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

6.	<p>Committee Minutes (Pages 3 - 50)</p> <p>Consider Minutes of the following Committees:-</p> <table data-bbox="255 739 1212 1086"><tr><td>(a)</td><td>Jedburgh Common Good Fund</td><td>14 November 2022</td></tr><tr><td>(b)</td><td>Community Planning Strategic Board</td><td>17 November 2022</td></tr><tr><td>(c)</td><td>Eildon Area Partnership</td><td>17 November 2022</td></tr><tr><td>(d)</td><td>Civic Government Licensing</td><td>18 November 2022</td></tr><tr><td>(e)</td><td>Chambers Institution Trust</td><td>23 November 2022</td></tr><tr><td>(f)</td><td>Peebles Common Good Fund</td><td>23 November 2022</td></tr><tr><td>(g)</td><td>Planning and Building Standards</td><td>5 December 2022</td></tr><tr><td>(h)</td><td>Executive</td><td>6 December 2022</td></tr><tr><td>(i)</td><td>Scrutiny & Petitions</td><td>8 December 2022</td></tr><tr><td>(j)</td><td>Pension Fund</td><td>13 December 2022</td></tr></table> <p>(Copies attached.)</p>	(a)	Jedburgh Common Good Fund	14 November 2022	(b)	Community Planning Strategic Board	17 November 2022	(c)	Eildon Area Partnership	17 November 2022	(d)	Civic Government Licensing	18 November 2022	(e)	Chambers Institution Trust	23 November 2022	(f)	Peebles Common Good Fund	23 November 2022	(g)	Planning and Building Standards	5 December 2022	(h)	Executive	6 December 2022	(i)	Scrutiny & Petitions	8 December 2022	(j)	Pension Fund	13 December 2022	5 mins
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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, 14 November 2022
at 4.30 p.m.

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

In Attendance: - Sara Wilson – Treasury Business Partner, Solicitor – Scott
Archibald, 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 12 September 2022.

- 1.2 Councillor Scott requested that the word Thistle be added to the name on line 2 of paragraph 2 to ensure clarity.

DECISION

AGREED that:-

- (a) the word Thistle be added in line 2 of para 2; and
- (b) subject to the above correction the Minute of Meeting held on 12 September 2022 be approved.

2.0 TRACKER

The Action Tracker had been circulated. John Taylor confirmed that the Tinline Plates were stored in the Callant's Room, Jedburgh and it was agreed to remove from the Tracker.

- 2.1 The Democratic Services Officer confirmed the dates that Financial Assistance payments had been made and it was agreed that the actions be removed from the Tracker.

DECISION

AGREED that completed actions be removed from the Tracker.

3.0 MONITORING REPORT FOR 6 MONTHS TO 30 SEPTEMBER 2022

- 3.1 There had been circulated copies of a report by the Acting Chief Financial Officer which provided the income and expenditure for the Jedburgh Common Good Fund for the six months to 30 September 2022, a full year projected out-turn for 2022/23, and projected balance sheet values as at 31 March 2023. Appendix 1 provided the projected income and

expenditure for 2022/23 which showed a projected deficit of £44,044 for the year. Appendix 2 provided a projected balance sheet value as at 31 March 2023 and showed a decrease in reserves of £55,777. Appendix 3(a) provided a breakdown of the property portfolio showing actual rental income and projected net return for 2022/23 and actual property income to 30 September 2022. Appendix 3(b) provided a breakdown of the property portfolio showing projected expenditure to 30 September 2022. Appendix 4 provided a breakdown of the property portfolio showing projected property valuations at 31 March 2023. Appendix 5 showed the value of the Aegon Asset Management Investment Fund to 30 September 2022. Treasury Business Partner was present and answered Members questions. Treasury Business Partner highlighted that as a result of Jedburgh Bowling Club paying the final instalment of their loan earlier than predicted, the interest received was reduced. It was also highlighted that due to the financial climate, the Aegon price had fluctuated, however this was now slowly rising again. There was considerable discussion with regard to investing £30,000 which was 50% of the surplus and it was finally agreed to invest £20,000.

DECISION

(a) AGREED:-

- (i) the projected income and expenditure for 2022/23 contained in Appendix 1 to the report; and**
- (ii) that the sum of £20,000 be transferred from the Grants & Other Donations Budget to the External Investments Fund managed by Aegon**

(b) NOTED:-

- (i) the projected balance sheet value as at 31 March 2023 contained in Appendix 2 to the report;**
- (ii) the summary of the property portfolio in Appendices 3 and 4; and**
- (iii) the current position of the Aegon Asset Management Investment Fund in Appendix 5 to the report.**

4.0 APPLICATIONS FOR FINANCIAL ASSISTANCE

4.1 JETHART CALLANT'S FESTIVAL

There had been circulated copies of an application for Financial Assistance from the Jethart Callant's Festival for a grant of £7,500 towards the costs of the 2023 Festival. The application, which had previously been submitted on an annual basis, advised that the festival covered a 3 week period of horse rideouts, ceremonial events and public entertainment for all ages – dances, family days, swimming gala, bike run etc. which gave the residents the opportunity to come together and celebrate the history and heritage of the Town as well as attracting visitors to the Town. The application detailed the actual costs of the Event in 2022. The non income generating costs of the event which totalled £11,190 and included hire of Principals horses, Principals Uniforms, purchase of bunting, hire of halls and trophies/rosettes. The total amount raised from Patron donations totalled £2,787, sponsorship from Local Businesses amounted to £500 and a grant of £6,500 from the Community Annual Grant had been paid. It was noted that the application submitted was for 2022/23, however the accounts submitted were for 2021. There followed considerable discussion with regard to the amount requested and the Festival demonstrating sustainability. It was acknowledged that the Festival was very important and beneficial to the Town. There had been a grant of £4,500 paid in September 2019 and on that basis, it was agreed to award £5,000.

DECISION

AGREED to award a grant of £5,000 to the Jethart Callant's Festival for 2023.

The meeting closed at 5.00 p.m.

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SCOTTISH BORDERS COMMUNITY PLANNING STRATEGIC BOARD

- Date:** 17 November 2022, 2.00 pm.
- Location:** Via Microsoft Teams
- Attendees:** Cllr E. Thornton-Nicol (Chair), Mr. J. Ayling (NHS Borders), Superintendent A. Carson, (Police Scotland), Ms B. Francis (TSI), Cllr J. Greenwell, Prof. R. Griggs (SOSE), Cllr S. Hamilton, Cllr E. Jardine, Mr R. McCowan (Borders College), Mr C. McGrath (SBCCN), Ms J. Mulloy (RSLs), LSO H. Sangster (Scottish Fire & Rescue).
- Also in attendance:** Acting Chief Executive, Director Resilient Communities, Participation Officer, Communities and Partnership Manager, Clerk to the Council (all SBC); Dr C. Allan (NHS), Ms S. Mitchell (SDS), Mr K. Langley (Scottish Fire & Rescue Service), Inspector R. Noble (Police Scotland).

MINUTE AND ACTION POINTS

CHAIR

In the absence of Councillor Cochrane, Councillor Thornton-Nicol chaired the meeting.

1. ORDER OF BUSINESS

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

2. WELCOME AND APOLOGIES

The Chair, Councillor Thornton-Nicol, welcomed everyone to the meeting. Apologies had been received from Cllr Cochrane (SBC), Chief Inspector Fisher (Police Scotland), Mrs K. Hamilton (NHS Borders).

3. MINUTE

- 3.1 Copies of the Minute of the Meeting held on 8 September 2022 had been circulated. With reference to paragraph 3 of the Minute, Mr McGrath asked for details of the membership of the Community Planning Programme Board and the CPP Task Group. With reference to paragraph 5 on The Promise Governance Structure, Mr McGrath also commented that Cllr Anderson would be a good addition to the Foster Group.

DECISION

AGREED:

- (a) to approve the Minute for signature by the Chair; and,
- (b) that details of the organisations represented on the CP Programme Board and the CPP Task Group be sent to Mr McGrath.
- 3.2 Copies of an updated Action Tracker had also been circulated.

DECISION

NOTED the update and the new actions which had been added.

4. CPP TASK GROUP IMPROVEMENT PLAN

With reference to paragraph 3 of the Minute of 8 September 2022, copies of a paper giving updates of the work underway on the 4 CPP Themes (Enough money to live on; Access to work, learning & training; Enjoying good health & wellbeing; and A good place to grow up, live in and enjoy a full life) had been circulated. SBC Director Resilient Communities, Mrs Jenni Craig, gave a presentation with an update on the Improvement Plan and the work of the Task Group, advising that the Community Plan refresh would need to take account of the significant changes in the operating landscape as a result of the pandemic. A short term 12 month work plan had been agreed. There were four priority themes with clear outcomes and a lead organisation for each of these. Planning was now underway to develop the new longer term Community Plan with an updated evidence base, robust community input and a more visible and proactive partnership. With regard to the governance and performance framework, this included the mapping of strategies; documented current delivery landscape of all partnership groups, including their role, remit and membership; documenting the models that existed across Scotland and building in feedback from partners; and some early emerging findings. The Task Group would continue to work on this and bring options forward for consideration. Mrs Craig confirmed that in terms of the review, Part 2 (Community Planning) of the Community Empowerment (Scotland) Act 2015 was being used for guidance and the Improvement Service was also involved. Prof. Griggs commented that in sharing strategies, the focus should be on the ones which would provide the most benefit, some of which were also relevant to the Regional Economic Strategy. Mrs Craig responded that there were a lot of strategies and partnerships to consider, so we needed the Strategic Board to set the direction to ensure we were not missing anything and link up with other appropriate groups.

DECISION

AGREED that the SBC Director Resilient Communities would bring an update on the work of the Community Planning Partnership Task Group Improvement Plan to the Regional Economic Partnership.

5. CPP WORK PLAN THEME - ENOUGH MONEY TO LIVE ON

With reference to paragraph 3 of the Minute of 8 September 2022, SBC Resilient Communities Director, Mrs Craig, advised that the group membership was still to be finalised for this work. There were already a Strategic and an Operational Group focussed on the cost of living crisis and a wide range of partners were on these Groups. Consideration needed to be given to the wider outcomes listed under this theme and work out whether a separate group was needed or whether reports could be brought to the Strategic Board from the two Groups already established which could avoid duplication of effort. The Council had recently released £1.2m of funding from reserves to support the cost of living crisis and there were active discussions underway as to how that could be put to best use. A statement from the Scottish Government was expected shortly as a result of the Autumn Statement by the Chancellor, and that would be picked up in these two groups. With regard to Challenge Poverty Week, a significant amount of work had been undertaken to try to align all the information about where people could get support into simple messages, in one place, in easy to read language [Financial support and advice | Cost of Living Crisis support | Scottish Borders Council \(scotborders.gov.uk\)](#) Work has also been carried out by the Borders Housing Network on an employment advice and mentoring project which had resulted in 23 people finding work. We needed to work as a collective to make the most of community wealth building by bringing the right people together to take this forward.

DECISION

AGREED to provide a briefing to the next meeting of the Strategic Board on the cost of living crisis and the circular economy.

6. THE PROMISE: HUMAN AND ECONOMIC COST MODELLING

6.1 With reference to paragraph 6 of the Minute of 8 September 2022, copies of a presentation on “Using Money Differently” had been circulated. Claire Stuart and Louise Whitelock of The Promise gave the presentation, highlighting the key points:

- How to use money differently was not a new issue as it had been included in the Community Planning statement of ambition (2012), Single Outcome Agreement guidance (2012), Scottish Borders Community Planning Audit Report (2013).
- The Promise 21-24 had 5 priority areas, covering a good childhood; whole family support; planning; supporting the workforce; and building capacity. These were being taken forward through a number of actions, underpinned by the fundamentals of what matters to children and families, listening, poverty, children’s rights, and language.
- “Follow the Money” report showed the human and financial costs of the ‘system’ failures.
- The overall approach to using the money differently – by establishing how resources were currently spent on children and families in and around the care system; by thinking about how we could use the money differently in future, to deliver better outcomes and better value for money; and to understand the strategic investment required to get from where we were to where we needed to be.
- Pilot areas – there had been extensive engagement in all 3 pilot areas with Councils and partnerships and initial work carried out to estimate how much was currently being spent on children and families in and around the care system. This latter work used the headings in the Follow The Money report of “operation costs of the current care system” and “costs associated with the current care system”. Some caution was required in the figures, but for Scottish Borders Council operational costs were £15.9m with associated costs of £4m (education); for North Lanarkshire operational costs of £42.8m with associated costs of £13.8m (education); and for Clackmannanshire operational costs of £16.1m with associated cost of £7.5m (education and housing).
- Gathering the data had been difficult which mirrored some of the challenges faced in the Independent Care Review and while some assumptions could be made about some of the spend on care experienced children and young people in universal services, particularly education, it got more difficult once the net was cast wider.
- The Whole Family Wellbeing Fund – this worked towards the ambition in the Programme for Government that 5% of all community based health and social care spend would be spent on preventative whole family support measures by 2030. Scottish Borders shared of element one of this Fund was £668k. However, there were a number of concerns about this type of funding, with repurposing investment difficult and the need for longer term commitment. Key would be effective partnership working and good governance in using money differently.
- A new approach to governance would need to achieve accountability for, and assurance on, the proper and effective use of public money, providing clarity of roles and responsibilities and openness and transparency on how the money was used. This would involve building on shared ownership across multiple stakeholder groups, managing risks effectively, facilitating learning and improvement, and making things simple to avoid more ‘governance clutter’.

6.2 In response to a question regarding governance, Ms Whitelock advised that The Promise Oversight Board was a national body which existed to check up on whether Scotland was keeping “The Promise” by holding it to account and checking on performance. The operational team within the Borders for implementation of The Promise was led by the Director Social Work and Practice. Ms Whitelock was working closely with this team which was looking at all aspects of the care system such as education, social work (which

included foster carers) and health, with a series of workshops being delivered to forester carers around The Promise. Councillors were not directly involved in operational work as they had a specific strategic role to play. The Director Resilient Communities advised that the proposed landscape map of groups, referred to earlier in the meeting, would include where The Promise sat. The Chief Executive SBHA confirmed that Registered Social Landlords were playing a significant role, working together with others on transitions for care experienced people, and looking at how this model could be expanded. The Chair thanked Ms Stuart and Ms Whitelock for their presentation which gave the Strategic Board an insight into developments around The Promise.

**DECISION
NOTED.**

7. CPP WORK PLAN THEME - ENJOYING GOOD HEALTH AND WELLBEING

With reference to paragraph 3 of the Minute of 8 September 2022, Dr Chris Allan, Consultant in Public Health, gave an update on the work to date, with group membership still to be finalised. Once this had been done, the next step was to identify who within each of the partner groups would take forward completion of the template for baselining their status as anchor institutions for addressing health and socio-economic inequalities. It was hoped that measurable change would then be seen in the years to come. With regard to the outcome on increasing volunteering numbers throughout the Borders, the Chair asked that the skills of those who currently undertook volunteer recruitment be used to maximum capacity.

**DECISION
NOTED.**

8. CPP WORK PLAN THEME - ACCESS TO WORK, LEARNING AND TRAINING

With reference to paragraph 3 of the Minute of 8 September 2022, SBC Community & Partnerships Manager gave an update on behalf of Ms Shona Mitchell, SDS. Positive sustained destinations in the Borders were already quite high but the Theme Group wanted to have a deep dive into some of those and focus on those from equality groups, such as those with disabilities, care experienced, poverty and refugees, etc. The Group had looked at the data and shared that information and would now prepare different ways of working for next year, working with the local Employability team. Several pieces of work by the Group could also be shared with the Regional Economic Partnership to inform their work.

**DECISION
NOTED.**

9. CPP WORK PLAN THEME - A GOOD PLACE TO GROW UP, LIVE IN AND ENJOY A FULL LIFE

With reference to paragraph 3 of the Minute of 8 September 2022, Inspector R. Noble gave a brief update on the work to date. Inspector Noble had attended a number of place making events recently and so far these were proving very useful in helping make police part of communities.

**DECISION
NOTED.**

10. FOOD GROWING STRATEGY

With reference to paragraph 4 of the Minute of 18 November 2021, copies of a presentation with an update on the Food Growing Strategy and copies of the Community Food Growing Report 2021/22 had been circulated. Ms C Cooke, SBC Greenspace Manager, and Ms A Alcorn, Greenspace Programme Officer, had joined the meeting and started with a recap of the requirements under Part 9 of the Community Empowerment (Scotland) Act 2015, which included the development of a Food Growing Strategy. The

aim of that Strategy was to support and facilitate anyone who wanted to get growing, through existing growing opportunities and new approaches to growing. Over the previous 12 months, achievements had included the creation of 7 new allotment plots in Hawick, hosting 4 Scottish Borders Community Food Growers Network meetings, helping 16 community groups with funding applications, creating and issuing 11 Community Food Growers newsletters, acquiring (and delivering free of charge) 45m³ of compost and given 2 presentations to Area Partnerships. In addition, meetings had been held with NHS representatives to discuss Quality Greenspace ideas and social prescribing; built and populated an interactive map showing food growing projects and contact details; and prepared the Annual Allotment Report. The Community Food Growing Strategy supported the CPP theme of “a good place to grow up, live in and enjoy a full life”. Examples were given of different growing projects across the region. The next steps were to invited the CPP partners to develop community food growing areas on their greenspaces by nominating a dedicated person to work with Scottish Borders Council to identify land and projects; continue to develop the Scottish Borders Community Food Growers Network; work with the Council’s Planning Department to integrate food growing land/opportunities into new development where appropriate; work with Scottish Government to set up a Forum for Local Authority officers to share best practice and knowledge to further the delivery of food growing opportunities; and to encourage community growing projects run by CPP organisations to enter the Greener Gateway, Cultivating Communities Award 2023. In response to questions, Ms Alcorn confirmed that all community food growing gardens gave away produce to volunteers and also many ran sessions for families in need, although specific records of those who had benefited were not kept. Community Councils could also be added to the mailing list for the Community Food Growers newsletter. Mr Ayling commented on the development at Huntlyburn and the peaceful, reflective nature of the site for both staff and patients.

DECISION

AGREED that each of the Community Planning Partnership partners would nominate an officer to work with Scottish Borders Council to identify land and projects for community food growing.

11. FORWARD PLANNER FOR MEETINGS

Copies of a Forward Planner for meetings and items for agendas had been circulated. The Chair asked everyone to check this and if they had any other items for the Spring meeting to notify these by 21 January 2023, and for the Summer meeting, to notify by 28 April 2023. The Director Resilient Communities added that items were welcomed from partners and they should give further consideration to any additional areas on which the Partnership should focus in future and let her know.

DECISION NOTED.

12. ANY OTHER BUSINESS

- 12.1 Mr McGrath, of the SBCCN, asked the Board to consider whether they should encourage each Community Council in the Borders to set up their own individual Citizens Panel. Mr McGrath did not feel there was currently enough empathy with communities. The SBC Acting Chief Executive responded that he was happy to receive further details of such a proposal but the Council’s capacity to take on the support for potentially 69 Panels was extremely limited so caution was needed in raising expectations. The Chair suggested that the SBCCN engaged with all Community Councils to gauge their thoughts prior to sending in its proposal. It was noted that Community Councils were all invited to attend and participate in Area Partnerships.

DECISION

AGREED that Mr McGrath would develop and submit a proposal on Community Councils each setting up a Citizen’s Panel to the SBC Acting Chief Executive, once

the SBCCN had contacted all Community Councils to gauge their enthusiasm for such a move, and that their individual support be included in the proposal.

12.2 Ms B. Francis of the Third Sector Interface raised the issue of community engagement, with the new Interface looking to communities and third sector organisations, including Community Councils, to develop a better infrastructure. This should be added to a future agenda of the Strategic Board, to include the need to contact “hard to reach” groups and not just engage with the usual groups, to ensure all voices in the community were being heard. This was challenging for rural and remote settings but needed to be done. Mr McGrath objected to the use of the word “engagement” as this should be about community empowerment, but the Chair reminded him that community engagement was the first step towards empowerment.

13. **DATES OF NEXT MEETINGS**

The next meetings of the Strategic Board were confirmed as 9 March and 8 June 2023, taking place online via Microsoft Teams starting at 2:00pm.

The meeting concluded at 3.50 pm

MINUTES of Meeting of the EILDON AREA
PARTNERSHIP held via Microsoft Teams on
Thursday, 17 November 2022 at 6.00 pm

Present:- Councillors E. Thornton-Nicol (Chair), L. Douglas, J. Linehan, N. Mackinnon, J. PatonDay, F. Sinclair (from para 5) and H. Steel, together with 15 representatives of Partner Organisations, Community Councils, and members of the public.

Apologies:- Councillors C. Cochrane, E. Jardine and D. Parker

In Attendance:- Community Co-ordinator (K. Harrow), Community Engagement Officer (E. Coltman), Youth Engagement Worker (P. Rigby), Democratic Services Officer (D. Hall)

ORDER OF BUSINESS

The Chair 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.

1. WELCOME AND MEETING PROTOCOLS

The Chair welcomed everyone to the meeting of the Eildon Area Partnership held remotely via Microsoft Teams, which included Elected Members, guests attending within the meeting and those watching via the Live Stream.

2. FEEDBACK FROM MEETING OF 8TH SEPTEMBER 2022

The Minute of the meeting of the Eildon Area Partnership held on 8 September 2022 had been circulated and was noted. The Community Co-ordinator, Mr Kenny Harrow, explained that the feedback on the previous meeting, which had been focused on climate change, had been positive. Mr Harrow hoped to invite Scottish Borders Council's Greenspace Programme Officer, Ms Amy Alcorn, to attend a future meeting of the Eildon Area Partnership to provide an update on food growing in the Eildon locality. Home Energy Scotland had attended community meetings, and the information could be circulated to interested parties. An update on the Coast to Coast cycle route would be discussed later on the agenda. The Communities and Partnerships team were exploring points which had arisen from the discussions at the last meeting, including climate training or workshops for community members, and assessing the process for developing action plans to deliver solar fields and water energy projects. The Chair highlighted that the breakout room element of the previous meeting had been well received and worked well.

3. PLACE MAKING - PROGRESS REPORT

The Community Engagement Officer, Mr Erin Coltman provided a progress update on Place Making across the Eildon locality. Galashiels was one of the four Borderlands towns, which was part of a £450m investment initiative between five local authorities spread over the Scotland/England border. As part of the initiative Galashiels was obligated to create its own Place Plan. A Borderlands workshop had been held at the Volunteer Hall in Galashiels, which had allowed community members, Scottish Borders Council and its partners to explain what they felt were the priorities for Galashiels, and to discuss what the ambitions were for the town. Diarmaid Lawlor of Scottish Futures Trust had facilitated the session, and the information from the evening would be shared. There were plans to create a "Town Team" in Galashiels to lead discussions. Progress had been made in Selkirk, where Selkirk Regeneration and Selkirk Means Business had taken the lead to offer community workshops similar to the Borderlands workshops in Galashiels. A further meeting would be held in the January at the Philiphaugh Community

Centre. Mr Coltman stressed that the feedback from the workshops would shape the Place Plan for Selkirk. Stow Community Trust launched a community questionnaire earlier in the year, and had collated the responses and were in the process of delivering follow up events. Support was available for representatives of Stow and Fountainhall to assist the progression of the Community Action Plan. Earlston's existing action plan dated from 2016, and it was expected that a review of that plan, to assess what had been delivered, what had not been achieved, and what the people of Earlston would like to see in an updated plan would be undertaken. Oxton and Channelkirk had completed their Community Action Plan for 2022/23, and the Communities and Partnerships team would work with the community to help develop and deliver their plan. Newstead was in a similar position to Oxton and Channelkirk. The villages of Lilliesleaf and Ashkirk had expressed an interest in getting involved in Place Making, and whilst the discussions were at a premature stage, it was hoped that Community Action Plans could be developed successfully. The Chair thanked Mr Coltman for his succinct and informative update, and advised that the Place Making meeting for Selkirk would take place at 10 am on the 19 January 2023 at Philiphaugh Community Centre.

4. TWEEDBANK CARE VILLAGE - GATHERING VIEWS OF THE COMMUNITY

4.1 The Chair welcomed Ms Lynn Medley and Ms Carol Hayden to the meeting to provide some insight into the proposed Care Village at Tweedbank. Ms Hayden explained that she worked for an organisation called the National Development Team for Inclusion (NDTI), an independent organisation which had engaged with a number of different people, groups and organisations including local doctors. They were keen to hear feedback on the plans from attendees, and were seeking ideas for how the community could work with the care village. There were a number of different ways which could be used to assist the community in interacting with the care village, including social enterprises or the social hub method. Ms Medley presented the plans, and explained that when the new facility in Tweedbank was opened, the existing facilities at Garden View and Waverley Care Home would close. The care village represented a whole new vision of care, and would be a much more integrated way of delivering care. The plans as they were presented were almost finalised, with minor tweaks still expected to occur. Within the plans there would be provision for Aberlour and another learning development company. Three residential blocks would be present in the village. Each block covered two floors, and each floor was divided into two homes of five. A social hub and residents' hub would be present in the village. Each home would have five bedrooms, each with their own en-suite bathroom. The facility was unique in that if the circumstances were appropriate, such as siblings, then a joint room could be configured to provide a double space. A family retreat room would be provided in each room of five, which would allow family members to stay overnight. All visitors would have to pass through the entrance building, which had provisions in place for changing facilities for staff. The residents' hub was expected to have a craft room, a music room, and a hairdresser. There would be a room for visiting services, such as dentists or GPs, and a gym/physio therapy space. The social hub would have a café/bar, which would allow residents and visitors to sit together for meals. A village shop, which could potentially be run as a community interest company, would also be present. It was expected that facilities such as the village hall would be used by the wider community as well as residents of the care village. There was no intention to replace the existing community centre in Tweedbank.

4.2 The Chair explained that she had previously visited a care village in the Netherlands, the philosophy of which the Tweedbank Care Village had been based upon. The key aim of the care village was to change the approach to care, and ensure that residents were engaged with their local communities. Ms Morag Walker expressed her hopes that a community interest company or social enterprise would be an ideal fit for the facility and offered to assist the integration programme. In response to a question regarding capacity, Ms Medley explained that 60 residents was the total capacity, and that discussions had been ongoing with regard to the composition of the village. There would be 25 intermediate care beds; five beds for respite and step-up care provision; 15 enhanced dementia beds; and 15 long stay beds. The whole village was planned to be dementia-

friendly, and flexibility had been of utmost importance when the plans were drawn up. The composition could be changed based on demand and needs. Regarding the surrounding area, and whether food and vegetables would be grown there for residents, Ms Medley explained that the focus so far had been on the overall footprint of the building. Attention would shift to the internal elements of the building, and then the external groundwork. Discussions were ongoing with SBC's Greenspace Programme Officer to develop a support group who could assist with food growing in the village. A specific group would be set up to assess the landscape and architecture in the future. Ms Hayden explained that feedback on the development of the garden areas had been common at the drop-in sessions, and third sector organisations were interested. Regarding the age groups of the residents, Ms Medley explained that registration was for those aged 65 and over. Whilst the care village residents would be limited to the aforementioned age group, the other facilities, such as for Aberlour, would ensure that the overall park would be multi-generational. The importance of communication and integration was highlighted. The importance of intergenerational work was raised as being very important. Further questions were invited from attendees, which would be dealt with via email. Mr Harrow expressed his hope that Ms Medley and Ms Hayden would be able to attend a future meeting of the Eildon Area Partnership.

5. COST OF LIVING - UPDATE AND DISCUSSION INCLUDING PROGRESS FROM LOW AND SLOW PROJECT IN GALASHIELS

5.1 The Chair welcomed Ms Liz Williams of the Galashiels Foodbank to provide an update on the Low and Slow project in Galashiels, and how the Foodbank was supporting challenges related to the cost of living crisis. Ms Williams highlighted that the Foodbank had introduced an evening distribution from 5:30pm to 6:30pm at the Focus Centre, Galashiels on a Thursday evening. The distribution was expected to help people who were in employment but required assistance from the Foodbank. People would be referred by the same process, and three people were expected to collect provisions.

5.2 The Low and Slow project was started by the NHS and other partners. Agencies or individuals could request a place on the scheme. The project operated with a professional cook, with the appropriate training and qualifications would attend and guide the session. Attendees were assisted in the cooking by two NHS Borders staff, who also purchased the food which would be used to cook. Menus were devised and provided by the NHS, and the meals were planned to be as nutritiously beneficial as possible. The funding had been provided by the Council to the foodbanks, which was ring-fenced to purchase a slow-cooker for each attendee. There were four slow cooker sizes available, which ranged from small to very large. The slow cookers had been delivered to attendees' homes by car. The attendees would prepare the food, and start the cooking process. The food would then be put into sealable food storage boxes and taken home to be finished. Two dishes were prepared each night. Volunteers from the Foodbank also attended the events to work alongside attendees and help provide support. The course took place over six weeks, with attendees either going in the morning or the afternoon. Families had been the focus of this cycle of the course. One or two courses were planned for the New Year, and a key focus was on ensuring that attendees continued with the course for its duration, in order to realise the most benefit. The slow cooker remained the property of the attendees, and Ms Williams expressed her thanks to Argos, who had provided slow cookers at a heavily discounted rate. It was important to tailor the project to the attendees. The Chair thanked Ms Williams for her insightful presentation and excellent work. Regarding whether the groups could continue with a social club element following the completion of the course, Ms Williams explained that it was not possible for the Foodbank to structure it, but people could continue informally. Mr Harrow and Mr Coltman expressed their gratitude to Ms Williams for her work, and encouraged any party interested in running their own project to contact the Communities and Partnerships Team as funding had been ring-fenced.

6. ANY OTHER BUSINESS

Mr Harrow explained that Ms Catherine Francis of the South of Scotland Enterprise (SOSE) was present at the meeting to provide an update on the Coast to Coast cycle path. The Chair welcomed Ms Francis, who explained that she works in the Enterprising Communities Team at SOSE, which focused on supporting community-led initiatives and social enterprises in the region. Ms Francis explained that the Coast to Coast cycle route was a 250-mile, on-road, route under development. The route covered the breadth of the South of Scotland, and was due to launch in the summer of 2023. The route was aimed at more experienced, or adventurous cyclists who were comfortable cycling on the roads. Coast to Coast was a working title, and Ms Francis welcomed suggestions for another name. The route itself would run from Stranraer to Eyemouth, which would be one of the longest long-distance cycle routes in the UK. It was expected that the route would be similar in nature to the Caledonia Way, a route in the North of Scotland which runs from Campbeltown to Inverness and covers 234 miles. It was hoped and expected that the route would bring considerable economic, environmental, and community benefit to the region. Projections indicated that up to 175,000 extra visitors could be attracted to the region, with a total spend of approximately £13m per year. The launch was planned to coincide with the UCI Cycling World Championships in 2023 across Scotland. The team developing the plan was led by SOSE, but SBC, Dumfries and Galloway Council, the South of Scotland Destination Alliance, Visit Scotland, Cycling Scotland, and Sustrans Scotland were working in partnership to provide information and expertise. Ms Francis shared a map of the route, and explained that several factors were used to design the route, including a desire to visit as many towns as possible, using the existing roads to carry the route and avoiding the busy trunk roads where possible. A safety audit had been carried out along the route, and the issues raised had been addressed. Plans were being developed to engage with communities along the route, with a desire to brief communities on the project, and to help develop activities or projects which could be implemented to realise the most benefit from the plans. Content about the route would be on the Visit Scotland website. Ms Francis hoped that the Area Partnership would be a channel to engage with local communities. In response to a question regarding timelines, Ms Francis hoped that the engagement session would take place in the first quarter of 2023, and then signage and promotion needed to be carried out prior to the World Championships in August 2023.

7. **EILDON FUNDING TABLE 2022/23**

Copies of the Eildon Funding Table 2022/23 had been circulated with the agenda. Mr Coltman advised that the opening balance of the Neighbourhood Support Fund (NSF) had been £147k, and that approximately £54k had been awarded since April 2022. Applications totalling £87,427 had been assessed and were awaiting decision. Mr Coltman highlighted that not all of the applications being considered at the meeting had been recommended for funding.

8. **NEIGHBOURHOOD SUPPORT FUND**

8.1 There had been circulated copies of the Eildon Assessment Panel's recommendations with the agenda. The Chair welcomed Ms Jenny Mushlin of the Eildon Assessment Panel to provide an overview of each of the recommendations. Ms Mushlin explained that the total value of all of the applications received had surpassed the available funding, and stressed that the Panel had held thorough discussions and made difficult decisions.

8.2 **Stable Life**

The application from Stable life was for £15k to deliver a structured programme for at least 100 referred young people, which would include Equine Assisted Therapy, riding lessons and psychosocial based interventions. Stable Life would also offer transitional work placements for young people who would normally struggle in typical work situations. The funding applied for would be used to pay project workers' salaries. The Panel was supportive of the work that the organisation carried out, and was aware that they had faced considerable financial challenges. The Panel had expressed hope that the group would move to a more sustainable funding model, and had recommended to part-fund the project to a value of £12.5k, and encouraged the group to access other sources of funding

in future years. Ms Mags Powell of Stable Life was present, and explained that the funding gap which had become apparent had been partially addressed by crowd funding and other community funds provided by SBC. Members unanimously agreed to grant £12.5k.

8.3 **Selkirk High School Parent Partnership**

The application from the Selkirk High School Parent Partnership was for £13,903.92 to establish a well-resourced school bike club to remove barriers to entry and provide access to mountain biking for the young people of Selkirk and the surrounding areas. The club would focus on guided off-road biking, skills coaching, bike maintenance and trail building. The funding would be used to purchase bikes and trail building tools. The Panel highlighted that the group was open to all and encouraged considerate use of cycle routes by users. A member of the group was in attendance and in response to a request that the group consider approaching Just Cycle Ltd to use second hand bikes, it was explained that the eight bikes purchased would be used very extensively, that getting a strong number of bikes in operation would allow the group to get properly established, and stressed that there was a desire to be as sustainable as possible. Members highlighted that the project would get young people outdoors and active and unanimously agreed to fund the application in full.

8.4 **Selkirk Regeneration**

Selkirk Regeneration had applied for £1,777 to print a book which detailed the battle to recover the fishing rights for Selkirk which had allegedly been stolen by the predecessors of the Crown Estate in 1912. The book would be sold and any funds would be credited to Selkirk Regeneration. The group wanted to print 100 copies. The Panel were interested in the history told in the book, but were unsure of wider community interest. The Panel felt that the need and demand for the book had not been evidenced, and had recommended not to fund. Members unanimously agreed not to fund the application.

8.5 **Earlston Bumps, Babies and Toddlers Group**

The application from Earlston Bumps, Babies and Toddlers Group had applied for £8.1k which would be used to provide support and friendship to all parents and wider family which attended their group. The Group provided weekly talks and input from local professionals. There were 12 active members of the group, with a desire to raise that number to 20. The Panel were supportive of the project, however the financial expenditure did not reflect the desired outcomes. The Panel was not supportive of the expenditure in the application which related to trips, and had recommended not to fund. Mr Coltman explained that since their last meeting the group, which was very new, had reassessed their request and planned to apply to the next round of funding. Members unanimously agreed not to fund the application.

8.6 **Perfect Harmony**

Mr Coltman explained that an error had been made in processing the application from Perfect Harmony. There was widespread support for the application. Members unanimously agreed to defer the application to allow the mistake to be addressed.

8.7 **Abbotsford Trust**

Abbotsford Trust had applied for £14,964.89 to help deliver a project which would inform, empower and support adults with mental health needs referred by SBC's LAC Mental Health Team using Abbotsford's natural and built heritage as focus for meaningful wellbeing and employability focused activity as a route into volunteering and/or work within the heritage sector. Participants would develop life skills and experience through working in areas such as the estate, front of house, digital marketing, and visitor interpretation. The Panel were supportive of the project and the work at the Trust had done as part of their successful Build Back a Better Borders Recovery Fund grant. The Panel were aware of their responsibility to manage the Neighbourhood Support Fund, and felt that part-funding the application at a total of £10k was appropriate. Members highlighted that the Trust were doing excellent work to support people with mental health

needs. The Chair recommended that the Trust consider an application to the Community Wealth Fund and seek other sources of funding. Ms Sandra Mackenzie, the Heritage Engagement Manager with the Trust, explained that this was the second iteration of the project, and that Trust remained in a tricky funding position. The Chair suggested that the Trust contact the Bridge to seek assistance. Members unanimously agreed to part fund the project, and grant £10k.

8.8 **Heritage and Archaeological Research Practice (HARP)**

The application from HARP was for £7,787.27 to help deliver a project which would focus on sports heritage and provide health walks in Galashiels. The project provide opportunities for volunteers and members of the local public to engage with their local heritage, and would identify and highlight the history of sport in Galashiels. The Panel highlighted that Cultural heritage played an important role in Galashiels, and had recommended to part fund the project at a total value of £5k. In response to a question regarding whether a trail would be developed, Mr Ian Hill explained that the project hoped to get people out walking, and to teach people to assess and view buildings with a different focus. Members unanimously agreed to part fund the project, and grant £5k.

8.9 **Café Recharge**

Café Recharge had applied for £15k as they wished to employ someone in their kitchen who would take the lead in preparing and serving the food in the café during the week, and run the kitchen at the weekend. The individual concerned would manage a small team of staff and volunteers. The extra capacity would allow Café Recharge to run community supper evenings and family brunches, and to extend their services. The Panel had expressed that Café Recharge had undertaken good work in the area, and were supportive of the surplus food operation that they had. Café Recharge had previously applied to the BBBB Recovery Fund and Community Fund in previous years. The Panel had recommended to fund the application in full on the grounds that the funding would allow the group to become financially sustainable. Café Recharge was encouraged to access funding from other sources in future years. The application for funding was unanimously approved.

8.10 **Waverly Consort**

The application from Waverly Consort was for £4,645 to help the group deliver a classical music event in Melrose on Easter weekend in 2023. The vision was for an inclusive community event, with no ticket charge. The Panel had expressed that the event was expected to be memorable, was free of charge, and supported local amateur musicians. The Chair expressed concerns regarding the level of funding which had been applied, and the extent to which the wider community would benefit. The application for funding was unanimously approved.

8.11 **Selkirk Cricket Club**

Selkirk Cricket Club had applied for £11,028 to help purchase a replacement grass cutter. The Club operated three old grass cutting machines which were no longer fit for purpose. The new mower would save time and money, and would assist the Club with their 150th Anniversary Ground Improvement Project. The Panel had highlighted that the area was well used for cricket and for wider community benefit. Mr John Smail of the Club was present, and explained that Marylebone Cricket Club (MCC) planned to send a team to Selkirk to commemorate the 150th anniversary, and it was important that the pitch and wicket were in good condition. The application for funding was unanimously approved.

8.12 Ms Mushlin highlighted that the Eildon Assessment Panel was made up of members of the public, and was entirely voluntary. They were assisted by Mr Harrow and Mr Coltman, but made fully independent decisions.

9. **NEXT AREA PARTNERSHIP: THURSDAY, 26 JANUARY 2023 AT 6PM**

The Chair explained that the meeting on that date would be carried out via Microsoft Teams, but plans were being made to hold a face-to-face meeting in the spring.

10. **MEETING EVALUATION VIA MENTI**

The Chair requested that suggestions for agenda items, in particular the next theme, be sent to the Communities and Partnerships team.

The meeting concluded at 8.00 pm

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SCOTTISH BORDERS COUNCIL CIVIC GOVERNMENT LICENSING COMMITTEE

MINUTE of Meeting of the CIVIC GOVERNMENT LICENSING COMMITTEE held in Council Chamber, Council Headquarters, Newtown St. Boswells and via Microsoft Teams on 18 November 2022 at 10.30 a.m.

- Present:- Councillors M. Douglas (Convener), J. PatonDay, P. Brown, N. Richards, E. Small, F. Sinclair.
- Apologies:- Councillors J. Cox, D. Parker and T. Weatherston.
- In Attendance:- Managing Solicitor (Property and Licensing), Licensing Standards and Enforcement Officers (M. Wynne and J. Scott), Licensing Officers – (S. Lackenby and T. Thomson), PC D. Pearey, Democratic Services Officer (F. Henderson).

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 26 August 2022.

DECISION

AGREED to approve the Minute for signature by the Chairman.

2. **LICENSES ISSUED UNDER DELEGATED POWERS**

For Members' information there had been circulated copies of lists of licences dealt with under delegated powers for the periods 18 August 2022 – 6 October 2022 and 7 October - 1 November 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 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

3.0 **LICENSING OF TAXIS, PRIVATE HIRE VEHICLES AND DRIVERS**

Hearing to consider grant of Taxi Driver Licence

There had been circulated copies of an application for the grant of a Taxi Drivers Licence together with a letter of objection from Police Scotland, dated 28 November 2019. The applicant was present at the meeting and accompanied by his potential employer. After hearing both parties the application was granted for a period of 6 months.

4.0 **Hearing to consider grant of Taxi Driver License Taxi Driver Licence**
At the request of the Taxi Driver, the matter was continued to a future meeting.

5.0 **MINUTE**
There had been circulated copies of the Private Section of the Minute of the Meeting held on 26 August 2022.

DECISION

AGREED to approve the Minute for signature by the Chairman.

The meeting ended at 11.10 am.

SCOTTISH BORDERS COUNCIL
CHAMBERS INSTITUTION TRUST

MINUTE of MEETING of the
CHAMBERS INSTITUTION TRUST held
via Microsoft Teams on 23 November
2022 at 3:30 p.m.

Present:- Councillors R. Tatler (Chair), D. Begg, M. Douglas, J. Pirone, E
Small, V. Thomson.
In Attendance:- Chief Legal Officer, Estates Strategy Manager, Estates Surveyor
(T. Hill), F. Colton (Live Borders), Democratic Services Team
Leader, Trainee Democratic Services Officer.

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 19 October 2022.

DECISION

APPROVED for signature by the Chair.

2. **BENEFICIARIES GROUP FEEDBACK**

2.1 The Chair provided an update from the last Beneficiaries Group meeting. It was reported that the geographical spread of the group needed widening as it was clear from the last meeting and the tours of the Chambers Institution buildings that the existence and work of the Beneficiaries Groups was generally unknown, despite being advertised through social media, on the High Street and directly by library and museum staff. With the approval of the Committee, the Chair agreed to contact organisations directly with a view to encouraging greater participation. It was suggested by Fiona Colton (Live Borders) that the Beneficiaries Group contacted the Southern Upland Partnership as a possible source of paid administration support; the Chair agreed to follow this up.

2.2 Fiona Colton provided feedback from the Chambers Institution tours on the 15th and the meeting on the 16th November. The evaluation sheets completed by attendees pointed to issues with the acoustics in the Burgh Hall and the pros and cons of installing an audio loop or a PA system. It had been commented that the architect plans were too small to be seen on the projector screen; the plans on the display boards for the pending exhibition and consultation exercise were bigger and easier to read. The Chair had agreed to meet with both the Chair and the Manager of the Citizens Advice Bureau to discuss concerns raised by this tenant and update the Committee at the next meeting.

2.3 There followed a discussion on the need for a survey of all of the Chambers Institution buildings to ascertain their condition. The current difficulty in recruiting a new Scottish Borders Council surveyor who would carry out the work would delay progress. It was agreed that the Estates Manager would bring external surveyor quotes and an options appraisal to the next meeting and action a basic Energy Performance Certificate for the site.

- 2.4 With a view to further publicising the 27th November public consultation exercise and exhibition of the architect proposals, it was noted that locally printed banners were to be in situ as well as an actor as William Chambers to both encourage passers-by into the site and provide some background history to the Chambers Institution. A press release had been issued by both Scottish Borders Council and Live Borders along with social media posts. It had been suggested that a local journalist was approached to provide media coverage and the Chair agreed to contact Radio Borders. The Chair confirmed that a facilitator brief had been drawn up and was to be presented to the Beneficiaries Group for approval.

DECISION

(a) NOTED the update.

(b) AGREED that the Estates Strategy Manager obtain quotations and options appraisals from private surveyors.

3. PROPERTY UPDATE

- 3.1 The Estates Strategy Manager provided an update on Burgh Hall renovations. An initial program of works had been drawn up. The 16 week project had a start date of 9 January 2023 and a completion date of 24 April 2023. The original quote for the plasterwork of £122,000 had increased by £3,500. A request for this funding shortfall was agreed by the Committee. A request for a further 10-12% contingency budget was agreed in principle with the proviso that further detail was to be provided at the next meeting. Fiona Colton confirmed that Live Borders staff were responsible for sourcing of alternative accommodation for service users impacted by the 16 week closure.
- 3.2 An update on the procurement of wi-fi for the Burgh Hall was provided by Fiona Colton. There had been circulated a detailed quotation from GB Telecom of both one-off and monthly charges. Concern had been expressed at there being only two wi-fi access points to service the Burgh Hall interior and the potential lack of connectivity in the exterior quadrangle and Registrar's Office. The Chair requested that this matter be included in the next meeting's agenda for further discussion, with input from Sheena Milne (Live Borders) and GB Telecom.
- 3.3 The Chair reported a basic updated financial statement as follows:
- cash reserves of approximately £56,000 to the end of March 2023
 - investments with a book value of £399,000 to the end of March 2023
 - anticipated rental income of £17,500 per year

DECISION

AGREED to:-

(a) note the update;

(b) approve an additional £3,500 towards the budget shortfall and an in principle agreement for the contingency subject to further details being provided; and

(c) the inclusion of an agenda item regarding wi-fi access points in the Burgh Hall and its environs

8. DATE OF NEXT MEETING

The date of the next meeting is 14 December at 3:00 p.m.

The meeting concluded at 16:15 p.m.

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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, 23
November 2022 at 5.00 p.m.

Present:- Councillors R Tatler (Chair) D. Begg, M. Douglas, J. Pirone, E. Small, V. Thomson, Community Councillor P. Maudsley
In Attendance:- Chief Legal Officer (Monitoring Officer), Acting Chief Financial Officer, Estates Strategy Manager, Estates Surveyor (T. Hill), Democratic Services Team Leader, Trainee Democratic Services Officer.

1. CHAIR'S COMMENTS

In relation to Agenda Item 9(b), the Chair noted that the request for a meeting to discuss the running of the Peebles Common Good Sub-Committee had been received from a number of individuals and not from Tweed Green.

2. MINUTES

The Minutes of Meetings of Peebles Common Good Fund Sub-Committee held on 24 August and 14 September 2022 had been circulated.

DECISION

APPROVED for signature by the Chairman.

3. FINANCIAL MONITORING FOR THE 3 MONTHS TO 30 SEPTEMBER 2022

There had been circulated a report by the Acting Chief Financial Officer. The report provided the details of the income and expenditure for the Peebles Common Good Fund for the six months to 30 September 2022, a full year projected out-turn for 2022/23, and projected balance sheet values as at 31 March 2023. Appendix 1 detailed a projected deficit of £10,037 for the year which was higher than the previously reported deficit on 24 August 2022, a result of an increase in the property repairs budget. Appendix 2 gave the projected balance sheet value as of 31 March 2023 with a projected decrease in reserves of £311,776. Appendices 3 and 4 detailed breakdowns of the property portfolio's projected rental income, expenditure and valuations for 2022/23 and actual property income and expenditure to 30 September 2022. Appendix 5 detailed the value of the Aegon Asset Management Investment Fund to 30 September 2022. It was advised that any reinvestment into the Fund be delayed until the end of the financial year.

DECISION

- (a) **Agreed the projected income and expenditure for 2022/23 in Appendix 1 as the revised budget for 2022/23;**
- (b) **Noted the projected balance sheet value as at 31 March 2023 in Appendix 2;**
- (c) **Noted the summary of the property portfolio in Appendices 3 and 4; and**
- (d) **Noted the current position of the Aegon Asset Management Investment Fund in Appendix 5.**

4. COMMON GOOD LAND PARKING

The Chair provided a brief introduction to the issue of parking revenue. While Scottish Borders Council owned both the Eastgate and Swimming Pool car parks, the revenue from which went to the Peebles Parking Fund, Greenside car park was owned by Peebles Common Good. However, the revenue from Greenside had been going to the Peebles Parking Fund and not the Common Good Fund as expected. The Chief Legal Officer advised that it was usual practice when assets maintained by the Council that they also received the revenue but she undertook to investigate further and report back at the next meeting. The Chair advised the Peebles Parking Working Group had started to consider parking issues in general in Peebles. In response to a question about Kingsmeadows car park it was confirmed that issues around a more efficient use of space that accommodated a larger number of cars, motorhomes and school/tour buses would be passed to the Roads Team for consideration and costing.

DECISION

AGREED:-

- (a) **to add an item to the next agenda to consider a report on the revenue from Common Good owned car parks; and**
- (b) **to request the Roads Team to undertake a review of the parking bay layout at Kingsmeadows car park**

5. UPDATE FROM THE PEEBLES STROKE GROUP ON USE OF FUNDING

The Committee welcomed the update from Peebles Stroke Group. The Chair proposed that similar updates should be requested from all previous recipients of financial assistance for the current financial year and it was agreed that any future recipients should be advised when funding was awarded that they were required to provide a report on the use of the funding.

DECISION

- (a) **NOTED the update.**
- (b) **AGREED to request evaluations and feedback from funding recipients in 2022/23 if this had not been provided and that such feedback should be requested as part of any future awards.**

6. PROPERTY UPDATE

With reference to Paragraph 4.2 of the Minute of 24 August 2022, the Estates Surveyor provided an update and advised that the Jedderfield Bungalow renovations were out to tender with a closing date of 16 December 2022. It was anticipated that the costs would be considerably higher than first thought, due to additional work and rising inflation costs. It was requested that a special meeting of the Sub-Committee be convened to review the tenders in early January 2023.

DECISION

- (a) **NOTED the update.**
- (b) **AGREED to convene a special meeting of the Sub-Committee in early January to consider the tenders received.**

DECLARATION OF INTEREST

Councillor Tatler 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.

7. USE OF PARKS UNDER CONTROL OF PEEBLES COMMON GOOD FUND

The Vice-Chair, Councillor Thomson presided over the following discussion. It was noted that there were inconsistencies in the charging of commercial businesses for their use of Common Good owned parks. Feedback obtained from local traders spoke

of a lack of anticipated revenue boost from the larger outdoor events and the lack of available public parking spaces during such events may have had an impact on visitor numbers to the High Street. It was mostly agreed that the issue of charging for commercial use of Common Good parks needed to be considered at a wider level across the Borders to achieve generic governance and consistency. To this end it was agreed to take the necessary action to have the matter considered at a meeting of Scottish Borders Council. In addition it was agreed that an agenda item be included at the next meeting of the Peebles Common Good Sub-Committee to review the fees charged for commercial use of Common Good land in the past year.

DECISION

AGREED to:-

- (a) take the necessary action to have the matter of Common Good Land fees considered at a meeting of Scottish Borders Council; and**
- (b) include an agenda item at the next Sub-Committee meeting to review the fees charged in the past year**

The Chair rejoined the meeting.

8. MEETING REQUEST

In response to a request for a public meeting to be held to discuss the running of the Peebles Common Good Sub-Committee it was noted that all meetings had been held in public both via a live stream and a recording that was accessible for 180 days following the meeting. This arrangement ensured transparency and accountability in the decision making process of the Sub Committee. Committee Members were also contactable by email which allowed the public to raise issues of concern. It was agreed that an Open Forum be held at the conclusion of the next scheduled meeting to allow a question and answer session with Members of the public. Members also agreed that in future an annual report on the work of the Sub-Committee be prepared.

DECISION

AGREED to hold an open forum at the conclusion of the next scheduled meeting and that the Sub-Committee produce an annual report on their work.

9. 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.

10. ROUND TABLE FUNDRAISER

The Chair put forward for consideration a request from the Peebles Round Table to occupy the Tweed Green Bandstand to host a Santa's Grotto fundraiser, the proceeds of which would be disbursed to community causes. The dates and times of opening were to be 3 December and 10 December from 12pm-3pm and entry fee was set at £5 for a single child and £10 for a family.

DECISION

AGREED to the request for the Peebles Round Table to occupy the Tweed Green Bandstand to host a Santa's Grotto fundraiser

11. PRIVATE BUSINESS

DECISION

AGREED That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as

defined in the relevant paragraphs of Part 1 of Schedule 7A to the
aforementioned Act.

SUMMARY OF PRIVATE BUSINESS

12. **MINUTE**

The private section of the Minute of 24 August 2022 was approved.

13. **LEASE FOR OLD CORN EXCHANGE**

The Sub-Committee considered an application to renew the lease for the Old Corn Exchange.

The meeting concluded at 6:05 p.m.

SCOTTISH BORDERS COUNCIL PLANNING AND BUILDING SERVICES COMMITTEE

MINUTES of Meeting of the PLANNING AND BUILDING STANDARDS COMMITTEE held in Council Chamber, Council Headquarters, Newtown St Boswells and via Microsoft Teams on Monday, 5th December, 2022 at 10.00 am

Present:- Councillors S. Mountford (Chair), J. Cox, M. Douglas, D. Moffat, N. Richards, S. Scott, E. Small and V. Thomson

Apologies:- Councillors A. Orr

In Attendance:- Lead Planning Officer (B. Fotheringham), Lead Roads Planning Officer (D. Inglis), Solicitor (F. Rankine), Democratic Services Team Leader, Democratic Services Officer (W. Mohieddeen).

1. **MINUTE.**

There had been circulated copies of the Minute of the Meeting held on 7 November 2022.

DECISION

AGREED to approve the Minute for signature by the Chair.

2. **APPLICATIONS.**

There had been circulated copies of a report by the Chief Planning and Housing Officer on an application for planning permission which required consideration by the Committee.

DECISION

DEALT with the applications as detailed in Appendix I of 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) **An appeal had been received in respect of New quarry for Sand and Gravel Extraction, Land West of Slipperfield House Slipperfield Loch, West Linton;**

(b) **Appeal decisions had been received in respect of:**

(i) **Erection of dwellinghouse, Land South West of West Lodge, Minto – reporter’s decision: sustained;**

(ii) **Siting of static caravan clad in timber and land engineering works undertaken, Land South West of Yethouse Farmhouse, Newcastleton – reporter’s decision: dismissed;**

(c) **Review requests had been received in respect of:**

- (i) **Change of use of land and plot layout to form extension to caravan park, Land West of Pease Bay Holiday Home Park, Cockburnspath;**
 - (ii) **Erection of dwellinghouse, Land South West of Castleside Cottage, Selkirk;**
 - (iii) **Siting of shepherds hut and siting of cabin (retrospective) to form holiday let accommodation, Land South West of Corstane Farmhouse, Broughton;**
- (d) **There remained 15 reviews previously reported on which decision were still awaited when the report was prepared on 25 November 2022 which related to sites at:**

• Land East of 16 Hendersyde Avenue, Kelso	• Plot 1, Land North of Belses Cottage, Jedburgh
• Plot 2, Land North of Belses Cottage, Jedburgh	• Garden Ground of Cheviot View, Eden Road, Gordon
• Land West of 1 The Wellnage, Station Road, Duns	• Land North and East of Tweed Lodge, Hoebridge East Road, Gattonside
• Derelict Agricultural Building North of Ladyurd Farmhouse, West Linton	• Deanfoot Cottage, Deanfoot Road, West Linton
• Caddie Cottage, Teapot Street, Morebattle, Kelso	• Land West of Burnmouth Church, Stonefalls, Burnmouth, Eyemouth
• Townfoot Hill, Land North West of Cunzierton House, Oxnam, Jedburgh	• Land North East of Runningburn Farm, Stichill
• Land at Silo Bins Edington Mill Chirnside, Edington Mill Road, Chirnside	• Hillside, Duns Road, Swinton, Duns
• Mansefield, 91 High Street, Coldstream	

- (e) **There remained one Section 36 Public Local Inquiry previously reported on which a decision was still awaited when the report was prepared on 25 November 2022 which related to a site at Land West of Castleweary (Faw Side Community Wind Farm), Fawside, Hawick.**

The meeting concluded at 11.45 pm.

SCOTTISH BORDERS COUNCIL EXECUTIVE COMMITTEE

MINUTES of Meeting of the EXECUTIVE COMMITTEE held in Council Chamber, Council Headquarters, Newtown St. Boswells and via Microsoft Teams on Tuesday, 6th December, 2022 at 10.00 am

Present:- Councillors E. Jardine (Chairman), L. Douglas, M. Douglas, J. Greenwell, C. Hamilton, S. Hamilton, J. Linehan (from paragraph 2) , S. Mountford, D. Parker, J. Pirone, E. Robson, M. Rowley, F. Sinclair, R. Tatler, E. Thornton-Nicol and T. Weatherston

Also Present:- Councillor W. McAteer

Absent:- Councillor C. Cochrane

In Attendance:- Acting Chief Executive, Director Infrastructure and Environment, Director People, Performance and Change, Director of Resilient Communities, Democratic Services Team Leader, Democratic Services Officer (D. Hall)

ECONOMIC DEVELOPMENT BUSINESS

Apologies: Mr G Clark (Federation of Small Businesses) and Ms S Petrie (Borders Chamber of Commerce)

1. ECONOMIC DEVELOPMENT - DEVELOPING THE WORKFORCE

- 1.1 There had been circulated copies of a report by the Director of Resilient Communities which provided an update on Scottish Borders Council's (SBC) commitment to deliver Employability Support in the Scottish Borders. The report provided a brief breakdown of the diverse employability interventions SBC and the Council's partners were utilising to tackle unemployment in the region and in particular supporting priority groups. It also outlined the coordinating role of the Local Employability Partnership (LEP). The unemployment rate in the Scottish Borders had risen since February 2020 from 1,860 to 2,015 as of August 2022, measured by the Universal Credit claimant count. It was anticipated that Covid-19 had impacted significantly on the number of people seeking employment, as well as claimants moving onto Universal Credit and those affected by the crisis in the Ukraine. This had created a high demand on support services especially for young people and those with additional barriers. The report highlighted the Council's, and its partner's, significant commitment to support those most in need to reach their employment goals. It highlighted the work of SBC's Employment Support Service and other departments and the various projects and interventions funded through external funding from Scottish and UK Government.
- 1.2 The Chief Officer – Economic Development, Ms Samantha Smith presented the report and highlighted that the focus of the LEP had been to simplify the support landscape and deliver employability services which were fit for purpose. The key focuses of the LEP included ensuring that skills support matched demand, that support was available for people of all ages, and that processes were people centred. Members thanked officers for the report and welcomed the work that was ongoing. Ms Smith explained that the job of the LEP was to ensure that support was available for people who wished to get back into work, and that agencies and groups were linked up in an effective way with employers and employees. In response to a question regarding the percentage of working age people that were no longer in work following the Covid pandemic, Ms Smith explained that the number of working age people in work was approximately 75%, and that the LEP was focused on helping people get the right skills, for the right job, and that it was possible to examine on a local level what the labour market needed. Regarding the Key Performance Indicators (KPI), Ms Smith explained that success was defined by

people in paid employment in a permanent job. There were a considerable number of other KPIs, which were on track, and Ms Smith undertook to report back to the Committee at a future meeting. Regarding instances where people transected multiple criteria, Ms Smith explained that regardless of where a person came into contact with the LEP, they would be assessed and directed to the correct support for them. In response to a question regarding support for those with additional needs as they transitioned from children to adult services, Ms Smith explained that the supported employment team had a special focus on those with additional support needs and undertook to provide more detail at a later date. The Director of Resilient Communities advised that a future meeting of the Anti-Poverty Reference Group would have a focus on employability, which would allow the pathways from children to adult services to be discussed in detail. The Chairman explained that the Council viewed issues related to employment as extremely important, and highlighted the appointment of an Employability Champion as a reflection of its commitment.

DECISION

AGREED to:-

- (a) note the Council's ongoing commitment to employability support services in the Scottish Borders;**
- (b) endorse the establishment of the Local Employability Partnership and its objective to align and integrate support; and**
- (c) note the challenges and impact on employability deliver relating to short term in-year funding.**

2. PLACE BASED INVESTMENT PROGRAMME

- 2.1 There had been circulated copies of a report by the Director of Resilient Communities which provided an update on the delivery of the Scottish Government Place Based Investment Programme which had allocated £33m of capital funding to Scottish Local Authorities, payable in the financial year 2022/23 to support town centre regeneration projects and community wealth building. Scottish Government and Council Leaders had agreed that Local Authorities would receive a share of funding to help support place based investment over a five year period. The current financial year was the second year of the programme. The Scottish Borders had been allocated £791k based on a combination of total population and existing deprivation levels. The allocation needed to be financially committed by the end of the current financial year. Council officers had identified a number of potential projects throughout the Scottish Borders that funding could be allocated to within the current financial year. Details of the proposals were provided in the report. The Director of Resilient Communities explained that the funding proposed in the report aimed to accelerate community led regeneration and advance community wealth building. The importance of projects being delivered within the financial year was highlighted, and the Director explained that any part of the allocation which had not been used by the end of the year would be returned to the Scottish Government. The Director provided some additional details of the proposed projects. The £370k which had been allocated to the sports changing facilitates and social hub in Chirnside was part of a total project cost in the region of £630k. The £25k which had been allocated to assist the purchase of a sports pitch in Gordon was part of an overall £50k project cost. The Stow Community Trust, which was developing a pump track had been allocated £60k, with significant levels of match funding in place. Greenlaw Bowling Club had been allocated £80k to help expand and modernise their club pavilion, with additional funding provided by the club, to help deliver the overall project at a cost of approximately £140k. The Lead Officer – Economic Development, Mr Graeme Johnstone, had worked with all of the proposed projects, and the aim had been to provide a reasonable mix of projects across the region.

- 2.2 Members thanked officers for their excellent work, welcomed the report, and highlighted that all of the projects would deliver real positives for local people and the wider region. In response to a question regarding whether a contingency project was in place should one of the list be unable to proceed, the Director explained that due to the timeframes involved it was unlikely that a back-up project would be completed in time. Ms Smith stressed that capital projects were being closely monitored due to inflationary pressures, and that if a project was to be unable to proceed then it was an option to provide additional support to another ongoing project from the list. In response to a question regarding how projects were selected for funding support, the Director explained that the current list of projects for approval had come to the Council's attention via partnership working, and undertook to promote funding opportunities on a wider, more effective basis to communities. The Acting Chief Executive explained that the funding landscape was cluttered, and acknowledged that communities should have access to a clearer picture of what was available. Work to improve the Council website to more effectively direct and signpost groups to funding opportunities would be undertaken. The Director encouraged any community or Elected Member to engage with the Community Engagement Officers in their respective localities who would be able to help communities with potential project funding. The Chairman highlighted that communities and volunteers were delivering projects which would improve where they lived.

DECISION

AGREED to:-

(a) **note the progress made to deliver the Scottish Government's Place Based Investment Programme which was intended to provide funding for Scottish Local Authorities over the next three years; and**

(b) **to commit £791k from the current financial year allocation to ten projects throughout the Scottish Borders as detailed in the report.**

3. SCOTLAND'S TOWNS PARTNERSHIP - SCOTLAND LOVES LOCAL GIFT CARD

- 3.1 The Chairman welcomed Ms Nicola Hutchinson of Scotland's Towns Partnership to provide a presentation on the Scotland Loves Local (SLL) Gift Card scheme. Ms Hutchinson explained that the Scotland Loves Local Gift Card scheme was supported and spearheaded by the Scottish Government. The scheme aimed to promote local spending, boost local businesses, and make communities stronger. Each of the 32 Local Authorities in Scotland had a programme. The card covered all sectors, excluding gambling, and was free to access for every business, with almost 4,700 merchants signed up. The card was sold online at www.scotlandgiftslocal.com. Two-thirds of Local Authorities were actively promoting the SLL programme, and there had been 6,002 business registrations. Approximately 3,500 unique merchants had been registered, with £580,843 spent to date. That figure did not include disbursement programmes. Ms Hutchinson highlighted that on average recipients of cards spent 65% more than the value of the gift when they used their gift card. The SLL card could be used to disburse funds to low income households; as corporate rewards; to drive consumer spend; and also to provide sector specific support.

- 3.2 Ms Hutchinson highlighted an example of Disbursement carried out by Glasgow City Council, who had used their Local Authority Covid Economic Recovery funding to provide £105 to 83,000 Glasgow residents. The cards had been provided to people who were in receipt of council tax reductions. The programme had been a success, with £7.7m spent in Glasgow businesses between the end of August and November, 85% of which was spent in food stores. Other Local Authorities in Scotland had subsequently approached Scotland's Towns Partnership with a view to providing support to low income families in a similar way. The card could also be used as an employee reward in place of other non-cash rewards, which would help support local businesses. The effect of maximising footfall and spend was also highlighted, and local business partnerships could also reward consumers with other incentives, such as buy one get one free and discounted SLL gift

cards. The SLL gift card could also be used to drive spend in specific sectors such as tourism and hospitality by making the cards available to those sectors at a discounted rate.

- 3.3 The Scottish Borders gift card had been launched on 9 November 2022, with 91 merchants registered to accept the gift card across the Scottish Borders Council area. The majority of merchants were retail based, which was in line with expectations and consumer perception. It was hoped that the number of registered businesses would continue to increase, and work would continue with key stakeholders to promote the programme's benefits. Ms Hutchinson expressed her hope that Members would continue to promote the scheme and encouraged attendees to spread the word. Members thanked Ms Hutchinson for her presentation and expressed their hopes that the scheme would be a success. In response to a question regarding the ability to put additional money onto cards, Ms Hutchinson explained that it was not currently possible to top the cards up, but that a digital version of the card was being worked on. Regarding the potential development of a points based rewards programme for retailers, Ms Hutchinson explained that she was not aware of any other Local Authorities adopting such a scheme. Each Local Authority could develop their own plans, and the Scottish Borders could potentially create a rewards scheme. It was confirmed that window stickers for signed up merchants were available and had been sent to Scottish Borders Council. Ms Hutchinson undertook to share her presentation.

DECISION

NOTED the presentation.

OTHER BUSINESS

4. MINUTE

There had been circulated copies of the Minute of the meeting held on 15 November 2022.

DECISION

APPROVED for signature by the Chairman.

5. SCOTTISH BORDERS COUNCIL'S QUARTER 2 2022/23 PERFORMANCE INFORMATION

There had been circulated copies of a report by the Director People, Performance and Change which presented a summary of Scottish Borders Council's Quarter 2 2022/23 performance information. The information contained within the report would also be made available on the SBC website at www.scotborders.gov.uk/performance. The Director, People, Performance and Change, explained that the appendices to the report showed the performance the Council against the Council Plan themes. In response to feedback the report would be altered for the next Quarter to combine Council Plan milestones and benchmarking into a single appendix. Appendix 1 to the report showed performance compared to milestones. Work on the Rural Exchange Network of 4G had not progressed, and had now been tied to the Borderlands Digital Programme. Participation in Get into Summer 2022 programme had been strong, with 902 children taking part, supported by 425 parents. A 250 mile coast to coast cycle route had received the approval and had moved to the delivery stage. Adult Support & Protection had been inspected in August and September, with a positive outcome published by the Care Inspectorate on 18 October 2022. The Community Action Team had carried out 68 static road checks, 13 person drug searches, and 13 premises drug searches. 77% of the drug searches had been positive. The overall recycling rate was very positive, with 55.78% of household waste recycled. Less than 1% of household waste in the region was sent to landfill. Attendance at primary and secondary schools had improved. There had been one asset transfer received in the Quarter. The 80% target of looked after children of all ages in family based placements had not been achieved. In response to a question regarding the drop in the number of foot patrols carried out by the CAT, Councillor Pirone explained that

members of the CAT had been engaged in work related to the search for a missing person. In instances where the CAT was unable to carry out the appropriate amount of work then a refund to SBC of the money paid to support the work of the team was made. Regarding energy consumption classified as green, the Director undertook to provide more explanatory comments. Members highlighted that more work needed to be done to ensure that colour schemes did not lead to confusion. The Acting Chief Executive explained that with regard to the working age population claimant rate, the 18-24 claimant rate had been static, whilst the overall 16-64 rate had reduced. The Director explained that the number of high risk domestic abuse cases discussed at Multi Risk Assessment Conference was higher than previous years had been marked as green because that increase represented an improvement in the number of cases which were reported to authorities and were being addressed.

DECISION

AGREED to:-

- (a) note the Quarter 2 2022/23 Council Plan Performance Report in Appendix 1 to the report;
- (b) note the Quarter 2 2022/23 Community Action Team Performance Report in Appendix 2 to the report; and
- (c) note the Quarter 2 2022/23 Performance Indicators Report in Appendix 3 to the report.

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 Appendix 1 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

7. SALE OF FORMER BURGH YARD, GALASHIELS

Members approved a report by the Director of Infrastructure and Environment on the sale of the former burgh yard, Galashiels.

The meeting concluded at 11.45 am

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SCOTTISH BORDERS COUNCIL SCRUTINY & PETITIONS COMMITTEE

MINUTES of Meeting of the SCRUTINY & PETITIONS COMMITTEE held via Microsoft Teams on Thursday, 8 December 2022 at 10.00 am

Present:- Councillors E. Thornton-Nicol (Chair), N. Richards (Vice-Chair), J. Anderson, P. Brown, J. Cox, M. Douglas, J. PatonDay, E. Robson (from para 2.1), S. Scott and F. Sinclair (from para.1.2).

In Attendance:- Director Resilient Communities, Communities & Partnership Manager, Clerk to the Council, Democratic Services Officer (W. Mohieddeen), and Trainee Democratic Services Officer.

1. MINUTE

- 1.1 Copies of the Minute of Meeting held on 20 October 2022 had been circulated.

DECISION

APPROVED the Minute for signature by the Chair.

- 1.2 Copies of the Action Tracker for Scrutiny decisions had been circulated. With reference to item 2 from 9 June 2022, the Clerk to the Council advised that the timeline for the outstanding actions had now been agreed with Directors so this action was now complete. For the following actions, the dates for presentation to Committee were as follows:
1. Item 1, 13 January 2022 – Use of school facilities would be considered at the meeting of the Committee scheduled for 20 April 2023.
 2. Item 2, 9 December 2021 – Rural Proofing policy would be considered at the meeting of the Committee scheduled for 12 January 2023.
 3. Item 3, 9 December 2021 – Waste & Recycling communications would be considered at the meeting of the Committee scheduled for 12 January 2023.
 4. Item 1, 29 June 2021 – Public Transport and Communities would be considered at the meeting of the Committee scheduled for 1 June 2023.

DECISION

NOTED the dates where outstanding actions would be considered.

MEMBER

Councillor Sinclair joined the meeting during consideration of the above item.

2. MANAGEMENT AND MAINTENANCE OF PUBLIC HALLS

- 2.1 With reference to paragraph 10.3 of the Minute of 14 March 2022, copies of a report by the Director Resilient Communities on the Management and Maintenance of Public Halls had been circulated. The Director explained that when Halls were referenced in the report this was a catch all phrase covering different sizes and types, town halls, community centres, and village halls. The report covered the management and funding of halls across the Borders. Village Halls hosted regular local events and activities, they provided space for local clubs and societies to run activities and play a major role during emergency responses and elections. Village halls were often run by independent voluntary management committees, taking bookings for the halls, ensuring that they were clean and maintained. An umbrella organization called the Scottish Borders Village & Community Halls (SBVCH) brought together 4 Federations of Village Halls in the Borders, with 95 Halls having membership of the Federations. Scottish Borders Council had lease arrangements in place for 45 halls (20 to Live Borders and 25 to local community groups/committees), with the remaining halls owned by their individual communities or held in private trusts. All halls leased from the Council had a

responsibility to run as community enterprises and to fundraise as required. The duration and annual cost of the leases had been developed over a number of years on a case by case basis, which had led to inconsistency. The Council provided c.£50k of funding to the 4 Federations using a formula split between the number of halls within the respective Federation and the rural population for each area (excluding certain towns and villages where halls were now run by Live Borders. The average payment per hall was £526. Further details were given in the report on the management of the halls. As part of the SBC Council Plan 2022-23, under the 'Good Health and Wellbeing' theme, there was an action to review the Cultural Strategy for the Scottish Borders, and it was proposed that this would also explore options to improve consistency in lease, funding and management arrangements for halls.

MEMBER

Councillor Robson joined the meeting during the above presentation.

- 2.2 The Communities & Partnership Manager, Ms Smith, explained that the role of the halls during Covid had been exemplary, but since the Covid restrictions had been relaxed it had been a struggle to get volunteers back. There was an evolving role for halls and it would be useful to review their operation, management and support within communities going forward. Cllr Anderson raised the matter of those community centres leased to Live Borders, whereby management committees were paying an annual contribution equating to 65% of their income from lets to Live Borders, advising that for Eyemouth this was incorrect as they paid a fee which was much greater than 65% of let income. Mrs Craig, Director Resilient Communities, undertook to look into this if Cllr Anderson would send on specific details. Other points raised included the need to be careful so as not to disadvantage some halls by making everything the same; there was a need for capacity building in communities when working with volunteers, especially where there were complex arrangements; the differences between halls' incomes with some achieving more than others; and that any income received should be vested in the halls themselves and not moved elsewhere. Consideration should also be given to the number of halls and whether all were needed or required financial support. Mrs Craig confirmed that, through the Place Making discussions, the number of assets in a community and their use would be verified and then communities asked whether they still wished to retain them all or whether some could amalgamate to get more investment. Discussions on this were only in the very early stages in a few towns at the moment. There were huge variations between areas and the halls themselves, with different funding streams. It was unlikely a consistent model could be brought in across the Borders but hopefully it would be possible to develop a framework in which they all could work.
- 2.3 Ms Smith confirmed that officers had had a look at 2 or 3 halls in private trusts, and these could be quite complex. However, they too could still be a member of a Federation and get additional benefits. Further concern was expressed about the management fee paid by halls, which may still be based on pre-Covid use, and there needed to be a better relationship developed between Live Borders and the voluntary committees running some of the halls. With regard to the promotion of Community Asset Transfers and capacity building to assist communities in making applications, Mrs Craig explained that work was currently underway and a report would be brought to Council on better community engagement and a better way to support communities. It was recognized that the Council website was not structured in the right way to make it easy for communities to get the support they needed, and it was proposed – in the same way as had happened with the cost of living crisis – that information on community support, whether that be asset transfer, how to get more volunteers, financial support, etc., would be brought to the one place. This would also include links to other organisations as it was not just the Council providing support to communities. Ms Clare Malster, the Council's Participation Officer, was available to have a conversation with groups about asset transfers and a video on this had just been added to the Council website. It was a complex process but Ms Malster could help guide people through it, including a "try before you buy" arrangements where the Estates team could arrange a lease of varying lengths to allow communities to check if

they could manage before going ahead. In response to a request for a list of halls, including their ownership and any lease arrangements in each Ward, Mrs Craig advised that this could be provided, although it would not be a complete list, and Members should let officers know of any others which were missing from the list.

DECISION

AGREED to note the findings of the report and that the planned work to review and update the Scottish Borders Cultural Strategy and action plan would include the lease, maintenance, funding and management options for Halls.

URGENT BUSINESS

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

3. **FUTURE SCRUTINY WORK PROGRAMME**

The Chair advised that an item of business would be placed on the agenda of the next meeting of the Committee to consider potential items for the future Scrutiny Work Programme. Should Members have any items they wished to be included in the programme, they should contact the Clerk to the Council, who would write out to all Members and also Community Councils asking if they had any matters, within the remit of the Council, for a Scrutiny review.

DECISION

NOTED.

The meeting concluded at 10.45 am.

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SCOTTISH BORDERS COUNCIL PENSION FUND COMMITTEE AND PENSION BOARD

MINUTES of Meeting of the PENSION
FUND COMMITTEE AND PENSION
BOARD held via Microsoft Teams on
Tuesday, 13 December 2022 at 10.00am.

Present:- Councillors D. Parker (Chairman), P. Brown, C. Hamilton, W. McAteer, D. Moffat, S. Mountford, W. McAteer, J. Pirone (from paragraph 7), S. Scott, Mr D. Bell, Mr A. Daye (from paragraph 8), Mr M. Drysdale, Ms K. Robb (from paragraph 7), and Ms L. Stephen.

Apologies:- Ms K M Hughes

In Attendance: Acting Chief Executive, Acting Chief Financial Officer, Chief Officer Audit and Risk, HR Shared Services Manager, Democratic Services Officer (D. Hall).

Also in Attendance: Mr A Ross and Mr A Singh (Isio)

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 19 October 2022. Mr Drysdale advised that he had erroneously been listed as an apology in the Minute of the meeting. It was agreed to amend the Minute accordingly.

DECISION

NOTED for signature by the Chairman as amended.

2. **RISK REGISTER UPDATE**

With reference to paragraph 8 of the Minute of the meeting held on 29 June 2022, there had been circulated copies of the report by the Acting Chief Financial Officer which formed part of the risk review requirements and provided the Members of the Pension Fund Committee and Pension Board with a schedule that detailed the updated risks and proposed management actions to mitigate the risks. 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 was held on 4 May 2022 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 29 June 2022 and then reviewed on the 15th September 2022. Appendix 1 to the report detailed the risks within the approved risk register which had been updated at the end of quarter 2, identified management actions and the progress of these actions to date. Four actions had been updated following the introduction of the Overpayments Policy (3.1, 5.4, 5.6 and 6.1) with the only red risk also being reviewed and updated (6.2). There were no new risks identified during the review. The Acting Chief Financial Officer, Ms Suzy Douglas, presented the report and highlighted that the report produced by Ms Clare Scott, an independent advisor, had expressed views on matters related to risk management. The Chief Officer – Audit and Risk, Ms Jill Stacey advised that the terms of risk reviews followed the risk management policy which had been introduced in December 2021. It had been agreed then that the approach to risk and risk review would be proportionate to the risk which each entity faced. Risks, as classified on the Red, Amber, Green matrix, were reviewed at different frequencies. Red risks were reviewed on a quarterly basis, amber every 6-months, and green annually. Ms Stacey and the Corporate Risk Officer were working closely with Ms

Douglas and the HR Shared Services Manager to ensure risks were adequately reviewed. In response to a question regarding details on specific action taken as part of risk review and management, Ms Stacey explained that the report was a high level summary which outlined that risk management practises were being applied and the report provided a summary for oversight purposes. The Acting Chief Executive confirmed that a full review of the risk register was carried out on an annual basis and was presented to the Committee, and that a session could be organised which could assess the most strategic and significant risks faced by the Pension Fund. The full Risk Register could be made available to Members.

DECISION

AGREED:-

- (a) to note the management actions progress as contained in Appendix 1 to the report;**
- (b) to note no new quantifiable risks had been identified since the last review; and**
- (c) to an update on progress of management actions to be presented, based on the Quarter 3 position, in March 2023.**

3. BUSINESS PLAN PERFORMANCE UPDATE

With reference to paragraph 7 of the Minute of the Meeting held on 29 June 2022 there had been circulated a report which provided an update on delivery of the actions within the approved Business Plan. The 2022/23 – 2024/25 Business Plan for the Pension Fund was approved by the Committee/Board on 29 June 2022. Included within the plan were key objectives and actions with target dates. A summary of the progress on the actions were included in Appendix 1 to the report. As part of the risk register update approved at Committee/Board on 15 September 2022 it was agreed that a mid-year progress report on the business plan actions would be presented to Members at the December 2022 meeting and a further progress report and update at the June 2023 meeting. There were 25 key tasks due for completion during 2022/23. As detailed in Appendix 1 to the report, all actions were progressing or were complete with exceptions and delays in delivery outlined in the report. Ms Douglas presented the report and highlighted that the amendments to the plan largely related to changed completion dates which had arisen as a result of resources challenges. In response to a question regarding whether the resource challenges were temporary or systemic, Ms Douglas confirmed that the position of the Pensions and Investment Manager had not been filled following the departure of Ms Kirsty Robb whilst the report from Ms Clare Scott was being prepared. It was hoped that progress would be made recruiting to that post. The HR Shared Services Manager confirmed that the challenges which had been present from an administration perspective related to staff changes, and the delayed pay award had made a considerable impact on workload. Ms Douglas confirmed that technical support was being provided by Isio to the finance team, and had proven to be helpful. The Chief Officer, Audit and Risk confirmed that work was ongoing related to evaluate risk implications related to the business plan, and would form part of the annual assurance report.

DECISION

AGREED:-

- (a) to note the progress of the 2022/23 actions within the Business Plan; and**
- (b) the revised target dates for the actions set out in the report.**

4. **PENSION FUND BUDGET MONITORING TO 30 SEPTEMBER 2022**

With reference to paragraph 3 of the Minute of the Meeting held on 15 September 2022, there had been circulated copies of a report by the Acting Chief Financial Officer which provided an update position of the Pension Fund budget to 30 September 2022 including projections to 31 March 2023. The Local Government Pension Scheme (Scotland) Regulation 2014 required Administering Authorities to ensure strong governance arrangements and set out the standards they were to be measured against. To ensure the Fund met the standards a budget was approved on 17 March 2022 following the recommendations within the CIPFA accounting guide lines headings. The report was the second quarterly monitoring report of the approved budget. The total expenditure to 30 September 2022 was £1.186m, with a projected total expenditure of £7.4m. Following the amendment to the revised budget last quarter, there was no current requirement for any further amendments. Ms Douglas explained that whilst expenditure appeared to low for the mid-year point, investment management charges were made in arrears on a quarterly basis, and the charges for the second quarter had not been included in the figure of £1.186m. In response to a question regarding how the Fund's management fees compared to other Local Government Pension Schemes, the Acting Chief Executive explained that the Fund did not have in house investment management, and had allocated investments to a stable of fund managers. Investment costs would likely be above average, however the decision to appoint fund managers lowered the risk profile of the Fund and provided good returns. Mr Andrew Singh of Isio confirmed that when a new investment manager was appointed by the Fund overall management fees would be considered throughout the process.

DECISION

AGREED to:

- (a) **note the actual expenditure to 30 September 2022; and**
- (b) **note the projected out turn position to 31 March 2023.**

5. **OVERPAYMENT POLICY**

With reference to paragraph 3 of the Minute of the Meeting held on 19 October 2022 there had been circulated copies of a report by the Director – People, Performance and Change which sought approval for the adoption of the Overpayment Policy for the Fund. The policy formalised practices which had been in place within the Fund and addressed the recommendation within the 2021/22 Annual Audit Report from Audit Scotland. Overpayment of Pension was not something that any party wished, however, it had to be recognised that this could occur and it was appropriate that the Fund had adopted a Policy that outlined the steps and actions that should be taken. It was also important to recognise that there were different potential causes for overpayment which had different recovery options. These were all outlined within the Overpayment Policy which could be found at Appendix 1 to the report. The recovery of any overpayment would be done in a fair and equitable manner and where recovery was to be made this would be sought without any undue delay. If it was appropriate, determined on a case by case basis, legal advice would be sought. The Fund would ensure that there were clear processes in place to prevent and investigate any potential fraudulent activity. There may be circumstances where it is appropriate to write off an overpayment rather than seeking to make recovery, this would generally be where the overpayment was less than £20.00 and it did not make economic sense to recover on the grounds of the cost of Officers time and associated costs, such as postage, against the amount outstanding. The write off values and authority to write off had been set in line with the Council's Financial Regulations. The Pensions Team had established controls in place for monitoring overpayment balances and repayments, those controls were subject to audit

examination as part of the Annual Audit carried out. The Team also took a pro-active approach to the prevention of overpayments through internal controls and the use of Tell Us Once to allow for early reporting of the death of scheme members. In response to a question regarding the frequency of reclaimed overpayments exceeding £50k, the HR Shared Services Manager explained that the majority of overpayments tended to be between £20 and £5000, and that he was not aware of many overpayments above £5000 since he had worked in the Pensions Team.

DECISION

AGREED to approve the Overpayment Policy as set out in Appendix 1 to the report.

6. RESPONSIBLE INVESTMENT MONITORING

With reference to paragraph 9 of the Minute of the Meeting held on 29 June 2022, there had been circulated copies of a previously agreed Responsible Investment Monitoring Project Plan by Isio. Mr Singh explained that following the Committee was holding Meeting number 4 on the Plan, which concerned ESG/Climate impact assessment. A number of actions outlined in the project plan had been completed, including agreeing a formal investment policy, key responsible investment beliefs, and deciding on which metrics were to be used. A further meeting on Strategy and Risk Management would be held in June 2023 which would assess what ESG issues meant for risk, and would cover climate scenario modelling, look at different climate outcomes, and what was required as a result of TCFD regulations.

**DECISION
NOTED**

MEMBER

Councillor Pirone, and Ms Kirsty Robb joined the meeting during the discussion of the item below.

7. TASKFORCE FOR CLIMATE RELATED DISCLOSURES GOVERNANCE POLICY

There had been circulated copies of a Climate Governance Policy by Isio with the agenda. The Policy proposed to supplement and expand upon the Statement of Investment Principles, Responsible Investment Policy, Fund Strategy Statement, and the wider Corporate Governance and Corporate Social Responsibility position with a detailed proposal for the roles and responsibilities for managing climate-related risks and opportunities. The Chief Officer – Audit and Risk highlighted that following changes to the Scheme of Administration agreed at a meeting by Scottish Borders Council at its meeting held on 25 August 2022, the Audit and Scrutiny Committee had been separated into the Audit Committee, and the Scrutiny and Petitions Committee. Mr Singh undertook to amend the diagram to reflect the changes.

DECISION

AGREED to approve the Policy.

MEMBER

Mr A Daye joined the meeting during the discussion of the item below.

8. THE PENSIONS REGULATOR SINGLE CODE REVIEW AND RECOMMENDATIONS

- 8.1 There had been circulated copies of a report by Clare Scott, an Independent advisor who had undertaken a review of the Governance of the Scottish Borders Council Pension Fund during October and November 2023. The Acting Chief Executive explained that Ms Scott had been unable to attend the meeting due to another client meeting, and presented the key findings of the review. A briefing session had been held

to allow members to scrutinise the review and recommendations. The analysis of the Fund was based on a desk-top review of pension fund documentation, observations of meetings and conversations with individuals involved in the Fund's governance. It was prompted by the increased scrutiny of Local Government Pension Scheme funds and increasing standards of governance introduced by legislation and the Pensions Regulator. The key findings of the report included that the Fund had a number of good practices in place including that the duties of the Pension Fund Committee were solely for the Pension Fund, and membership of the Committee had been relatively stable. The report highlighted that the Pension Board met separately, directly after the Committee to consider whether the Board wished to raise any concerns with the Committee. A significant amount of time was spent by the Committee and Sub-Committee on pension matters in comparison with other LGPS funds. For a relatively small fund, the investment arrangements were very complex. The Fund had a rigorous approach to training for members of the Committee and Board. Officers were proactive in forecasting agendas for Committee meetings and the meeting agendas included a wide range of pension matters. The Fund's annual report was comprehensive and the risk register was reviewed quarterly by the Committee and Board. Comprehensive policies and strategies were in place for most functions of the pension fund, including a business plan and budget.

- 8.2 The report outlined a number of recommendations which Ms Scott had made which concerned matters related to Governance Structure and Decision Making; Objectives and Planning; Outcomes and Oversight; and Risk Management and Audit. The Acting Chief Executive highlighted the Governance Structure and Decision Making recommendations, which included that the Fund should ensure that the roles of the Committee and Board members were distinct to avoid potential conflicts of interest; that the Pension Board's constitution should be reviewed and updated; the remit of the Committee should include the assessment of the effectiveness of the Fund's systems of control, including agreeing internal audit plans and reviewing the outcome of internal audits; that the Fund should review the make-up and business of the Investment Sub-Committee; the approach to training could be more specific to the needs of members; resource requirements should be assessed to ensure functions were efficient and effective; and the Fund should consider the appointment of a single officer who had line management responsibility for all pension functions and spent the majority of their time on pension matters. The Acting Chief Executive highlighted that the appointment of a single officer could present a challenge due to the structure of the Council and its level of integration. Regarding Objectives and Planning, the Fund should put in place new policies for the management of conflicts of interests and reporting of breaches; the Pensions Administration Strategy should be expanded to include standards for internal services provided to pension fund members to ensure performance was monitored; a data improvement plan was suggested; and the Fund should regularly review the risks and resources of maintaining two systems for pensioner payroll. In the context of Outcomes and Oversight, Ms Scott had recommended that benchmarking of administration and investment should be undertaken on a regular basis, including cost and performance, with results reported to the Committee; and a large number of investment managers/mandates should be consolidated to a smaller number of asset classes. Risk Management and Audit recommendations included the Fund documenting how it complied with the Pensions Regulator Codes, and included the risk of non-compliance on the risk register; and the Fund's internal audit should be expanded to cover the Fund's specific risks. The Acting Chief Executive suggested that Officers undertake work to produce an action plan to address the recommendations suggested by Ms Scott and report back with formal recommendations to the Committee at a future meeting. Members agreed to that approach. The Chief Officer, Audit and Risk explained that some actions would require officers to assess the recommendations and outcomes in the short term, and proposed that actions were linked to risks to ensure that

the added value of implementing mitigations actions were realised. Ms Stacey was happy to consider additional assurance related to the Pension Fund as part of the work related to the Action Plan. The annual internal audit plan would be brought to the March meeting of the Committee as planned. Internal discussions would take place on resourcing internal audit services. The Acting Chief Executive highlighted that no major, unexpected concerns had been brought to light by the report, highlighted that the picture in the report as it related to the number of mandates did not necessarily reflect the operation of the Fund, and undertook to include timescales within the Action Plan. Members highlighted that the positives in the report should be emphasised

DECISION

AGREED to note the report and the course of action proposed by Officers.

9. INFORMATION UPDATE

There had been circulated copies of a Scheme Advisory Board (SAB) Bulletin by the Scottish Local Government Pension Scheme with the agenda. The Chairman explained that a workshop for SAB members had recently been held. The structural review remained paused. Ongoing developments which had the potential to impact upon LGPS had been considered, such as the proposed National Care Service, and regulatory changes. The Chairman expected that the review would remain paused for at least one year whilst work related to the National Care Service progressed. A letter would be sent to the Scottish Government Minister to seek guidance on the review.

10. 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.

SUMMARY OF PRIVATE BUSINESS

11. QUARTER 3 INVESTMENT PERFORMANCE REPORT

The Committee noted the Quarter 3 Investment Performance report by Isio.

12. ENVIRONMENTAL, SOCIAL, AND GOVERNANCE IMPACT ASSESSMENT 2022 REPORT

The Committee noted the Environmental, Social, and Governance Impact Assessment 2022 report.

The meeting concluded at 11.40 am.