investment Manager, HR Shared Services Manager, Chief Officer Audit & Risk. Democratic Services Team Leader.
Also in Attendance: Ms A. Fitzpatrick (Audit Scotland), Ms A. Ross and Mr A Singh, Isio.

1. 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 keep Members informed.

2. INVESTMENTS IN RUSSIA

2.1 The Director of Finance and Corporate Governance gave an update on the impact of the Russian invasion of Ukraine. Mr Robertson advised that the Russian invasion of Ukraine was clearly a humanitarian tragedy and would have widespread economic consequences. Officers had been working with the Councils advisers to try to make an early assessment of the likely impacts on the Fund and initial conclusions were:

- Global equity markets had already fallen, and while they had partially recovered, they remained volatile.
- From a macro-economic perspective, higher medium term European, oil, gas and food prices alongside financial market disruption and sanctions on Russia were likely to lead to an increase in already elevated inflationary pressures, which would in turn weaken the outlook for economic growth.
- A period of prolonged instability, with impacts for Europe in particular, was now clearly a potential outcome.
- The situation was uncertain, and changing rapidly, but this could negatively affect asset prices right across the Councils Pension Fund portfolios.

2.2 Stock specific exposure

The Fund owned shares in 2 Russian companies within one of its global equity portfolios. These holdings had reduced over recent months as a result of sales activity and market movements and as at close on 14th March had been fully written down to zero. The Fund also held investments within a pooled alternatives fund. The funds held were within emerging market bonds and private equity. The value of these investment represented 0.24% invested within the pooled fund. The total investment currently invested in Russia represented less than 0.01% of the overall Fund. With the closure of the Russian Stock market and the illiquid nature of some of the investments managers were unable to disinvest these funds.

2.3 Underlying exposure

The Fund invested globally across a range of asset classes and investment markets. This diversification spread risk, but it also created a complex network of commercial and

economic exposures which would all be affected by these events to a greater or lesser extent. Officers were liaising with the Fund investment managers as they assessed the impact of macroeconomic pressures as well as potential wider ramifications and outcomes on companies and assets within the Fund's portfolios.

- 2.4 It was noted that none of this would have any impact on the ability to pay pensions. It might reduce investment returns for a period, but the Fund was a long-term investor and remained well funded. Members welcomed the reassurance. However, concerns regarding the impact that China invading Taiwan were also raised. Mr Robertson was unable to comment on the likely impact and suggested that a wider discussion on investments be held at a future meeting.

DECISION

NOTED the current position with regard to Russian Investment.

3. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 14 December 2021.

DECISION

NOTED for signature by the Chairman.

4. **FUND STRATEGY STATEMENT AND STATEMENT OF INVESTMENT PRINCIPLES 2022**

There had been circulated copies of a report by the Director Finance and Corporate Governance proposing the revised Funding Strategy Statement (FSS) and Statement of Investment Principles (SIP) for 2022. Both these documents required to be kept under review and be updated and approved annually in line with the Pension Fund's business plan. The report explained that the Pension Fund was required by the Local Government Pension Scheme (LGPS) Regulations to have an up-to-date Statement of Investment Principles and Funding Strategy Statement. Appendix A to the report contained the Funding Strategy Statement and Appendix B contained the revised Statement of Investment Principles (SIP) for approval.

DECISION

AGREED to:-

- (a) note the Funding Strategy Statement set out in Appendix A to the report and;**
- (b) approve the Statement of Investment Principles set out in Appendix B to the report.**

5. **RISK REGISTER UPDATE**

With reference to paragraph 3 of the Minute of 14 December 2021, there had been circulated copies of a report by the Director Finance and Corporate Governance which formed part of the risk review requirements of the Pension Fund. It provided the Members of the Pension Fund Committee and Pension Board with an update of the progress of the actions taken by Management to mitigate the risks previously identified, a review of any new risks and highlighting changes to any of the risks contained in the Risk Register. The report explained that 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 virtual risk workshop had been held on 23 April 2021 with Officers from relevant Departments to review and update the full risk register. The revised Risk Register was approved by the Joint Pension Fund Committee and Pension Fund Board on 10 June 2021 and updates on the actions were presented on 16 September 2021 and 14 December 2021. Appendix 1 to the report detailed the risks within the approved risk

register which had been identified management actions and the progress of these actions to date. It was noted that international tensions caused by the conflict between Russia and Ukraine might have an effect on both UK inflation and the performance of global investment markets. The Fund held very small investments in Russia and none in Ukraine but due to the interconnected global nature of companies, the Fund might still be affected. Increasing inflation would have a direct effect on the Fund's liabilities. As explained earlier in the meeting Officers were working with the Fund's managers to assess and monitor the effect on the Fund of the conflict in Ukraine, and should any material effects impacts on the Pension Fund be identified these would be captured in future iterations of the risk register along with any mitigating actions. There were no new risks identified during the review.

DECISION

(a) NOTED:-

- (i) the management actions progress as contained in Appendix 1 to the report; and**
- (ii) no new quantifiable risks had been identified since the last review.**

(b) AGREED that a full risk review be undertaken and presented to the Committee in June 2022.

6. PENSION FUND BUDGET MONITORING TO 31 DECEMBER 2021

With reference to paragraph 6 of the Minute of 14 December 2021, there had been circulated copies of a report by the Director Finance and Corporate Governance Regulatory providing an update on the Pension Fund budget to 31 December 2021 including projections to 31 March 2022. The Local Government Pension Scheme (Scotland) Regulation 2014 required Administering Authorities to ensure strong governance arrangements and sets out the standards that were to be measured against. To ensure the Fund met the standards a budget was approved on 4 March 2021 following the recommendations within the CIPFA accounting guidelines headings. This report was the third quarterly monitoring report of the approved budgets. The total expenditure to 31 December 2021 was £0.785m with a projected total expenditure of £7.160m against a budget of £7.147m. The projected budget variance of £13k was accounted for by the workshop and questionnaire to allow the Fund to agree ESG objectives and thus further enhance its ESG governance. The estimated budget for 2022/23 was estimated at £7.288m which included allowances for the work required by McCloud and new costs for ESG objective measurement and TCFD reporting requirements.

DECISION

AGREED:-

- (a) to note the actual expenditure to 31 December 2021;**
- (b) the projected out-turn as the revised budget;**
- (c) to note the cashflow position; and**
- (d) the proposed budget for 2022/23**

7. EXTERNAL AUDIT PLAN 2021/22

There had been circulated copies of the External Audit Plan 2021/22 for the Scottish Borders Council Pension Fund prepared by Audit Scotland. Ms Amanda Fitzpatrick from Audit Scotland was present at the meeting and presented the report. The report summarised the work plan for the 2021/22 external audit of Scottish Borders Council Pension Fund (the Fund). Ms Fitzpatrick highlighted the main elements of their work which included:

- assessing the key systems of internal control, and establishing how weaknesses in these systems could impact on the financial statements
- an audit of the annual accounts and the provision of an Independent Auditor's Report which included an opinion on statutory information published in the annual accounts, comprising the Management Commentary, the Annual Governance Statement and the Governance Compliance Statement
- consideration of arrangements in relation to the audit dimensions: financial management, financial sustainability, governance and transparency and value for money that frame the wider scope of public sector audit

The report explained that the coronavirus (Covid-19) pandemic had had a significant impact on public services and public finances, and the effects would be felt well into the future. The Auditor General for Scotland, the Accounts Commission and Audit Scotland continued to assess the risks to public services and finances from Covid-19 across the full range of their audit work, including annual audits and the programme of performance audits. The well-being of audit teams and the delivery of high-quality audits remained paramount. Changes in their approach might be necessary and where this impacted on annual audits, revisions to this Annual Audit Plan might be required. In response to a question from Councillor Edgar, both Ms Fitzpatrick and Mr Robertson commented on the assessment of materiality which allowed for the accounts to still give a full and fair view despite any errors under the set figure of £9.5m being found.

DECISION

AGREED to approve the Scottish Borders Council Pension Fund External Audit Annual Plan 2021/22.

8. RESPONSIBLE INVESTMENT - OBJECTIVE AND METRICS SETTING

There had been circulated copies of a report by the Director Finance and Corporate Governance seeking approval for the responsible investment objective and metrics for the Pension Fund in line with the Fund's Responsible Investment Policy. The report explained that the Pension Fund as part of its fiduciary duties was required to ensure appropriate consideration is given to Environmental, Social and Governance (ESG) issues as part of its investment decisions, whilst acting in the best interest of the scheme beneficiaries. The Committee and Board, to ensure these fiduciary duties were met, and in line with good practice, approved a revised Responsible Investment Policy on 16 September 2021. The revised policy stated the Committee would seek to monitor key ESG metrics and look to set targets based on their views and how key metrics evolve over time. To take forward this action a survey was undertaken with all Committee and Board members to identify the key priorities areas with the UN Sustainable Development Goals (SDG's). The results from the survey were used as the basis of a workshop on 28 February 2022. The results of the survey were detailed in the Appendix to the report. The workshop highlighted challenges around the availability of data to allow some of the SDG's to be measure in a reliable and robust way. Due to existing reporting requirements the Task Force for Climate Related Financial Disclosure (TCFD) and Paris Aligned SDG's relating to climate were the most developed. The workshop agreed 6 key SDG's as priorities. These were SDG 13 – Climate Change, SDG 7 – Affordable & Clean Energy, SDG 1 – No Poverty, SDG 2 – Zero Hunger, SDG 3 – Good Health & Well-being and SDG 10 – Reduce Inequalities. Due to development and current availability of data it was proposed SDG13 Climate change and SDG 7 Affordable & clean energy were taken forward with fund managers as an initial priority. This would allow a baseline position to be established prior to targets being set. The social SDGs SDG 1 – No Poverty, SDG 2 – Zero Hunger, SDG 3 – Good Health & Well-being and SDG 10 – Reduce Inequalities were currently not able to be measured due to poor data availability. It was proposed the Fund monitor on an annual basis the improvements to data to enable future objective setting and monitoring.

DECISION

AGREED:-

- (a) to approve **SDG 13 – Climate Change, SDG 7 – Affordable & Clean Energy, SDG 1 – No Poverty, SDG 2 – Zero Hunger, SDG 3 – Good Health & Well-being and SDG 10 – Reduce Inequalities**, as the key responsible investment objectives of the Fund;
- (b) to note the output of the survey and workshop on 28 February;
- (c) that work now commence with fund managers on the assessment and collection of data for **SDG13 Climate change and SDG 7 Affordable & clean energy**;
- (d) to note further reports would be presented to Committee on the results of this exercise to allow targets to agreed; and,
- (e) to note that an annual review would be undertaken on the progress of development of further information to allow **SDG’s SDG 1 – No Poverty, SDG 2 – Zero Hunger, SDG 3 – Good Health & Well-being and SDG 10 – Reduce Inequalities** to be progressed as quickly as practicable.

9. INFORMATION UPDATE

There had been circulated copies of a briefing paper by Director Finance and Corporate Governance providing an update on a number of areas which were being monitored and where work was progressing. These included Cyber security, overseas life checks, the Scheme Advisory Board, training opportunities and future meetings. Full reports on individual actions would be tabled as decisions and actions were required. Councillor Mountford provided an update on the Scheme Advisory Board. The way forward had not been agreed in February and following discussions it had been agreed to refer the matter back to Ministers to get guidance. The Chairman advised that he understood the work required to provide a business case for each option could take 2 years and be very costly. There was also disagreement with Unison wanting the merger but other unions not with the GMB suggesting no further action. The Project Manager had also resigned so there would be a pause before more information was available on the way forward.

DECISION

NOTED the briefing paper.

10. SCOTTISH BORDERS COUNCIL PENSION FUND INTERNAL AUDIT ANNUAL PLAN 2022/23

There had been circulated copies of a report by the Chief Officer Audit and Risk seeking approval of the Internal Audit Annual Plan 2022/23 for the Scottish Borders Council Pension Fund to enable the Chief Officer Audit & Risk to provide the required audit opinion on the adequacy of the Scottish Borders Council Pension Fund's overall control environment. The report explained that the Public Sector Internal Audit Standards (PSIAS) required the Chief Audit Executive (CAE), the Council's Chief Officer Audit & Risk, to establish risk-based plans to set out the areas of Internal Audit activity, consistent with the objectives of the Pension Fund. A fundamental role of the Internal Audit function was to provide senior management and members with independent and objective assurance, which was designed to add value and improve the organisation's operations. In addition, the CAE was also required to prepare an Internal Audit annual opinion on the adequacy of the organisation's overall control environment. The proposed Internal Audit Annual Plan 2022/23 for the Pension Fund contained in the report set out the range and breadth of audit areas and sufficient audit activity to enable the CAE to prepare an Internal Audit annual opinion for the Pension Fund. Key components of the audit planning process include a clear understanding of the organisation's functions, associated risks, and assurance framework. There were resources currently in place to achieve the Internal Audit Annual Plan 2022/23 for the Pension Fund and to meet its objectives.

DECISION

AGREED to approve the Scottish Borders Council Pension Fund Internal Audit Annual Plan 2022/23.

11. **PRIVATE BUSINESS**
AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to excluded the public from the meeting during consideration of the business contained in the following items on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 6 and 8 of Part 1 of Schedule 7A to the Act.
12. **MINUTE**
The Committee noted the Private Minute of the meetings of 14 December 2021.
13. **PENSION FUND INVESTMENT AND PERFORMANCE SUB-COMMITTEE**
The Private Minute of the meeting held on 27 September 2021 was approved.
14. **Q4 2021 INVESTMENT PERFORMANCE**
The Committee noted a report by Isio on investment performance.
15. **RESIDENTIAL PROPERTY MANDATE PROCUREMENT**
The Committee approved a report by the Director Finance and Corporate Governance.

The meeting concluded at 3.35 pm

SCOTTISH BORDERS COUNCIL PENSION BOARD

MINUTE of Meeting of the PENSION BOARD
held Via Microsoft Teams on Thursday, 17
March 2022 at 3.35 p.m.

Present:- Mr. D. Bell (Chairman), Mr A. Daye, Mr. M. Drysdale, Ms L Ross
Apologies:- Councillor S Aitchison, Ms H. Robertson
In Attendance:- Pension & Investments Manager, HR Shared Services Manager, Democratic
Services Team Leader

1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 14 December 2021.

DECISION

NOTED for signature by the Chairman

2. **JOINT MEETING OF PENSION COMMITTEE AND PENSION BOARD**

- 2.1 The Chairman invited those present to raise any matters which had been discussed at the joint meeting. With regard to the statement on Russian Investments, Ms Robb advised that that she would circulate a copy of the statement and add it to the website. The Board were pleased to note the action which had been taken to disinvest and the early work undertaken by Ballie Gifford who had sold a number of investments in January. Mr Drysdale commented on the concerns about the SAB and noted that the matter would not be discussed again until August.
- 2.2 The Chairman recorded his thanks to Councillor Aitchison who was not re-standing for election in May.

DECISION

AGREED that there were no issues to raise.

3. **DATE OF NEXT MEETING**

The date of the next Meeting of the Pension Board is 29 June 2022.

The meeting concluded at 3.45 p.m.

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SCOTTISH BORDERS COUNCIL LOCAL REVIEW BODY

MINUTE of Meeting of the LOCAL REVIEW
BODY held via Microsoft Teams on Monday,
21 March 2022 at 10 a.m.

Present:- Councillors S Mountford (Chair), J. Fullarton, H. Laing, S. Hamilton, C. Ramage, N. Richards, and E. Small.

Apologies:- Councillors A. Anderson, D. Moffat.

In Attendance:- Principal Planning Officer, Planning Officer (S. Shearer para 5), Solicitor (S. Thompson), Democratic Services Team Leader, Democratic Services Officer (F. Henderson).

1. **REVIEW OF 21/01262/FUL**

There had been circulated copies of the request from Timber Bush Associates Ltd, 2 Seton West Mains, Tranent to review the decision to refuse the planning application for the removal of condition 2 of planning permission 18/01000/FUL pertaining to use of holiday let accommodation at Warlawbank Steading, Reston. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; additional information; Further representations and Agent Response; consultation replies; objections, and list of policies. After considering all relevant information, the Local Review Body concluded that the development was contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was refused.

DECISION

AGREED that:-

- (a) the request for 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 was contrary to the Local Development Plan and there were no other material considerations that would justify departure from the Development Plan.**
- (d) the officer's decision to refuse the application be upheld and the application refused for the reasons set out in Appendix I to this Minute.**

2. **REVIEW OF 21/01270/FUL**

There had been circulated copies of the request from Ferguson Planning, 54 Island Street, Galashiels to review the decision to refuse the application for change of use from Industrial (Class4,5,6) to a functional Fitness Gym (Class11) at Unit B, Whinstone Mill, Netherdale Industrial Estate, Galashiels. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report;

additional information; consultation replies; general comments, further representations and list of policies. The Planning Adviser drew attention to information, in the form of testimonials from Members of the Gym which had been submitted with the Notice of Review documentation but which had not been before the Appointed Officer at the time of determination. Members agreed that the information was new but considered that it met the Section 43B test, was material to the determination of the Review and could be considered. However, they also agreed that the matter could not be considered without enabling the Planning Officer and Economic Development Service to respond to the details of the vacant and available industrial and commercial premises list provided by the applicant, therefore, agreed that the application be continued for further procedure in the form of written submission from the Planning Officer and Economic Development.

DECISION

AGREED that:-

- (a) the request for review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) new evidence submitted with the Notice of Review in the form of testimonials from gym members met the test set in Section 43B of the Town and Country Planning (Scotland) Act 1997 and was material to the determination;**
- (c) the review could not be considered without the need for further procedure in the form of written submissions;**
- (d) the Planning Officer and Economic Development be given the opportunity to comment on the available industrial and commercial premises list provided by the applicant.**
- (e) consideration of the review be continued to a future meeting on a date to be confirmed.**

DECLARATION OF INTEREST

Councillor Richards 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.

3. REVIEW OF 20/00796/FUL

There had been circulated copies of the request from Malcolm McEwen Designs, 11 Forest Road, Bonchester Bridge, and Hawick to review the decision to refuse the planning application for the erection of single storey cottage on land west of Causewayfoot Cottage, Wolflee, and Hawick. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; Additional Information; Consultation replies; general comments and List of policies. Members agreed that the site was an acceptable addition to the building group, in compliance with Policy HD2 and the relevant SPG. The Review Body also did not consider there was justification to seek amendment to design in this location. Members then considered the issue of flood risk and compliance with Policy IS8. Members were particularly concerned about safe access and egress during a flood. The Review Body gave significant weight to the fact that both SEPA and the Flood Risk Officer had objected, but also noted that the applicant would be willing to provide a more detailed Flood Risk Assessment to attempt to address the objections. After considering all relevant information, the Local Review Body concluded that the more detailed Assessment could be included within the submission of any revised planning application and that the development was contrary to the Development Plan and there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was refused.

DECISION

AGREED that:-

- (a) the request for 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 was contrary to the Local Development Plan and there were no other material considerations that would justify departure from the Development Plan.**
- (d) the officer's decision to refuse the application be upheld and varied for the reasons set out in Appendix II to this Minute.**

MEMBER

Councillor Richards re-joined the meeting.

4. REVIEW OF 21/01132/FUL

There had been circulated copies of the request from Lisa Dawkins, 58 George Street, Peebles EG45 8DN to review the decision to refuse the retrospective planning application for the Erection of a pergola and fence at 58 George Street, Peebles. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report and list of policies. After considering all relevant information, the majority of Members concluded that the development was contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was refused.

VOTE

Councillor Laing, seconded by Councillor Ramage moved that the Officers decision be upheld.

Councillor Fullarton, seconded by Councillor Richards moved as an amendment that the Officers decision be overturned and the front fence be replaced with vertical slats and the pergola be retained but roof material changed to slate colouring.

As the meeting was conducted by Microsoft Teams members were unable to vote by the normal show of hands and gave a verbal response as to how they wished to vote the result of which was as follows:-

Motion – 4 votes

Amendment – 3 votes

The motion was accordingly carried.

DECISION

DECIDED that:-

- (a) the request for 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 further procedure on the basis of the papers submitted;**
- (c) the development was contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan**

- (d) the decision of the appointed officer be upheld and the application refused, for the reasons detailed in Appendix III to this Minute.**

5. REVIEW OF 21/00312/AMC

There had been circulated copies of the request from Keith Renton Architects, Humestanes, Hume Hall Holdings, Greenlaw, Duns to appeal a planning condition attached to planning permission 21/00321/AMC for the Erection of new dwellinghouse with garage (approved of all matters specified in condition of planning permission 18/01632/PPP) on Land North of Old Manor Inn, Lanton. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; consultation replies and List of Policies. After considering all the information, the Local Review Body considered that the development was consistent with relevant policies of the Local Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was approved subject to the conditions.

DECISION

AGREED that:-

- (a) the request for 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) that the development was consistent with relevant policies of the Local Development Plan and that there were no other material considerations that would justify departure from the Development Plan.**
- (d) the decision of the appointed officer be overturned and planning permission granted subject to conditions, for the reasons detailed in Appendix IV to this Minute.**

The meeting concluded at 12:50 p.m.

SCOTTISH BORDERS COUNCIL
JEDBURGH COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the
JEDBURGH COMMON GOOD FUND
SUB-COMMITTEE held via Microsoft
Teams on Monday, 21 March 2022 at
4.30 p.m.

Present: - J. Brown (Chairman), S. Hamilton, S. Scott and Community
Councillor J. Taylor.

In Attendance: - Pensions and Investments Manager, Chief Legal Officer,
Democratic Services Officer (F. Henderson).

Members of the Public: - 0

1.0 MINUTE

There had been circulated copies of Minute of the Jedburgh Common Good Fund Sub-Committee held on 28 February 2022.

DECISION

AGREED Minute of Meeting held on 28 February 2022.

PRIVATE BUSINESS

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 14 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

2.0 APPLICATION FOR FINANCIAL ASSISTANCE

JEDBURGH THISTLE RFC

With reference to paragraph 4 of the Minute of 28 February 2022, the Sub-Committee continued consideration of the application for financial Assistance.

The meeting closed at 5.00 p.m.

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SCOTTISH BORDERS COUNCIL
KELSO COMMON GOOD FUND SUB-COMMITTEE

MINUTE of MEETING of the KELSO COMMON
GOOD FUND SUB-COMMITTEE held via Microsoft
Teams on Tuesday, 22 March 2022 at 5.15 p.m.

Present: - Councillors T. Weatherston (Chairman), S. Mountford, E. Robson.
Apologies:- Community Councillor G. Horsburgh.
In Attendance: - Pensions and Investments Manager, Chief Legal Officer, Democratic Services
Team Leader

Members of the Public: - 0

1. MINUTES

There had been circulated copies of the Minutes of the Kelso Common Good Fund Sub-Committee held on 16 November 2021 and 8 December 2021.

DECISION

AGREED to note the Minutes for signature by the Chairman.

2. MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2021

There had been circulated copies of a report by the Director - Finance and Corporate Governance providing details of the income and expenditure for the Kelso Common Good Fund for nine months to 31 December 2021, a full year projected out-turn for 2021/22, projected balance sheet values as at 31 March 2022 and proposed budget for 2022/23. Appendix 1 to the report provided the projected Income and Expenditure position for 2021/22 which showed a projected surplus of £6,611 for the year. Appendix 2 to the report provided a projected balance sheet value as at 31 March 2022 and showed a projected decrease in reserves of £44,179. Appendix 3(a) to the report provided a breakdown of the property portfolio showing projected rental income and projected net return for 2021/22 and actual property income to 31 December 2021. Appendix 3(b) provided a breakdown of the property portfolio showing projected property expenditure for 2021/22 and actual property expenditure to 31 December 2021. Appendix 4 provided a breakdown of the property portfolio showing projected property valuations at 31 March 2022. Appendix 5 detailed the value of the Aegon Asset Management Investment Fund to 31 December 2021. The Pension & Investment Manager highlighted the main points in the report and answered Members questions. Following a discussion on investing some of the cash reserves. Councillor Mountford proposed that the sum of £15k be invested with Aegon and this was seconded by Councillor Robson.

DECISION

(a) AGREED the proposed budget for 2022/23 as shown in Appendix 1 subject to the investment of £15k from cash reserves with Aegon Asset Management.

(b) NOTED the;

(i) projected income and expenditure for 2021/22 in Appendix 1;

(ii) projected balance sheet value as at 31 March 2022 in Appendix 2;

(iii) summary of the property portfolio in Appendices 3 and 4; and

(iv) current position of the Aegon Asset Management Investment Fund in Appendix 5.

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 or to keep Members informed.

4. APPLICATION FOR FINANCIAL ASSISTANCE

There had been circulated copies of an application for Financial Assistance from Elsa Dalziel, 1st Kelso Rangers requesting £250 towards the cost of attending the World Scout Jamboree in South Korea in August 2023. The application explained that the twelve day event happened every 4 years, each time hosted by a different country, the first being hosted by the UK in 1920. The total cost of the trip was £3,950 and a number of fundraising events were planned. Funding had been secured in the sum of £395 from the Thomas McConnachie Fund, and £114 from a declutter sale and bake sales. Elsa was one of nine girls selected from 69 applications to represent Scotland at this World event. The Programme for the Jamboree was designed around several core elements including: Smart & Scientific, Sustainability, Adventure, Culture and Tradition and would allow the participants to work alongside the other participants to build connections, share ideas, plan events and help each other along the way. Elsa would bring the whole experience back to Kelso, to benefit her school and the community through direct involvement with other young people in Girlguiding; beekeeping; the hockey, cycling and swimming clubs in Kelso and encourage others to realise their dreams and ambitions, to know that goals can be achieved, through teamwork, courage and developing skills to succeed! Members agreed to support the request.

DECISION

AGREED to support the application for financial assistance towards the costs of attending the World Scout Jamboree in the sum of £250.

The meeting closed at 5.25 p.m.

SCOTTISH BORDERS COUNCIL TEVIOT AND LIDDESDALE AREA PARTNERSHIP

MINUTES of Meeting of the TEVIOT AND LIDDESDALE AREA PARTNERSHIP held in via Microsoft Teams on Tuesday, 22 March 2022 at 6.00 pm

Present:- SBC Councillors: N. Richards (Chair), W. McAteer, C. Ramage, G. Turnbull. Other organisations attendees: Ms H. Batsch (The Bridge), Ms R. Dickson (SBHA), Mr W. Douglas (Upper Teviotdale and Borthwick Water CC), Ms B. Elborn (Newcastleton CC), Mr W. Fletcher (Burnfoot CC), Mr P. Kerr (Southdean CC), Mr C. Knox (Hawick CC), Mr G. Marshall (A Greener Hawick), Mr A. Warburton (Upper Liddesdale & Hermitage CC), Mr F. Wight (Hawick CC), Ms R. Woods (Southdean CC).

Apologies:- Councillors S. Marshall and D. Paterson

In Attendance:- Locality Development Coordinator (G. Jardine), Communities and Partnership Manager (S. Smith), Community Engagement Officer (S. McKail), Community, Place Planning and Reeneration Officer (J. Houghton), Corporate Policy Advisor (M. Cook), Environment Strategy Coordinator (L. Cox), Youth Engagement Worker (P. Rigby), Democratic Services Officer (W. Mohieddeen).

1. WELCOME AND MEETING PROTOCOLS

The Chairman welcomed everyone to the meeting of the Teviot and Liddesdale Area Partnership. The meeting was held via Microsoft Teams and Chairman outlined how the meeting would be conducted and how those both in the meeting and watching the live stream could take part.

2. FEEDBACK AND EVALUATION OF MEETING OF 1 FEBRUARY

Copies of the Minute of the Meeting held on 1 February 2022 had been circulated. There were nine completed evaluations of the Meeting and three items suggested for future meetings which included a car scheme, impact of budget, and a resilience manager. A summary of all grants available was made available by the Locality Development Coordinator in the meeting chat function of Microsoft Teams

DECISION

AGREED to approve the Minute of the Meeting held on 1 February 2022 for signature by the Chairman.

3. PLACE MAKING UPDATE

Councillor Richards introduced Jess Houghton, Community Place, Planning and Reeneration Officer, to give an update on Place Making. Workshops were taking place for Place Making with the first in Tweeddale on 23 March 2022. The Teviot and Liddesdale Place Making workshop was arranged to take place on 26 April 2022, led by Planning Advice Scotland. The workshop would develop shared understanding of Place Making, how to be involved and participate and identify communities that wanted to be involved. There were still places available in the workshop and attendees were encouraged to sign up to the workshop.

DECISION

NOTED the update.

4. CLIMATE CHANGE/NET ZERO

4.1 Councillor Richards introduced Louise Cox, Environment Strategy Coordinator, and Michael Cook, Corporate Policy Advisor, to deliver a presentation on Climate Change and Net Zero which had been requested as an item on the agenda. Scottish Borders Council had declared a climate emergency in September 2022 and had developed a Scottish Borders Climate Change Route Map for action in the Scottish Borders Council area and the organisation. The Scottish Borders Climate Change Route Map (CCRM) set a strategic direction for the Council and its partners and communities to move to a net zero emissions Scottish Borders economy by 2045 in line with the national target set by the Scottish Government. The CCRM was structured around five themes which were Building Resilience, Decarbonised our Transport Use, Lowering our Energy Consumption, Decarbonising our Waste Management, and Nature-based Solutions to Climate Change. The CCRM was approved by Scottish Borders Council on 10 March 2022 and Place Making was identified as being key to take the CCRM forward with partners and communities. The CCRM promoted a citizen's assembly to see how people want to develop priorities and to engage societal effort. There had been guidance from the Scottish Government that any transition had to be just, ensuring that benefits were fairly distributed and the brunt of paying for net zero wouldn't rest on those least able to. The Environment Strategy Coordinator advised that conversations had been developing through Place Making looking at domestic energy efficiency and bulk purchasing. Price rises in energy had been concerning, and furthermore, the role of transport could be assessed as part of the Place Making Process.

4.2 Attendees discussed the CCRM and issues related to climate change and net zero, Graham Marshall of a Greener Hawick suggested that there should be an energy plan for the community and that the Greener Hawick organisation were working on hydrogen production. Mr Cook advised that energy 'masterplanning' was in development as part of the Borderlands inclusive growth deal to take a proactive approach to identifying energy need for the region. Local authorities would come under statutory obligation to develop local heating and energy efficiency strategy as part of a wider strategy on demand planning. Mr Cook advised that the Scottish Government were encouraged by district heating however there may be challenges in ensuring it was supported by an appropriate financial plan. Councillor McAteer stated that the Area Partnership should consider how to be practically involved in shaping and delivering an energy plan for the region. With regards to infrastructure for electric charging points for electric vehicles, the Corporate Policy Advisor advised that he had engaged previously in delivering strategic charging points and that half of charging points in the region were delivered by the local authority. Currently, electric vehicle charging points had been free of charge, however this may not be sustainable in the future. A quote received for an electric charging connection in Hawick was rated as £7,000 and the unit price of 25-30p per unit may need to increase closer to 50p.

DECISION

NOTED the update

5. EQUALITIES, DIVERSITY AND INCLUSION

Locality Development Coordinator, Ms Jardine, presented the item and summarised the work of Scottish Borders Council that addressed equalities and diversity, advising that it was a significant area of work and there was intention to start a discussion at the Area Partnership on the issue. If there was a better understanding of diversities in the region and at Scottish Borders Council, and the inequalities that exist, this would give a better understanding to look at the services that were being provided and to propose services and projects in the future. Scottish Borders Council could support communities to address diversity and inclusion needs. Mr Kerr noted that there were few younger people involved in the Area Partnership and that involving diverse people had to be just to ensure

they had power to enable them to participate and to make a difference. Members discussed the suitability of meeting times for the Area Partnership and community councils potentially acting as barriers to participation, notably that in some instances there were few women as community council members. Access to technology was highlighted as an unintended barrier to participation. The Locality Development Coordinator thanked attendees for feedbacks and advised that multiple approaches may be needed to engage more people.

DECISION

NOTED the update

6. COMMUNITY ASSISTANCE HUB UPDATE

The Community Engagement Officer, Mr McKail, presented an update on issues discussed at the Community Assistance Hub. Meetings had been taking place weekly as normal with a broad range of partners in attendance taking part in informal, open and constructive discussions. Recent issues raised included rising energy costs and the 2022 census. Paul Hyland, Engagement Officer for Scotland's Census at the Scottish Government provided information at the Community Assistance Hub including that the 2011 response rate had been one of the highest, that the census form was digital for the first time with paper-based forms available by request. The Low and Slow Project had seen great success and were assessing how to go into different localities. There were also ongoing updates from Newcastleton District Community Trust on the opening of Buccleuch House.

DECISION

NOTED the update

7. FUNDING TABLE

The Locality Development Coordinator, Ms Jardine, presented the funding table for grant fund available in Teviot and Liddesdale. Ms Jardine advised that there were two applications for the Hawick Community Council Pot A Fund that, if successful, would leave £11,081.20. The Build Back a Better Borders Recovery Fund was to be open until the end of May 2020 and had £378.90 remaining. There was funding remaining in the SBC Enhancement Grant fund that was too late to have been spent by the end of the financial year.

DECISION

NOTED the update

8. COMMUNITY FUND

8.1 Mr Cameron Knox of Hawick Community Council presented the summary of recommendations by the Hawick Community Council Fund Pot A Assessment Panel. The panel met to consider an application of £1,915.45 from Hawick Community Council for the purchase of two gazebos, associated equipment and tables to add to the stock used by local community groups. Hawick Community Council members withdrew during discussion leaving members of the panel from the public to consider the applications. The Assessment Panel agreed to recommend the awarding of £1,915.45 to the applicant. The panel considered an application of £1,434.83 from the Town of a Thousand Trails to hold community drop-in sessions. The Assessment Panel agreed to recommend the awarding of £1,434.83 to Town of a Thousand Trails.

8.2 Copies of the summary of the Teviot and Liddesdale Community Fund Working Group were circulated that summarised recommendations for the operation of the fund. The Working Group agreed that the Pot A and Pot B funds should continue and that there should be three application categories to access funding for Pot A. Pot A was proposed to include a micro-grant process for applications up to £500, assessed by the assessment panel and a decision made by an SBC Director; a fast-track resilience fund of £1,500 that would be assessed by the assessment panel and approved by Members; and a further

fund with no application limit where applications would be assessed by community council panels for recommendation to the Area Partnership. No change was proposed to the Pot B fund. It was proposed that community council with remaining funds could carry over their funding to 2022-23 to add to their share of their funding for that year. Mr Douglas of Upper Teviotdale and Borthwick Water indicated they wished to add their allocation of Pot A funding to Hawick Community Council for 2022-23 as they had done for 2021-22. Members agreed to this proposal.

DECISION
AGREED to:

- (a) Award Hawick Community Council a grant of £1,915.45;**
- (b) Award Town of a Thousand Trails a grant of £1,434.83;**
- (c) Approve the Teviot and Liddesdale Community Fund Working Group 2022-23 proposal for the Pot A and Pot B funds to create a micro-grant process for applications of a maximum of £500, a fast-track resilience-themed process for applications of a maximum of £1,500 and a process for applications without limit to be assessed according to community council panels; and,**
- (d) Transfer the Upper Teviotdale and Borthwick Water Community Council share of Pot A funding to Hawick Community Council for 2022-23.**

9. ADDITIONAL INFORMATION PACK

The Chairman advised that additional information was included in the agenda pack which contained information on current consultations and links to useful information.

10. NEXT MEETING OF TEVIOT AND LIDDESDALE AREA PARTNERSHIP

It was noted that the next meeting of the Area Partnership was scheduled for 21 June 2022.

11. BUILD BACK A BETTER BORDERS RECOVERY FUND AWARD UNDERSPEND USE REQUEST

There had been circulated copies of a request for use of grant award underspend from Future Hawick. Future Hawick were awarded grant funding of £14,471 from the Build Back a Better Borders Recovery Fund to support Hawick Cycling Festival. Their evaluation detailed the impact of the cycling festival and plans to host a wellbeing festival centred on the 2022 Ken Laidlaw Sportif alongside an underspend of £1,401.50. Future Hawick requested that the Area Partnership allow use of the underspend to cover costs associated with the staging of the Day of Wellbeing on August 2022. Funding was proposed to be used to cover insurance costs, first aiders, kids play provided by G10Sport and for promotion.

DECISION

AGREED to approve the use of £1,401.50 grant award underspend by Future Hawick for the 2022 Day of Wellbeing.

12. ANY OTHER BUSINESS

Thanks were given to Councillor Richards for his chairmanship of the Teviot and Liddesdale Area Partnership.

The meeting concluded at 7.45 pm.

MINUTES of Meeting of the CHEVIOT
AREA PARTNERSHIP held remotely by
Microsoft Teams on Wednesday, 23
March 2022 at 6.30 pm.

Present:- Councillors S. Hamilton (Chairman), J. Brown, S. Scott, T. Weatherston,
together with 19 Representatives of Partner Organisations, Community
Councils and Members of the Public.

Apologies: Councillor S. Mountford, E. Robson.

In attendance: - Locality Development Co-ordinator – Clare Malster, Community
Engagement Officer – David Peebles, Democratic Services Officer (F.
Henderson).

1.0 **WELCOME AND INTRODUCTIONS**

1.1 Microsoft teams, which included elected Members, guests attending within the meeting and those watching via the Live Stream. He outlined how the meeting would be conducted.

2.0 **FEEDBACK FROM MEETING ON 26 JANUARY 2022**

2.1 The minute of the meeting of the Cheviot Area Partnership held on 26 January 2022 had been circulated and was noted.

3.0 **SECTION 1: SERVICE & PARTNER UPDATES AND CONSULTATIONS**

3.1 **Place Making**

A workshop to discuss Place Making in the Cheviot locality will take place on 27 April 2022.

Jess Houghton, Place Planning and Regeneration Officer introduced herself and gave a quick update on Place making and encouraged people to sign up to the workshop in April.

4.0 **SECTION 2: LOCAL PRIORTIES**

4.1 **Kelso Skate Park**

Clare Malster, Locality Development Co-ordinator reported that unfortunately the Kelso High School Students and representatives from the Youth Learning Team (CLD Service) were unable to attend the meeting.

4.2 **Electric Vehicle Charging Update**

It was reported that through funding from the UK Community Renewal Fund, Scottish Borders Council was currently taking forward a region wide feasibility study to identify future EV vehicle charging demand and the commercial opportunities to create a regional delivery model to attract private investment and operation. This approach recognised the Scottish Government's new approach to funding charging infrastructure through private sector investment. In the National Transport Strategy 2 Delivery Plan and the recently published Transport Scotland and Scottish Futures Trust report on delivering EV Infrastructure, they both highlight that the public sector had supported the growth in EV vehicles through initial infrastructure and, now the market had reached maturity, it was time to leverage private sector investment into the country to deliver the wider infrastructure required to hit the Net Zero targets over the next 20 years.

The feasibility study acknowledged that with the size and dispersed population of the Scottish Borders, it would make it difficult to attract private sector investment equitably across the region. Therefore the study was looking to engage with sectors in the Scottish Borders (business, tourism etc.) and communities to quantify the future charging demand and to provide guidance on forming partnerships to procure investment from the private sector collectively. This would enable the region to gain economies of scale / critical mass and maximising the coverage of private investment.

The public consultation was expected to go live w/c 4 April and run to the end of June. This would include stakeholder workshops expected to take place mid-April – early May. There would be specific workshops for community councils which would help on a locality basis. The information would be circulated as soon as it was available.

4.3 Community Choices – Participatory Budgeting Update

It was reported that at their meeting on 22 February Scottish Borders Council received an update on the organisation's approach to Participatory Budgeting (PB). In 2017 CoSLA announced that Council Leaders had agreed that at least 1% of local government budgets would be subject to Participatory Budgeting by the end of the financial year (2020/21) with the aim of giving communities more influence over decisions on how funding was spent in their local area. However with the majority of PB work stopping in response to the pandemic CoSLA and Scottish Government recognised the exceptional circumstances brought about by the ongoing pandemic, and the impact this had had on the ability of local authorities to meet the 1% Framework Agreement by the end of March 2022. Scottish Government and CoSLA Leaders have renewed their commitment to meeting the 1% target and the Framework Agreement had been revised to allow a degree of flexibility in meeting the deadline, alongside the importance of embedding social renewal within future mainstream PB activity.

The PB target of 1% was not about identifying a separate or additional resource, it was principally about involving communities in decisions regarding existing resources. The 1% was the minimum target and can comprise both revenue and capital expenditure. In taking this forward it was recognised that training for both officer and communities would be beneficial. Many partners attended the training workshops that were run by SCDC at the tail end of last year, which covered topics including what was PB, where did it come from what was community empowerment, what are the barriers and opportunities; and community engagement. The slides and breakout room write ups had been circulated.

The Council was forecasting to spend £3.970m on PB activity during 2021/22. The minimum target is £2.332m. This was made up as follows:

- Community Fund - £372,000
- Build Back a Better Borders Recovery Fund - £443,000
- Foodbanks and Fareshare support - £127,000

Officers meet regularly with local foodbanks, Fareshare outlets and other food networks across the Borders. Utilising the Financial Hardship Fund enabled direct communication from these groups in relation to lived experience, and also about what type of financial support would be most useful to them in reducing food insecurity across the Borders with dignity and respect.

- Play parks - £78,000

Newtown Primary School had been involved in the design of the pattern of the wet pour safety surface of Newtown St Boswells Play Park, and this was a good example of how to involve communities in making choices.

- Hawick Flood Scheme Active Travel Network – £2,950m

Engagement had taken place with community groups in the Hawick area throughout the Hawick Flood Scheme project and the outcomes of these discussions had resulted in direct changes to the design of the Scheme and budget spend including the inclusion of the Hawick Active Travel Network.

A really good example of PB at a local level was Peebles High School where pupils had been awarded funding from Tweeddale Community Fund and the Democratic Society to run their own PB project in relation to making improvements in the school. The pupils were keen to share their experiences with any groups interested in doing something similar with the School.

So moving forward, what next?

Following the SCDC training webinars being delivered to Council officers covering PB including why it was important to the Council and our communities and what the Council's responsibility regarding PB was. CoSLA had launched a PB briefing for Elected Members, which was live on the Improvement Service Website.

Additional areas being considered in relation to a PB approach for 2022/23 include:

- Place Based Investment Programme
- community food growing
- skate parks
- pupil voice in relation to school meals
- climate change & net zero
- period poverty, and
- demand led transport

These will contribute to the Councils minimum target of £2.430m for 2022/23

In conclusion, the approach being taken was to embed PB as a way in which the Council does its business and therefore would evolve. It would be delivered via mainstreaming routes rather than the small grant or one off budgets, which had previously been the focus, and would take time to develop and refine as we learn what works best for our communities. To ensure that the Council achieved this it was essential that we train and develop key officers across the organisation to consider PB in their service and spending plans.

4.4 **Cheviot Community Assistance Hub Update**

David Peebles, Community Engagement Officer explained that the Cheviot Community Partnership meetings took place every second Thursday on line and lasted approximately an hour to give support, to share networks and focus on specific needs within the community. There was a mailing list of 70 people representing Care, Social Services, Housing, Youth Groups, Third Sector and Scottish Borders Council. Relevant individuals and organisations were invited to each meeting to speak to the group around an agreed subject. Since February, Mental Health has been the focus with leadership from Steph Mackenzie from the NHS Borders Health Improvement Team, Clare Malster and myself.

The starting point was Public Mental Health Interventions, which highlighted what could be done.

- On a Primary level – the locality could map what assets were in place to promote Mental Health Wellbeing and promote these.
- On a Secondary Level – there was probably more that could be done
- On a Third Level – ongoing activities were required to keep well, eg lunch clubs, craft sessions, walking groups and youth groups.
- A community approach was required, the NHS could not do this alone.

During the last meetings, the following speakers and organisations had presented:-

Ross Irvine – Emotional Wellbeing & Mental Health Service Cheviot Youth whose remit was to provide free to access counselling to all over age 8, with a particular specialism in those aged between 8 and 25 and are an approved placement provider for BACP HND course available at Borders College

Currently running and planning for the future:

- Dads only Program
- Parenting in the teenage years
- Anger in the family program
- Brick by Brick - autism
- All stars – resilience against bullying
- Seasons for growth – grief and loss approach

Lyndsay Hornigold – Dementia Adviser - Alzheimers Scotland who was hoping to open a Dementia café in Jedburgh.

Paul Roberts – Foodbank had recognised that the Economic profile of the people being referred was changing and they were now seeing people they would not previously have expected to require a food bank

Cheviot Togs who received funding from Build Back Better Fund, were able to provide free clothing on a referral basis. This service is available across Cheviot and Teviot area and would include school uniforms

Lisa-Jane Dock – NHS 24 mental health services which provided the following services

- [Self help guides](#) for those with mild to moderate symptoms
- Mental health Hub available 24/7 on 111
- NHS inform website
- Breathing Space – free confidential telephone support 6pm- 2am Mon-Thurs, 24hrs at the weekend on 0800 83 85 87

Lizzie McLeish & Nic White - Children & Young People Community Health & Wellbeing

Their two main areas of focus on:-

The Service Directory - which was looking to be a one stop shop for services, children, young people and families to establish different opportunities/support that can be accessed within the Borders that would support with emotional health and wellbeing for children and young people.

The Training Matrix which was looking at skilled and informed levels of training available in the Scottish Borders across different areas that could affect emotional health and wellbeing eg Healthy Eating, Sleep, Self Harm, Substance Use and Tobacco and other areas.

Kirsty – Kooth was a free online mental health & emotional wellbeing service. The service was commissioned for those aged 11 – 18 living in Scottish Borders. There was also a Kooth magazine available for young people which included a creative space where users could contribute their poetry, articles etc. and a good mood playlist available every Monday on Spotify.

Rosin Lynch – Togetherall Borders was a free online mental health support with peer support, combined with 24/7 clinical rigour, which empowers people to share feelings anonymously, break isolation and receive empathy – all in a safe place.

Steph MacKenzie – NHS Borders Health Improvement Team

A multi-agency steering group was in place and a great deal of training and capacity building had been carried out during the pandemic. Currently developing a 3 year action plan for mental health and suicide prevention and looking at what could be done in the communities.

The aim was to compile all relevant information together as a resource. If anyone was interested in participating in the meetings, please contact David Peebles - David.Peebles@scotborders.gov.uk or Clare Malster - CMalster@scotborders.gov.uk

DECISION NOTED.

SECTION 3: COMMUNITY EMPOWERMENT AND COMMUNITY FUNDING

- 5.0 At their meeting on Thursday 3 March 2022 Cheviot Assessment Panel discussed changes to the operation of the fund from 1 April 2022. The paper sets out the proposed recommendations for change for consideration by Cheviot Area Partnership.
- 5.1 The Cheviot Community Fund Framework was a document, approved by Cheviot Area Partnership which set out the various aspects of the Fund and how it operated. The Framework for Cheviot Community Fund 2021/22, appended to the report, was developed by a working group comprising community councillors, representatives from the Third Sector and the Chair of Cheviot Area Partnership and agreed by Cheviot Area Partnership on 30 June 2021.
- 5.2 The Cheviot Assessment Panel was recommending the following amendments:
- Increase the maximum grant to £5,000 (current maximum grant is £2,500). A number of the groups that applied had to seek grants from other funders in order to meet all their project costs. The allocation for 2021/22 had a projected underspend, to be carried forward, of approximately £25,000. It was felt that raising the limit to £5,000 would maximise the Fund and support local groups/organisations to deliver projects/initiatives.
 - Change the term of office for Assessment Panel members from one to three years. During their term the current Panel had built up skills and knowledge assessing projects and producing recommendations to Cheviot Area Partnership. Renewing the membership of the Panel annually risked the loss of these skills on a frequent and recurring basis. The introduction of a three year term would reduce this risk.
 - The Panel was discussing the Scoring Matrix with a view to establishing whether any changes are required.

Approval of any suggested changes be delegated to Jenni Craig as the next meeting of the Cheviot Area Partnership was not until 29 June 2022.

**DECISION
AGREED:-**

- (a) that the maximum grant remain at £2,500;**
- (b) not to agree a change in the term of office at this stage but that the Assessment Panel come back with an alternative proposal.**
- (c) that the current scoring matrix remain at present as only been running for 6 months.**

6.0 CHEVIOT COMMUNITY FUND

There had been circulated copies of a report which detailed the recommendations of the Cheviot Community Fund Assessment Panel. The report provided a brief description of each application received and a recommendation on the sum to be awarded to each project.

6.1 Well Road Productions – Well Road Production Series

An application was received for the printing a booklet of scripts. Half of these books would go into Cheviot Area Schools and the other half into general sale with income generated used to print additional copies. The Panel were supportive of the project and the key points influencing the Panel's decision were:

- Established group with a good record of delivering projects
- Educational benefit
- Preservation of local history/heritage

The Panel recommend awarding £2,500.00

6.2 Broomlands Primary School Parent Council – Project Playground

An application was received for purchase and installation of playground equipment. The Panel were supportive of the project. The key points influencing the Panel's decision were:

- Health and Wellbeing
- School children driven
- Community benefit

The Panel recommend awarding £2,500.00, subject to the parent Council being able to show they could meet the shortfall in delivering the project.

6.3 Borders Talking Newspaper

An application was received for the purchase portable USB Memory Stick Players. The Panel were supportive of the project and the key points influencing the Panel's decision were:

- Well established and organised charity
- Clear demand for the service
- Clear benefit to service users

The Panel recommend awarding £893.25

6.4 Yetholm Community Shop Ltd - Refurbishment

An application was received for the replacement of a damaged canopy and outside lighting. A discussion took place as not all the panel felt this was the best use of public funds as those people felt it was more for aesthetics than any community need. After discussions, the majority were in support as they were trying to benefit the community and the fund had money available. The Panel were supportive of the project and the key points influencing the Panel's decision were:

- Community driven
- Shopfront improvement

The Panel recommend awarding £2,500.00, subject to the group demonstrating why they could not claim to their insurance company for storm damage to the existing canopy. The application was subsequently withdrawn as funding had been secured elsewhere.

6.5 Live Learn Earn – Jedburgh Community Arts Project

An application was received to provide workshop sessions that teach practical skills to young people. The Panel were supportive of the project and the key points influencing the Panel's decision were:

- Community benefit
- Educational benefit

The Panel recommend awarding £2,340.00

6.6 St Boswells Gold Club – Insulation

An application was received for the supply of insulation. Some discussion took place on how the club was run and although it was a private members club it was a not-for-profit club. The Panel were supportive of the project and the key points influencing the Panel's decision were:

- Increase use of club
- Environmental benefit

The Panel recommend awarding £803.18, subject to the club demonstrating why they could not use the funds available in their accounts.

DECISION AGREED that the following grants be awarded:-

- (a) Well Road Productions the sum of £2,500
- (b) Broomlands Primary School Parent Council the sum of £2,500
- (c) Borders talking Newspapers the sum of £893
- (d) Live Learn Earn the sum of £2,340
- (e) Decision deferred while additional information was gathered

7.0 SBC BUILD BACK A BETTER BORDERS RECOVERY FUND

With reference to paragraph 11 of the Minute of 30 June 2021, there had been circulated copies of applications in respect of:-

7.1 Jedburgh Thistle RFC

Jed Thistle RFC was an under 18s rugby club, with players involved in under 16s and under 18s teams in the Borders. However the club was about much more than playing rugby. Being part of the club players learn about the benefits of physical training, being part of a team being on time all of which contributes to building their character and respect for one another. Players for Jed Thistle progress to play for Jed Forest, the adult team and indeed former Scotland captain Greg Laidlaw started out at Jed Thistle.

In order to build on what they have and improve services not just to players but also the wider community the club had applied to the Build back a better Borders Recovery Fund for funding towards the proposed extension to their club rooms – which were owned by the club.

The extension would provide a fitness area enabling players to train indoors during bad weather as well as a new storage space for use by both the club and regular user groups. This would in turn free up space in the main hall, where tables and chairs were currently stored, providing a larger, and more comfortable user space for local users including the Pensioners' Lunch Club, local Toddlers Group, Jethart Callants and Jedburgh Ladies Group. The improvements would provide more space for activities to take place in a light and airy environment at a time when the focus was on more space and better ventilation now more than ever. The Club had been unable to identify a single funder to cover the costs of the building work, although costs would be kept to a minimum with club members undertaking works they were able to, there were significant costs attached to materials and buying in skilled labour where required. The club was applying for £15k towards the cost of purchasing building materials. Quotes had been provided by three suppliers and the most competitive quote used to estimate total build costs.

Since the assessment had been circulated Jedburgh Common Good had agreed to provide the club with a grant for £15k as well as a loan for a further £15k. The club was at stage 2 of an application to Virador, and if unsuccessful there was the possibility of an additional £15k from the Common Good. The application had been scored medium to high as it addressed three key aims of the Fund, these being sport, community capacity and community resilience. Although it was hoped to complete the project within six months this was dependant on the availability of funding so an additional month had been added to the timescales as a contingency. One of the BBBB criteria was that projects were completed within six months. I am therefore making you aware that as it stands the application does not meet the criteria of the fund. The application scored medium/high as it addressed three key aims of the Fund, these being sport, community capacity and community resilience. It was agreed to bring all projects to you for discussion and it was the decision of the Area Partnership as to whether you wish to consider the application for funding or not.

DECISION

AGREED to award the sum of £15,000, subject to the following conditions:

- (i) the applicant must follow Scottish Government Covid19 guidance**

7.3 Archaeology Scotland

This was an intergenerational partnership project focussing on the Cheviot Area which would be led by Archaeology Scotland working in partnership with Kelso High School and the Community Learning and Development Service, Youth Learning Tem. The Archaeology Scotland Learning Team would deliver the project, supported by staff from the Community Learning and volunteers from the local community. Archaeology Scotland would involve

local community organisations in delivery including Kelso Heritage Society and the Local Area Coordinators team. Sessions would be delivered in school and community settings with the majority of activities taking place outdoors, exploring local heritage. The initiative would target two groups within the community - Young people who had been identified by Kelso High School as being at risk of disengaging with mainstream education, and isolated older adults in the community. Although these groups differ greatly in age, they have many things in common. Both groups had suffered disproportionately as a result of the pandemic, experiencing reduced access to support services, increased feelings of social isolation and negative impacts on health, wellbeing and confidence. The workshops would explore the heritage of Kelso, offering an opportunity to share experiences and stories across generations. Archaeology Scotland have found through many heritage projects that an improved understanding and sense of place had a positive impact on participants, engendering a feeling of belonging. The Covid-19 pandemic had a huge impact on young people's learning and wellbeing, as evidenced by numerous surveys over the past 18 months, including studies carried out by Young Scot, Youth Link Scotland and the Children's Parliament. Key impacts highlighted by young people in these reports included increased issues around social isolation, mental health, anxiety, loss of learning and future employment prospects. The World Health Organisation recognises that Covid-19 was also having an impact on the lives of older people in our communities, changing their daily routines, the care and support they received and their ability to stay socially connected. Archaeology Scotland know from experience and delivering programmes across Scotland, that archaeology courses can help young people get back on a positive pathway and their broader community archaeology projects had helped older members of the community connect with each other, getting outdoors and staying active. The application was for the sum of £8,550 and the small group workshops with hands-on, engaging activities are designed to re-build confidence and enthusiasm for learning. During the ten sessions young people would acquire knowledge across many curriculum areas including Languages, Mathematics, Social Studies and Sciences. They would learn new job-specific skills such as surveying and historic building recording while developing the transferable meta-skills which underpin archaeology and help create adaptive, confident learners.

DECISION

AGREED to award the sum of £8,550, subject to the following conditions:

- (i) the applicant must follow Scottish Government Covid19 guidance when delivering the service.**

7.4 Bodyzone

Athletics & Strength Gym T/A Bodyzone were a Scottish Charity whose aim and objectives were to improve health, general well-being and fitness of people living in the Scottish Borders, without distinction of sex, sexuality, Political, religious or other opinions and to provide recreational facilities for use by members of the general public in the Scottish Borders with the object of improving their conditions of life. The gym had focused on strength training but wanted to widen its appeal to the community by providing cardiovascular training facilities and were seeking funding in the sum of £5,373 to invest in a treadmill and exercise bike to offer a wider range of training options to current and potential new members. By installing the proposed new equipment, Bodyzone would be able to give all members of the community a place where they could improve their health and wellbeing, reducing levels of stress and anxiety caused by Covid-19 restrictions. Users would be offered free advice and programmes by Bodyzone's two qualified trainers to help use the equipment and achieve personal goals. The pandemic had not only affected the running of

the gym, but the members who were using the facility and had been closed completely during two lockdowns with no income and then had to limit two members per hour to ensure social distancing rules were adhered to. The gym is run on a membership model which costs £20 per month. This allowed members 24 hr access through a key card system, allowing members to train whenever time suited them. This appealed to shift workers and those suffering from mental health and body issues. The impact of the new initiative would allow the gym to broaden its customer base and improve its facilities and increase the health and wellbeing of the local community. The application scored medium as it would provide access to cardio vascular training equipment encouraging users to develop their fitness but did not meet the criteria of the BBBB fund as there were no low/no cost membership available.

DECISION

AGREED to award the sum of £5,373, subject to the following conditions:

- (i) the applicant must follow Scottish Government Covid19 guidance; and**
- (ii) the necessary insurance must be in place.**

7.5 JETHART CALLANTS

Locality Development Co-ordinator sought approval to re-purpose the assessment of the BBBB 2019/2020 Community Fund Grant application from Jethart Callants received previously. The Jethart Callants applied to the 2019/20 Cheviot Community Fund for a grant to purchase bunting and banners with the aim of raising the profile of community events in the town. The assessment and grant award was subsequently delayed due to the pandemic. Unfortunately costs had risen significantly since the application was submitted and this had resulted in the original request no longer being enough to cover all elements of the project. This included the unbudgeted cost of structural testing of the lampposts (required before banner fixings can be attached). It was proposed that the original award, agreed by Elected Members while Area Partnerships were not taking place, be repurposed to cover the increased costs of lamppost testing. Repurposing had been done by a number of groups who have seen project costs rise following Covid. Cheviot Area Partnership was being asked to approve the repurposing of the 2019/20 Community Fund Grant.

An application to the Build Back a Better Borders Recovery Fund was being made for the cost of the lamp post banners, which had increased following Covid. The Jethart Callants' Festival was inaugurated in 1947 with ceremonial rides to places of historic interest. It was an important event in the Scottish Borders calendar of local festivals and common ridings and brought many visitors to the town each year. Although the festival days for 2020 and 2021 were cancelled due to Covid, as restrictions were eased Jedburgh saw a large number of tourists both as the first town in Scotland and the importance of historical buildings in the town. In order to help people celebrate summer 2022 and the first Callants' Festival since 2019 Jethart Callants was applying for £4,787 to provide banners which would be attached to 12 lamp posts along Abbey Place and the High Street. The lamp post banners would have a generic design and would be made available to other groups in the town to help 'dress' the town during times of celebration. It was anticipated that these would:

- bring a greater sense of belonging to the town
- Increase awareness of our events which will engender a feeling of wellbeing within residents. This in turn will increase participation and through that increase spending power within the town.

- Promote community spirit and feelings of being proud of the town which may in turn make local residents more likely to get involved in what is going on, engage with others, increase general wellbeing and reduce social isolation.
- Show the town off to visitors/invited guests and making it somewhere people want to stop and explore.

Rather than targeting specific groups or individuals the proposal, to display banners in the town centre, was aimed at helping the town as a whole continue to recover from Covid by helping to increase the general feeling of wellbeing of locals and visitors alike. The application scored medium as the project sought to enhance and improve the general wellbeing of both local residents and visitors to the town.

DECISION

AGREED to award the sum of £4,787, subject to the following conditions:

- (i) The applicant must follow all Scottish Government COVID-19 guidance.
- (ii) Necessary insurances must be in place.
- (iii) Grant payment would be dependent on relevant lampposts passing structural tests

8. DATE OF FUTURE MEETINGS

Future Meetings of the Cheviot Area Partnership would be held on the following dates:

Wednesday, 29 June 2022 at 6:30pm

Wednesday, 21 September 2022 at 6.30 p.m.

Wednesday, 23 November 2022 at 6.30 p.m.

The next meeting would be held on Wednesday, 29 June 2022 at 6.30 p.m. via Microsoft Teams.

9. MEETING EVALUATION

Ms Malster reminded those present about the meeting evaluation form which could be accessed via the link <https://forms.office.com/r/HHH1dEcmz3> and was available until 11.45 a.m. on 26 September 2021. She added that feedback about the Area Partnership meetings was really helpful and always appreciated.

10. CHAIRMANS REMARKS

As this was the last meeting prior to the Election, the Chairman thanked all participants for their attendance and hard work everyone. He specifically thanked Karen Farquhar and Shelagh Turnbull for live streaming the meetings and Fiona Henderson and Clare Malster for organising the meetings. Heather Batsch thanked the Chairman for his chairmanship of the Area Partnership.

The meeting closed at 8.50 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
via Microsoft Teams on Monday, 28th March,
2022 at 10.00 am

Present:- Councillors S. Mountford (Chairman), A. Anderson, S. Hamilton, H. Laing, D. Moffat, C. Ramage, N. Richards, E. Small.
Apologies:- Councillor J. Fullarton.
In Attendance: - Lead Planning Officer (B. Fotheringham), Lead Roads Planning Officer (D. Inglis), Solicitor (F. Rankine), Democratic Services Officer (W. Mohieddeen).

1. **MINUTE.**

There had been circulated copied of the Minute of the Meeting held on 7 March 2022.

DECISION

AGREED to approve the Minute for signature by the Chairman.

2. **APPLICATIONS.**

There had been circulated copies of a report by the Chief Planning and Housing Officer on applications for planning permission requiring consideration by the Committee.

DECISION

DEALT with the application 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 and Housing Officer on Appeals to the Scottish Ministers and Local Reviews.

DECISION

NOTED that:

(a) Review requests had been received in respect of:

- (i) **Erection of 2no dwellinghouses, Land East of Dalgeny, Old Cambus, Cockburnspath;**
- (ii) **Alterations and extensions to dwellinghouse and formation of access, East Lodge, Netherurd, Blyth Bridge, West Linton.**

(b) The following reviews had been determined as shown:

- (i) **Erection of dwellinghouse, Plot 1 Land South East of Steading Buildings, Greystonelees Farm, Burnmouth – Decision of Appointed Officer Upheld;**
- (ii) **Erection of dwellinghouse with access and associated works, Land East of Deuchar Mill House, Yarrow – Decision of Appointed Officer Upheld;**
- (iii) **Erection of dwellinghouse, Garden Ground of Kilknowe House, East End, Earlston – Decision of Appointed Officer Upheld;**

(iv) Siting of 2 no. shepherds huts for short term holiday accommodation, Land East of The Old Stables Lennel House, Lennel – Decision of Appointed Officer Overturned (Subject to Conditions).

(c) There remained nine reviews previously reported on which decisions were still awaited when the report was prepared on 16 March 2022.

• Land East of 15 Howdenburn Court, Jedburgh	• Land South and West of Greywalls, Gattonside
• Land West of Causewayfoot Cottage Wolflee, Hawick	• Land North Of Old Manor Inn, Lanton
• Shop, 43 High Street, Hawick	• 58 George Street, Peebles
• Warlawbank Steading, Reston, Eyemouth	• Unit B, Whinstone Mill, Netherdale Industrial Estate, Galashiels
• Land at Haughhead Farm and Steading Building, Innerleithen	

(d) There remained one S36 Public Local Inquiry previously reported on which a decision was still awaited when this report was prepared on 16 March 2022.

• Land West of Castleweary (Faw Side Community Wind Farm), Fawside, Hawick	
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The meeting concluded at 10.30 am.

SCOTTISH BORDERS COUNCIL CIVIC GOVERNMENT LICENSING COMMITTEE

MINUTES of Meeting of the CIVIC
GOVERNMENT LICENSING COMMITTEE
held via Microsoft Teams on Monday, 29
March 2022 at 11.00 a.m.

- Present:- Councillors J. Brown, D. Paterson, N. Richards, S. Scott, R. Tatler,
E. Thornton-Nicol, G. Turnbull and T. Weatherston.
- Apologies:- Councillor J. Greenwell.
- In Attendance:- Managing Solicitor (Property and Licensing), Licensing Standards and
Enforcement Officers (M. Wynne, J. Scott and H. Wood), Inspector J.
McGuigan, Democratic Services Officers (F. Henderson)

APPOINTMENT OF CONVENER

The Managing Solicitor welcomed everyone to the meeting of the Scottish Borders Licensing Board. In the absence of Councillor Greenwell, Councillor Richards proposed that Councillor Weatherston be appointed as Convener for the meeting. This was seconded by Councillor Turnbull and unanimously agreed.

DECISION

AGREED that Councillor Weatherston be appointed Convener for this meeting.

1. **MINUTE**

The minute of the meeting held on Friday, 17 December 2021 had been circulated.

DECISION

APPROVED and signed by the Chairman.

2. **LICENCES ISSUED UNDER DELEGATED POWERS**

For Members' information there had been circulated copies of lists of licences dealt with under delegated powers for the periods 7 December 2021 – 15 February 2022.

DECISION

NOTE.

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 14 of part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

3. **IMMEDIATE SUSPENSION OF TAXI DRIVERS LICENCE**

The Committee agreed to immediately suspend the taxi drivers licence of the holder until the next meeting of the Committee on 22 April 2022 following its consideration of the request received from Police Scotland.

4. **MINUTE**

The private section of the minute of the meeting held on Friday, 17 December 2021.

SCOTTISH BORDERS COUNCIL HAWICK COMMON GOOD FUND SUB-COMMITTEE

MINUTES of Meeting of the HAWICK
COMMON GOOD FUND SUB-COMMITTEE
held via Microsoft Teams on Tuesday, 29
March 2022 at 4.00 pm

- Present:- Councillors G. Turnbull (Chairman), D. Paterson, C. Ramage, N. Richards; Mr J. Campbell (Hawick CC) and Mr W. Fletcher (Burnfoot CC).
- Apologies:- Councillors S. Marshall and W. McAteer
- In Attendance:- Chief Legal Officer, Pensions and Investments Manager (K. Robb), Estates Strategy Manager (N. Curtis), Property Officer (F. Scott) and Democratic Services Officer (W. Mohieddeen).
-

DECLARATION OF INTEREST

Councillor Turnbull declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the Chamber during the discussion. Councillor Richards assumed the Chair.

1. FINANCIAL ASSISTANCE - HAWICK EX-SERVICE ASSOCIATION

There had been circulated copies of an application for financial assistance from Hawick Ex-Service Association for £1082.40 to purchase a commemorative bench for a residential care home facility. During discussion, Members noted that the application did not make explicit where the bench was to be located. Members unanimously approved the application for financial assistance.

DECISION

AGREED to award Hawick Ex-Service Association the grant of £1082.40 for the purchase of a commemorative bench.

MEMBER

Councillor Turnbull re-joined the meeting.

DECLARATION OF INTEREST

Councillor Ramage declared an interest in the following item of business in terms of Section 5 of the Councillors Code of Conduct and left the Chamber during the discussion. Councillor Richards assumed the Chair.

2. FINANCIAL ASSISTANCE - HAWICK COMMON RIDING

- 2.1 There had been circulated copies of an application for financial assistance from Hawick Common Riding for £864 for the cost of extra toilets for the common riding weekend. The financial position of Hawick Common Riding was discussed. Members observed that the application did not outline why funding was required from the Hawick Common Good Fund given the available funds that had been outlined in the submitted audited accounts from the applicant. The Pensions and Investments Manager advised that, normally, common good fund sub-committees would review submitted accounts to assess whether the applicant is able to use their own funds, and observed that the applicant had £95,000 of unrestricted funds. Additionally, Hawick Common Riding was in receipt of an annual grant from Scottish Borders Council.

- 2.2 Councillor Richards moved to reject the application which was second by Councillor Paterson.

DECISION

AGREED to reject the application for financial assistance from Hawick Common Riding.

MEMBER

Councillor Ramage re-joined the meeting.

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 it involved the likely disclosure of exempt information as defined in Paragraph 2 of Part I of Schedule 7A to the Act.

4. **ST LEONARD'S PARK PROJECT**

Members considered the business case from Bright Light Marketing for the St Leonard's Park Project.

The meeting concluded at 4.40 pm.

SCOTTISH BORDERS COUNCIL TWEEDDALE AREA PARTNERSHIP

MINUTES of Meeting of the TWEEDDALE
AREA PARTNERSHIP held via MS Teams
on Tuesday, 29 March 2022 at 7.00 pm

Present:- Councillors R. Tatler (Chairman), H. Anderson, S. Bell(from para 7), S. Haslam, E. Small together with 18 representatives from Partner Organisations, Community Councils and members of the public.

Absent:- Councillor K. Chapman

In Attendance:- Locality Development Co-ordinator (K. Harrow), Community Engagement Officer (H. Lacon), Democratic Services Officer (D. Hall)

1. **WELCOME AND MEETING PROTOCOLS**

The Chairman welcomed everyone to the meeting of the Tweeddale Area Partnership being held via Microsoft Teams and outlined how the meeting would be conducted and how those both in the meeting and watching via the Live Stream could take part.

2. **ADDITIONAL INFORMATION DOCUMENT**

The Chairman explained that the information document that had been circulated with agenda contained information on a range of Scottish Borders Council consultations that were taking place. The Chairman also drew attention to a Money Worries app that had been developed by NHS Borders, which included a range of useful links and information.

3. **FEEDBACK FROM MEETING ON 18 JANUARY 2022**

The Minutes of the meeting of the Tweeddale Area Partnership meeting held on 18 January 2022 were noted. The Chairman explained that it was hoped that the Peebles High School Parliament would attend a future meeting of the Area Partnership to provide feedback on their project.

4. **DEMENTIA FRIENDLY TWEEDDALE, UPDATE ON PROGRESS - CHRISTINE DRUMMOND**

Christine Drummond of Dementia Friendly Tweeddale joined the meeting to provide an update on progress they had made in the locality. Ms Drummond explained that their focus had been on helping people living with dementia live their lives comfortably. Marion, who herself has dementia was present, and provided an insight into how her life had changed following her diagnosis at age 55. Dementia Friendly Tweeddale had helped her, and others, feel understood and supported. Work was ongoing to try and ensure that small measures, such as labelling light switches, were happening to help people living with dementia manage situations that had the potential to be challenging. Conversations were ongoing with various other groups to work together to assist people living with dementia live full and rewarding lives, with the ability to undertake and enjoy a range of leisure and social activities in the place that they live. The Chairman thanked Christine and Marion for their insightful presentation and explained that regarding an indoor space to meet within Peebles, work was ongoing to try and ensure that a suitable venue could be provided.

5. **ESHIELS CYCLE TUNNEL - DENISE BRYDON SBC ACCESS AND TRANSPORT OFFICER**

Denise Brydon, Access and Transport Officer with Scottish Borders Council, was present in the meeting to provide an update on potential works at the Eshiels Tunnel. Ms Brydon explained that the issue had been ongoing for a considerable time, and that a review of the tunnel had been conducted with Neill Malone, Network Development Coordinator and the Ecologist. The solution proposed had been to slow cyclists travelling through the

tunnel by way of a chicane using small gates to allow cyclist's eyes time to adjust to the lighting of the tunnel. The further measures under review included the repainting of SLOW signage, the replacement of warning signs, increased warning signage, and solar studs to be added to the existing white path edges. Following considerable debate, Councillor Haslam, seconded by Councillor Anderson, proposed that all of the types of works listed in the document circulated with the agenda pack, excluding the barriers, or chicanes, were approved. In addition, funding/ costs should be reviewed and if required brought back to the Area Partnership. This proposal was unanimously approved.

6. **PLACE MAKING UPDATE**

Sharon Renwick, Community Place Planning and Regeneration Officer gave an update on Place Making workshop that had taken place since the previous meeting of the Area Partnership. The workshop had been facilitated by Planning Aid Scotland. 28 people had attended, with three items for discussion. Namely, what is Place Making, what were the high level principles and the role of Area Partnerships in Place Making. The discussions had been hugely extensive on a wide range of issues, in particular recognising that there was a cultural change required in the context of community empowerment and planning. At the Place Making workshop a key conclusion had been evident was that there were too many high level principles, with a consistent desire expressed to lower that number expressed. With regards to identifying initial communities, no initial communities were developed. Councillor Anderson expressed a desire that the principles would be cut down and her hope that place making would be a success.

7. **PLACE MAKING WORKING GROUP PROPOSAL - CRICK CARLETON**

Crick Carleton, who had been heading up the development of the Peebles Town Action Plan, was present in the meeting to outline proposals that had been circulated with the agenda to set up a Place Making Working Group. The proposals would strengthen the role of the Tweeddale Area Partnership by setting up mechanisms whereby community views could be fed into Place Making discussions in an effective way. Those in attendance praised the goal of the proposals and expressed their hope that any future Working Group would be a success. Members unanimously agreed in principle to form a Working Group, with proposals to be developed and presented at the next meeting of the Area Partnership.

MEMBER

Councillor Bell joined the meeting during the discussion of the item above.

8. **FUNDING TABLE OVERVIEW**

An overview of the Community Fund and the Build Back a Better Borders fund in Tweeddale had been circulated with the agenda. Mr Harrow provided a summary, and explained that £18,156.60 remained, with applications totalling £36,622 pending. The fund was therefore oversubscribed.

9. **COMMUNITY FUND - CONSIDER FUNDING RECOMMENDATIONS FROM THE TWEEDDALE ASSESSMENT PANEL**

Mr Harrow clarified that an error was present in the Tweeddale Community Fund Assessment Panel Recommendations with the application listed as "Schools Out" in fact being "Our Space Youthy", an organisation separate from Schools Out. Esther Daborn, of the Tweeddale Assessment panel provided an overview of each of the applications. Mrs Daborn clarified that the Assessment Panel had carefully considered each application, consulting with each applicant to try and ensure that the remaining funds would be

9.1 **Peebles CAN**

The application was being considered for a second time. The application was for £4,500 for a community garden project. The recommendation from the Panel was to award £2,500.

9.2 **Survivors Unite**

The application from Survivors Unite was for £5,500. The Panel acknowledged that the application had been extremely difficult to access and make a recommendation for. The Panel felt that the project was deserving of community funding and national efforts to help ensure that their cause successful. The project was Borders-Wide, but had confirmed that clients and people on the waiting list lived in the Tweeddale Locality. Part of the application was for money for IT resources – the Panel recommended that the Group contact the Tweeddale Renew Crew and for £4,500 to be awarded.

9.3 **Peebles Old Parish**

The application from Peebles Old Parish Church Of Scotland was well thought out. The Assessment Panel recommended granting £4,320 for materials instead of the requested £5,000.

9.4 **Our Space Youthy**

The application was initially for £7,500 but had been revised to £5,000. The Panel felt that the group had provided good evidence of success, and demonstrated a desire to reach 11-14 year olds from outside Peebles. The Panel, however, felt that the group needed to develop a stronger business plan and a desire to work with Tweeddale Youth Action and Peeblesshire Youth Trust, and recommended to award £1,000.

9.5 **West Linton Early Learners**

The application was for £5,000 as part of a post pandemic recovery project. The Panel noted that the business plan of the group had not been well presented, with places given free on an ad hoc basis. The Panel therefore recommended granting the Group £1,000.

9.6 **Leithen Rovers**

The application from Leithen Rovers was a small part of an overall £10k project. The majority of the funding required for the project had been obtained from other sources. The Panel recommended providing the £1,820 required to complete the project, subject to Leithen Rovers obtaining at least two quotations for the reinstatement of the roof.

9.7 **Community Trust**

The Community trust had applied for £7,500, of which the Panel recommended £3,000 to be awarded. The Panel felt that “Tweeddale Library of Things” was a large, worthwhile project and sought to provide evidence of support for the main funding application.

9.8 Mr Harrow confirmed that all of the applications considered had met the criteria required to apply for, and receive community funding, and acknowledged that difficult decisions had been made by the Assessment Panel to reach a decision with the Community Fund oversubscribed. Following considerable discussions regarding the appropriateness of providing a single group such a considerable amount of money and providing another group with no funding, Councillor Haslam, seconded by Councillor Anderson, proposed that funding for Survivors Unite was not approved. This was unanimously agreed. Councillor Haslam, seconded by Councillor Anderson, proposed that Our Space Youthy was granted £5,500. This was unanimously approved. Councillor Tatler, seconded by Councillor Anderson, proposed that the remaining applications were granted in line with the Assessment Panel recommendations, which was unanimously approved. The Assessment Panel’s recommendations were therefore overruled, with the application from Survivors Unite not approved and the application from Our Space Youthy increased to £5,500. The remaining applications were accepted in line with the Assessment Panel’s recommendations.

10. **OUTSIDE THE BOX, COMMUNITY FUND EVALUATION**

Ruth Noble was present at the meeting to provide an evaluation of the Outside The Box project, which had evolved from the Digital Buddies Model. The project aimed to connect people, especially those suffering from poor health, following the pandemic. The project had been set up to creative and flexible.

11. **ASSESSMENT PANEL SUMMARY AND FEEDBACK**

The Tweeddale Assessment Panel's Summary and Comments on the current Community Fund 2022/23 had been circulated with the agenda. The document proposed to amend the operation of the Panel by introducing deadline dates for applications to be received throughout the year. The Panel also felt that clearer guidance on Borders-wide projects, in order to deliver proportional funding and consider the locality specific benefits of an application would be a useful addition when considering future funding applications for the Community Fund. Mr Harrow highlighted that the application system was being altered to an online system, whereby no application would be considered unless it was fully completed. Members unanimously agreed to amend the Tweeddale Assessment Panel's operation to introduce deadline dates for applications throughout the year.

12. **TWEEDDALE AREA PARTNERSHIP - THOUGHTS AND COMMENTS**

Those in attendance shared their thoughts regarding the operation of the Tweeddale Area Partnership, in particular highlighting that the Area Partnership was able to engage with the Community in a more direct and successful manner, and that the local area had more of a say on how money was being spent.

13. **PEEBLES PARKING SUB GROUP UPDATE**

The Chairman explained that the Peebles Parking Sub Group had reached the point where a questionnaire and consultation would be taking place over the summer months to determine how, or whether, changes would be made to off street car parks.

14. **NEXT AREA PARTNERSHIP - 21 JUNE 2022**

The next full meeting of the Area Partnership was scheduled for 21 June March 2022 and the Chairman asked for agenda item suggestions to be submitted.

The meeting concluded at 9.15 pm

SCOTTISH BORDERS COUNCIL GALASHIELS COMMON GOOD FUND SUB COMMITTEE

MINUTES of Meeting of the GALASHIELS
COMMON GOOD FUND SUB COMMITTEE held
via MS Teams on Wednesday, 30 March 2022 at
9.00 am

Present:- Councillors S. Aitchison (Chairman), A. Anderson, E. Jardine and H. Scott
Apologies:- Community Councillor R. Kenney
In Attendance:- Pensions and Investment Manager (S. Halliday), Estates Surveyor (J.
Stewart), Democratic Services Officer (D. Hall).

1. **MINUTE.**

There had been circulated copies of the Minute of the meeting held 15 December 2021.

DECISION

APPROVED the Minute for signature by the Chairman.

2. **MONITORING REPORT FOR 9 MONTHS TO 31 DECEMBER 2021 AND PROPOSED BUDGET FOR FINANCIAL YEAR 2022/23**

There had been circulated copies of a report by Director, Finance and Corporate Governance that provided details of the income and expenditure for the Galashiels Common Good Fund for the nine months to 31 December 2021, a full year projected out-turn for 2021/22, projected balance sheet values as at 31 March 2022, and a proposed budget for 2022/23. Appendix 1 to the report provided the projected income and expenditure for 2021/22. This showed a projected surplus of £3,433 for the year. Appendix 2 to the report provided a projected balance sheet as at 31 March 2022 and showed a projected decrease in reserves of £45,858. Appendix 3a to the report provided a breakdown of the property portfolio and a projected rental income and projected net return for 2021/22 together with actual property income to 31 December 2021. Appendix 3b to the report provided a breakdown of the property portfolio and a projected property expenditure for 2021/22 and actual property expenditure to 31 December 2021. Appendix 4 to the report provided a breakdown of the property portfolio detailing projected property valuations at 31 March 2022. Appendix 5 of the report showed the value of the Aegon Investment Management Investment Fund to 31 December 2021. The Pensions and Investment Manager, Mrs Kirsty Robb explained that the Aegon Management Investment Fund was progressing well, with an anticipation of 5% returns. Mrs Robb clarified that there were no Russian investments held on the Common Good Fund's behalf.

DECISION

AGREED:-

- (a) to note the actual income and expenditure for 2021/21 in Appendix 1 to the report;
- (b) the proposed budget for 2022/23 as shown in Appendix 1 to the report;
- (c) to note the projected balance sheet value as at 31 March 2022 in Appendix 2 to the report;
- (d) to note the summary of the property portfolio in Appendices 3 and 4 to the report; and

(e) to note the current position of the Aegon Asset Management Investment Fund in Appendix 5 to the report.

3. PROPERTY UPDATE

With reference to paragraph 4 of the Minute of the meeting held on 15 December 2021 the Estates Surveyor, Ms Josephine Stewart, gave a verbal update on the discussions that had taken place regarding the proposal to harvest mature trees at Ladhope. Ms Stewart had received a written report from Agriforest, who had been unable to confidently provide, accurate figures on the costs associated with, and value of, woodland extraction. The market remained a state of flux, with the cost of extraction rising and the price of timber remained low. The Estates Surveyor explained that the only viable route to use for the extraction of the trees was by way of the Golf Club Road, that it would be prudent to review costs in the summer time and resume discussions with the Golf Club regarding the different extraction options available at that time. A dangerous tree had been identified at the Golf Club directly adjacent to a building, and following a review of the lease, Ms Stewart considered that the cost and responsibility for the removal of the tree legally lay with the Golf Club. Potholes were forming on the road up to the Golf Club, and quotes had been sought from the Roads Department. The Chairman expressed his thanks to Ms Stewart for her hard work on property matters.

DECISION

NOTED the verbal property update.

4. CHAIRMAN'S REMARKS

Councillor Jardine expressed his gratitude to the Chairman for guiding the Sub-Committee over his term. The Chairman thanked the officers and all those involved in working with the Sub-Committee for their hard work, and expressed his hope that the forest at Ladhope would be dealt with in a suitable and timely manner.

The meeting concluded at 9.20 am

MINUTES of Meeting of the EILDON AREA
PARTNERSHIP held via MS Teams on
Wednesday, 30 March 2022 at 6.00 pm

Present:- Councillors G. Edgar (Chairman), S. Aitchison, A. Anderson, E Jardine, D. Parker, H. Scott and E. Thornton-Nicol, together with 17 representatives from Partner Organisations, Community Councils and members of the public.

Apologies:- Councillor J. Linehan

Absent:- Councillors C. Cochrane, and T. Miers

In Attendance:- Communities and Partnerships Manager, Locality Development Co-ordinator (K. Harrow), Community Engagement Officer (E. Coltman), Community Place Planning and Engagement Officer (S. Renwick), Youth Engagement Officer (P. Rigby), Democratic Services Officer (D. Hall)

1. **WELCOME AND MEETING PROTOCOLS**

The Chairman welcomed everyone to the meeting of the Eildon Area Partnership being held via Microsoft Teams and outlined how the meeting would be conducted and how those both in the meeting and watching via the Live Stream could take part.

2. **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.

3. **BUILD BACK A BETTER BORDERS RECOVERY FUND APPLICATION**

Mr Coltman, Community Engagement Officer, provided an overview of an application for funding to the Build Back a Better Borders Fund from Earlston Tennis Club. The club had applied for £3023.02 to help deliver free tennis taster sessions to people from a range of ages and abilities over a five week period, including adults and children. The Members in attendance spoke in favour of the application and unanimously agreed to approve the application in full.

4. **ADDITIONAL INFORMATION DOCUMENT & MENTI EVALUATION**

The Locality Development Co-ordinator, Mr Harrow, highlighted the additional information document that had been circulated with the agenda prior to the meeting and encouraged those in attendance to consult the document with regards to ongoing Scottish Borders Council consultations.

5. **CHALLENGING AGEISM GUIDE**

Mr Harrow drew attention to the Challenging Ageism guide that had been circulated with the agenda. The guide was designed as a practical tool to support people communicating about ageing and older age.

6. **FEEDBACK FROM MEETING OF 10TH FEBRUARY 2022**

Mr Harrow explained that the feedback from the previous meeting had been positive, in particular the Place Making update. The Minutes of the meetings of the Eildon Area Partnership held on 10 February 2022 were noted.

MEMBER

Councillor Parker left the meeting during the discussion of the item below.

7. PLACE MAKING UPDATE

Sharon Renwick, Community Place Planning and Regeneration Officer gave an update on Place Making workshops that had taken place since the previous meeting of the Area Partnership. Ms Renwick explained that participants at the Eildon workshop had initially been reluctant to identify the initial communities for projects. Langlee in Galashiels, Bannerfield in Selkirk, Stow, and Fountainhall had subsequently been identified as initial communities following discussions on which areas needed the most work to promote regeneration, areas where higher levels of deprivation existed, and the need to ensure rural communities were more resilient. Councillor Aitchison referred to his previous suggestion that one of the initial communities should have been Newtown St Boswells due to its changing character, the effect of Covid, and social deprivation. Mr Harrow explained that the project was community led, highlighted the bottom-up nature of place making, and that he hoped that Newtown would be considered.

8. FOOD GROWING STRATEGY

Amy Alcorn, introduced herself as the Greenspace Programme Officer working for Scottish Borders Council. Ms Alcorn had been in her role for 6 months. Ms Alcorn explained that her role involved promoting food growing across the Scottish Borders, and gave a presentation of the food growing strategy within the Eildon area. Food growing across the area was a diverse and varied field, ranging from gardens and allotments to guerrilla gardening. Work had taken place with five of Scottish Borders Council's Community Engagement Officers, who had assisted Ms Alcorn in helping projects access various sources of community funding. A new website had gone live that included an interactive map, allowing interested parties to find growing places and access the contact details of the relevant organiser. Ms Alcorn gave an overview of four projects within the Eildon area and provided an email address that people could use to sign up to receive a newsletter on related projects in the area. Those in attendance thanked Ms Alcorn for her presentation and the excellent work that she had undertaken since she had been in post.

9. SKILLS DEVELOPMENT SCOTLAND - ALLAN KINLEY

Allan Kinley of Skills Development Scotland (SDS) was present at the meeting to give a presentation on the nature of the work that his organisation carries out. Mr Kinley explained that SDS were active across Scotland, had careers advisors at all of the secondary schools across the Scottish Borders, and that they provided a universal service that anyone could access. The organisation provided support to help people think about career management skills, such as planning job interviews, and assist in accessing training and education opportunities. Mr Kinley explained that various projects were ongoing, such as the "My World of Work" initiative, which provided careers advice, online learning pointers, distance learning information, funding assistance to help people acquire a CSCS card to work in the construction industry and a CV builder. In response to a question regarding training opportunities in the green economy, Mr Kinley explained that opportunities were slowly increasing, initiatives were ongoing to try and retain young talent in the area and that, if the partnership was interested, he could return at a future meeting to examine the issue in more detail. The Chairman thanked Mr Kinley for his interesting presentation and expressed his hope that Mr Kinley would return to future meetings of the Area Partnership.

10. MONEY WORRIES APP - FINANCIAL INCLUSION CONVERSATION - NICHOLA SEWELL, JOINT HEALTH IMPROVEMENT

Nichola Sewell was in attendance to give insight into, and raise awareness of, a Money Awareness mobile phone application that had been developed by NHS Borders in

partnership with a range of organisations. The application provided help across a wide variety of areas; including money, health, and housing and work. The information provided in the application was quality assured and up-to-date, and was being used by a wide variety of partners and other parties across the Borders to signpost and direct people to key resources. Those in attendance thanked Ms Sewell for her presentation and for the work that had gone into creating a useful, relevant, application to help the public.

11. **ASSESSMENT PANEL SUMMARY**

Jenny Mushlin of the Eildon Area Partnership Assessment Panel provided a summary of the work that had taken place over the term of the Area Partnership. The six members of the panel had volunteered their time to help the community decide for itself how funding should be given out. The group had not always agreed on everything, but with help from Mr Harrow and Mr Coltman, had carefully considered applications and reached decisions beneficial to the area. Mrs Mushlin advised that all of the members of the group were willing to continue in their role. The group suggested changes to the process to introduce a closing date for applications, with a fast track deadline every month, in order to ensure that applications could be dealt with in a timelier manner. The Chairman thanked the group for its exemplary work, and requested that the requests be put before the next meeting of the Area Partnership for approval.

12. **2021/22 COMMUNITY FUND - CLOSING POSITION**

Mr Coltman provided an overview of the Funding table that had been circulated with the agenda and the closing position of the various funds. £99.4k had been set aside for community projects, which represented all of the funding that was available after ring fenced funding had been subtracted. All of the Community Councils within Eildon had received the grant that they were entitled to. Two Community Councils were not entitled to a grant due to the financial reserves that they held, and one Community Council was in abeyance. The Build Back a Better Borders fund had been spent in its entirety. £105.6k had been awarded to 25 projects at an average just under £6.5k. All had received their funding, and two evaluations had been received. It was expected that at the next meeting of the Area Partnership there would be further projects to report on. The Members in attendance thanked Mr Coltman and Mr Harrow for their diligent and impressive work. Mr Harrow extended his thanks to the Assessment Panel for volunteering their time to take on a difficult and important task.

13. **2020/21 COMMUNITY FUND PROJECT EVALUATION - CAFÉ RECHARGE - AMY WRIGHT**

Amy Wright was in attendance to provide an evaluation of Café Recharge's 2020/21 Community Fund project. The café had two main aims – to reduce edible food sent to landfill and to reduce food poverty. The group collect surplus food from supermarkets that had been deemed unsellable, made meals from it and then sold it on a “pay what you can” basis. The group had also provided a meeting space at their premises for a range of community groups. Ms Wright thanked the Community Fund for their support, and explained that in the 12 months from January 2021 to December 2021, the café had served a total of 4085 meals and rescued 4697kg of food that would otherwise have been sent to landfill. The café had served on average 345 customers per month. The Chairman thanked Ms Wright for her presentation and urged anyone with a project to get in touch with Mr Harrow and Mr Coltman to find out about what support could be available to them.

14. **MEETING EVALUATION**

The next full meeting of the Area Partnership was scheduled for 30 June 2022 and the Chairman asked for agenda item suggestions to be submitted. A link to the Menti evaluation of the meeting was posted, and the Chairman invited those in attendance to provide their feedback.

15. **NEXT AREA PARTNERSHIP: THURSDAY, 30 JUNE 2022, AGENDA ISSUED: THURSDAY, 16 JUNE 2022**

The Chairman thanked all of those in attendance for their work over his term. Councillor Aitchison thanked the Chairman for his excellent work as Chairman of the Eildon Area Partnership.

The meeting concluded at 7.45 pm

SCOTTISH BORDERS COUNCIL LOCAL REVIEW BODY

MINUTE of Meeting of the LOCAL REVIEW
BODY held via Microsoft Teams on Monday,
18 April 2022 at 10 a.m.

- Present:- Councillors S Mountford (Chair), A. Anderson, H. Laing, S. Hamilton, C. Ramage, N. Richards and E. Small.
- Apologies:- Councillors J. Fullarton, D. Moffat.
- In Attendance:- Principal Planning Officer (Paragraphs 1-4) Assistant Planning Officer (S. Shearer – paragraphs 5-6), Solicitor (S. Thompson), Democratic Services Team Leader, Democratic Services Officer (F. Henderson).
-

MEMBERS

Councillors Mountford and Laing did not take part in the determination of the following Review having not been present when it was first considered and left the Meeting prior to its consideration. In the absence of Councillor Mountford, Councillor Hamilton Chaired the meeting for this item of business.

1. CONTINUATION OF REVIEW 21/00448/FUL

With reference to paragraph 4 of the Minute of 21 February 2022, the Local Review Body continued their consideration of the request from Mr Lee Tickhill, 15 Howdenburn Court, Jedburgh to review the decision to refuse the planning application for change of use of Amenity land to garden ground and erection of bike/log store. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; Objection comments; Consultation replies; support comments; List of policies and submission by the Roads Planning Officer and response from the Applicant on information received regarding existing utilities contained within the verge. After considering all relevant information, the Local Review Body concluded that the development was contrary to the Local Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was refused.

DECISION

AGREED that:-

- (a) the request for 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 was contrary to the Local Development Plan and there were no other material considerations that would justify departure from the Development Plan; and
- (d) the officer's decision to refuse the application be upheld and the application refused for the reasons set out in Appendix I to this Minute.

MEMBERS

Councillors Laing and Mountford rejoined the meeting.

Councillor Richards did not take part in the determination of the following Review having not been present when it was first considered and left the Meeting prior to its consideration.

2. CONTINUATION OF REVIEW 21/00710/PPP

With reference to paragraph 4 of the Minute of 7 March 2022, the Local Review Body continued their consideration of the request from Ferguson Planning, 54 Island Street, Galashiels to review the decision to refuse the planning application for the erection of a dwellinghouse with access, landscaping and associated works on Land South and West of Greywalls, Gattonside. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; additional information; consultation replies, list of policies and submission by the Planning Officer and Applicant response on two Historical maps which had been submitted with the review papers. After considering all relevant information, the Local Review Body concluded that the development was contrary to the Development Plan and that there were no other material considerations that would justify departure from the Development Plan. Consequently, the application was refused for the reasons stated above.

DECISION

AGREED that:-

- (a) the request for 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 was contrary to the Local Development Plan and there were no other material considerations that would justify departure from the Development Plan; and**
- (d) the officer's decision to refuse the application be upheld and the application refused for the reasons set out in Appendix II to this Minute.**

MEMBERS

Councillor Richards rejoined the meeting.

Councillor Anderson did not take part in the determination of the following Review having not been present when it was first considered and left the Meeting prior to its consideration.

3. CONTINUATION OF REVIEW 21/01270/FUL

With reference to paragraph 4 of the Minute of 21 March 2022, the Local Review Body continued their consideration of the request from Ferguson Planning, 54 Island Street, Galashiels to review the decision to refuse the planning application for the change of use from Industrial (Class4,5,6) to a Functional Fitness Gym (Class 11) at Unit B, Whinstone Mill, Netherdale Industrial Estate, Galashiels. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; additional information; consultation replies; General comments; further representation; list of policies and submission by the Economic Development Officer and Planning Officer and response from Applicant on the applicants review statement regarding vacant industrial and commercial premises within Galashiels. After considering all relevant information, the Local Review Body concluded that the development was consistent with Policies PMD3 and ED1 of the Local Development Plan. The development

was considered to be a justified exception within an industrial area with increasingly mixed use, providing gym facilities for which there was a proven demand. Subject to conditions ensuring gym use only and a reversion to industrial uses should the gym use cease, the application was approved.

DECISION

AGREED that:-

- (a) the request for 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 development was consistent with Policies PMD3 and ED1 of the Local Development Plan and considered to be a justified exception within an industrial area with increasingly mixed use, providing gym facilities for which there was a proven demand; and**
- (d) the officer's decision to refuse the application be overturned and the application approved, subject to conditions set out in Appendix III to this Minute.**

MEMBER

Councillor Anderson rejoined the meeting.

4. REVIEW OF 21/00793/FUL

There had been circulated copies of a request from Ha Viet Pham, c/o Andrew Scott, Murray House, High Street, Langholm to review the decision to refuse the planning application for the partial change of use of shop and alterations to form manager's flat at shop, 43 High Street, Hawick . The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; consultation replies; Design Access and Heritage Statement; correspondence from the Agent and List of Policies. The Planning Adviser drew attention to information, in the form of magazine articles and website excerpts contained within in Appendix 3 of the review submission submitted with the Notice of Review but had not been before the Appointed Officer at the time of determination. The Review Body considered that the new evidence met the test set out in Section 43B of the Town and Country Planning (Scotland) Act 1997, and that this new information was material to the determination of the review and could be considered. After considering all relevant information, the Local Review Body concluded that the development was consistent with Policies PMD2 and ED3 of the Local Development Plan. The majority of Members considered that the development was an appropriate provision of supporting residential accommodation for the retained ground floor commercial unit and that, provided conditions were imposed linking occupancy and allowing the accommodation to revert to previous use, then the vitality of Hawick High Street and Town Centre would be preserved. Consequently, the application was approved subject to conditions.

VOTE

Councillor Laing, seconded by Councillor Smail moved that the Officer's decision be overturned and the application approved.

Councillor Ramage, seconded by Councillor Anderson moved as an amendment that the Officer's decision be upheld and the application refused.

As the meeting was conducted by Microsoft Teams members were unable to vote by the normal show of hands and gave a verbal response as to how they wished to vote the result of which was as follows:-

*Motion – 5 votes
Amendment – 2 votes*

The Motion was accordingly carried.

DECISION

DECIDED that:-

- (a) the request for review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997;**
- (b) new evidence submitted with the Notice of Review in the form of magazine articles and web site excerpts and was material to the determination;**
- (c) the review could be considered without the need for any further procedure on the basis of the papers submitted;**
- (d) the development was consistent with Policies PMD2 and ED3 of the Local Development Plan. The development was considered to be an appropriate provision of supporting residential accommodation for the retained ground floor commercial unit and that, provided conditions were imposed linking occupancy and allowing the accommodation to revert to previous use, then the vitality of Hawick High Street and Town Centre would be preserved. Consequently, the application was approved subject to conditions; and**
- (e) the officers decision to refuse the application be overturned and the application approved, subject to conditions, for the reasons detailed in Appendix IV to this Minute.**

5. REVIEW OF 22/01422/FUL

There had been circulated copies of a request from Ferguson Planning, 54 Island Street, Galashiels to review the decision to refuse the planning application for the demolition of steading and farmhouse and erection of two dwellinghouses on land at Haughhead Farm and Steading Building. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; additional information; objection comments; General comments and list of policies. After considering all relevant information, the majority of Members concluded that the development was considered to be a justified exception to housing in the countryside policy provisions within the LDP. Matters concerning fenestration, fascia details, materials, landscaping, site services, bin storage, archaeology, contamination and access of way were able to be addressed by planning conditions. Developer contributions towards local school and affordable house would be addressed via legal agreement. Consequently, the application was approved.

VOTE

Councillor Mountford, seconded by Councillor Laing moved that the Officer's decision be upheld and the application refused.

Councillor Small, seconded by Councillor Richards moved as an amendment that the Officer's decision be overturned and the application approved.

As the meeting was conducted by Microsoft Teams members were unable to vote by the normal show of hands and gave a verbal response as to how they wished to vote the result of which was as follows:-

*Motion – 2 votes
Amendment – 5 votes*

The amendment was accordingly carried.

DECISION

DECIDED that:-

- (a) the request for 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 development was considered to be a justified exception to housing in the countryside policy provisions within the LDP. Matters concerning fenestration, fascia details, materials, landscaping, site services, bin storage, archaeology, contamination and access of way to be addressed by planning conditions. Developer contributions towards local school and affordable house be addressed via legal agreement; and**
- (c) the officers decision to refuse the application be overturned and the application approved, subject to conditions, for the reasons detailed in Appendix V to this Minute.**

6. REVIEW OF 21/01908/FUL

- 6.1 There had been circulated copies of a request from Camerons Strachan Yuill Architects, 1 Wilderhaugh, Galashiels to review the decision to refuse alterations and extensions to dwellinghouse and formation of access at East Lodge, Netherurd Blyth Bridge, West Linton. The supporting papers included the Notice of Review (including the Decision Notice and Officer's Report); Papers referred to in the Officer's report; consultee comments; consultation replies and List of Policies. The Planning Adviser drew attention to information, in the form of additional information with regard to the possibility of bats, which had been submitted with the Notice of Review but had not been before the Appointed Officer at the time of determination. The Review Body considered that the new evidence met the test set out in Section 43B of the Town and Country Planning (Scotland) Act 1997, and that this new information was material to the determination of the review and could be considered, without referring back to the Officer on this occasion. After considering all relevant information, the majority of Members concluded that the application could be approved.

VOTE

Councillor Laing, seconded by Councillor Ramage moved that the Officer's decision be upheld and the application refused.

Councillor Small, seconded by Councillor Richards moved as an amendment that the Officer's decision be overturned and the application approved.

As the meeting was conducted by Microsoft Teams members were unable to vote by the normal show of hands and gave a verbal response as to how they wished to vote the result of which was as follows:-

Motion – 3 votes

Amendment – 4 votes

The amendment was accordingly carried.

- 6.2 In light of the decision taken by the Local Review Body, Ms Thomson advised that the bat survey was a legal requirement and would be required to be carried out before the Local Review Body could determine the application. She had not shared

this information with Members prior to their consideration of the application so that their final decision was not influenced by this requirement. However, due to the imminent Local Government Elections, the matter could not be continued to a future meeting of the current Local Review Body and would require to be considered “de novo” by the newly appointed Local Review Body following the Election.

DECISION

(a) DECIDED that:-

- (i) the request for review had been competently made in terms of Section 43A of the Town and Country Planning (Scotland) Act 1997; and**
- (ii) new evidence submitted with the Notice of Review in the form additional information regarding the possibility of bats met the test set in Section 43B of the Town and Country Planning (Scotland) Act 1997 and was material to the determination.**

(b) NOTED that:-

- (i) although the review could be considered without the need for further procedure in the form of written submissions the bat survey was required prior to the final determination of the application; and**
- (ii) due to the imminent Local Government Elections, the matter could not be continued and would require to be presented “de novo” to the newly appointed Local Review Body at the first available opportunity following the Election.**

The meeting concluded at 1.45 p.m.

SCOTTISH BORDERS COUNCIL CIVIC GOVERNMENT LICENSING COMMITTEE

MINUTES of Meeting of the CIVIC
GOVERNMENT LICENSING COMMITTEE
held via Microsoft Teams on Friday, 22 April
2022 at 12.30 p.m.

Present:- Councillors J. Greenwood, D. Paterson, N. Richards, S. Scott, R. Tatler,
E. Thornton-Nicol and G. Turnbull.

Apologies:- Councillors J. Brown, T. Weatherston.

In Attendance:- Managing Solicitor (Property and Licensing), Licensing Standards and
Enforcement Officers (M. Wynne, J. Scott and H. Wood), Democratic
Services Officers (F. Henderson)

1. **MINUTE**

The minute of the meeting held on Monday, 29 March 2022 had been circulated.

DECISION

APPROVED and signed by the Chairman.

2. **LICENCES ISSUED UNDER DELEGATED POWERS**

For Members' information there had been circulated copies of lists of licences dealt with under delegated powers for the period 9 March 2022 – 12 April 2022.

DECISION

NOTED.

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 14 of part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

3. **LICENSING OF TAXI, PRIVATE HIRE VEHICLES AND DRIVERS**

The Committee agreed to immediately suspend the taxi drivers licence of the holder until 9 July 2022.

4. **MINUTE**

The private section of the minute of the meeting held on Monday, 29 March 2022.

Meeting concluded 13:15 p.m.

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